

## **KwikHelp**

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## Help on KwikDraw Menus

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## **File Menu**

### **New**

Clears the drawing and sets the current filename to "noname.kwk" (displayed in the caption bar at the top of the drawing).

### **Open**

Shows the disk directory and allows you to open a new file. The Open dialog box will also allow you to change the current directory.

### **Save**

Saves the drawing to disk under the current filename (as displayed in the caption bar at the top of the drawing). If the caption bar is labelled "KWIKDRAW", then the current filename is actually "noname.kwk".

### **Save As**

Allows you to save the drawing with a new filename. The Save As dialog box will not allow you to change the current directory. You can, however, save to a file in a different directory by prefixing the filename with a directory path.

### **Print**

Brings up the print popup menu. You will probably want to set the printer orientation to match the screen orientation (portrait or landscape). To do this, use the "Setup" button on the print popup menu. KwikDraw will automatically scale the screen drawing to the paper size of your printer.

### **Print Setup**

This menu option allows you to change your default printer by launching the Printers portion of the Windows Control Panel. To change printers, double-click on a new printer to make it the default.

### **Exit**

Quits KwikDraw. You will be asked whether you wish to save the current drawing before quitting.

## **Edit Menu**

### **Undo**

Undoes the last change made to an object, or a set of objects. Use this option to undo the following changes: Moved objects, Scaled objects, Polygon vertex changes, Text changes, Curve extent changes, Line arrowhead changes, Rotate, Fill Pattern changes, Line style changes, and Font changes. To Redo something that you have undone, simply select Undo again (Undo the Undo). To undo a Flip operation, perform the Flip again. To undo Group Objects, use Ungroup Objects (and visa-versa). To undo Object Forward, use Object Backward (and visa-versa). To undo Cut, use Paste (and visa-versa). To undo Duplicate, use Cut.

### **Cut to Clipboard**

Cuts the currently selected objects into the Windows Clipboard. Objects in the Windows Clipboard may be pasted into the current drawing, into a newly loaded drawing, into a drawing in another session of KwikDraw, or into any application that supports MetaFile formats, which includes most Windows based word processors and drawing programs.

### **Copy to Clipboard**

Copies the currently selected objects into the Windows Clipboard.

### **Paste from Clipboard**

If the Windows Clipboard currently contains any KwikDraw objects, then they will be pasted into the current drawing. The objects will be pasted in a selected state so that you can easily move them about.

### **Show Clipboard**

Launches the Windows Clipboard. This is a convenient way to view or resize the contents of the clipboard before pasting into another application. For more information on this, see [Transfer to Other Applications](#).

### **Duplicate**

Duplicates the selected items, leaving the newly created objects in a selected state.

### **Text Edit**

Allows you to edit a previously placed text object. A single text object must be selected before this menu item can be used. You can also edit a text object by double clicking on it with the pointer tool, or by selecting it and then pressing the right mouse button.

### **Edit Poly**

When checked, this menu item indicates that you are currently in "Edit Poly" mode. In this mode, the vertices of polygon objects may be altered by pointing at them, holding the left button down, and dragging the mouse. In order to scale a Polygon object by stretching one of the corners, the Edit Poly mode must be turned off. Selecting this menu item will toggle the Edit Poly mode on or off.

### **Extend Curve**

When checked, this menu item indicates that you are currently in "Extend Curve" mode. Curve type objects (curve, pie, or chord) are initially created as one quadrant of an ellipse. In the "Extend Curve" mode, the endpoints of Curve type objects may be lengthened or shortened by pointing at them, holding the left button down, and dragging the mouse. In order to scale a curve object by stretching one of the corners, the Extend Curve mode must be turned off. Selecting this menu item will toggle the Extend Curve mode on or off.

## **Layout Menu**

### **Show Grid**

This menu item toggles the grid display on and off.

### **Snap to Grid**

This menu item toggles the grid snap mode on and off. When grid snap is on, you will only be allowed to draw, move, and stretch objects to the nearest grid points.

