

About (Help Menu)



Displays the name of the licensed user and the version number of the FlexiFAMILY product which is currently running.

The underlined triangle is the **active color**. Its color is displayed in the Color preview display. You can change the color by clicking the Color button and editing the Color dialog box.

Click the **Add** button to move a fill from the Color palette to the fill library or vice versa.

Add Control Point (Path Edit Palette)



The Add Control Point tool adds control points to uncompounded paths.

To add a control point to a path, click the Add Control Point tool on the path where you want the new point. Continue adding points by clicking the tool on the path. To stop adding points, click another tool.

NOTE If you cannot select a single point, the path may be compounded. To correct this, choose Release Compound from the Arrange menu.

See Also

[Release Compound](#)

[Point Selection tool](#)

[Delete Control Point tool](#)

If you choose **Advance After Plot**, the media moves forward and resets the origin after the job is cut.

Align (Arrange Menu)



Arranges selected text or graphic objects in relation to each other or to the drawing border.

To arrange objects relative to each other, use the Arrow tool to select the object with which you want to align other objects, then hold down the Shift key and select the objects to be aligned. Choose the Align command from the Arrange menu and then choose the desired alignment option.

To align one object to the drawing border, select it using the Arrow tool. Choose the Align command from the Arrange menu and then choose the desired alignment option.

To align multiple objects to the drawing border, hold down the Shift key and select them using the Arrow tool. Next, choose the Align command from the Arrange menu and then hold down the Ctrl key while choosing the desired alignment option.

NOTE To change the alignment of a text block (e.g., Left, Center, Right), use the Alignment or Full Justify commands found on the Text menu.

Alignment options

Left sides All selected text and graphic objects move horizontally (left or right) so their left sides are in line with the left side of the object which was selected first or with the left side of the drawing border if only one object is selected.

Right sides All selected text and graphic objects move horizontally (left or right) so their right sides are in line with the right side of the object which was selected first or with the right side of the drawing border if only one object is selected.

Bottom edges All selected objects move vertically (up or down) so their bottom edges are in line with the bottom edge of the first object selected or with the bottom edge of the drawing border if only one object is selected. Notice that the bottom edge of a text object's bounding extent is aligned, not the baseline of the text.

Top edges All selected objects move vertically (up or down) so the top edges of their bounding extents are in line with the top edge of the first object selected or with the top edge of the drawing border if only one object is selected.

Horizontal centers All selected objects move horizontally (left or right), so their centers are in line with the center of the object which was selected first or with the center of the drawing area if only one object is selected. Notice that the centers of the objects' bounding extents are aligned.

Vertical centers All selected objects move vertically (up or down) so their centers are in line with the center of the first object selected or with the center of the drawing area if only one object is selected.

Both centers All selected objects move vertically and horizontally to align the objects on top of the first object selected or if only one object is selected, in the vertical and horizontal center of the drawing area. This is especially useful for centering objects within a border.

Text baselines All text objects in separate blocks move vertically so their baselines are in line with the first text object selected. Notice that graphic objects do not move even if they are selected when this command is applied.

Character All text objects move horizontally so a specified character found in each object is aligned. (When this option is selected, a dialog box is displayed which allows you to specify the character.) If the character appears more than once in any of the objects, the specified character which appears closest to the left in the object aligns with the character in other objects. This option is perfect for aligning decimals on menu boards.

See Also

[Alignment \(Text Menu\)](#)

Full Justify (Text Menu)

Align Diagonal (Path Edit Palette)



The Align Diagonal tool arranges selected control points along a diagonal line, allowing you to let Flexi average their new location automatically, place the new angle and location freehand, or use the reference angle as the angle of alignment. This tool can also align entire paths.

Aligning points automatically

To align points to the average diagonal line between the selected control points:

- Select three or more points by holding down the Shift key and clicking each point with the Point Selection tool or by dragging across them. The points can be on the same path or different paths.
- Click on the Align Diagonal tool.

NOTE If the cursor displays as a question mark or the paths move instead of just the points, you need to choose the Average option. To change this setting, double-click or hold down the Ctrl key and click the Align Diagonal tool. In the *Diagonal Alignment Options* dialog box, choose the Average option, make sure the Move entire path option is *not* selected, and click OK.

Aligning points freehand

To align points diagonally by placing an alignment line:

- Select two or more points by holding down the Shift key and clicking each point with the Point Selection tool or by dragging across them. The points can be on the same path or on different paths.
- Double-click or hold down the Ctrl key and click the Align Diagonal tool.
- In the *Diagonal Alignment Options* dialog box, select the Freehand option, make sure the Move entire path option is *not* selected, and click OK.
- To change the position of the alignment line which is displayed, drag the point at the center.
- To change the angle along which the points will align, drag either end of the alignment line.
- Press Enter to align the selected points.

Aligning points to a specified angle

To specify the angle at which to align points diagonally:

- Select two or more points by holding down the Shift key and clicking each point with the Point Selection tool or by dragging across them. The points can be on the same path or on different paths.
- Double-click or hold down the Ctrl key and click the Align Diagonal tool.
- In the *Diagonal Alignment Options* dialog box, select the Specify option and make sure the Move entire path option is *not* selected.
- If you wish to change the reference angle, enter a new value in the Ref. Angle entry box. (This value can also be changed in Object Info.)
- Click OK.
- Move the alignment line which is displayed to the desired location and click the mouse button to align the selected points.

Aligning entire paths

To align two or more paths by selecting a reference point on each path:

- Select one point on each path you wish to align by holding down the Shift key and clicking on each of them with the [Point Selection tool](#) or by dragging it across them.
- Double-click or hold down the Ctrl key and click the Align Diagonal tool.
- In the *Diagonal Alignment Options* dialog box, select the Average, Freehand, or Specify option, select the Move entire path option, and click OK.
- If the Freehand or Specify option was selected, move the alignment line which is displayed to the desired location and angle and click the mouse button.

See Also

[Point Selection tool](#)

[Align Horizontal tool](#)

[Align Vertical tool](#)

[Editing Paths with Object Info](#)

Align Horizontal (Path Edit Palette)



The Align Horizontal tool arranges selected control points along a horizontal line, allowing you to either place the points' new location freehand or let Flexi center them automatically. This tool can also align two or more paths.

Aligning points automatically

To align points to a horizontal line halfway between the selected points, centering them automatically:

- Select two or more points by holding down the Shift key and clicking each point with the Point Selection tool. The points can be on the same path or on different paths.
- Click on the Align Horizontal tool.

NOTE If the cursor displays as a question mark or the paths move instead of just the points, the wrong option is selected. To change this setting, double-click or hold down the Ctrl key and click the Align Horizontal tool, choose the Average option, make sure the Move entire path option is *not* selected, and click OK.

Aligning points freehand

To align points horizontally by placing an alignment line:

- Select two or more points by holding down the Shift key and clicking each point with the Point Selection tool. The points can be on the same path or on different paths.
- Double-click or hold down the Ctrl key and click the Align Horizontal tool.
- In the *Horizontal Alignment Options* dialog box, select the Freehand option, make sure the Move entire path option is *not* selected, and click OK.
- Move the alignment line which is displayed to the desired location and click the mouse button.

Aligning entire paths

To align two or more paths by selecting a reference point on each path:

- Select one point on each path you wish to align by holding down the Shift key and clicking on each of them with the Point Selection tool or by dragging it across them.
- Double-click or hold down the Ctrl key and click the Align Horizontal tool.
- In the *Horizontal Alignment Options* dialog box, select either the Average or the Freehand option, select the Move entire path option, and click OK.
- If the Freehand option was selected, move the alignment line which is displayed to the desired location and click the mouse button.

See Also

[Point Selection tool](#)

[Align Vertical tool](#)

[Align Diagonal tool](#)

Align Vertical (Path Edit Palette)



The Align Vertical tool arranges selected control points along a vertical line, allowing you to either place the points' new location freehand or let Flexi center them automatically. This tool can also align two or more paths.

Aligning points automatically

To align points to a vertical line halfway between the selected points, centering them automatically:

- Select two or more points by holding down the Shift key and clicking each point with the Point Selection tool. The points can be on the same path or on different paths.
- Click on the Align Vertical tool.

NOTE If the cursor displays as a question mark or the paths move instead of just the points, the wrong option is selected. To change this setting, double-click or hold down the Ctrl key and click the Align Vertical tool, choose the Average option, make sure the Move entire path option is *not* selected, and click OK.

Aligning points freehand

To align points vertically by placing an alignment line:

- Select two or more points by holding down the Shift key and clicking each point with the Point Selection tool. The points can be on the same path or on different paths.
- Double-click or hold down the Ctrl key and click the Align Vertical tool.
- In the *Vertical Alignment Options* dialog box, select the Freehand option, make sure the Move entire path option is *not* selected, and click OK.
- Move the alignment line which is displayed to the desired location and click the mouse button.

Aligning entire paths

To align two or more paths by selecting a reference point on each path:

- Select one point on each path you wish to align by holding down the Shift key and clicking on each of them with the Point Selection tool or by dragging it across them.
- Double-click or hold down the Ctrl key and click the Align Vertical tool.
- In the *Vertical Alignment Options* dialog box, select either the Average or the Freehand option, select the Move entire path option, and click OK.
- If the Freehand option was selected, move the alignment line which is displayed to the desired location and click the mouse button.

See Also

[Point Selection tool](#)

[Align Horizontal tool](#)

[Align Diagonal tool](#)

Alignment (Contour Options) note

Alignment (Text Menu)



Changes the arrangement of lines within a selected text block to Left, Center, or Right. If no text is selected, all new text is created in the alignment chosen. The text alignment can also be changed using the [Text Specs](#) command or [Object Info](#).

To change the alignment of a text block, first select it by dragging one of the [text tools](#) over it or by clicking it with the Arrow tool. (To change the alignment for new text, make sure nothing is selected.) Choose Alignment from the Text menu and then choose the desired option (Left, Center, Right) from the cascading menu. When you release the mouse button, the text is changed.

NOTE If you use one of the text tools to select a partial block, the alignment still changes for the entire block. To vary alignment, make separate text blocks.

To full justify text, so that it is aligned on both the left and right edges of the text block, use the [Full Justify](#) command on the Text menu.

To change the alignment of graphic objects, use the [Align](#) command on the Arrange menu.

See Also

[Preferences](#)

[Align](#)

[Text Specs](#)

[Full Justify](#)

[Text Palette](#)

[Object Info](#)

Enter a value from 0 to 360 degrees to rotate the stripe counterclockwise. You can also change the **angle** by clicking and dragging within the preview.

Apply Angle (Path Edit Palette)



The Apply Angle tool changes the angle of any control point or path segment to the current reference angle. You can also apply the reference angle using Object Info.

NOTE you cannot change the angle of a corner point (cusp) using the Apply Angle tool.

To change the angle of a control point or path segment to the current reference angle:

- Click on the control point or path segment with the Point Selection tool to select it.
- Click the Apply Angle tool.
- If a segment is selected and the cursor changes to a question mark, the Freehand option is selected. Click on one of the segment's endpoints in order to have that end stay fixed while the other one moves.

NOTE The Apply Angle tool can apply the reference angle from the center of a segment, so both endpoints move, or freehand, so you can click one end of a segment to make it stay in place while the other end moves. Double-click the Apply Angle tool to change these settings. (These settings also affect the Apply Ref button in Object Info.)

See Also

[Point Selection tool](#)

[Apply Length tool](#)

[Editing Paths with Object Info](#)

Apply Length (Path Edit Palette)



The Apply Length tool changes the length of any path segment to the current reference length. You can also apply the reference length using Object Info.

To change the length of a path segment to the current reference length:

- Use the Point Selection tool to select the segment by either clicking on the middle of the segment or by holding down the Shift key and clicking each of its endpoints.
- Click the Apply Length tool.
- If the cursor changes to a question mark, the Freehand option is selected. Click on one of the segment's endpoints in order to have that end stay in place while the other one moves.

NOTE The Apply Length tool can apply the reference length from the center of the segment, so both endpoints move, or freehand, so you can click one end to make it stay in place while the other end moves. Double-click the Apply Length tool to change these settings. (These settings also affect the Apply Ref button in Object Info.)

See Also

[Point Selection tool](#)

[Apply Angle tool](#)

[Editing Paths with Object Info](#)

Apply Style (Text Menu)



Applies previously copied text attributes to the selection.

To apply a style to existing text, first copy the style of existing text using the [Copy Style](#) command. Next, select the text to be changed using the Arrow tool or one of the [text tools](#). Choose Apply Style from the Text menu. The text attributes of the selection change to the indicated style.

NOTE Only text attributes can be copied as a style. Color, shadows, outlines, etc., will not copy into the style. Also, styles only apply to the type of text from which they were copied. Normal text styles apply only to normal text and arc text styles apply only to arc text.

See Also

[Text Specs](#)

[Copy Style](#)

[Text Palette](#)

[Object Info](#)

Arc Text (Text Palette)



The Arc Text tool creates and edits arc text. Normal text is edited using the [Text tool](#).

Creating arc text

To create arc text using the Arc Text tool, click and drag the tool on the drawing area to specify the size of the arc's radius and release the mouse button. Type in the desired text. When the text is entered, either click another tool to finish entering text or click the Text tool on the drawing area to create a new text block.

NOTE To specify the arc's diameter rather than its radius, hold down the Shift key while you drag. To specify a 3-point circle, hold down the Ctrl key and click to place the first point. Once the first point is placed, a line will extend from that point. Release the mouse button and Ctrl key and click to place the second point, displaying a circular bounding extent, and then click to place the third point.

To create arc text using the [Text Specs](#) command, first click the Arc Text tool to select it and then choose Text Specs from the Text menu.

Editing arc text

To add characters to a block of arc text, click the Arc Text tool where you want to insert characters and begin typing.

To delete characters from a block of arc text, highlight them by dragging the Arc Text tool over them and either press the Delete key or choose the [Clear](#) command from the Edit menu.

To change the size or shape of text using the Arrow tool, click and drag one of the control points on the text block.

To edit a block of arc text using [Text Specs](#), click on it with the Arrow tool and then double-click it. The Arc Text Specs dialog box is displayed.

To edit part of a block of arc text using [Text Specs](#), drag the Arc Text tool over the desired text to highlight it and choose Text Specs from the Text menu.

See Also

[Text Specs](#)

[Text tool](#)

Arc Text Specs



Allows you to create or edit arc text. This dialog box contains the following options

- Placement Icon** (*Left icon*) When you click and hold the mouse on this icon, it pops out to display the three placement options. These options determine which part of the text is placed on the arc: the baseline, center, or top.
- Invert Icon** (*Right icon*) When you click and hold the mouse on this icon, it pops out to display the two orientation options. These options determine whether or not the text is inverted.
- Radius** Changes the distance from the edge to the center of the circle.
- Start Angle** Changes the point on the circle where the text should start. This value is measured in degrees, from 0-360.
- Text Entry Box** Located at the bottom of the Text Specs dialog box. Any selected text is shown in this entry box, and can be changed or added to using standard text editing functions. (These functions include dragging or double-clicking the insertion tool to highlight text and using the Delete key to remove it.) This area does *not* preview any of the text attributes.
- Font** Changes the current typeface. Using this list box, you can choose a font which was previously selected. If the desired font is not listed, choose the Other option to display the Fonts dialog box.
- Size** Changes the text height when a new value is entered in the entry box.
- Alignment** Changes the arrangement of lines within a text block to Left, Center, or Right. This option applies to the entire text block.
- Line spacing** In multi-line text blocks, changes the amount of space between the baseline of the upper line of text and the baseline of the lower line of text. Click the Manual option to enter a specific distance; click Automatic to use the default spacing for the current font and text size.
- Tracking** Changes the spacing between all characters in a text block. Normal tracking is 0%. For wider spacing, enter a number between 1 and 99%; for narrower spacing, enter a number between -1 and -99%. This option applies to the entire text block. (To change the space between individual characters, use manual kerning.)
- Stretch** Changes the percentage of distortion applied to the length of the text block. To stretch the text, enter a number between 1 and 99%. To compact the text, enter a number between -1 and -99%. This option applies to the entire text block.
- Slant** Changes the angle at which selected characters slant away from their default position. Negative values slant characters to the left; positive values slant them to the right.

See Also

[Font](#)

[Size](#)

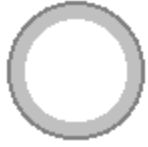
[Alignment](#)

[Kern](#)

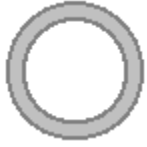
[Text Palette](#)

[Object Info](#)

When **Area Contour** is selected, only the object's profile is contoured. In the example below, only the outside of the "0" is contoured.



When **Area Contour with Holes** is selected, the object's profile is contoured along with any holes in your object. In the example below, the contour is both outside and inside the "0."



Arrange Menu Commands



Group

Ungroup

Make Compound

Release Compound

Align

Resize

Move

Nest

Spacing

Distribute on Path

Rotate

Mirror

Move to Front

Move Forward

Move to Back

Move Backward

Arrow (Cut Palette)



In Cut mode, the Arrow tool selects panels and registration marks for editing and allows you to move them around the drawing area.

NOTE When Flexi is in Cut mode, the Arrow tool cannot select objects in the design. It can only select panels and registration marks.

To select a panel or registration mark, first change to Cut mode by clicking the Cut Palette tool on the bottom of the Draw palette. (Panels and registration marks are not displayed in either Draw mode or Paint mode.) Select the Arrow tool and click it on the desired item to select it.

To move a panel, click the Arrow tool on the panel (not on a point) and drag it to the desired location.

To move a registration mark, click the Arrow tool on it and drag it to the desired location.

To resize a panel, use the Arrow tool to click and drag one of the square white control points on the panel.

To adjust the placement of page or strip divisions within a panel, use the Arrow tool to click and drag one of the small black control points on the division line.

To add a new dividing line to a panel, drag one of the small black points on an outside edge to the desired location. For a horizontal dividing line, drag from the top or bottom edge; for a vertical dividing line, drag from the left or right edge.

To mark a page so it will not be cut, click the Arrow tool in the center of the page. An X will appear across the page. To remove the X, click the page again.

See Also

[Cut palette](#)

[Registration Mark tool](#)

Arrow (Draw Palette)



In Draw mode, the Arrow tool selects, moves, and edits text or graphic objects. This tool works differently for each of the [mode palettes](#).

There are a number of ways to select text or graphic objects:

- To select one object by clicking, click on the edge of it with the Arrow tool. Once you see the object's control points, you can click anywhere on the object and drag to move it.
- To select multiple objects by clicking, hold down the Shift key and click on the edge of each item with the Arrow tool.
- To select by dragging, hold down the mouse button and drag the Arrow tool over any part of the object or objects to be selected.
- To select part of a group of layered objects, hold down the Ctrl key and drag the Arrow tool to form a box around the desired objects. Objects touched by the box which are not fully enclosed are not selected.
- To drag an angled box to select, hold down the Alt key and drag a line at the desired angle. Release the Control key and continue dragging to enclosed the object in the angled box which appears.
- To select a text block, click on it with the Arrow tool.
- To select part of a block of normal text, hold down the mouse button and drag the [Text tool](#) over the desired characters.
- To select part of a block of arc text, hold down the mouse button and drag the [Arc Text tool](#) over the desired characters.
- To select a point or a segment on a path, click on it with the [Point Selection tool](#). To select multiple points, hold down the Shift key while clicking.
- To select all of the text and graphic objects in the current sign, choose the [Select All](#) command from the Edit menu.

See Also

[Select All](#)

[Text tool](#)

[Arc Text tool](#)

[Point Selection tool](#)

[Arrow tool \(Paint mode\)](#)

[Arrow tool \(Cut mode\)](#)

Arrow (Paint Palette)



In Paint mode, the Arrow tool selects templates for editing and allows you to move them around the drawing area or resize them.

To select a template, first change to Paint mode by clicking the [Paint palette tool](#) on the Draw palette. Once in Paint mode, click the template with the Arrow tool to select it.

To select a portion of a template, use either the [Selection Rectangle](#) or the [Lasso tool](#).

To move a template, first select it with the Arrow tool as described above. Once the template is selected, use the Arrow tool to click and drag it to the desired location.

To move a portion of a template, use either the [Selection Rectangle](#) or the [Lasso tool](#).

To resize a template, either click and drag a corner of it or use the [Scale Template tool](#).

See Also

[Paint palette](#)

[Selection Rectangle](#)

[Lasso tool](#)

[Scale Template tool](#)

Auto Layout

Opens a new Flexi file using an existing Flexi file as a master. Once the existing file has been selected, each text block can be replaced and formatted automatically. The new file has the name "Untitled".

See Also

[Open](#)

[Close](#)

[Exit](#)

Autotrace Palette

The Autotrace palette is a tear-off palette. It contains the tools used for the autotracing and PictureCut features. These tools are dimmed unless there is a template open.



Outline tool



Centerline tool



PictureCut tool

The **baseline** is the imaginary line on which all characters in a line of text are placed. Descenders, the lower portion of characters such as p and y, extend below this line.

Bent Arrow (Label Palette)



The Bent Arrow tool labels the selected area with a multi-segment arrow and the desired text.

To draw an arrow with multiple segments, select the Bent Arrow tool. Enter the text and desired options in the *Label Options* dialog box (described below) and click OK. Click the crosshair cursor on the drawing area to place the tip of the arrow and then drag the mouse until the first segment of the arrow is the desired length and angle. Click to place the segment. Drag and click again to place each new arrow segment. Press Return to finish the label.

To draw an arrow leading from a point directly to a text label, use the [Straight Arrow tool](#).

To indicate the size of an object with two arrows, use the [Horizontal Size tool](#), [Vertical Size tool](#), or [Diagonal Size tool](#).

Label Options

Text Size Height of the label text.

Arrow Length Length of the arrow's head.

Arrow Width Line width of the arrow.

Arrow Style Shape and style of the arrow's head.

See Also

[Straight Arrow tool](#)

[Horizontal Size tool](#)

[Vertical Size tool](#)

[Diagonal Size tool](#)

A **bitmap file** contains images that are composed of pixels (dots) that are arranged in rows. Resizing a bitmap image affects its resolution.

Black Range and **White Range**. Use these two scales to selectively adjust the amount of black and white in your image. When you increase the white, portions of your image that are close to white will lighten while the darker portions of the image remain unchanged. Likewise, when you increase the black, the darker portions of your image become black while the lighter sections are unaffected.

When **bleed** is checked, the printed area bleeds outside the cut line by the specified distance. This helps prevent unprinted space inside the cut line caused by imperfect registration.

Block Shadow



Creates a block shadow around the selected text or graphic object. A block shadow is stretched away from the original object, giving a 3-D effect to your sign. You can create a block shadow by clicking and dragging the shadow in the preview display or by entering specific values for offset distance, angle, and depth.

The *Block Shadow Options* dialog box contains the following

Preview display Shows the proportion of the specified shadow to the original object. To change the shadow manually, move the cursor over this area until it changes into a Hand tool. With the Hand tool, you can click and drag the shadow to any size or angle. To change the angle of the shadow in 45° increments, hold down the Shift key while you drag.

Height,length Shows the height and length of the original object.

Offset by percent Measures the offset distance as a percentage of the total size of the original object.

Offset by size Measures the offset distance in the default unit of measure, for example, inches.

Horizontal offset Determines how far the shadow is placed to the left or right of the original object. A negative value places the shadow to the left of the original object.

Vertical offset Determines how far the shadow is placed above or below the original object. A negative value places the shadow below the original object.

Angle Determines the angle of the shadow from the original object, changing the shadow's horizontal and vertical offset at the same time.

Depth Determines how far back the shadow is placed from the original object. This value does not change the angle.

Relief Determines how the shadow is cut out from the original object. See Relief Options later in this topic.

Distance When the offset or directional relief options are selected, determines the width of the space between the shadow and the original object.

Boundary shadow Cuts out the inside of the original object, leaving an outline of the width specified in the Boundary thickness entry box. This option is only available when one of the following relief options is selected: None, None with backing, Surround, or Offset surround.

Boundary thickness When Boundary shadow is selected, specifies the width of the shadow's outline.

Color Determines the color of the shadow.

Relief Options

None Cuts out the shadow from the original object with no gap between that object and the shadow.

None with backing Does not cut out the shadow, but instead welds it with a duplicate of the original, so there are two layers of vinyl for the original object.

Offset relief Cuts out the shadow from the original object and offsets all adjoining edges by a specified distance.

Directional relief Cuts out the shadow from the original object and offsets it from that object, taking into account the angle of the shadow from the original to create a 3-D effect. With directional relief, the distance specified by the user indicates the farthest distance the shadow will be offset from the original.

Surround Places a shadow around all sides of the original object.

Offset surround Reverse of offset relief. Cuts out the shadow from the original object and then widens it by a user-specified distance around all edges, surrounding the object.

Directional surround Reverse of directional relief. Cuts out the shadow from the original object and then widens it around all edges. The distance by which the shadow is widened varies according to the angle of the shadow to the original object to create a 3-D effect.

See Also

[Drop shadows](#)

[Cast shadows](#)

[Perspective shadows](#)

Border (Shape Palette)



The Border tool draws borders. Double-click this tool to choose options such as [border style](#) and [corner radius](#).

To draw a border freehand, double-click or hold down the Ctrl key and click the Border tool. Click the Draw Freehand option. Choose from the remaining options as described in the *Border Tools Options* section below and click OK. Click on the corner of the intended border and drag to the opposite corner. (To drag from the center, hold down the Ctrl key while dragging.)

To draw a border by specifying its size, double-click or hold down the Ctrl key and click the Border tool. Click the Specify Size option and enter the desired width and height. Choose from the remaining options as described in the *Border Tools Options* section below and click OK. The cursor changes to a border of the specified size and style. Click the Border tool once at the intended border's lower left corner. (To indicate the center point, hold down the Ctrl key while clicking.) Continue clicking to place more borders or click another tool to finish.

To create a circular border, draw two concentric circles using the [Circle tool](#), select them both, and choose the [Make Compound](#) command from the Arrange menu.

Border Tools Options

Style preview Determines the border's [border style](#), displaying the four basic options (Rectangle, Rounded Rectangle, Inverted Round Rect, and Slot), the 20 advanced borders which are included with Flexi, and any other borders which you have added to the border library. Use the scroll box at the bottom of the preview to select a style. To scroll through the border options automatically, click one of the black arrows at either end of the scroll bar. Click the preview display to stop scrolling.

Add inner border Determines whether or not a second border is placed within the first, making the border a line rather than a solid box. Enter a value in the Spacing entry box to determine the line's width.

Spacing When the "Add inner border" option is on, determines the width of the border.

Draw Freehand Allows you to click and drag to determine the size of the border.

Specify Size Allows you to enter the desired width and height of the border.

Radius Measures the [corner radius](#) of the border in the default unit of measure, for example, inches. Only available for Rounded Rectangle and Inverted Round Rect border styles.

Percent Measures the [corner radius](#) as a percentage of the total length of the sides of the border. Only available for Rounded Rectangle and Inverted Round Rect border styles.

See Also

[Make Compound](#)

[Circle tool](#)

The **border style** determines the general shape of a border's corners. The basic options are Rectangle, Rounded Rectangle, Inverted Round Rect, and Slot. Flexi also includes twenty advanced border options.

When you choose **Bounding Box**, the contour is rectangular with each side of the rectangle touching the outside edge of the object as in the example below.



Break Apart (Text Menu)

Splits each line of a selected text block into a separate block, allowing you to edit each line differently.

To break apart a block of text, select the text block with the Arrow tool and choose *Break Apart* from the Text menu.

To join multiple text blocks into a single block, use the Join Together command.

See Also

Join Together

The **brightness** scale adjusts the luminosity of every pixel in the image. Moving the slider to the right increases the brightness while moving to the left decreases brightness.

Cyan, Magenta, Yellow, and Black (**CMYK**) is a color model based on the absorbing quality of ink printed on paper. Cyan, magenta, yellow, and black (CMYK) are the colors used in four-color process printing.

Click **Cancel** if you want to close the dialog box without making changes.

The **Capacity entry boxes** display the total amount each cartridge or ribbon can hold. This number does not change unless you type in a new number.

Capital height is the distance from the top to the baseline of a capital letter.

Case (Text Menu)

Changes the case of selected text, providing the options *UPPERCASE*, *lowercase*, *Title Case*, *Sentence case*, and *tOGGLE cASE*.

To change the case of text, select it with the Arrow tool or one of the [text tools](#). Choose Case from the Text menu and the desired case option from the cascading menu.

NOTE You can only use the Sentence case and Title Case options on text selected with the Arrow tool.

Case options

UPPERCASE changes all selected letters to uppercase.

Example: *abc def Ghi. abC* becomes *ABC DEF GHI. ABC*

lowercase changes all selected letters to lowercase.

Example: *abc def Ghi. abC* becomes *abc def ghi. abc*

Title Case changes the first letter of each selected word to uppercase and all the other letters to lowercase.

Example: *abc def Ghi. abC* becomes *Abc Def Ghi. Abc*

Sentence case changes the first character of the text block and the first letter after each period in the text block to uppercase and all other letters to lowercase.

Example: *abc def Ghi. abC* becomes *Abc def ghi. Abc*

tOGGLE cASE changes all selected uppercase letters to lowercase and all selected lowercase letters to uppercase.

Example: *abc def Ghi. abC* becomes *ABC DEF ghi. ABC*

See Also

[Text Palette](#)

Cast Shadow



Creates a cast shadow from the selected text or graphic object. A cast shadow starts from the base of the original object and stretches back away from it. You can create a cast shadow by either clicking and dragging the shadow in the preview display or by entering specific values for offset distance, angle, and depth.

The *Cast Shadow Options* dialog box contains the following

Preview display Shows the proportion of the specified shadow to the original object. To change the shadow manually, move the cursor over this area until it changes into a Hand tool. With the Hand tool, you can click and drag the shadow to any size or angle, rotating it 360°. To change the angle of the shadow in 45° increments, hold down the Shift key while you drag.

Height,length (*Below preview*) Shows the height and length of the original object.

Height Determines the size of the shadow. Height is measured as a percentage of the height of the original object. For example, if the height is 100%, the tops of the shadow and of the original object will line up. To specify this value, either enter it in the entry box or click the scroll bar just below it.

Slant Determines the angle of the shadow from the original object. To specify this value, either enter it in the entry box or click the scroll bar just below it.

Relief Determines how the shadow is cut out from the original object. See *Relief Options* later in this topic.

Distance When the offset or directional relief options are selected, determines the width of the space between the shadow and the original object.

Color Determines the color of the shadow.

Relief Options

None Cuts out the shadow from the original object with no gap between that object and the shadow.

None with backing Does not cut out the shadow, but instead welds it with a duplicate of the original, so there are two layers of vinyl for the original object.

Overlap Cuts out the shadow from the original object and overlaps the cut-out pieces over the original by a specified distance.

Offset relief Cuts out the shadow from the original object and offsets all adjoining edges by a specified distance.

Directional relief Cuts out the shadow from the original object and offsets it from that object, taking into account the angle of the shadow from the original to create a 3-D effect. With directional relief, the distance specified by the user indicates the farthest distance that the shadow will be offset from the original.

See Also

[Drop shadows](#)

[Block shadows](#)

[Perspective shadows](#)

Choose the way the image will be placed on the media from the **centering menu**. The choices are at origin, vertical center, or horizontal and vertical center.

Centerline (Autotrace Palette)



The Centerline tool automatically traces each shape in a black & white template, placing editable paths down the center of each line in the image; includes an option to outline any areas which are wider than a specified width. Centerlining is excellent for producing neon patterns and routing and engraving paths.

Once a template has been traced, the resulting paths can be edited normally using the tools on the Path Edit Palette.

To trace a line down the center of the shapes in a template, first open a template using the Merge Bitmap command or scan in an image using the Scan command. Select the Centerline tool. In the dialog box which is displayed, choose the desired options and click OK. (These options are discussed in the following section, *Centerline Tracing Options*.) Drag the Centerline tool's crosshairs from one corner of the area to be traced to the corner diagonally opposite it. You can select all or part of the template.

To trace an outline around the shapes in a template, use the Outline tool.

To create special striping effects from the shapes in a template, use the PictureCut tool.

Centerline Tracing Options

Make Round Corners When selected, automatically rounds all corners which are detected in the template.

Corner Detection Determines how aggressively Flexi will detect corners when autotracing.

Setting	Result
None	Recovers no corners
Less	Recovers fewer corners
Normal	Default setting; recovers corners accurately for most templates
More	Recovers maximum number of corners; for templates with very uneven edges

Tolerance Determines how closely the template is followed during tracing. A higher tolerance value follows the curve more loosely and therefore produces fewer points. If you scanned in the artwork at 300 dpi, you probably do not need to adjust this value. If you scanned at a higher resolution (e.g., 600 dpi) or your artwork is of poor quality, you may wish to set a higher tolerance so the image is traced less precisely.

Outlining Specifies that areas as wide or wider than the value in the Number of Steps box will outlined rather than centerlined.

Centerlining Specifies that the template will be traced with a single line down the center of each object in the template.

NOTE For combination centerline and outline autotracing, both the Outlining and Centerlining boxes must be checked.

Number of Steps When the Outlining checkbox is selected, determines the minimum width of areas that will be outline traced. This value is measured in pixels. For example, you may wish that everything over 3 pixels wide be outline traced.

Closed Shape Separation Creates a separate enclosed shape in each fully enclosed area. For example, in a picture of a circle in a square, two shapes would be traced, a square with a circle cut out of its middle and a circle.

Restore Defaults Changes all settings in the dialog box back to Flexi's standard settings.

See Also

[Merge Bitmap](#)

[Scan](#)

[Point Selection tool](#)

[Path Edit Palette](#)

[Outline tool](#)

[PictureCut tool](#)

Circle (Shape Palette)



The Circle tool draws circles. Double-click this tool for options, including freehand, concentric, and three-point circles.

To draw a circle freehand, click the Circle tool at one edge of the intended circle and drag it diagonally to the opposite edge. (To drag from the center of the circle to an edge, hold down the Ctrl key while dragging.)

NOTE If a circle appears on the drawing area as soon as you click, you need to choose to draw freehand. Double-click or hold down the Ctrl key and click the Circle tool. In the *Circle Options* dialog box which is displayed, click the Draw Freehand option and click OK.

To specify the dimensions of one or more identical circles, double-click or hold down the Ctrl key and click the Circle tool. In the Circle Options dialog box which is displayed, click the Specify option. Enter the desired radius or diameter and click OK. The dialog box closes and the cursor changes to an circle of the specified size. Click on the drawing area at the desired location for the center of each circle. Click another tool to finish.

To draw a 3-point circle, double-click or hold down the Ctrl key and click the Circle tool. In the *Circle Options* dialog box which is displayed, click the 3 Point Circle option and click OK. Click the first point on an edge of the intended circle. Drag the direction handle which appears to an opposite edge of the circle. Drag the circular extent which appears until the circle is the desired size and click a third time.

To draw a set of concentric circles, double-click or hold down the Ctrl key and click the Circle tool. In the *Circle Options* dialog box which is displayed, click the Concentric Circles option and click OK. Click the Circle tool at the point on the drawing area you wish to be the center of the circles. Move away from the center and click to mark an edge of the second circle. Continue moving out and clicking until you have created the desired number of circles. Click another tool to finish.

TIP If you plan to move concentric circles, make sure that you select all of them first. Each circle is a separate object which can be moved and edited independently of the others. You may want to turn fills off using the Show Fills command or Show Fills tool so you can see each circle in relation to the others.

To create an oval, use the Oval tool.

See Also

Show Fills command

Oval tool

Show Fills tool

Circular Striping

Adds stripes of varying widths to the selected object that fan out in a circular pattern from a specified center point. You can choose to specify the gap between the rings, so it does not vary, or you can vary the gap width as well.

NOTE Any text which is striped is automatically converted to paths and can no longer be edited as text.

The *Circular Stripe Options* dialog box contains the following items

Preview display Shows how the selection will look with the currently specified striping.

Invert Reverses the colors of stripes and gaps, so stripes are shown in white and gaps are shown in color.

By percent Measures the offset value and maximum ring radius as a percentage of the total object. For example, if this option is selected, entering 100% in the Maximum ring radius entry box will place rings across the entire object, and 50% would place them across half of it.

By size Measures the offset value and maximum ring radius using the default unit of measure (for example, inches).