### **Constrain**

This menu item toggles the Constrain mode on and off. When Constrain is on, new objects, other than Lines or Polygons, will only be drawn with a one-to-one aspect ratio. Thus only Squares will be drawn when using the Rectangle tool, and only Circles will be drawn when using the Ellipse tool, etc. Line objects, and the line components of Polygon objects, will only be drawn horizontally, vertically, or at 45 degree angles in the Constrain mode. When resizing or stretching objects, the Constrain mode will prevent you from changing the aspect ratio of the object. This means that changing the size of an object in one dimension can only occur with a proportionally equal change in the other dimension.

### **Drawing Size 600x800 and 1200x1600**

These menu selections control the size of the drawing surface on the screen. The drawing size is expressed as the number of screen pixels in the drawing area at a 100% zoom setting. Selecting one of these two sizes will uncheck the other. Note that this only controls the size of the drawing on the screen. The size of the printed output is determined by the page size of your printer. KwikDraw will automatically scale the screen page to fit on your printer page.

### **Portrait and Landscape**

These menu selections control the orientation of the drawing on the screen. Selecting one of these will uncheck the other. Note that this only controls the orientation of the screen page. The orientation of the printer output is controlled separately from the Print menu. In most cases you will want to use the same orientation for both screen and printer. KwikDraw will, however, automatically scale the screen page to fit on your printer page.

### **Zoom**

These menu items control the zoom level of the screen page. When the zoom level is less than 100%, then text objects in one of the Raster Fonts are only shown as an outline. Text objects in one of the Stroke Fonts are displayed as normal, however.

## **Raster Fonts**

The Raster Fonts are Courier, Helv, Tms Rmn, and Symbol.

## **Stroke Fonts**

The Stroke Fonts are Roman, Modern, and Script.

**Solid Colors**

Solid Colors are those that can be obtained directly from your video hardware for each display pixel.



## **Dithered Colors**

Dithered Colors are generated (by MS Windows) by placing display pixels with different solid colors adjacent to each other. If you are standing far enough away from your monitor, your eyes will "mix" the adjacent pixels to give the effect of a color that your video hardware cannot otherwise generate directly.

## **Arrange Menu**

### **Move Forward**

This menu item will move the currently selected item on top of the first item found that overlaps it. When multiple items are selected, this procedure is applied to each item in the order that the items were selected. The results can be confusing since the next item Moved Forward could undo the result of the last item Moved Forward. Similar comments apply to the other Move selections.

### **Move Backwards**

Moves the currently selected item below the first item found that it overlaps.

### **Move to Front**

Moves the currently selected item to the top of all items that overlap it.

### **Move to Back**

Moves the currently selected item to the bottom of all items that it overlaps.

### **Flip Horizontal**

Flips the selected items horizontally about their individual center points. The items that make up a Grouped object will be flipped about the center of the Group.

### **Flip Vertical**

Flips the selected items vertically about their individual center points. The items that make up a Grouped object will be flipped about the center of the Group.

### **Rotate**

Rotates the selected items 90 degrees about their individual center points. The items that make up a Grouped object will be rotated about the center of the Group. Text Objects can only be rotated about their own center points when they use one of the Stroke Fonts. When part of a Grouped Object, however, the position of a Text object using one of the Raster Fonts will still rotate about the center of the group.

### **Group**

Combines the selected object into a grouped object, which can be moved, stretched, flipped, rotated, etc as a single entity. Groups of Groups can be formed to an arbitrary number of levels.

### **Ungroup**

Ungroups the selected Group objects back one level into independent entities. Note that Ungrouping a Group of Groups takes you back only one level instead of all the way back to the base object types.