Number of rings Changes the number of rings (stripes) placed across the object. (Unless Invert is selected, the rings are shown in color and the gaps are shown in white.)

Offset to first ring Determines how far from the center of the selection the gaps will start. (Use the icons at the bottom of the dialog box to determine whether the gaps will get farther apart or closer from this point.) Unless Invert is selected, gaps are shown in white and rings are shown in color.

Gradient up to Determines the proportion of the total object which is made up of rings.

Gap percent Determines the proportion of the total object which is made up of gaps.

Max ring radius Determines the widest portion of the object to be striped, as measured from the center to the edge of the rings. When the option By percent is selected, this value is measured as a percentage of the total object. When the option By size is selected, this value is measured using the default unit of measure (for example, inches).

Gradient direction icons Click the left icon to make the rings get farther apart as they get farther from the center point. Click the right icon to make them get closer together as they get farther from the center point.

See Also

[Even Striping](#)

[Gradient Striping](#)

[Radiant Striping](#)

You can change the center of a circular gradient by entering a percent in the **horizontal** and **vertical** entry boxes.

Clear (Edit Menu)

Removes selection from your sign. The Delete key will also remove the selection.

See Also

[Cut](#)

Cleaver (Path Edit Palette)



The Cleaver tool automatically splits a closed path into multiple closed paths. This tool is especially useful if you have scanned in text and some of the characters are attached to one another.

NOTE To split an open or closed path into separate open paths, use the Scissors tool.

By dragging

- Using the Cleaver tool, click and drag a cut line across the selected object(s).
- Release the mouse button. If any of the resulting paths have holes in them, such as the center of the letter P, they are automatically compounded.

By clicking

- Click the Cleaver tool near the first split point and click again on the other side of the path beside the second split point.
- Repeat the above step to split another segment or click another tool to finish. If any of the resulting paths have holes in them, such as the center of the letter P, they are automatically compounded.

See Also

Make Compound

Scissors tool

The **Clipboard** is an area in the computer's memory that functions as a holding place for what you last cut or copied. Information on the Clipboard can be pasted into your sign.

Close (File Menu)

Closes the current file. You are prompted to save any changes to the file.

Yes closes the file after saving any changes you have made since the last save.

No closes the file without saving any of your changes since the last save.

Cancel returns you to the file without closing it.

NOTE To discard all changes made since the last save without closing the file, use the Revert command.

See Also

Save

Save As

Revert

Exit

To hide the Color palette, click the **close box** with the Arrow tool.

To move the Color palette to another location, click on the gray **drag bar** beside the close box and drag it to the desired location.

Use the Windows **Color dialog box** to create new colors.

To create a new color:

1. Click the Color button.
2. Move the crosshair in the color refiner box and the triangle beside the luminosity bar to define your color.

or

Enter numbers in the Red, Green, and Blue or Hue, Sat (saturation), and Lum (luminosity) boxes. Your new color is previewed in the Color/Solid box.

3. Click OK.

The color you just created is displayed in the preview next to the **Color** button and is applied to the active triangle.

Click the **Color** Radio button if you want your image processed in four colors.

Click the **Grayscale** radio button if you want your image printed in grayscale.

Use this set of sliders to add or remove a color from the image in increments. You can drag the CMY/RGB triangles to the left or right to adjust the **color balance**, or enter a value in the entry boxes. The color changes are applied separately to your image's midtones, highlights, and shadows.

Color Balance is used to remove or increase the quantity of a particular color in the printed image. To remove some of the blue from an image, increase the amount of yellow.

The Color boxes allow you to change the color of objects on your sign.

To change the color of an existing object, select it and then click on the desired color box.

To change the color in which new objects will be created, click on the desired color box when nothing is selected. This is called the *active color*; the current active color is displayed in the Fill Status box.

To see the name of a color, click its color box and hold down the mouse button. The name will pop up.

NOTE If the corner of a color box is turned back, it is an invisible color.

Color Command Menu



When you click the triangle on the Color palette and hold down the mouse button, the Color Command menu is displayed. To select one of the following commands, drag the mouse to highlight its name and then release the mouse button.

Color Specs Displays the Color dialog box which allows you to rename, change, add, or delete colors on the Color palette.

Substrate Color Displays the Color dialog box so you can change the color of the drawing area to match your substrate. (You can also do this by holding down the Ctrl key and clicking the desired color on the Color palette.)

Show All Colors Displays all colors in the current sign, making all invisible colors visible.

Moved Used Down Moves all of the colors you have used in your sign to the bottom of the Color palette so they are grouped together rather than scattered throughout the palette. (This will *not* change the order in which the colors are layered.)

Define Gradient Displays the dialog box used to add, delete, or rename gradient fills (FlexiSIGN-PRO only).

Define Pattern Displays the dialog box used to add, delete, or rename pattern fills (FlexiSIGN-PRO only).

Define Color Stripe Displays the dialog box used to add, delete, or rename color stripe fills (FlexiSIGN-PRO only).

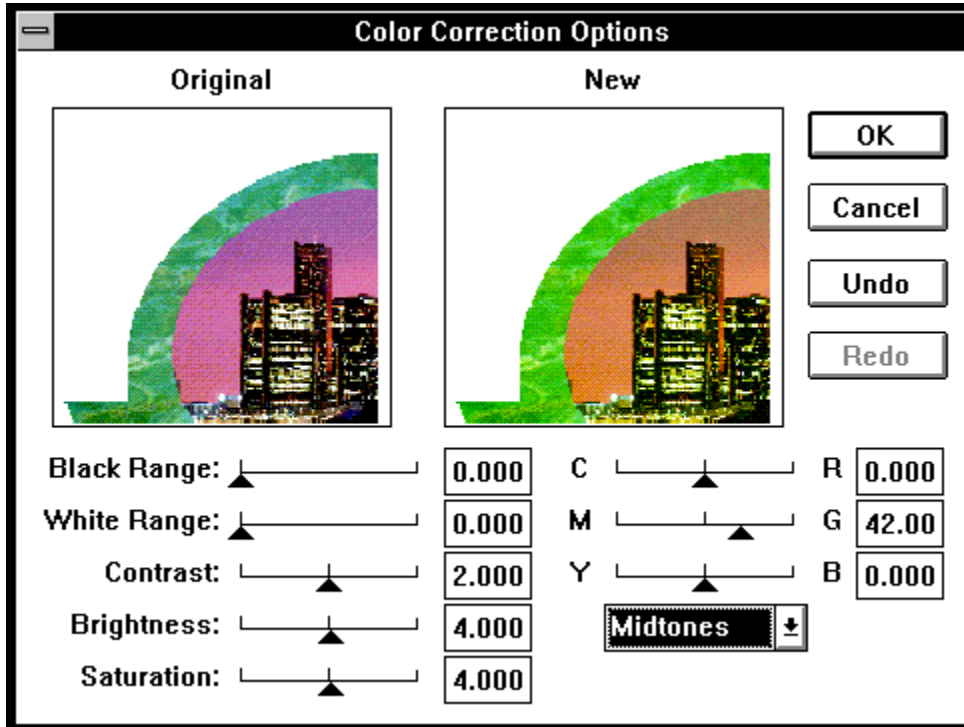
[Return to Color Palette](#)

Color Correction (Tools Menu) PRO

Use color correction to make minor changes to your bitmapped images.

To open the *Color Correction Options* dialog box, select your bitmap, select Color Correction from the Tools menu, and drag the box around the area of your image you want to preview.

Click on any item in the dialog box below for more information.



Click the **Scroll Down** arrow to see colors which are lower on the Color palette.

Color Palette



From the Color palette you can control the color of the substrate, the color of each object, the fill of each object, and the display of each color on your sign. This palette also controls the order in which color layers are displayed and cut in the *Cut/Plot* and *Fill Plot* dialog boxes. Each part of the Color palette is described below.



Close box and drag bar

Color Command Menu

Fill Box

Scroll Up

Color Boxes

Invisible Color

Scroll Down

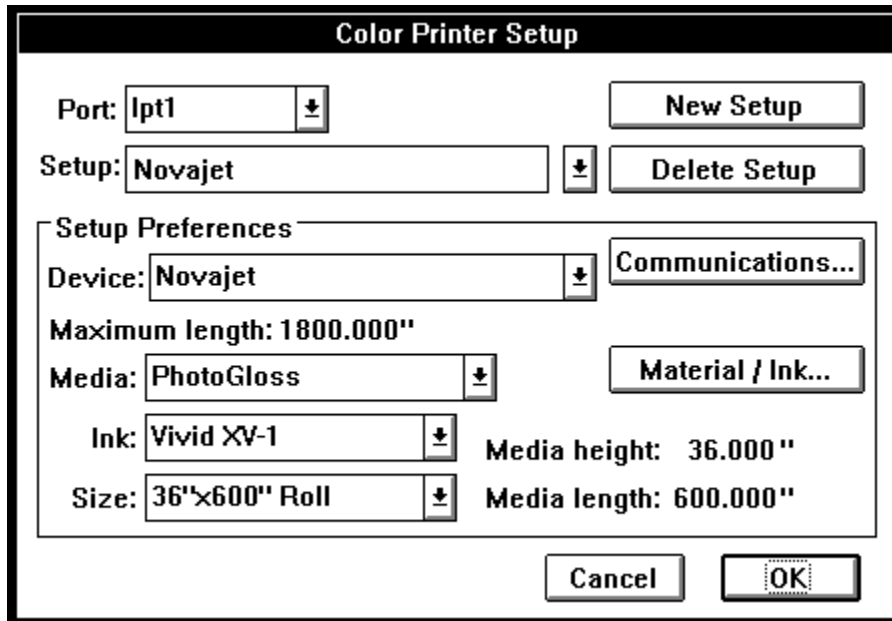
Stretch box

The **color preview** displays the color (C,M,Y, or K) that you're editing.

Color Printer (Setup, Edit Menu)

Allows you to create, modify, and delete printer setups on the displayed port setup or to select a different port for the port setup.

Click on any item in the dialog box below for more information.



The dialog box is titled "Color Printer Setup" and contains the following elements:

- Port:** A dropdown menu showing "lpt1" and a "New Setup" button.
- Setup:** A dropdown menu showing "Novajet" and a "Delete Setup" button.
- Setup Preferences:** A section containing:
 - Device:** A dropdown menu showing "Novajet" and a "Communications..." button.
 - Maximum length:** A text field showing "1800.000\"".
 - Media:** A dropdown menu showing "PhotoGloss" and a "Material / Ink..." button.
 - Ink:** A dropdown menu showing "Vivid XY-1" and a "Media height: 36.000\"" label.
 - Size:** A dropdown menu showing "36'x600" Roll" and a "Media length: 600.000\"" label.
- Buttons:** "Cancel" and "OK" buttons at the bottom right.

[Return to Setup](#)

See Also

[FlexiPRINT](#)

Color Printer Options (FlexiPRINT) PRO

Click on any item in the dialog box for information.

Color Printer Options

<p>Ink remaining</p> <table border="0" style="width: 100%;"><tr><td>C:</td><td><div style="width: 100%; height: 15px; background-color: cyan; border: 1px solid black;"></div></td><td>100 %</td></tr><tr><td>M:</td><td><div style="width: 100%; height: 15px; background-color: magenta; border: 1px solid black;"></div></td><td>100 %</td></tr><tr><td>Y:</td><td><div style="width: 100%; height: 15px; background-color: yellow; border: 1px solid black;"></div></td><td>100 %</td></tr><tr><td>K:</td><td><div style="width: 100%; height: 15px; background-color: black; border: 1px solid black;"></div></td><td>100 %</td></tr></table> <p><input type="checkbox"/> Panel to drawing border</p> <p><input type="checkbox"/> Pause between pages</p> <p>Margin: <input style="width: 50px;" type="text" value="0.160"/> "</p>	C:	<div style="width: 100%; height: 15px; background-color: cyan; border: 1px solid black;"></div>	100 %	M:	<div style="width: 100%; height: 15px; background-color: magenta; border: 1px solid black;"></div>	100 %	Y:	<div style="width: 100%; height: 15px; background-color: yellow; border: 1px solid black;"></div>	100 %	K:	<div style="width: 100%; height: 15px; background-color: black; border: 1px solid black;"></div>	100 %	<p><input type="checkbox"/> Print as separations</p> <p style="margin-left: 20px;"><input checked="" type="checkbox"/> C <input checked="" type="checkbox"/> M <input checked="" type="checkbox"/> Y <input checked="" type="checkbox"/> K</p> <p><input type="checkbox"/> Print substrate color</p> <p>Copy spacing: <input style="width: 50px;" type="text" value="0.000"/> "</p> <p>Overlap</p> <table border="0" style="width: 100%;"><tr><td><input type="checkbox"/> Strips</td><td><input style="width: 50px;" type="text" value="0.000"/> "</td></tr><tr><td><input type="checkbox"/> Pages</td><td></td></tr></table> <p style="text-align: center;"><input type="button" value="Cancel"/> <input type="button" value="OK"/></p>	<input type="checkbox"/> Strips	<input style="width: 50px;" type="text" value="0.000"/> "	<input type="checkbox"/> Pages	
C:	<div style="width: 100%; height: 15px; background-color: cyan; border: 1px solid black;"></div>	100 %															
M:	<div style="width: 100%; height: 15px; background-color: magenta; border: 1px solid black;"></div>	100 %															
Y:	<div style="width: 100%; height: 15px; background-color: yellow; border: 1px solid black;"></div>	100 %															
K:	<div style="width: 100%; height: 15px; background-color: black; border: 1px solid black;"></div>	100 %															
<input type="checkbox"/> Strips	<input style="width: 50px;" type="text" value="0.000"/> "																
<input type="checkbox"/> Pages																	

[Return to FlexiPRINT](#)

The **Stretch box** on the Color palette allows you to change how much of the Color palette is displayed.

- To view more colors at one time, drag the Stretch box down with the Arrow tool.
- To view fewer colors at one time, drag the Stretch box up with the Arrow tool.

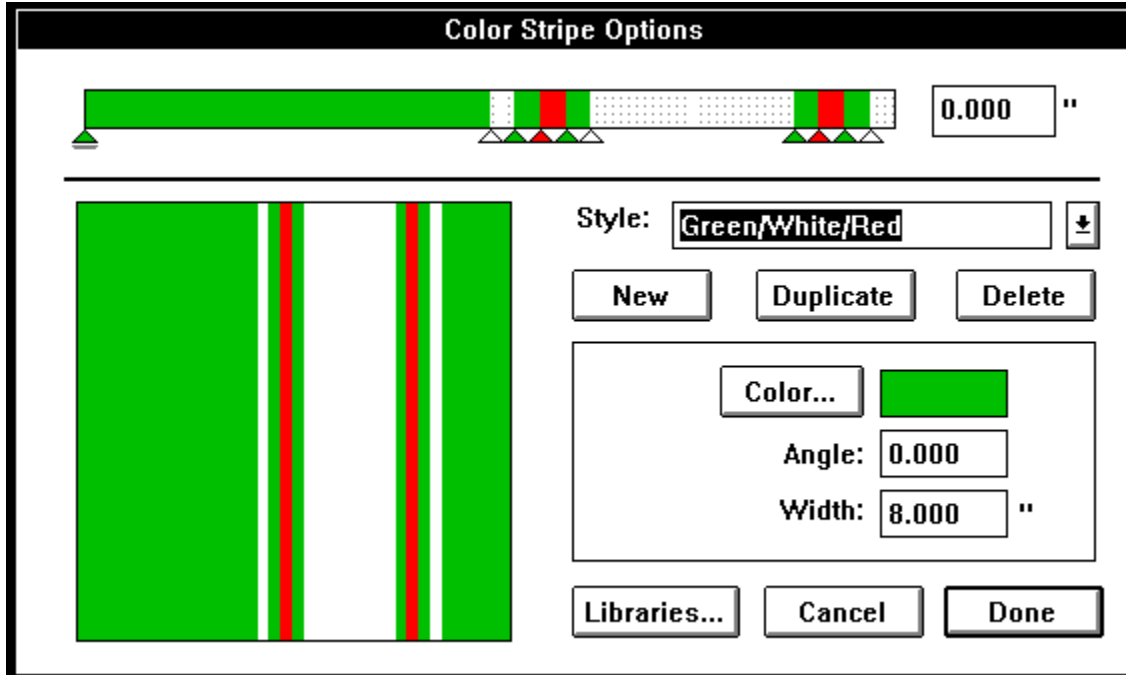
Color Stripe Options (Color Command Menu)



Stripe fills are made by creating two or more color stripes of fixed width and repeating them.

Use the Color Stripe Options Dialog Box to create a new fill or to import a fill from the library.

Click on any item in the dialog box for a description.



[Return to Color command Menu](#)

See Also

[Gradient Fills](#)

[Pattern Fills](#)

Color Trapping... (Tools Menu)



Cuts away the overlapping area of selected objects, automatically creating an overlap to prevent white space between the objects when screen printing. The color trapping feature uses the order in which colors are layered on the [Color palette](#) to determine whether objects will be choked or spread.

The *Trapping Options* dialog box contains the following items:

Choke/Spread Distance Controls the amount of overlap between objects.

Correct Direction Automatically changes the direction of affected [paths](#) so they are in the correct order. When this option is selected, they will start on the inside with a clockwise path, alternating with counterclockwise paths from the inside out.

See Also

[Combine](#)

[Stroke](#)

[Color Palette](#)

Each **color triangle** represents a new color in the fill. To add a new color triangle, click the lower edge of the gradient bar, then click the Color button and choose your color.

When you click a color triangle, it becomes active. It is underlined and its color is displayed in the Color Preview. To create more or less of a color, click its triangle and slide it to the left or right.

To delete a color, click the triangle and drag it below the line.

To change a color, click the triangle, then click the Color button and choose your new color.

Click the **Scroll Up** arrow to see colors which are higher on the Color palette.

ColorTrace (Outline, Autotrace Palette)



The ColorTrace dialog box is displayed automatically whenever the Outline tool is used to trace a color template. The ColorTrace feature allows you to posterize and edit a color template and control how it will be traced.

ColorTrace Options

Preview display Shows the selected area of the template to be posterized, edited, and autotraced. The ColorTrace tools and color editing tools are used to make changes within this area.

ColorTrace tools These tools allow you to edit your template and view different portions of it before tracing:



Eyedropper



Magic Wand



Pencil



Zoom to Edge



Magnifying Glass



Previous View



Hand tool

Number of colors Determines how many colors Flexi will use to posterize the template. The Original option displays the original template, deleting any posterizing or editing which you have performed during the current session.

Edge filter Determines how aggressively Flexi will remove noise from the template when posterizing, especially along the edges.

Setting	Result
None	No <u>noise</u> is removed. This setting is good for templates with fine detail that is less than 2 pixels wide, such as a stroke around an object.
Less	Removes less <u>noise</u> than the Normal setting.
Normal	Default setting. This setting removes most <u>noise</u> and keeps larger details.
More	Removes more <u>noise</u> than the Normal setting.
Most	Removes the maximum amount of <u>noise</u> . Good for templates with very uneven edges.

NOTE If you select Edge filter *after* selecting the Number of colors, you will need to select Number of colors again in order to posterize the image using the edge filter. Note that this will delete any changes you have made to the image since the last time it was posterized!

Display after tracing Determines which template will be displayed on the drawing area after tracing.

Posterized template Displays the posterized/edited template after tracing. To save this template, switch to Paint mode, choose Save As from the File menu, and give the template a new name.

Original template Displays the original template after tracing. The posterized/edited template is lost.

CAUTION If you choose the Original template option, you will not be able to recover the posterized/edited template after tracing!

Trace with backing Determines whether or not traced objects will be traced with a backing. The default is to trace all objects with a backing. If you turn this option off, every object will be cut out of the layer below it, with the exception of the background layer.

Corner detection Determines how aggressively Flexi will detect corners when autotracing.

Setting	Result
None	Recovers no corners
Less	Recovers fewer corners
Normal	Default setting; recovers corners accurately for most templates
More	Recovers more corners
Most	Recovers maximum number of corners; for templates with very uneven edges

Round Corners Automatically rounds all corners which are detected in the template. Toggles with Sharp Corners.

Sharp Corners Automatically makes all corners detected in the template sharp. Some round corners are traced as curve segments.

Tolerance Determines how closely the template is followed during tracing. A higher tolerance value follows the curve more loosely and therefore produces fewer points. If you scanned in the artwork at 150 dpi, you probably do not need to adjust this value. If you scanned at a higher resolution (e.g., 300 dpi) or your artwork is of poor quality, you may wish to set a higher tolerance so the image is traced less precisely.

Preview color palette Displays the colors created by posterizing the template and allows the user to select one or more colors for editing. This palette is blank until the Number of colors is selected.



Invisible color



Active color

Color editing tools Allow you to edit colors selected in the preview color palette. To select one or more colors, click on each color's box in the preview color palette; each selected color is highlighted. To deselect a color, click it again. Use the following tools to edit selected colors:



Paint Bucket



Trash Can

Undo Backs up editing changes one step.

Cancel Closes the *ColorTrace Options* dialog box without tracing the template. All changes to the template are lost, even if the Posterized template option is selected.

OK Closes the *ColorTrace Options* dialog box, traces the template with the specified colors, and adds any new colors to the Color palette.

NOTE To see the new colors on the Color palette, choose *Move Used Down* from the Color Command Menu.

See Also

Merge Bitmap

Scan

Scan and Trace

Point Selection tool

The ColorTrace dialog box's **Hand** tool pans the preview display in the direction in which the tool is dragged.

The ColorTrace dialog box's **Magnifying Glass** zooms in (magnifies the view) when you use it to click on an area or to drag a box around an area; it zooms out (reduces the view) when you use it to click on an area while holding down the Ctrl key.

ColorTrace Paint Bucket



The Paint Bucket in the *ColorTrace Options* dialog box has three functions:

- To fill an area with the active color, click on the area with the Magic Wand and then click the Paint Bucket.
- To replace all occurrences of a particular color in the template with the active color, first make sure nothing is selected with the Magic Wand. Next, click on the color to be replaced in the preview color palette. (Make no other colors are selected.) Click on the Paint Bucket to replace the selected color.
- To change the shade of one or more selected colors, select the color(s) by clicking on each of them in the Preview color palette. (To deselect a color, click it again.) Double-click the Paint Bucket to display the *Change Color Options* dialog box, which allows you to adjust the HSB values of the selected color(s).. (Double-clicking a color box will also display this dialog for that color.) This dialog box's options are described below.

Change Color Options

Modified color display Displays the new color with which all of the selected colors will be replaced.

Hue Determines the color itself, e.g., red, green, or blue. To change the hue, either drag the triangle or enter a new value (0-100%) in the entry box.

Saturation Determines the amount of the color in the specified hue; for example, for red, 50% would produce a pink and 100% would produce a fire-engine red. To change the saturation, either drag the triangle or enter a new value (0-100%) in the entry box.

Brightness Determines the amount of white in the color, where 0% is black and 100% is white. To change the brightness, either drag the triangle or enter a new value (0-100%) in the entry box.

Color palette Displays the colors currently included on the Color palette on the Flexi drawing area. Click on one of these colors to apply it to the selected color(s).

Selected color Displays the colors currently selected on the Preview color palette; all changes made in the *Change Color Options* dialog box will be applied to all of the selected colors. If more than one color is selected, they will all be merged into the single modified color shown in the upper left of the dialog box. To merge two or more selected colors into one, click on the color in the Selected color palette that you wish to keep and then click OK to merge the colors, replacing all occurrences of the merged colors with the modified color.

Cancel Closes the *Change Color Options* dialog box without making any changes.

OK Closes the *Change Color Options* dialog box and applies the modified color shown in the upper left to all selected colors. If more than one color was selected, they are all merged into one color.

[Return to ColorTrace topic](#)

The ColorTrace dialog box's **Pencil** tool draws freehand lines in the active color.

- To draw a line in the active color, drag the Pencil tool on the preview display.
- To change the color of individual pixels, click the Pencil tool on each one.
- To change the width of the Pencil tool's line, double-click the Pencil tool and select the desired width from the *Pencil Width* dialog box.

The ColorTrace dialog box's **Previous View** tool returns the preview display to the last view of the template.

The *ColorTrace Options* **Trash Can** removes the color selected in the preview color palette and replaces all occurrences of it in the template with the color in the preview color palette with the nearest HSB (Hue, Saturation, Brightness) value.

The ColorTrace dialog box's **Zoom to Edge** tool zooms the preview to the edge of the template, showing the entire selection.

The **active color** in the *ColorTrace Options* dialog box is displayed with a triangle below it in the preview color palette. To make a color the active color,

- Click *below* its color box on the preview color palette (not on it)

or

- Click the Eyedropper on the color in the preview display

or

- Click the Magic Wand on the color in the preview display

An **invisible color** in the *ColorTrace Options* dialog box's preview color palette is displayed with its corner turned back. An invisible color is not shown on the preview display and is not traced.

If Flexi defines a *background color*, it is automatically made invisible and placed to the far left of the preview color palette.

A **row** or **column** shift moves pattern rows horizontally or vertically by the percent specified in the entry box. You cannot shift both columns and rows.

Combine (Tools Menu)



Joins two overlapping objects into one object. This command provides up to five options: Weld, Cut Out, Common, Exclude Common, and Mask.

Weld Combines all overlapping areas of selected objects into one object, automatically deleting extra pieces. (After welding, text becomes a graphic object.) Before you can weld paths, they must be going in the same direction, with the outermost paths counterclockwise. Using Combine Options, you can choose the 'Auto-direction' option to prepare the paths automatically. You can also check paths using the [Show Path Direction](#) command on the Layout menu and change path direction using the [Path Direction](#) command on the Tools menu.

Cut Out If two objects are selected by holding down the Shift key and clicking, removes selected overlapping areas from the first object selected and deletes the other selected object if specified. If two objects are selected by dragging, removes selected overlapping areas from the object on the lower color layer and deletes other selected object if specified.

Common Deletes all of the selected objects except for the overlapping (common) area, which is then automatically welded into one object.

Exclude Common Deletes the overlapping (common) area of overlapping objects and automatically compounds each of the remaining objects separately.

Mask Combines two objects so they take the shape of one of the original objects. Deletes all of the first object selected except for the portion which overlaps the second object and cuts the first object out of the second object. (In other words, this option performs the Common option on the first object selected and Cut Out on the second object.) If the two objects are selected at the same time, the combined object will take the shape of the selected object on the higher color layer.

NOTE The *Mask* option is not available in FlexiLETTER.

Each of the above choices also has special options available. Choose *Options* from the *Combine* cascading menu to display the *Combine Options* dialog box.

Combine Options

Selection menu This list box determines how the selected objects will be combined. The choices are Weld, Cut Out, Common, Exclude Common, and Mask.

Preview Display Shows an example of the currently selected Combine choice. (This does not show the objects you selected.) Click the scroll bar below this display to see the other Combine choices. The displayed choice is selected automatically.

Colors unchanged (*Cut Out, Mask*) If the selected objects are from the same color layer, this option keeps the color unchanged. If they are from different color layers, the Cut Out and Mask options will keep the colors unchanged. All other options (Weld, Common, and Exclude Common) will display an error message because the objects must come from the same color layer in order to be combined.

Color selection (*All choices*) Changes the color of the newly combined object.

Auto-direction (*All choices*) Automatically prepares paths for combining. Ensures that paths go in the same direction and that the outermost paths are going counterclockwise.

Keep original object (*Cut Out*) Determines whether the second object is deleted after it is cut out of the first object.

See Also

[Show Path Direction](#)

Path Direction

The **Communications button** displays all of the communications settings for the current setup.
Check your device's user manual to make sure that these settings are correct.

Contacting Product Support



If you have any questions about how to use Flexi that you cannot answer by referring to this help or the manual, call our product support line. To answer questions about your computer or cutter, please contact your hardware dealer. Our product support personnel cannot answer questions concerning your hardware.

Before calling for help, look at the appropriate sections of the manual to try to solve the problem. If you still cannot find the answer you need, write down the following information before you call:

- User number found on the key
- Name and version of Flexi product
- Version of Windows system software
- Version of ATM (if applicable)
- Numbers of fonts installed (ATM and TrueType)
- Brand, model, and type of PC
- Amount of RAM installed
- Amount of free space on disk
- Type of video card
- Virtual memory setting
- Cutter/plotter model
- Scanner brand and model (except FlexiLETTER)
- Any memory-resident programs (TSRs) you may be using
- Other applications installed on your computer

NOTE The quick way to obtain most of this information is to select System Info from the Help menu in the upper right of your Flexi window.

Once you have gathered this information, call:

Amiable Product Support Monday-Friday, 10 AM to 7 PM EST

Continental U.S.: (800) 229-9088

Outside the U.S.: (610) 521-6300

Fax: (610) 521-0111

Contents

FlexiFAMILY Help is designed for users of FlexiLETTER, FlexiSIGN, FlexiSIGN-Plus, and FlexiSIGN-PRO. Every topic in FlexiFAMILY Help is marked with one or more icons to indicate which products include the feature discussed:

 FlexiLETTER

 FlexiSIGN

 FlexiSIGN-Plus

    FlexiSIGN-PRO

FlexiFAMILY Help is divided into the following major areas:

[Menu Commands](#)

[Palettes](#)

[Object Info](#)

[System Requirements](#)

[Contacting Product Support](#)

Contents (Help Menu)

Displays the Contents topic for FlexiFAMILY Help. Use this topic to jump to any topic in FlexiFAMILY Help.

Contour button. If you're doing a contour cut job, you can set up the cut portion of your job from the Contour Options dialog box. See [Contour](#) for more information.

A **contour** is a closed path created around the object's border only. Holes are not traced separately in a contour as they are with an outline.

Contour (Tools Menu)

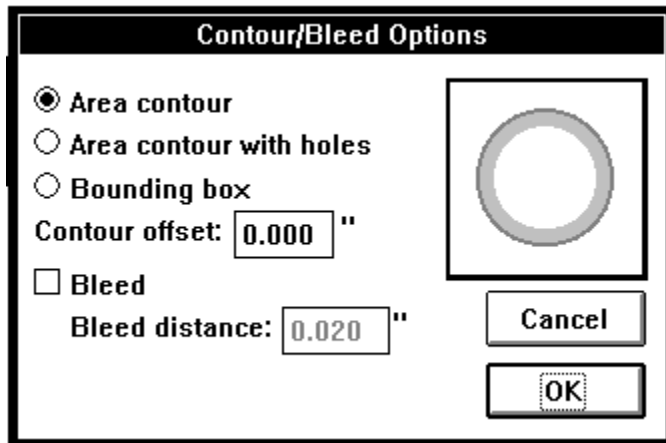
Contour cutting is a production tool that helps you both print and cut your signs on vinyl. Because you are printing and cutting, there are a number of steps involved in the process.

The following steps are involved:

1. Create an image to be printed.
2. Contour the object.
3. Set up print parameters in the FlexiPRINT dialog box. See below for the contour-specific features. See the [FlexiPRINT](#) dialog box for general information on setting up your printer.
4. Print the image.
5. Cut the image.

The Contour Option dialog box is used to create a contour line around an object. You can access this dialog box by selecting an object with the Arrow tool and choosing the *Contour* command from the Tools menu.

Click on any item in the dialog box below for more information.



You cannot make contours directly from bitmapped images, but there several ways to create contours from objects.

- Contour a PhotoMask
- Create an object the same shape and size as the bitmap, place it over the bitmapped image and then contour the object.
- Draw a contour using the Contour color on the Color palette. If the Contour color is not available in your Color palette, you can open the Color Specs dialog box and create a new color named Contour.

Once your Contour is created, you can complete the FlexiPRINT dialog box. The following items are important to Contour cutting:

Offsets. The default value is 0.5 inches. You may want to increase the offset so that the rollers of your vinyl cutter do not overlap the printed material.

Registration marks. Make certain the correct registration mark is selected.



The default registration mark for contour cutting. Marks are at the corners of the bottom edge.



Places registration marks at the corners of the left edge.



Use this registration mark if you have a Summagraphics cutter with an OPUS head.

Copies. If you are printing many copies of your item, you can enter a value in the Copies entry box. Using this option can save time because only the first item is rasterized.

Contour Option Dialog Box.

You can choose a cutter and specify cutter parameters from this dialog box.

Click on any item in the dialog box below for more information.

Contour Option

Roland PNC-1000:com2

Custom: Plot Slow

Send contour with print

Send contour now

Number of passes: 1

Advance after plot

Cancel

OK

4. Print Your Contour

Once the FlexiPRINT and Contour Option dialog boxes are complete, you can send your job to print. If you need help printing your job, see [FlexiPRINT](#).

5. Cut Your Contour

The process of cutting your contour is controlled from Production Manager.

- a. Open the Production Manager window.
- b. Make certain the cutter you chose in the Contour Option dialog box is displayed in the Setup list box.
- c. Select the file you wish to contour.
- d. Click the Release button.
- e. Choose an alignment method: [Interactive \(Manual\)](#) or [Digital \(Bomb Sight\)](#).
- f. You will be prompted by a series of dialog boxes to align and cut your job.

When you **Contour Offset**, the contour is placed outside the object by the specified amount of space. This produces an unprinted area inside the cut line. Offset can be used in conjunction with Area contour, Area contour with holes, and with Bounding box.

The **preview** displays an example of each of the contour/bleed options.

The **Contrast** scale is used to increase or decrease the difference between the light and dark areas throughout the image.

Use the **contrast** scale to increase or decrease the difference between the light and dark areas of the printed image.

A **control point** is a small handle which appears on a selected object:

- A compounded object displays a group of nine control points on and around the object.
- An uncompounded path can display the following control points, each of which contain information about the shape of the path:
 - *Unselected control point:* Small empty point on a segment's endpoint. If the segment before the point is a curve, the control point is round; if it is a straight line, it is square.
 - *Selected control point:* Small filled point on a segment's endpoint. If the segment before the point is a curve, the control point is round; if it is a straight line, it is square.
 - *Segment control point:* Large filled circle on a segment's midpoint.
 - *Start point:* Control point on a segment's endpoint which is slightly larger than a regular control point and smaller than a segment control point. On an open path, this point must be at one of the ends of the path. This control point can be dragged for reshaping the same as any control point.

Convert to Paths (Tools Menu)



Changes selected text or graphic objects into compounded paths.

NOTE To edit text or graphic objects which have been converted to paths, select the objects and choose the Release Compound command from the Arrange menu. Most of the Path Edit tools will not work on compounded objects!

See Also

[Release Compound](#)

[Show Path Direction](#)

[Path Direction](#)

Enter the number of **copies** of your image to be printed.

Copy (Edit Menu)

Copies the selection to the Clipboard. The selection can then be placed in a new location using the Paste command.

To drag a single copy of the object to a new location, hold down the Ctrl key and drag the center control point to the object's new location.

To immediately place a copy of the selection below the original, select the object(s) with the Arrow tool and choose the Duplicate command.

To make multiple copies of the selection, use the Step & Repeat command.

See Also

Cut

Paste

Duplicate

Step & Repeat

Copy Style (Text Menu)



Copies the text attributes of the selection into Text Specs. These attributes will be applied to any new text you create automatically, or you can apply them to existing text using the [Apply Style](#) command.

To copy a text style, use the Arrow tool or one of the [text tools](#) to select existing text with the desired attributes. Then choose Copy Style from the Text menu.

NOTE Only text attributes can be copied as a style. Color, shadows, outlines, etc., will not copy into the style. Also, styles only apply to the type of text from which they were copied. Normal text styles apply only to normal text and arc text styles apply only to arc text.

See Also

[Text Specs](#)

[Apply Style](#)

[Text Palette](#)

[Object Info](#)

You can control the amount of space between copies by entering a measurement in the **copy spacing** entry box.

The **corner radius** is the radius of a hypothetical circle drawn in each corner of a rectangle. This value determines the corner size for Rounded Rectangle and Inverted Round Rect border styles. The larger the corner radius, the rounder the corner.

The **Current** fills are those available on your Color palette.

A **curved segment** on a path can be reshaped by dragging the segment itself or its direction handles. To change a curved segment into a straight segment, click on the Straight segment icon in Object Info.

The **Custom** list box contains three sets of commands: Start commands, Stop Commands, and Action Commands.