## **Pen Menu**

The selections and dialog boxes launched from this menu are context sensitive. When no objects are currently selected, this menu and its associated dialog boxes show you (and allow you to modify) the current defaults for Fill Patterns, Line Widths, Line Types, and Line Arrowheads. When a single object is selected, the menu and dialog box items show and modify the attributes of only that object, WITHOUT changing the defaults that will be used for newly created objects. When multiple objects or Grouped objects are selected, the menu and dialog boxes will show nothing checked, since the selected objects may all have different settings. In this case, when you choose a menu or dialog box item, it will set the corresponding attribute of ALL currently selected items, again WITHOUT modifying the default attributes.

### **Fill**

Launches a dialog box that allows you to change the Fill Pattern and the Fill Color for closed objects (rectangles, ellipses, closed curves, and closed polygons).

### **Line Style**

Launches a dialog box that allows you to change the Line Width, Line Style, and Line Color for any object other than Text Objects. Only solid lines may be given a width greater than 1 in this dialog box. If any of the dotted or dashed line styles is selected, the width will be forced to 1, and the width entry field on the dialog box will be disabled.

### **Arrow Style**

Launches a dialog box that allows you to change the Arrowhead Style for Line Objects.

### **Arrows**

These menu items only apply to Line objects. The attributes of the selected object are shown as a check mark next to the Left Arrow or Right Arrow menu items (or both). Any of the menu items Left Arrow, Right Arrow, No Arrows, or Both Arrows, may be chosen to alter the selected object. The Left Arrow and Right Arrow items act as toggles.

## Font Menu

This menu only applies to Text objects. The selections are context sensitive. When no objects are currently selected, this menu shows you (and allows you to modify) the current defaults for Font Type and Style. When a single object is selected, the menu shows the attributes of only that object, WITHOUT changing the defaults that will be used for newly created Text objects. When multiple objects or Grouped objects are selected, the menu will show nothing checked, since the selected objects may all have different settings. In this case, when you choose a menu item, it will set the corresponding attribute of ALL currently selected items, again WITHOUT modifying the default attributes.

### Raster Fonts

The first group of font types on this menu are Raster Fonts. They are not arbitrarily scalable. Text objects using these font types are shown as outlines when the zoom level is below 100%. Text objects using these fonts cannot be rotated about their own centers.

### Stroke Fonts

The second group of font types on this menu are Stroke Fonts. Text objects using these font types may be viewed at any zoom level. They may also be rotated about their own centers.

### Font Style

The last group on this menu controls the font style (Normal, Bold, Italic, or Underline).

## **Size Menu**

This menu only applies to Text objects. The selections are context sensitive. When no objects are currently selected, this menu shows you (and allows you to modify) the current defaults for Font Size. When a single object is selected, the menu shows the Font Size of only that object, WITHOUT changing the default that will be used for newly created Text objects. When multiple objects or Grouped objects are selected, the menu will show nothing checked, since the selected objects may all have different sizes. In this case, when you choose a size, it will set the corresponding attribute of ALL currently selected text objects, again WITHOUT modifying the default size.

## Help on KwikDraw Tool Bar

Pointer Tool

Text Tool

Line Tool

Rectangle Tools

Ellipse Tool

Arc, Chord, Pie Tools

Polygon Tools

## **Pointer Tool**

This tool is used to Select objects. An object must be selected before it can be moved, rescaled, copied, cut, duplicated, edited, moved forward, moved backward, flipped, rotated, grouped, ungrouped, or had any of its attributes modified (such as pen style, pen width, fill pattern, font type, font style, or font size).

## **Text Tool**

This tool is used to place a text object on the drawing. After activating the tool, simply point to the entry point on your drawing, then click and release the left mouse button. A text entry dialog box will pop up. Type the text desired and terminate by pressing the OK or Cancel buttons. During text entry you may use the Enter key to start a new line. You may also edit your text using the cursor keys, the backspace key, and the delete key. To replace a block of text, simply highlight the block to be replaced and start typing the new text.

You may initiate edits to an existing Text object in three ways. Any of the methods below will pop-up a dialog box which will allow you to edit the text:

### Using the Edit Menu:

To use this method, first select the Text object. Then choose the Edit Text option on the Edit Menu.