Cut (Cut Palette)



The Cut tool controls the cut/plotting process. You can also cut/plot using the [Cut/Plot](#) command. Use the Cut tool or Cut/Plot command to cut a sign or to pen plot its outlines.

NOTE To pen plot a sign with solid fills, use the [Fill Plot tool](#).

Cut Mode

In Cut mode, you can cut/plot using either the Cut tool or the [Cut/Plot](#) command.

To cut panels which you have created and/or edited manually, select them with the [Arrow tool](#) *before* clicking the Cut tool or choosing the [Cut/Plot](#) command.

To automatically panel and cut the entire sign, click on a blank portion of the drawing area before clicking the Cut tool or choosing the [Cut/Plot](#) command. **Warning:** If you do this, Flexi will ignore any panels you already prepared!

Draw Mode

In Draw mode, you can only plot by using the [Cut/Plot](#) command on the File menu.

To cut selected objects, hold down the Shift key and click on the objects with the Arrow tool before choosing the [Cut/Plot](#) command.

To automatically panel and cut the entire sign, click on a blank portion of the drawing area before choosing the [Cut/Plot](#) command.

For more information about the *Cut/Plot* dialog box, see [Cut/Plot options](#).

See Also

[Cut/Plot](#)

[Cut palette](#)

[Arrow tool](#)

[Fill Plot tool](#)

Cut (Edit Menu)

Removes the selection from your sign and copies it to the Clipboard. The selection can then be placed in a new location using the Paste command.

See Also

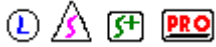
Copy

Paste

Clear

Duplicate

Cut Palette



The Cut palette is a mode palette. It contains the tools used to panel, plot, or cut your sign. When Flexi is in Cut mode, all objects are displayed with fills off and only panels and registration marks can be selected or edited.



Arrow tool



Panel tool



Multicolor Panel tool



Registration Mark tool



Cut tool



Fill Plot tool



FlexiPRINT tool



Draw Palette

Cut/Plot... (File Menu)



Cut/plots the current sign from either Draw mode or Cut mode.

Draw Mode

To cut selected objects, hold down the Shift key and click on the objects with the Arrow tool before choosing the Cut/Plot command.

To automatically panel and cut the entire sign, click on a blank portion of the drawing area before choosing the Cut/Plot command.

Cut Mode

To cut panels which you have created and/or edited manually, select them *before* choosing the Cut/Plot command or clicking the Cut tool.

To automatically panel and cut the entire sign, click on a blank portion of the drawing area before choosing the Cut/Plot command or clicking the Cut tool. **Warning:** If you do this, Flexi will ignore any panels you already prepared!

Cut/Plot Options

Setup selection menu Lists all plotters set up using the Setup command. Use this menu to change the current device; Windows for Workgroups users can also choose a different Production Manager.

Custom menu Contains special commands for the currently selected device, divided into three types of commands:

- *Start:* Sent at the start of the job, for example, Cut fast, Pen plot
- *End:* Sent at the end of the job
- *Custom:* Sent immediately to configure plotter, e.g., blade number, pressure

Cut to Controls where each plotting job goes:

- *Send Now:* Sends the job to Production Manager and places it on ready status. (If you are working on a network, this command is not always available.)
- *Save to file:* Saves the job to a file that can be plotted later using the *Add Cut Job* command in Production Manager. (If you are working on a network, this command is not always available.)
- *Hold in Queue:* Sends the job to Production Manager and places it on hold.

Preview area Shows all pages to be cut in current color layer; click the scroll bar to see additional pages. The current page is surrounded by a solid line, all others have a dotted line. Pages that have been turned off are dimmed and moved to the end. Once the page is cut, it is turned off automatically.

Current page The page currently selected for cutting; click on a page to select it. If interactive plotting is on, double-click a page or click the Show Me button to move the pen/knife around the border of the first page without cutting it. The box in the upper left corner of each page controls whether or not the page is cut; an X in this box indicates that it will not be cut. Click in this box to turn the page on or off; once the page is cut, it is turned off automatically.

Color selection bar Controls color layers to be plotted or cut; click on a color to select that layer for plotting. To make a check plot with all layers plotted at once (in one color), click the triangle on top of the color selection bar and choose Plot all colors from the menu which is displayed. Colors can be turned off by pressing the Shift key while clicking them and turned on again by selecting Show all colors from the Color selection bar menu.



Mirror Cuts all panels in reverse; useful for cutting signs that will be applied to the inside of windows.



Rotate Rotates all panels 90° on the media when cutting them.

Offset Changes how far each page is shifted horizontally or vertically from the plotter's origin (lower left of preview window).

Advance after plot Moves the media forward and resets the origin after the plot is complete.

Interactive Moves the blade on the cutter as you move the page on the preview display, allowing you to see exactly where it will be placed on the media. Not all plotters support this feature.

Weeding border Cuts a border around each panel, making it easier to weed. This option also cuts horizontal lines between strips. The margin of this border is specified using the Plotter Options dialog box.

Easy Weed Cuts a weeding border around each object or character on your sign which is as large or larger than the minimum size. The margin of this border is specified using the Plotter Options dialog box.

Copies Specifies how many copies to cut of each page

Options Displays the Plotter Options dialog box.

Show Me button Moves the pen/knife around the border of the first page without cutting it.

Poll Size button For plotters that support interactive cutting, returns information on the actual height and length of the currently loaded media and displays it above the preview display.

Done button Finishes the current plotting session by closing the Cut/Plot dialog box. This button changes to Abort while the job is being plotted.

Cut button Sends the pages in the current color layer to the destination indicated in the Cut to list box.

See Also

[Plotter Options](#)

[Setup](#)

[Cut Tool](#)

Choose a **cutter** from this list box. Your printer and cutter must be connected to the same Production Manager.

Clicking the **Default** button returns all settings in the RIP Options dialog box to the default settings for the current color printer, media, and ink.

The **Default button** returns the Dots/ml setting to its default and adjusts the % ink remaining in cartridge entry box to match the new setting.

Define Kerning... (Text Menu)



Specifies the spacing between pairs of characters in a font and maintains that information in Flexi's font table. Once you have defined kerning pairs for a font, they will display as specified every time you use that font in Flexi.

You can choose to define a font's *kerning* either by entering an entire string of characters and defining the kerning for each pair of letters in the string or by entering pairs of characters and defining kerning pair by pair. A string can be either an existing text block selected before choosing the *Define Kerning* command, or can be entered directly in the *Define Kerning Pairs* dialog box.

NOTE The kerning pairs are stored in a separate location in Flexi, so they do not affect the fonts in other applications, such as word processors.

The *Define Kerning Pairs* dialog box contains the following options:

Mode: Determines how you will define kerning:

String: Defining kerning within a string (either existing or entered in the preview)

Pair: Pair by pair, using the Pair entry boxes below the preview

TIP The simplest way to define kerning pairs is to select a text block in your sign and then choose *Define Kerning* from the Text menu. The text block is displayed in the preview and the String entry mode is selected automatically.

Font: This list box determines a font family for which you are defining kerning pairs. The kerning pairs are defined only for the selected style, not for the entire font family.

Style: This list box determines the style of the font for which you are defining kerning pairs.

Font format icon: Indicates the format of the selected font family, either TrueType or PostScript Type 1.

Kerning Pairs: This list box shows all of the kerning pairs defined for the selected font family and style, including any kerning pairs defined by the font manufacturer. Click in the scroll bar to the right of this list to view additional kerning pairs.

Preview display: Displays the pair or string for which kerning is being defined and allows you to edit the pair by dragging either character. When the Show bounding box option is selected, a blue bounding box is shown around the first character in the pair and a red bounding box is shown around the second character in the pair. When the String entry mode is selected, you can also enter the string directly into this display.

Delete pair: Deletes the kerning pair selected in the Kerning Pair list box and returns to the default setting for that pair. To delete a pair, choose the Pair entry mode, click on the desired kerning pair in the list box, and click the Delete Pair button.

Number of pairs: Displays the total number of pairs defined for the selected font and style.

Format: This list box determines which format you will use when entering the kerning pair characters. The following options are available:

char: Accepts characters as they are normally typed at the keyboard

hex: Accepts characters in hexadecimal code

dec: Accepts characters in decimal code

Pair: When the Pair mode is selected, these entry boxes allow you to enter the kerning pair to be defined. Type the first character in the left entry box, press Tab, and type the second character in the right entry box.

em space: Determines the spacing of the current kerning pair. To change the spacing of the kerning pair, enter a new value (in 1/1000 of an em space) in this entry box or click the up or

down arrows to the right. Spacing can also be changed by dragging the characters in the preview display. The value in the entry box changes to reflect this.

Show character bounding box: When this option is selected, the preview display shows a blue bounding box around the first character in the pair and a red bounding box around the second character in the pair. These boxes are defined by the font manufacturer and cannot be changed.

Save: Saves all of the kerning pair changes made in the current session.

Revert: Deletes all changes made to the kerning pairs since the last time you saved.

Done: Closes the *Define Kerning Pairs* dialog box, ending the current editing session. If any changes were made since you last saved, you are prompted to save them.

See Also

[Kern](#)

[Text Specs](#)

[Text Palette](#)

[Object Info](#)

Click the **Delete** button to cut the active fill.

Delete Control Point (Path Edit Palette)



The Delete Control Point tool deletes selected control points from uncompounded paths.

NOTE If you cannot select a single point, the path may be compounded. To correct this, choose Release Compound from the Arrange menu.

To delete one point at a time, select the Delete Control Point tool, click on the path to be edited so the points are displayed, and then click on the point to be deleted. To delete more points, continue clicking them with the Delete Control Point tool. To stop deleting points, click another tool.

To delete several points at once, hold down the Shift key and click on them with the Point Selection tool. (A point turns solid black when it is selected.) Once all of the desired points are selected, press the Delete key to delete them.

To automatically delete extra control points from a curved segment, use the Optimize Curve tool.

To automatically delete extra control points from an entire open or closed path, use the Reduce Points tool.

See Also

[Release Compound](#)

[Point Selection tool](#)

[Optimize Curve tool](#)

[Add Control Point tool](#)

[Reduce Points tool](#)

The **Delete Setup button** removes the currently displayed setup from the port setup.

The **Delete ink button** deletes the ink that is currently displayed.

The **Delete media button** deletes the media type that is currently displayed.

The **Delete size button** deletes the size which is currently displayed.

The **Device list box** allows you to choose a device for a new setup or change the device for an existing setup.

Diagonal Size (Label Palette)



The Diagonal Size tool labels the diagonal dimensions of the selected area with two arrows and the desired text.

To label the diagonal dimensions of an area or object, select the Diagonal Size tool. Click the crosshair on the first of the two points to be labeled and drag to the second point. Enter the text and desired options in the *Label Options* dialog box (described below) and click OK. Move the mouse to change how far the label is from the object or where the label is placed in relation to the dimensioning lines. (The label can be outside or inside the lines.) Once you are satisfied with the label's placement, click on the drawing area to finish it.

To draw an arrow leading from a point directly to a text label, use the [Straight Arrow tool](#).

To draw an arrow with multiple segments, use the [Bent Arrow tool](#).

To label the horizontal dimensions of an area or object, use the [Horizontal Size tool](#).

To label the vertical dimensions of an area or object, use the [Vertical Size tool](#).

Label Options

Label Text Text to be entered on the drawing area. Automatically displays the distance you dragged to create the label.

Text Size Height of the label text.

Arrow Length Length of the arrow's head.

Arrow Width Line width of the arrow.

Arrow Style Shape and style of the arrow's head.

See Also

[Straight Arrow tool](#)

[Bent Arrow tool](#)

[Horizontal Size tool](#)

[Vertical Size tool](#)

The **diameter** is the distance from one edge of a circle to the other at its widest point.

You can use the **digitize (bomb sight)** method if your cutter supports it. This only works on serial devices.

Digitize (Path Create Palette)



The Digitize tool draws paths freehand or from a template using a mouse or digitizing tablet. You can also double-click the Digitize tool to display a dialog box which displays additional options, including setting up a digitizing tablet.

Drawing paths

Using the Digitize tool, you can create a variety of different segments. You select the type of segment you wish to create by typing the appropriate letter on the keyboard. The options are listed below; to change the key assignments, see the next section, *Digitize Tool Setup Options*.

Straight line segment Click at the start and end point of each segment. To change to a straight line from another segment type, type **l**.

Arc Type **a**, click the starting point, move the mouse until the arc is the desired size and shape, and then click the end point.

Curved line segment Type **c** and click to place each curve point.

Constrain the cursor To limit placement of new segments to horizontal, vertical, or diagonal angles in 45° increments, type **m**.

Undo last segment Type **u**.

Close the path Type **e**.

End the path Press Return.

Digitize Tool Setup Options

Double-click or hold down the Ctrl key and click the Digitize tool to display the *Digitize Tool Setup* dialog box. This dialog box provides the following options

Use Tablet When this option is on (checked), the Digitizing tool can be used with the currently selected digitizing tablet. When it is off (unchecked), it can only be used with a mouse.

Double-Line Digitize Use this option to create a wider line. Creates a closed path with a width that totals the Left and Right Distance values. As you draw the line, the Left Distance is added to the left of the line and the Right Distance is added to the right of the line. When you end the path, it is closed automatically.

Distance, Left When Double-Line Digitize is selected, this width is added to the left side of the line.

Distance, Right When Double-Line Digitize is selected, this width is added to the right side of the line.

Tablet Settings When Use Tablet is selected, this button displays the *Tablet Setup* dialog box described below.

Key/Button Settings Displays the *Key Assignments* dialog box, which allows you to change the key stroke assignment for each type of path segment. (See previous section on drawing paths.)

Cap Style Determines how the end of each path drawn using the Digitize tool will be shaped. Click the button next to the desired option to select it.

Joint Style Determines how the corner of each path drawn using the Digitize tool will be shaped. Click the button next to the desired option to select it.

Tablet Setup

To set up a digitizing tablet, double-click or hold down the Ctrl key and click the Digitize tool to display the *Digitize Tool Setup* dialog box. Click the Tablet Settings button to display the *Tablet Setup* dialog box. This dialog box contains the following options

Tablet Allows you to select your digitizing tablet's brand and model number.

Buttons Allows you to select the number of buttons on your tablet's puck.

Button Click Sound Determines whether Flexi will make a clicking sound every time you click on the tablet.

Communications Displays the standard communications dialog box, which includes options such as port selection.

See Also

[Pen tool](#)

[Point Selection tool](#)

Each **direction handle** on a control point controls the height and roundness of the curved segment next to it. The length of the handle determines the height of the curve; the angle of the handle determines its roundness.

Distort... (Tools Menu)



Reshapes selected text and graphic objects to a specified shape.

When you click Go in the *Distortion Options* dialog box (described below), the bounding box of the selected distortion is displayed over the object. You can drag the control points on this bounding box to reshape the distortion. The exceptions to this are the cylinder and perspective distortions, which display a dialog box with scroll bars which you can drag to increase or decrease values. Once you are satisfied with the shape of the object, press Return to apply the distortion.

NOTE The Distortion command converts text to paths automatically.

The *Distortions Options* dialog box contains the following items

Selection menu (*Top left*) Specifies which distortion envelope will be applied to the object.

Distortion icons Specifies which distortion envelope will be applied to the object; to choose a distortion here, click on the desired picture. Click the scroll bar below the icons to see more options.

Vertical distortion only Keeps vertical lines in the object perpendicular to the baseline.

Vertical and horizontal distortion Adjusts the vertical lines within the object to follow the curve of the distortion.

Preview display (*Upper right*) Shows an example of the selected distortion. Click in the scroll bar below it to view/select other distortions, or click one of the black arrows to scroll automatically.

Do not bend straight lines Forces all horizontal and vertical lines in the object to stay in place. This option is not recommended for round or curved options such as Arch or Fish.

Preview After you press OK, this option shows a full preview of the distorted object rather than just a bounding box. Note It takes longer to reshape the distortion when this object is selected.

See Also

[Path Edit Palette](#)

Distribute on Path (Arrange Menu)



Arranges selected text or graphics along a specified path.

NOTE When text is distributed on a path, it is automatically changed into a graphic. It cannot be edited or formatted as text.

To distribute text or graphic objects along a path, select the items to be distributed, choose Distribute on Path from the Arrange menu, and click on the point on the path where you want the items to begin. (If the selection flows the wrong way along the path, Undo and then use the Path Direction command to reverse the direction of the path. Once this is done, try again to distribute on the path.)

To create arc text, use the Arc Text tool.

To create an open path (line), draw it using the Pen tool or Digitizing tool.

To create a closed path, draw a shape with one of the tools on the Shape palette, select it, and choose the Convert to Paths command from the Tools menu.

To change an open path into a closed path, use the Join Points tool.

See Also

Undo

Convert to Paths

Path Direction

Arc Text tool

Pen tool

Digitize tool

Join Points tool

The dot pattern used in color printing is controlled by the **dither type**. You can choose from five dithering types, although we suggest you use the default type that is customized for the printer you've selected.

Click **Done** to close the dialog box. All the changes you made are saved, even if you do not print.

Dot gain controls the amount of ink that is laid down when printing.

The **Dots/ml entry box** displays the number of dots printed for every milliliter of ink. Changing this number permanently changes Flexi's ink usage formula for this color. Any changes made to this entry box are automatically reflected in the percent ink remaining in cartridge entry box (unless there is 100% remaining).

Draw Palette



The Draw palette is a mode palette. It contains all of the tools you need to design your sign.



Arrow tool



Text palette (Text tool shown)



Path Create palette (Pen tool shown)



Path Edit palette (Point Selection tool shown)



Shape palette (Rectangle tool shown)



Autotrace palette (Outline tool shown)



Label palette (Measure tool shown)



Paint palette



Cut palette

NOTE FlexiLETTER does not include the Paint palette.

Drawing Size... (Layout Menu)



Allows you to change the size of the drawing area for the current sign. Generally, the drawing area should be the same size as the substrate on which you plan to mount your sign or as the area on which it will be mounted. The drawing area serves as a guide, showing you the size of the sign, but allowing you to create text and graphics which extend beyond it.

The *Drawing Size* dialog box contains the following items:

Preview display (On left side) Shows the overall proportion of the sign with the current substrate height and length.

Substrate height Height of the drawing area (measured from top to bottom).

Substrate length Length of the drawing area (measured from left to right).