### Double-Clicking:

To use this method simply double-click on the text object using the left mouse button.

### Using the Right Mouse Button:

To use this method, first select the Text object. Then press the right mouse button.



## Line Tool

This tool is used to draw lines. After activating the tool, simply point where you desire the start of the line, click and hold down the left mouse button, drag the cursor to where you desire the end of the line, and release the mouse button. Arrowheads may be added to line objects using the options on the Pen Menu. The line style or width may be altered using the Line Style option on the Pen Menu.

## Rectangle Tools

There are two tools to draw rectangles, one for regular rectangles and another for rectangles with rounded corners. After activating one of these tools, simply point where you desire one of the rectangle corners, click and hold the left mouse button, drag the cursor to where you desire the opposite corner, and release the mouse button. The rectangle fill pattern may be altered using the Fill option on the Pen Menu. The line style or width may altered using the Line Style option on the Pen Menu.

## **Ellipse Tool**

This tool is used to draw ellipses, including circles. Drawing an ellipse is identical to drawing a rectangle that surrounds the desired ellipse. After activating the tool, simply point where you desire one of the rectangle corners, click and hold the left mouse button, drag the cursor to where you desire the opposite corner, and release the mouse button. The ellipse fill pattern may be altered using the Fill option on the Pen Menu. The line style or width may altered using the Line Style option on the Pen Menu.

## **Arc, Chord, Pie Tools**

Curved regions are drawn as a portion an ellipse. There are three tools for drawing curved regions, one for drawing Arcs, which are open curves, one for Chords, which connect the endpoints of an arc with a straight line, and one for Pies, which connect the endpoints of an arc with two straight lines meeting at the center of the ellipse. Arc, Chord, and Pie objects are initially drawn as one quadrant of an ellipse. The endpoints may be extended away from the quadrant boundary when in the Extend Curve mode, controllable from the Edit Menu. Drawing one of these objects is identical to drawing a rectangle that surrounds the quadrant of the underlying ellipse. After activating the tool, simply point where you desire one of the rectangle corners, click and hold the left mouse button, drag the cursor to where you desire the opposite corner, and release the mouse button. The fill pattern for the Chord and Pie objects may be altered using the Fill option on the Pen Menu. The line style or width may altered using the Line Style option on the Pen Menu.

## **Polygon Tools**

There are two tools to draw Polygons, one for Closed Polygons and another for Open Polygons. After activating one of these tools, simply point where you desire one of the polygon vertices, then click and release the left mouse button. Next move the mouse cursor to the next vertex and click and release again. To finish the Polygon, you must double-click the left mouse button or single click the right mouse button on the last vertex. Closed Polygons will automatically be connected back to the starting vertex. After finishing the object, Polygon vertices may be individually moved when in the Edit Polygon mode, controllable from the Edit Menu. The Closed Polygon fill pattern may be altered using the Fill option on the Pen Menu. The line style or width may altered using the Line Style option on the Pen Menu.

## **Help on General Topics**

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## **Open, Save, or Rename a Drawing**

To open an existing drawing, use the Open option on the File Menu.

To start a new drawing, use the New option on the File Menu.

To save your work under the current filename, use the Save option on the File Menu. The current filename is usually displayed above the menu. If "KWIKDRAW" is currently displayed above the menu, then the current filename is "noname.kwk".

To save your work under a different filename, use the Save As option on the File Menu.

## **Printing a Drawing**

To print a drawing, use the Print option on the [File Menu](#).



## Transfer to Other Applications

You can copy a drawing, or any portion of a drawing to any application that supports Windows MetaFiles using the Windows Clipboard. This includes most word processors and drawing programs that run under Windows.

### To transfer a drawing to another application through the Windows Clipboard:

- 1) Select the portion of the drawing you wish to transfer.
- 2) Choose the Copy option on the Edit Menu.
- 3) Activate the application that you wish to receive the drawing.
- 4) Choose the Paste option on the Edit Menu of that application.

You should be able to rescale the drawing after it is pasted into the other application. If the application does not support rescaling, then you can rescale the drawing before pasting by opening the Windows Clipboard and changing the window size.

### Notes on scaling after the transfer:

If your drawing has text objects placed inside of other objects (such as rectangles), and you intend to rescale the drawing after pasting it into your other application, then be aware of the following: Objects such as rectangles are arbitrarily scaleable, but text objects in one of the Raster Fonts are NOT. After pasting into your other application, you may thus find that the text objects have overflowed the boundaries of the rectangles. There are several solutions to this problem:

- 1) Use Stroke Fonts instead of Raster Fonts, since they are arbitrarily scalable.
- 2) Do not change the scale of the drawing. This requires that you draw it in KwikDraw in the desired size.
- 3) Before pasting into your other application, open up the Windows Clipboard (which you can launch from the KwikDraw Edit Menu or from the Accessories Group in the Program Manager). Scale the drawing in the Clipboard (by changing the Clipboard window size), until you find an acceptable fit of text to other graphics. If you are trying to reduce the size of the drawing, then start your reduction by shrinking the window in the vertical direction first. This should eventually cause the text object to "snap" down to the next available point size, which will give you a visual clue as to how far you can shrink the window horizontally while keeping the text objects inside their boundaries.

**You can also transfer your drawing to another application as an HPGL (Hewlett Packard Graphics Language) file.** Several DOS and Windows based graphics compatible word processors support this format:

- 1) Select the Printer Setup option from the File Menu. This runs the Printers setup in the Windows Control Panel.
- 2) Install an HP Plotter as the default printer, printing to a file.
- 3) Print your drawing using the Print option on the Edit Menu.
- 4) Import the resulting HPGL file into your other application.

## **Making Objects Transparent**

When one object overlaps another in your drawing, you will often want to make the top object transparent, so that you can see through it to the object below. This is easy to do. Simply select the top object and choose the Fill option on the Pen Menu. In the Fill Patterns dialog box, check the fill pattern labelled "(none)".

You should note that a transparent object can only be selected by pointing at the boundary of the object, whereas an object with any other fill pattern may be selected by pointing anywhere in its interior.

## Coloring Objects

To add color to any object simply select the desired object(s) and choose either the Fill or Line Style Dialog Boxes, which are launched from the Pen Menu. Use the Fill Dialog Box to color the internal area of closed objects, such as Rectangles, Ellipses, Closed Curves, or Closed Polygons. Use the Line Style Dialog Box to color the border lines that define any object or to color a text object. These dialog boxes contain three scrollbars for individually controlling the red, green, and blue color content. Only solid fill patterns will use Dithered Colors, non-solid fill patterns and line styles will revert to the closest available Solid Color.

## Modifying Objects

To make any changes to an existing object, you MUST first select it. Once it is selected, perform the action listed below.

### ReSizing Objects

When the object is selected, point at one of the highlighted corners with the pointer tool, press the mouse button (the cursor should change to an pointing hand), and drag the corner. Release the mouse button when the desired size is obtained. When the Constrain option on the Layout Menu is on, the resized object will be constrained such that the aspect ratio is preserved. This means that any change in object size in one dimension will be accompanied by a proportionally equal change in the other dimension.

### Changing Pen Width or Style

When the object is selected, choose the Line Style option on the Pen Menu.

### Changing Fill Patterns

When the object is selected, choose the Fill option on the Pen Menu.

### Changing Font Type, Style, or Size

When the object is selected, choose a Font Type or Style on the Font Menu, or a Font Size option on the Size Menu.

### Flipping or Rotating Objects

When the object is selected, choose one of the Flip or Rotate options on the Arrange Menu.

### Changing Polygon Vertices

To change the vertices of a Polygon, you must be in the Edit Poly mode, which can be set under the EditMenu. When the polygon is selected, point at one of the highlighted vertices with the pointer tool, press the mouse button (the cursor should change to a pointing hand), drag the vertex, and release the mouse button.