See Also

[New](#)

[Resize](#)

Clicking the **Driver Options** button displays a set of custom options for the active printer. Each printer has its own set of driver options.

Drop Shadow



Creates a drop shadow around the selected text or graphic object. A drop shadow is a copy of the original object which is offset from it in order to make it stand out in the design. You can create a drop shadow by either clicking and dragging the shadow in the preview display or by entering specific values for offset distance, angle, and depth.

The *Drop Shadow Options* dialog box contains the following

- Preview display** Shows the proportion of the specified shadow to the original object. To change the shadow manually, move the cursor over this area until it changes into a Hand tool. With the Hand tool, you can click and drag the shadow to any angle. To change the angle of the shadow in 45° increments, hold down the Shift key while you drag.
- Height, length** Shows the height and length of the original object.
- Offset by percent** Measures the offset distance as a percentage of the total size of the original object.
- Offset by size** Measures the offset distance in the default unit of measure, for example, inches.
- Horizontal offset** Determines how far the shadow is placed to the left or right of the original object. A negative value places the shadow to the left of the original object.
- Vertical offset** Determines how far the shadow is placed above or below the original object. A negative value places the shadow below the original object.
- Angle** Determines the angle of the shadow from the original object, changing the shadow's horizontal and vertical offset at the same time.
- Depth** Determines how far back the shadow is placed from the original object. This value does not change the angle.
- Relief** Determines how the shadow is cut out from the original object. See Relief Options later in this topic.
- Relief distance** When the offset or directional relief options are selected, determines the width of the space between the shadow and the original object.
- Boundary thickness** When the offset boundary option is selected, determines the width of the shadow's outline. When the relief boundary option is selected, also determines the width of the original's outline.
- Color** Determines the color of the shadow.

Relief Options

- None** Cuts out the shadow from the original object with no gap between that object and the shadow.
- None with backing** Does not cut out the shadow, but instead welds it with a duplicate of the original, so there are two layers of vinyl for the original object.
- Overlap** Cuts out the shadow from the original object and overlaps the cut-out pieces over the original by a specified distance.
- Offset relief** Cuts out the shadow from the original object and offsets all adjoining edges by a specified distance.
- Directional relief** Cuts out the shadow from the original object and offsets it from that object, taking into account the angle of the shadow from the original to create a 3-D effect. With directional relief, the distance specified by the user indicates the farthest distance the shadow will be offset from the original.
- Offset surround** Reverse of offset relief. Cuts out the shadow from the original object and then widens it by a user-specified distance around all edges, surrounding the object.
- Offset boundary** Similar to offset relief, which cuts out the shadow from the original object and offsets

all adjoining edges by a specified distance. However, this option also cuts out the inside of the shadow, leaving an outline of the width specified in the Boundary thickness entry box.

Relief boundary Similar to offset boundary, except that this option also cuts out the inside of the original, leaving an outline of the width specified in the Boundary thickness entry box.

See Also

[Block shadows](#)

[Cast shadows](#)

[Perspective shadows](#)

Duplicate (Edit Menu)



Places a copy of the selection below and to the right of it.

To drag a single copy of the object to a new location, hold down the Ctrl key and drag the center control point to the object's new location.

To make multiple copies of the selection, use the Step & Repeat command.

To place a copy of the selection on the Clipboard, select it with the Arrow tool and then choose either the Cut or Copy commands. Use the Paste command to place a copy of the selection on your sign.

See Also

Cut

Copy

Paste

Step & Repeat

When you click **Duplicate**, you create a copy of the currently displayed pattern. You can then create a new fill based on the duplicate.

Edit Menu Commands



Undo

Redo

Cut

Copy

Paste

Clear

Select All

Duplicate

Step & Repeat

Job

Setup

Preferences

Editing Circles & Ovals with Object Info



When a circle or oval is selected, Object Info displays the following attributes for the selected object and allows you to edit them:

- RX** Horizontal radius of the corner
- RY** Vertical radius of the corner
- A** Rotation angle from the horizontal

See Also

[Editing Text with Object Info](#)

[Editing Paths with Object Info](#)

[Editing Rectangles & Borders with Object Info](#)

[Editing Panels with Object Info](#)

[Performing Math Operations with Object Info](#)

Editing Panels with Object Info



When a panel is selected, Object Info displays the following attributes for the selected panel and allows you to edit them:

W Width of the panel

H Height of the panel

OV Overlap between panels

SP Spacing around each copy

Plot Advance Resets the plotter origin at the end of the panel when plotting is complete

Cut weeding border Cuts a box around the outside of the current panel when plotting is complete

DX Horizontal distance of the panel from the origin on the media

DY Vertical distance of the panel from the origin on the media

Number of strips Displays the total number of strips in the selected panel

PL Length of the media; cannot be changed with Object Info

PH Height of the media; cannot be changed with Object Info

See Also

[Editing Text with Object Info](#)

[Editing Paths with Object Info](#)

[Editing Rectangles & Borders with Object Info](#)

[Editing Circles & Ovals with Object Info](#)

[Performing Math Operations with Object Info](#)

Editing Paths with Object Info



When a control point or segment is selected with the Point Selection tool, Object Info displays the attributes of the selection and allows you to edit these attributes. The attributes displayed are different for a segment and for a control point.

Segment selected

When a segment is selected with the Point Selection tool, the following information can be edited in Object Info:

Segment type buttons Determine the type of the selected segment; the current type is highlighted. To change the type of the segment, click the appropriate icon:



Straight segment: Click this icon to make the segment straight. A straight segment cannot be reshaped by dragging.



Curved segment: Click this icon to make the segment curved. A curved segment can be reshaped by dragging the segment or its direction handles.

Length Displays the length of the currently selected segment as measured in a straight line between the two endpoints. To change the length, type directly in this field or click the Apply Ref button.

Reference Length buttons Allow you to save the length of the selected segment as a reference length (displayed in the L Ref entry box) or to apply the current reference length to the selected segment.



Set Ref: Click this button to copy the value displayed in the Length entry box and save it as the reference length. This length is then displayed in the L Ref entry box to the right.



Apply Ref: Click this button to copy the reference length displayed in the L Ref entry box and apply it to the currently selected segment. This length is then displayed in the Length entry box.

L Ref Displays the last reference length saved; if no value has been saved, the default is zero. To change the reference length, type directly in this field, click the Set Ref button, or click the L Ref list box.



L Ref list box: Changes the length displayed in the L Ref entry box. Choices include multiplying the current reference length by 1/4, 1/2, 2, or 4, or changing it to one of the last six reference lengths used.

Angle Displays the angle of the currently selected segment. To change the angle, type directly in this field or click the Apply Ref button.

Reference Angle buttons Allow you to save the angle of the selected segment as a reference angle (displayed in the A Ref entry box).



Set Ref: Click this button to copy the angle displayed in the Angle entry box and save it as the reference angle. This value is then displayed in the A Ref entry box to the right.



Apply Ref: Click this button to copy the angle displayed in the A Ref entry box and apply it to the currently selected segment. This angle is then displayed in the Angle entry box.

A Ref Displays the last reference angle saved; if no value has been saved, the default is zero. To change the reference angle, type directly in this field, click the Set Ref button, or click the A Ref list box.



Ref list box: Changes the angle displayed in the A Ref entry box. Choices include Horizontal (0°), Vertical (90°), Opposite, Add 90°, or changing it to one of the last six reference angles used.

Control point selected

When a control point is selected with the Point Selection tool, the following information can be edited in Object Info:

Point type buttons Determine the type of the selected segment; the current type is highlighted. To change the type of the segment, click the appropriate icon:



Cusp: Click this icon to change the selected point to a cusp (corner point). On a cusp, the direction handles move independently and can have different lengths.



Symmetric point: Click this icon to change the selected point to a symmetric point. On a symmetric point, the direction handles move in unison and are the same length.



Smooth point: Click this icon to change the selected point to a smooth point. On a smooth point, the direction handles move in unison but can have different lengths.

Angle Displays the angle at the currently selected point (not displayed for a cusp). To change the angle, type directly in this field or click the Apply Ref button.

Reference Angle buttons Allow you to save the angle at the selected control point as a reference angle (displayed in the A Ref entry box).



Set Ref: Click this button to copy the angle displayed in the Angle entry box and save it as the reference angle. This value is then displayed in the A Ref entry box to the right.



Apply Ref: Click this button to copy the angle displayed in the A Ref entry box and apply it to the currently selected control point. This angle is then displayed in the Angle entry box.

A Ref Displays the last reference angle saved; if no value has been saved, the default is zero. To change the reference angle, type directly in this field, click the Set Ref button, or click the A Ref list box.



A Ref list box: Changes the angle displayed in the A Ref entry box. Choices include Horizontal (0°), Vertical (90°), Opposite, Add 90°, or changing it to one of the last six reference angles used.

See Also

[Point Selection tool](#)

[Editing Text with Object Info](#)

[Editing Rectangles & Borders with Object Info](#)

[Editing Circles & Ovals with Object Info](#)

[Editing Panels with Object Info](#)

[Performing Math Operations with Object Info](#)

Editing Rectangles & Borders with Object Info



When a rectangle or border is selected, Object Info displays the following attributes for the selected object and allows you to edit them:

- W** Width of the object
- H** Height of the object
- A** Rotation angle from the horizontal
- RX** Horizontal radius of the corner
- RY** Vertical radius of the corner

See Also

[Editing Text with Object Info](#)

[Editing Paths with Object Info](#)

[Editing Circles & Ovals with Object Info](#)

[Editing Panels with Object Info](#)

[Performing Math Operations with Object Info](#)

Editing Text with Object Info



When text is selected, Object Info displays the attributes of the selected text and allows you to edit these attributes. The attributes displayed are different for text blocks selected with the Arrow tool than for text selected with one of the [text tools](#).

Text Selected with Arrow tool

- H** Height/text size
- T** Tracking
- A** Rotation angle from horizontal
- DL** Distortion length/horizontal scale
- TL** Total line length
- LS** Line spacing
- S** Slant angle from vertical
- Text alignment** (justify left, center, justify right)
- Font** (See [Font command](#))
- Mirrored status** (on or off)
- Orientation** (vertical or horizontal); normal text only

Text Selected with Text or Arc Text tool

- H** Height/text size
- A** Rotation angle from horizontal
- K** Kerning
- LS** Line spacing
- S** Slant angle from vertical
- Text alignment** (justify left, center, justify right)
- Font** (See [Font command](#))
- Mirrored status** (on or off)

See Also

[Font command](#)

[Text Specs](#)

[Text Palette](#)

[Editing Paths with Object Info](#)

[Editing Rectangles & Borders with Object Info](#)

[Editing Circles & Ovals with Object Info](#)

[Editing Panels with Object Info](#)

[Performing Math Operations with Object Info](#)

Eraser (Paint Palette)



The Eraser tool removes details within a selected black & white template.

To delete details within a selected template, first change to Paint mode by clicking the [Paint palette tool](#) on the Draw palette. Once in Paint mode, select the template by clicking it with the [Arrow tool](#). Select the Eraser tool and drag it over the area to be deleted, just as you would with a real eraser.

To delete an enclosed area within a selected template, use the [Selection Rectangle tool](#) or the [Lasso tool](#) to enclose the area and then press the Delete key.

To delete individual pixels, use the [Pencil tool](#).

To delete an entire template, select the template by clicking it with the [Arrow tool](#). Press the Delete key.

To remove stray marks, such as those found on a photocopied image, use the [Noise Cleaning tool](#).

See Also

[Paint palette](#)

[Arrow tool \(Paint mode\)](#)

[Selection Rectangle](#)

[Lasso tool](#)

[Pencil tool](#)

[Noise Cleaning tool](#)

Estimation Editor (Job, Edit Menu)



Displays all of the *Estimation Worksheet's* default fields for editing. The Estimation Editor allows you to adjust markup, unit cost, materials, and other items to correspond to your normal charges and supplies.

The Estimation Editor is a separate program from Flexi. To use it, quit or minimize Flexi to start the Windows Program Manager. (See your Windows manual for more information on the Program Manager.) Double-click the Estimate Editor icon found in the Estimate Editor program group. The Estimation Editor is displayed.

Estimation Editor Options

Category Displays the list of row types shown in the *Estimation Worksheet's* Item field. To edit a category, choose it in this list box. Note that the Type and Item cannot be edited for the category *Built In*.

Item Displays the Item list shown in the *Estimation Data* dialog box for the selected category.

- To select an item, click on its name in the Item list box. To edit its name, enter it in the Item entry box just below the list box.
- To change the cost, markup, minimum charge, or tax percentage for all of the types in several items at once, select the types in the appropriate list box. (To select a continuous list, click the first item, hold down the Shift key, and click the last item; to select several separate items, hold down the Ctrl key while clicking each one.) Choose the field to be changed from the Apply All list box, choose the operator (=, +, -, *) from the next list box, and enter the value in the entry box. Click Apply to see the results before saving.
- To create a new item, click the New Item button and enter a name in the Item entry box just below the list box. Then create the item(s) for the type as explained below.
- To delete an item, click on its name in the Item list box and click the Delete button.

Type Displays the Type list shown in the *Estimation Data* dialog box for the selected item. For example, the types for the Wood item in the Substrate category include different varieties and thickness of wood substrate.

- To edit the name of a type, click on it in the Type list box and edit it in the Type entry box just below the list box. Edit the cost, markup, minimum charge, and tax percentage in the appropriate entry boxes. (If you do not wish to include a minimum charge, enter 0.00 in this entry box.) To change the unit of measure, choose one from the Units list box.
- To change the cost, markup, minimum charge, or tax percentage for several types at once, select the types in the appropriate list box. (To select a continuous list, click the first type, hold down the Shift key, and click the last type; to select several separate types, hold down the Ctrl key while clicking each one.) Choose the field to be changed from the Apply All list box, choose the operator (=, +, -, *) from the next list box, and enter the value in the entry box. Click Apply to see the results before saving.
- To create a new type, click the New Type button and enter a name in the Type entry box just below the list box. Enter the cost, markup, minimum charge, and tax percentage in the appropriate entry boxes. (If you do not wish to include a minimum charge, enter 0.00 in this entry box.) To change the unit of measure, choose one from the Units list box.
- To delete an item, click on its name in the Item list box and click the Delete button.

Password Protection Determines whether or not the Estimation Editor is protected with a password. To keep unauthorized users from seeing or changing your standard charges, check this box. Enter the new password in the dialog box which is displayed, click OK, enter the same password again to verify it, and click OK. The next time you open the Estimation Editor, it will require a password.

Export Displays the *File Save As* dialog box. Enter the desired file name and click OK.

Print Prints all of the data in the estimate table to the default printer.

Save Save the changes to the estimate table.

Quit Exits the Estimation Editor.

See Also

[Job Info](#)

[Estimation](#)

[Save Header](#)

[Save Footer](#)

Estimation... (Job, Edit Menu)



Stores accounting information on the current job, automatically calculates costs, and prints a price estimate or cost analysis. All of the information stored in Job Info except for comments and keywords is automatically printed as well.

Once you choose a row's type from the Item field, all of the information for that row is calculated automatically using default unit costs, markups, etc. The exception to this is the Quantity (Quan) field, which you need to enter for *Material by area* (by choosing colors from the Color list), *Services*, and *Custom* (all which you have to enter manually). All of these fields are then updated automatically every time you change your sign. You also may change any of the fields (except Amount) by typing in new values; these values will then be shown in italics, and will not update automatically.

NOTE To change any of the default values in the Estimation Worksheet such as unit cost or markup, use the [Estimation Editor](#).

The *Estimation Worksheet* contains the following items:

Row Row number. When you choose the *Material by area* option, this number is displayed in the Color list's Row column for every color which is included in the current row. (See *Material by area* below for more information.)

Item Type of information calculated in the row. This field provides the following options:

Material by area Calculates the cost of the selected material by area (for example, square feet).

To use this item, first choose *Material by area* from the Item list box and then click on the desired material (such as high performance vinyl or rubylith) in the Item column of the *Estimation Data* dialog box which is displayed. If the selected material comes in more than one variety, click on the correct one in the Type column on the right. Click Select. The selected material is displayed in the row and all of the fields except Quan are filled in. To calculate the cost of one or more colors cut in the selected material, click on the name of each color on the Color list (lower left). (To remove a color from the row, click the color again.) The total quantity used in the sign of each selected color is added to the row's Quan field and all other fields are recalculated automatically. If the *Use panel area* checkbox is selected, only the panel area is calculated.

Transfer tape Automatically calculates the area of the transfer tape required to apply all of the colors used in the sign. If the *Use panel area* checkbox is selected, only the panel area is calculated.

Substrate Automatically calculates the cost of the selected substrate based on the drawing size.

To use this item, first choose *Substrate* from the Item list box and then click on the desired substrate (such as foam or wood) in the Item column of the *Estimation Data* dialog box which is displayed. Choose the desired type and/or thickness of the selected material in the Type column on the right. Click Select. The selected substrate is displayed in the row and all of the fields are calculated automatically.

Services Automatically calculates all but the Quan for the selected service. To use this item, first choose *Services* from the Item list box and then click on the desired service in the Item column of the *Estimation Data* dialog box which is displayed. If the selected service has more than one option, click on the appropriate choice in the Type column on the right. Click Select. The selected Service is displayed in the row and all of the fields except Quan are filled in; enter the quantity to automatically calculate the remaining fields.

NOTE Several of the services have minimum charges built in. If you enter a quantity that is less than the default minimum, the minimum value is displayed with an asterisk (*) next to it.

The following services are included:

- **Color count:** The number of color changes in the sign.

- **Font count:** The number of font changes in the sign.
- **Sign effect:** Special effects that require extra time and effort to produce, such as distortions, shadowing, or striping.
- **Sign frame:** Materials used to mount the sign, such as posts or hardware.
- **Silk screen:** Special costs associated with silk screening, including materials, such as a T-shirt or baseball cap, and services, such as the actual printing.

NOTE When producing multiple items for a silk screen job, be sure to adjust the *Quan* field for the item being printed (T-shirt, baseball cap) and for the actual printing. Do *not* enter the multiple in the *Quantity* field below the subtotal, because this would also multiply your one-time setup costs.

- **Sign preparation:** Various processes (entered in hours) that go into producing a sign, such as design & layout, preparing a sign blank, and weeding & application.
- **Travel:** Travel costs, including tolls/expenses, for which you enter the actual cost in dollars, and travel distance, entered in miles.

Charge by text size Automatically inserts a row for each size of each font used in the sign and calculates the cost for that text size. To use this item, first choose *Charge by text size* from the Item list box and then click on the desired quality (economy, high performance, intermediate, or reflective) in the *Text Material* dialog box which is displayed.

Charge by distance Automatically calculates how far the cutter head must travel to cut the sign and the cost of cutting that distance. This allows you to charge for the difference in cutting time between simple and complex designs or the cost of sharpening blades or replacing pens.

Charge by character Automatically counts how many characters (letters) were used in the sign and displays the quantity and cost.

Custom Creates a custom row. Ideal for unusual costs, this type of row allows you to type information into any of the fields except for Amount, which is calculated automatically.

Insert new before Adds a new row before the current one.

Insert new after Adds a new row after the current one.

Delete This Row Removes the current row from the *Estimation Worksheet*.

Delete all rows Clears the *Estimation Worksheet*, removing all rows and their data.

Description Displays a description of the information calculated in the row. This field cannot be changed for *Material by area*, *Charge by text size*, *Substrate*, or any of the *Services* options. To change the Description for one of these items, use the [Estimation Editor](#).

Quan. Displays the total quantity of the item. For all row types except *Material by area*, *Services*, and *Custom*, this field automatically displays the total number of the row's items (for example, characters) in the sign.

Material by area To calculate a material's area (quantity) automatically, select the row in the worksheet and then click on the name of each color in the Color list which uses that material. You can also enter the quantity by hand, but if you do, it will not update automatically as you make changes to your sign.

Services The quantity for all services (usually in hours) must be entered by hand.

Custom The quantity for all Custom rows must be entered by hand.

NOTE For certain types of jobs, such as silk screening, the quantity should be adjusted within the rows (number of T-shirts and prints, for example) so setup and other one-time costs are only charged once.

Unit Cost The cost of the row's items per unit, typically per square foot.

Markup (%) Percentage of the row's cost to add as markup, used for profit margin and to cover the cost of wasted materials.

Amount Total cost of this row, including markup. This field is calculated automatically and cannot be changed directly. The sum of all of the values in the Amount column is displayed as the Subtotal.

Unit The unit of measure in which the row is calculated, such as square feet or hours.

Tax Percentage of the row's cost at which the item will be taxed.

Color list Shows all of the colors used in the sign and how much area each of them covers. To add a color into a *Material by area* row, click on the desired row in the worksheet and then click on the name of each color that uses the selected material. To remove a color from the worksheet, click its name again. Each row in the Color list contains the following fields:

Row The number of the row in the Estimation Worksheet to which this color's area has been added. If this field is the blank, the color's cost has not been included in the worksheet.

Color name The name of the color in the sign. To add a color to a *Material by area* row, select that row and then click on the color name of the color to be added.

Area The actual area of the color used in the sign, or if *Use panel area* is selected, used in any panels in the sign.

Subtotal Total of all values in the Amount column. This field is calculated automatically and cannot be changed directly.

Quantity The total number of times the entire job is produced, for example, six identical signs. Note that for certain types of jobs, such as silk screening, the quantity should be adjusted within the rows (number of T-shirts and prints, for example) so setup and other one-time costs are only charged once.

Quantity discount For any quantity greater than one, the percentage discount is applied to each item (before tax). For example, if you produce six identical signs, the subtotal will show the cost of producing one sign (for example, \$100). If you then enter a quantity of 6 and a quantity discount of 10% for the example, \$90 is charged for each sign, for a total of \$540 before taxes.

Tax When selected, total of the sales tax on the job after the quantity discount has been applied. Tax is charged on each row with a tax percentage greater than zero. The tax is calculated automatically after quantity and quantity discount have been calculated and is then added to the total.

Total Sum of the tax and the subtotal after the quantity and quantity discount have been calculated.

Use panel area When selected, only calculates the area of colors in *Material by area* rows using objects within panels, rather than in the entire sign.

Area unit The default unit of measure for area used in *Material by area* rows. This value can be changed using the [Estimation Editor](#).

Forms Displays the *Forms* dialog box. Use this dialog to select one of the standard worksheet forms included with Flexi, including Normal, Vehicle, and Silkscreen. The following options are available in this dialog box:

Select To select a worksheet form, click on its name and click Select. The selected form is displayed on the worksheet.

Export To export a form to a text file which you can print out later, click on its name and click Export. In the dialog box which is displayed, type the name to which you wish to export the file and click OK.

Delete To delete a worksheet form, click on its name and click Delete. The form is removed from the list.

Done To finish working with worksheet forms and close the *Forms* dialog box, click Done.

Load To load a form created in another file, click Load. In the *Open Forms Library* dialog box, choose the desired form file (*.frm) and click OK. The *Load Forms from Library* dialog box is displayed. To load a form from the library, click on its name in the Library Forms column on the right and click ADD. To delete a form that you just added, click on its name in the Current Forms column on the left and click Remove.

Save Form Saves the current worksheet's setup as a new form, including everything except quantity values. To save a form, click the Save Form button, enter the new form's name in the dialog box which is displayed, and click OK.

Print Displays the *Estimate Printing Options* dialog box. To print, choose one of the print forms and then enter how far you want the header and footer to be offset from the edge of the page. Click the Print button. The selected form is printed, automatically including all Job Info and Estimation data. There are three print forms:

Price Estimate-Itemized This form can be used as an invoice for the customer. It is a complete price estimate breaking down all of the costs of the sign after markup. Contains all Job Info data except comments and keywords.

Price Estimate-Summary A summary of the estimate showing only the subtotal, quantity, tax, and total price for the sign. Contains all Job Info data except comments and keywords.

Cost Analysis Not for the customer! This form is identical to the price estimate, except that it breaks out the job cost (cost to you in time and materials), job price (amount charged to the customer), and gross profit.

Cancel Closes the *Estimation Worksheet* without saving any changes.

Export Exports the current worksheet to a text file, including all quantity values.

Done Saves changes and closes the *Estimation Worksheet*.

See Also

[Save](#)

[Save As](#)

[Job](#)

[Job Info](#)

[Save Header](#)

[Save Footer](#)

[Estimation Editor](#)

Even Striping



Adds stripes of a specified width to the selected object. You can specify the width of the gap between these stripes; the gap width does not vary with even stripes.

NOTE Any text which is striped is automatically converted to paths and can no longer be edited as text.

The *Stripe Options* dialog box contains the following items:

Preview display Shows how the selection will look with the currently specified striping. Click the scroll bar below this display to see more of the selection.

Number of stripes Changes the number of stripes placed across the object. (The stripes are shown in color and the gaps are shown in white.) Note that this is the number of stripes across the entire object, which means that letters of varying height will have a different number of stripes. For example, if you put five horizontal stripes on the word 'stripe', the letters t and p will have four stripes each and the rest will have three stripes.

Stripe size Displays the width of each stripe at the current settings. This value cannot be changed directly.

Gap type Determines how the gap is measured. Gap by Size allows you to specify the width of each gap in the Size entry box. Gap by Percent allows you to specify what percentage of the finished object is made up of gaps in the Proportion to stripe entry box.

Proportion to stripe When Gap by Percent is selected, determines the percentage of the finished object which is made up of gaps.

Size When Gap by Size is selected, determines the width of each gap.

Angle When the diagonal striping option is selected, determines the angle of the stripes.

Height, Length Displays the height and length of the selection. These values cannot be changed from within the *Stripe Options* dialog box.

Angle icons Determines whether horizontal, vertical, or diagonal stripes are placed on the selection. Click the desired icon to select it.

See Also

[Gradient Striping](#)

[Radiant Striping](#)

[Circular Striping](#)

Exit (File Menu)

Ends this Flexi session. You are prompted to save any changes to the current file.

Yes closes the file after saving any changes you have made since the last save.

No closes the file without saving any of your changes since the last save.

Cancel returns you to the file without closing it.

See Also

[Close](#)

[Save](#)

[Save As](#)

Export Bitmap (File Menu)



Use this command to save a bitmap file without creating a link to a Flexi file. This feature can be used to convert your image into another file format for use in another program, or to save a bitmapped image for later use.

To save a vector file to the same name in the Flexi format, use the Save command.

To save a vector file to a new name in the Flexi, Illustrator EPS, DXF, or Clip Art file formats, use the Save As command.

NOTE FlexiLETTER cannot open or save bitmap files.

See Also

Close

Save

Save As

Revert

Exit

The **Eyedropper** selects a color and/or fills an area with the selected color. This tool also changes the selected color to the active color.

- To select a color and make it the active color, click the Eyedropper on that color in the preview display.



To fill a small area with the active color, select the Eyedropper and hold down the Ctrl key to change the cursor to a filled eyedropper. Without releasing the Ctrl key, click on the area to be filled.

- To fill a large area with another color on the preview display, click the Eyedropper on the color in the template that you want to use and drag it to the area you wish to fill. (The cursor changes to a paint bucket while you are dragging.)

File Menu Commands

New

Open

Merge

Merge Bitmap

Close

Save

Save As

Export Bitmap

Revert

Scan

Scan and Trace

Print Setup

Print

FlexiPRINT

Cut/Plot

Fill Plot

Exit

Fill Box



The active fill is displayed in this box. When you create an object using the drawing tools, it is filled with the active fill.

If you do not have Flexi-SIGN-PRO:

To change the fill status of an existing object, select the object and click the Fill Box.

To change how all new objects are filled, click the Fill Status box when nothing is selected.

If you have FlexiSIGN-PRO:

To change the fill of an existing object, select the object with the Arrow tool, and choose a fill. This does not change the active fill.

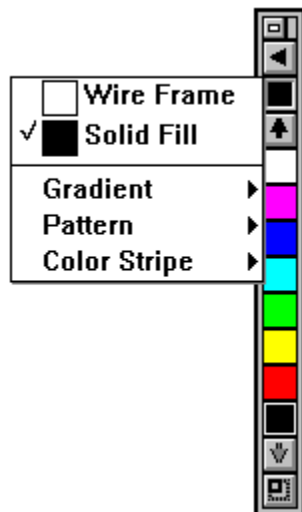
To change the active fill, click the Fill box when nothing is selected. Click and hold on the Fill Box and choose a fill. A wire frame fill outlines your object with the active color.

Use the solid fill to fill your object with the active color.

Drag to gradient> to display the list of gradient fills.

Drag to pattern> to display the list of pattern fills.

Drag to color stripe> to display the list of color stripe fills.



[Return to Color Palette](#)

See Also

[Gradient Fills](#)

[Pattern Fills](#)

[Color Stripe Fills](#)

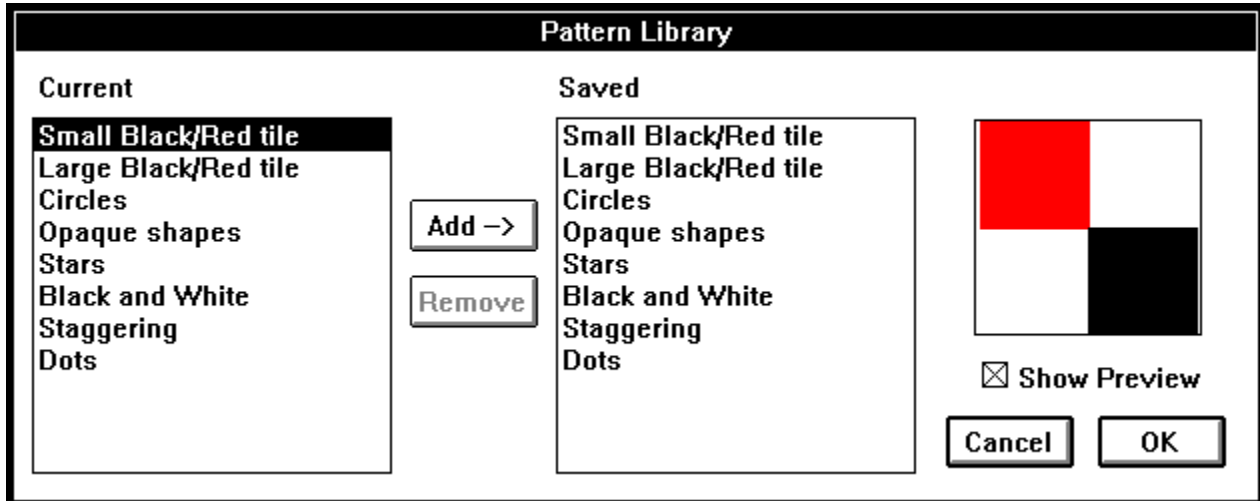
[Color Command Menu](#)

Fill Libraries



Flexi contains a library of gradients, patterns, and color stripes. You can store fills for future use, retrieve stored fills, delete fills, or create new fill libraries.

Click on any portion of the dialog box for more information.



To create a new fill library or select a library, hold the Control key while you click the Libraries button. The Library dialog box is displayed. You can create a new library or choose from your list of existing libraries. Return to [Gradient Options](#)

Return to [Pattern Options](#)

Return to [Color Stripe Options](#)

Fill Plot (Cut Palette)



The Fill Plot tool controls the fill plotting process. Use this tool to pen plot your sign with solid fills.

NOTE To cut a sign or to pen plot its outlines, use the [Cut Tool](#) or the [Cut/Plot](#) command.

To fill plot panels which you have created and/or edited manually, select them *before* clicking the Fill Plot tool.

To automatically panel and fill plot the entire sign, click on a blank portion of the drawing area before clicking the Fill Plot tool. **Warning:** If you do this, Flexi will ignore any panels you already prepared!

Cut Mode

In Cut mode, you can fill plot using either the Fill Plot tool or the [Fill Plot](#) command.

To plot panels which you have created and/or edited manually, select them with the [Arrow tool](#) *before* clicking the Fill Plot tool or choosing the [Fill Plot](#) command.

To automatically panel and plot the entire sign, click on a blank portion of the drawing area before clicking the Fill Plot tool or choosing the [Fill Plot](#) command. **Warning:** If you do this, Flexi will ignore any panels you already prepared!

Draw Mode

In Draw mode, you can only fill plot by using the [Fill Plot](#) command on the File menu.

To plot selected objects, hold down the Shift key and click on the objects with the Arrow tool before choosing the [Fill Plot](#) command.

To automatically panel and plot the entire sign, click on a blank portion of the drawing area before choosing the [Fill Plot](#) command.

For more information about the *Fill Plot* dialog box, see [Fill Plot options](#).

See Also

[Cut/Plot](#)

[Fill Plot](#)

[Plotter Options](#)

[Setup](#)

[Cut Tool](#)

Fill Plot (File Menu)



Fill plots the current sign from either Draw mode or Cut mode.

Draw Mode

To plot selected objects, hold down the Shift key and click on the objects with the Arrow tool before choosing the *Fill Plot* command.

To automatically panel and plot the entire sign, click on a blank portion of the drawing area before choosing the *Fill Plot* command.

Cut Mode

To plot panels which you have created and/or edited manually, select them *before* choosing the *Fill Plot* command or clicking the Fill Plot tool.

To automatically panel and plot the entire sign, click on a blank portion of the drawing area before choosing the *Fill Plot* command or clicking the Fill Plot tool. **Warning:** If you do this, Flexi will ignore any panels you already prepared!

Fill Plot Options

Setup selection menu Lists all plotters set up in Flexi using the Setup command. Use this menu to change the current device; Windows for Workgroups users can also choose a different Production Manager.

Custom menu Contains special commands for the currently selected device, divided into three types of commands

- *Start* Sent at the start of the job, for example, Cut fast, Pen plot
- *End* Sent at the end of the job
- *Custom* Sent immediately to configure plotter, e.g., blade number, pressure

Cut to Controls where each plotting job goes:

- *Send Now:* Sends the job to Production Manager and places it on ready status. (If you are working on a network, this command is not always available.)
- *Save to file:* Saves the job to a file that can be plotted later using the *Add Cut Job* command in Production Manager. (If you are working on a network, this command is not always available.)
- *Hold in Queue:* Sends the job to Production Manager and places it on hold.

Preview area Shows all pages to be cut in current color layer; click the scroll bar to see additional pages. The current page is surrounded by a solid line; all others have a dotted line. Once the page is cut, it is turned off automatically. Pages which have been turned off are dimmed and moved to the end.

Current page The page currently selected for cutting; click on a page to select it. If interactive plotting is on, double-click a page or click the Show Me button to move the pen/knife around the border of the first page without cutting it. The box in the upper left corner of each page controls whether or not the page is cut; an X in this box indicates that it will not be cut. Click in this box to turn the page on or off; once the page is cut, it is turned off automatically.

Color selection bar Controls color layers to be plotted or cut; click on a color to select that layer for plotting. To make a check plot with all layers plotted at once (in one color), click the triangle on top of the color selection bar and choose Plot all colors from the menu which is displayed. Colors can be turned off by pressing the Shift key while clicking them and turned on again by selecting Show all colors from the Color selection bar menu.



Mirror: Cuts all panels in reverse; useful for cutting signs that will be applied to the inside of windows.



Rotate: Rotates all panels 90° on the media when cutting them.

Offset Changes how far each page is shifted horizontally or vertically from the plotter's origin (lower left of preview window).

Copies Specifies how many copies to cut of each page.

Advance after plot Moves the media forward and resets the origin after the plot is complete

Interactive Moves the blade on the cutter as you move the page on the preview display, allowing you to see exactly where it will be placed on the media. Not all plotters support this feature.

Center Places each page on the vertical center of the media.

Fill Angle Specifies the angle at which each object is filled.

Pen Size Specifies the width of the pen used to plot.

Show Me button Moves the pen/knife around the border of the first page without cutting it.

Poll Size button For plotters that support interactive cutting, returns information on the actual height and length of the currently loaded media and displays it above the preview display.

Done button Finishes the current plotting session by closing the Fill Plot dialog box. This button changes to Abort while the job is being plotted.

Cut button Sends the pages in the current color layer to the destination indicated in the Cut to list box.

See Also

[Plotter Options](#)

[Setup](#)

[Fill Plot Tool](#)

Find/Replace... (Text Menu)



Allows you to search for text in the current sign and/or replace it with different text.

NOTE This command only works for actual text. It does not work on text which has been converted to paths either directly or by applying one of the commands in the Tools menu, many of which convert text to paths automatically.