### Changing Extent of a Curve

To change the extent of an Arc, Pie, or Chord object, you must be in the Extend Curve mode, which can be set under the EditMenu. When the object is selected, point at one of the curve endpoints with the pointer tool, press the mouse button (the cursor should change to a pointing hand), drag the endpoint, and release the mouse button.

## **Moving Objects**

To move an object, you MUST first select it. Once the object is selected, point at it again with the pointer tool, press the mouse button (the cursor should change to an open hand), drag the object and release the mouse button.

## **Editing Existing Text**

You may initiate edits to an existing Text object in three ways. Any of the methods below will pop-up a dialog box which will allow you to edit the text:

### Using the Edit Menu:

To use this method, first select the Text object. Then choose the Edit Text option on the Edit Menu.

### Double-Clicking:

To use this method simply double-click on the text object with the pointer tool.

### Using the Right Mouse Button:

To use this method, first select the Text object. Then press the right mouse button.

## Selecting Objects

Normally, when an object is selected, the four corners of a rectangle that surrounds that object are highlighted. There are a few exceptions:

- Line objects are only highlighted at the two endpoints when selected.
- When in the "Edit Poly" mode, the vertices of a Polygon object are highlighted
- When in the "Extend Curve" mode, the endpoints of an Arc, Chord, or Pie object are highlighted.

The Edit Poly and Extend Curve modes are discussed under [Edit Menu](#) and under [Modifying Objects](#).

### To Select a Single Object:

Objects are selected using the [Pointer Tool](#). Closed objects such as Rectangles and Ellipses can normally be selected by pointing the cursor anywhere inside the object and clicking the left mouse button. However, if the object is using a transparent fill pattern (the default at startup), then you must point near the boundary of the object to select it. Note that a solid white fill pattern is not the same as a transparent fill pattern. Lines, Arcs, and Open Polygons are not closed objects, so they also must be selected by pointing near the lines that define them. If the object you wish to select is overlapped by another object, click on an exposed portion.

### To Select Multiple Objects:

You can select multiple objects in one of two ways. One method is to simply follow the procedure for selecting single objects, except that you hold down the Shift key when selecting additional objects. To use the other method, activate the [Pointer Tool](#), point the cursor outside any object, and press and hold the left mouse button. This will initiate a selection box outline. Now drag the mouse cursor, drawing an outline around all the objects that you wish to select. When finished, release the mouse button. All objects falling completely within the selection box outline will be selected.

### To Deselect Only One of Multiple Objects

If you need to deselect one object while keeping others selected, simply point at that object and click and release the left mouse button while holding down the Shift key.

## Grouping Objects

Multiple objects may be grouped together so that they behave as a single entity with regards to operations such as selection, moving, scaling, flipping, rotating, alteration of fill patterns, line styles, or font changes. To group several objects you must first select them. Then choose the Group option on the Arrange Menu. Groups of grouped objects can be formed to an arbitrary number of levels. To ungroup a group of objects, first select it and then choose the Ungroup option on the Arrange Menu. Note that ungrouping a group of grouped objects takes you back only one level instead of all the way back to the base object types.



## Scrolling Speed

There are three ways to use the scroll bars:

Clicking on the arrow buttons at either end of the Scroll Bar:

This method will scroll the window in incremental amounts. It gives you a fine amount of control over the viewing position with visual feedback. It is, however, the slowest scrolling method.

Pressing and moving the thumbscroll button in the Scroll Bar:

This method allows you to rapidly scroll to any arbitrary viewing position. Unfortunately, you will not get visual feedback as you move the thumbscroll because the window does not update until you release it.

Clicking on the region between the arrow buttons and the thumbscroll button:

This method will scroll the window in coarser increments than clicking on the arrow buttons. This is often the best method for panning a drawing quickly with visual feedback.