The *Find/Replace Text Options* dialog box contains the following

Find what Allows you to enter the text you need to find.

Replace with Allows you to enter the new text that will replace the old text when you find it.

Match whole word only When this option is checked, prevents Flexi from finding partial words. For example, if you are searching for 'let', you might not want to find 'letter'.

Find Searches for the next occurrence of the text in the 'Find what' box and displays it in the text box in the lower left.

Replace Deletes the text item which Flexi just found and adds the text in the 'Replace with' box in its place.

Replace All Deletes all occurrences of the text item in the 'Find what' box and adds the text in the 'Replace with' box in its place.

Done Ends this Find/Replace session.

See Also

[Text Specs](#)

[Text Palette](#)



FlexiPRINT (Cut Palette)



The FlexiPRINT feature allows you to print objects and bitmaps on a large-format color printer. Use either the [FlexiPRINT command](#) on the File menu or the FlexiPRINT tool on the Cut palette to open the FlexiPRINT dialog box.


Click on any item in the dialog box below for more information.

FlexiPRINT All Colors

Cut Manager: <local> Status:  





Novajet:lpt2 RIP: Send Then Print

Size: 36"x600" Roll	Media: PhotoGloss	Strip height: 5.120"
Height: 36.000"	Ink: Vivid XV-1	Strip length: 2.987"
Length: 600.00"	<input checked="" type="checkbox"/> Get from Cut Manager	Strips: 1



H offset: 0.500" Copies: 30 RIP Options... Done

V offset: 0.500" Contour... More... Driver Options... Print

[Return to the File menu](#)

See Also

[Contour Cutting](#)



FlexiPRINT (File Menu)



The FlexiPRINT feature allows you to print objects and bitmaps on a large-format color printer. Use either the FlexiPRINT command on the File menu or the [FlexiPRINT tool](#) on the Cut palette to open the FlexiPRINT dialog box.


Click on any item in the dialog box below for more information.





FlexiPRINT All Colors

Cut Manager: <local> Status:  

Novajet:lpt2 RIP: Send Then Print

Size: 36"x600" Roll	Media: PhotoGloss	Strip height: 5.120"
Height: 36.000"	Ink: Vivid XV-1	Strip length: 2.987"
Length: 600.00"	<input checked="" type="checkbox"/> Get from Cut Manager	Strips: 1



H offset: 0.500" Copies: 30 RIP Options... Done

V offset: 0.500" Contour... More... Driver Options... Print

[Return to the File menu](#)

See Also

[Contour Cutting](#)

Font (Text Menu)



Changes the typeface of the selected text. If no text is selected, all new text is created in the font chosen. The font can also be changed using the [Text Specs](#) command or [Object Info](#).

To use one of the fonts shown on the Font cascading menu, first select the text by dragging one of the [text tools](#) over it or by clicking it with the Arrow tool. (To change the font for new text, make sure nothing is selected.) Choose Font from the Text menu, displaying the Font cascading menu. Next, either choose the desired font from the cascading menu.

NOTE If the desired font is not displayed because font list is longer than the window, choose Others to display additional fonts. In the *Select Font* dialog box, click on the desired font and style and click OK to select them.

To use an installed font not shown on the Font cascading menu, first select the text by dragging one of the [text tools](#) over it or by clicking it with the Arrow tool. (To change the font for new text, make sure nothing is selected.) Choose Font from the Text menu and then choose Modify from the Font cascading menu. Choose the desired font from the *Fonts* dialog box (options discussed below) and click Select. The text is changed and the selected font is added to the Font cascading menu.

Fonts Dialog Box Options

Preview display: Shows the font and style currently highlighted in the Font Families list. The scroll bar below this display changes the point size of the sample displayed.

Display Sample: Click this option to preview the sample text in the text entry box below. If you highlighted text before selecting the Other option, that text is automatically displayed in this area. You can type any sample in this area; the sample is saved when you save your [preferences](#).

Display ASCII Character: Click this option to preview a specific ASCII character. Any character in the selected font can be displayed, including special characters. To select a character, either click or drag the scroll bar until you reach the desired character or type the character's ASCII number in the entry box provided.

Keyboard: Shows the keystroke combination needed to produce the displayed ASCII character in the currently highlighted font. For example, to produce the copyright symbol (©) in Times New Roman, you would hold down the Alt key and type 0169 on the number pad. (Make sure your keyboard's Number Lock is on before you do this.)

Font Families: This list shows all of the PostScript and TrueType font families currently installed on your computer. Each family may have several styles associated with it; the style is selected using the list box below this list. The icon to the left of each item indicates the font format. A 'T1' indicates a PostScript Type 1 font; all others are TrueType fonts. Click on a font name to select it. To select several fonts in a row, hold down the Shift key and click the top and bottom font names; to select several fonts in various locations on the list, hold down the Ctrl key and click each font name.

Style: Allows you to choose from the styles available for the font family currently highlighted in the Font Families list. (For example, Helvetica might have the styles Regular, Bold, and Bold Italic.) The number to the right of this menu shows how many styles are available for the font family.

Name: The name of the font currently highlighted in the Font Families list. This includes both the family name and style.

Format: Shows the file format of the currently selected font. Flexi allows you to use both TrueType and Type 1 Postscript fonts.

Remove button: Removes the fonts currently highlighted in the Font Families list from the Font

cascading menu.

Add button: Adds the fonts currently highlighted in the Font Families list to the Font cascading menu, as indicated by a checkmark to the left of the font family name.

Print button: Displays the Print Font Catalog dialog box. This feature allows you to print out a font catalog of either the fonts currently selected in the *Fonts* dialog box or of all of the fonts currently installed on your hard drive.

Select: Applies the currently highlighted font and displayed style to the selected text, adds the font family to the font menu, and closes the *Fonts* dialog box. (If no text is selected, all new text will be created in the selected font.)

Cancel: Closes the *Fonts* dialog box without saving any changes.

Done: Saves all the changes and closes the dialog box. If text is selected, that text's font is not changed.

See Also

Preferences

Print Font Catalog

Text Specs

Text Palette

Object Info

Freehand Polygon (Shape Palette)



The Freehand Polygon tool allows you to draw polygons with sides of different lengths and angles.

To create a polygon with sides of different lengths, select the Freehand Polygon tool. Click the crosshair cursor which is displayed on the drawing area to place the first corner. Drag the line which is displayed to the next corner and click again. Continue dragging and clicking to place each corner. (To place any point at a 90° angle from the previous point, hold down the Shift key while dragging.) To close the polygon, click on the first corner. The new polygon is closed and filled.

NOTE To create a polygon which is not filled, click the Fill Status Box on the Color palette before creating it.

To create a polygon in which all sides are the same length, use the Regular Polygon tool.

See Also

Regular Polygon tool

Color palette

You can choose a high or low **frequency** when you're using the Angled Screen dither. High frequency increases the lines per inch; low frequency reduces the lines per inch.

Full Justify... (Text Menu)



Changes the arrangement of lines within a selected text block by adjusting spacing so all lines are the same length and text is aligned on both the left and right sides of the text block.

To full justify a text block, first make sure it is in the correct font and size. Click on the text block with the Arrow tool to select it and then choose *Full Justify* from the Text menu. A dialog box displays the following options:

Adjust word spacing only Changes the spacing between words to make all lines in the text block the same length.

Adjust both letter and word spacing Changes the spacing between each character and the spacing between words to make all lines in the text block the same length.

Specify width When checked, determines the length of each line in the text block. To specify the width of a text block, select this option and type the desired size of the text block in the entry box.

NOTE Before using *Full Justify*, you must select a text block with the Arrow tool. This command does not work on partial text blocks. Full justify cannot be the default alignment for new text.

To change the alignment of a text block to Left, Right, or Center, use the [Alignment](#) command on the Text menu.

To change the alignment of graphic objects, use the [Align](#) command on the Arrange menu.

See Also

[Preferences](#)

[Align](#)

[Text Specs](#)

[Alignment](#)

[Text Palette](#)

[Object Info](#)

When colors are rasterized, the RGB colors that are displayed on your computer monitor are converted to CMYK separations in preparation for printing. As part of this conversion, areas that contain high percentages of cyan, magenta, and yellow are replaced with black ink. This process is called Gray Component Replacement (GCR) or Undercolor Removal (UCR).

Flexi does an excellent job converting the RGB image to CMYK and handles GCR automatically. You may want to adjust the amount of black ink used in your print job. There are five settings possible.

Minimum and **Light**. Only black areas use the black ink. Grays not accurate. Colors more saturated.

Medium. The default setting. Adequate for most print jobs.

Heavy and **Maximum**. Better grayscale and black. Colors less saturated.

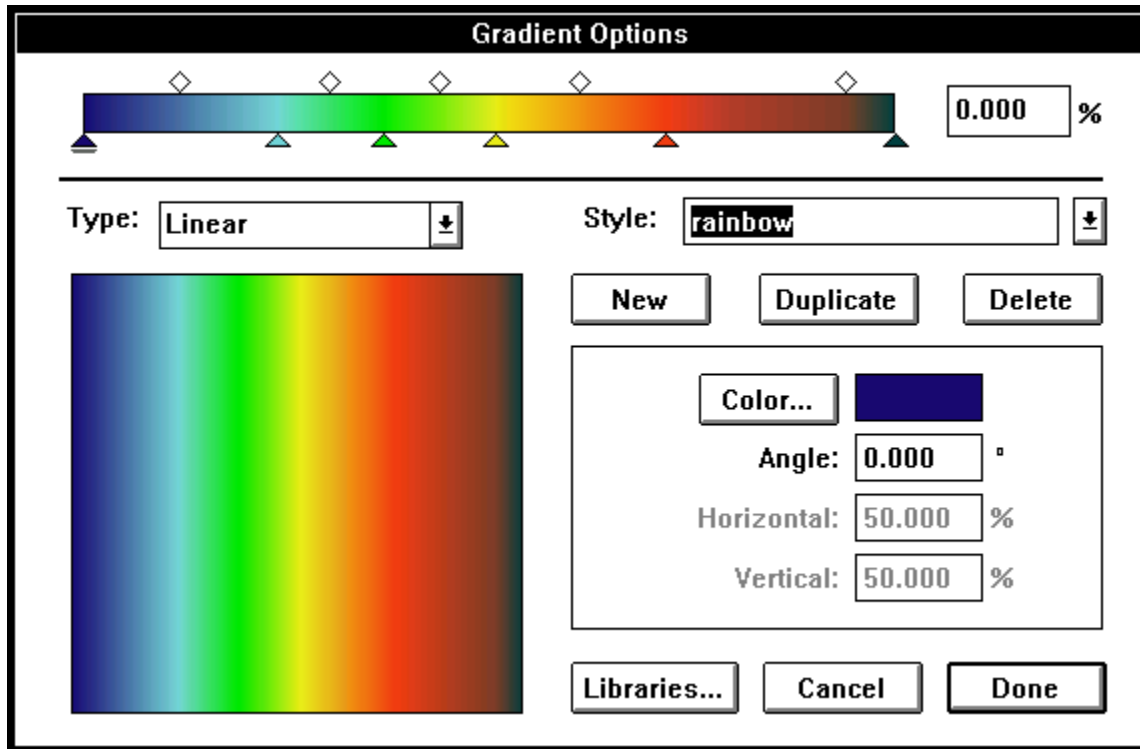
The **gradient bar** is used to create your fill. You can change the gradient by manipulating the midpoint diamonds and color triangles.

Gradient Options (Color Command Menu)



You can create new [gradient fills](#) from the Gradient Options dialog box. Choose Gradient Fills from the Color Command menu to access this dialog box.

Click on any item in the dialog box below for a description of its function.



[Return to Color Command Menu](#)

See Also

[Pattern Fill](#)

[Color Stripe Fill](#)

Gradient Striping



Adds stripes of varying widths to the selected object. You can choose to specify the gap between the stripes, so it does not vary, or you can vary the gap width as well.

NOTE Any text which is striped is automatically converted to paths and can no longer be edited as text.

The *Gradient Stripe Options* dialog box contains the following items:

Preview display Shows how the selection will look with the currently specified striping. Click the scroll bar below this display to see more of the selection.

Height, Length Displays the height and length of the selection. These values cannot be changed from within the *Gradient Stripe Options* dialog box.

By percent Measures the offset values as a percentage of the total object.

By size Measures the offset values using the default unit of measure (for example, inches).

Number of stripes Changes the number of stripes placed across the object. (The stripes are shown in color and the gaps are shown in white.) Note that this is the number of stripes across the entire object, which means that letters of varying height will have a different number of stripes. For example, if you put five horizontal stripes on the word 'stripe', the letters t and p will have four stripes each and the rest will have three stripes.

Offset to first stripe Determines how far from the edge of the selection the gaps will start. (Use the direction icon at the bottom of the dialog box to determine which side of the object the stripes will start on.) Gaps are shown in white and stripes are shown in color.

Offset to last stripe Determines how far from the edge of the selection the gaps will end. (Use the direction icon at the bottom of the dialog box to determine which side of the object the stripes will end on.) Gaps are shown in white and stripes are shown in color.

Type Determines whether both the stripes and gaps vary in size (Variable Stripes and Gaps) or just the stripes vary in size (Variable Stripes Only).

Gradient up to Determines the proportion of the total object which is made up of stripes.

Gap size When Variable Stripes Only is selected, determines the width of each gap.

Angle When the diagonal striping option is selected, determines the angle of the stripes.

First stripe size Displays the width of the first stripe. (Stripes are shown in color.) This value cannot be changed directly.

Last stripe size Displays the width of the last stripe. (Stripes are shown in color.) This value cannot be changed directly.

Angle icons Determines whether horizontal, vertical, or diagonal stripes are placed on the selection. Click and hold down the mouse button and then drag to select the desired stripe angle.

Direction icon Determines the starting direction of the stripes. For example, when horizontal striping is selected, the up arrow stripes the selection from bottom to top and the down arrow stripes it from top to bottom. Click and hold down the mouse button and then drag to select the desired stripe direction.

See Also

[Even Striping](#)

[Radiant Striping](#)

[Circular Striping](#)

Grayscale images are printed with black ink only. Colors are converted to shades of gray.

The **grid** is a series of intersecting horizontal and vertical dotted lines displayed on the drawing area to help you align text and graphic objects. The grid is hidden and displayed using the Show Grid command on the Layout menu.

Group (Arrange Menu)



Joins multiple objects of one or more colors or types (text or graphic objects) so they are handled as a single object. A grouped object can be moved or resized without changing the relationship of the individual objects to each other. This feature is particularly helpful when you have placed an outline or shadow around an object.

To edit individual members of a grouped object, use the Ungroup command to separate them.

To combine objects of the same color, 'knocking out' overlapping areas, use the Make Compound command. By compounding, you can separate the objects later using the Release Compound command.

To join objects into a single graphic object which will not be separated later, use the Combine command.

See Also

Ungroup

Make Compound

Release Compound

Combine

A **guide** is a dotted open or closed path which helps you to arrange or align objects on your sign. A guide does not plot or print.

H and V offset control how much your image or group of images is offset from the printer origin, horizontally (H) or vertically (V). The origin is the lower left corner of the preview display.

HSL is a color model that describes a color based on its Hue, Saturation, and Luminance.

Hue is color.

Saturation is the intensity of a color. It represents the amount of gray in a color relative to its hue and is measured from 0 (gray) to 240 (fully saturated).

Luminance is the relative lightness or darkness of a color. It is measured on a scale from 0 (black) to 240 (white).

Hand (View Palette)



The Hand tool moves the sign on the drawing area, panning in the direction it is dragged.

To pan to a different part of your sign, select the Hand tool from the View palette. Click and drag the Hand tool in the direction you wish to move.

To scroll to a different portion of your sign, use the scroll bars. To move a short distance, click one of the arrows on the scroll bar; to move a longer distance, click on the gray area in the scroll bar; to move a specific distance, drag the small box in the scroll bar. The scroll amount is how far the sign moves when the scroll bar is clicked. This value can be changed using the Preferences command.

See Also

Preferences

The **Height entry box** displays the height of the currently displayed media size. To change the height, type a new number in the entry box.

Help Menu Commands



[Contents](#)

[Using Help](#)

[System Info](#)

[About](#)

Hide Guides (Layout Menu)



Hides and displays all guides. A checkmark appears next to this command when guides are hidden.

See Also

[Make Guide](#)

[Lock Guides](#)

[Release Guide](#)

Highlights are the pixels in your image that are at the light end of the luminosity or brightness scale.

Hole Filling (Paint Palette)



The Hole Filling tool fills all small holes and gaps in the selected area of a black & white template. This tool is very good for cleaning up low-quality images, such as artwork which has been photocopied or faxed.

To fill in small gaps in an area which is meant to be solid in a black & white template, first change to Paint mode by clicking the Paint palette tool on the Draw palette. Once in Paint mode, select the template by clicking it with the Arrow tool. Select the Hole Filling tool. Click the crosshair cursor on the drawing area and drag a box around the area to be filled.

To fill small gaps in a color template, use the Magic Wand and the Paint Bucket in the ColorTrace Options dialog box.

To fill an enclosed area in a template, use the Paint Bucket.

To remove stray marks from a template, use the Noise Cleaning tool.

See Also

Paint palette

Arrow tool (Paint mode)

Paint Bucket

Noise Cleaning tool

ColorTrace

Horizontal Size (Label Palette)



The Horizontal Size tool labels the horizontal dimensions of the selected area with two arrows and the desired text.

To label the horizontal dimensions of an area or object, select the Horizontal Size tool. Click on the first of the two points to be labeled and drag to the second point. Enter the text and desired options in the *Label Options* dialog box (described below) and click OK. Move the mouse up or down to change how far the label is from the object or from side to side to change where the label is placed in relation to the dimensioning lines. (The label can be to the left, to the right, or inside the lines.) Once you are satisfied with the label's placement, click on the drawing area to finish it.

To draw an arrow leading from a point directly to a text label, use the [Straight Arrow tool](#).

To draw an arrow with multiple segments, use the [Bent Arrow tool](#).

To label the vertical dimensions of an area or object, use the [Vertical Size tool](#).

To label the diagonal dimensions of an area or object, use the [Diagonal Size tool](#).

Label Options

Label Text Text to be displayed on the drawing area. Automatically displays the horizontal distance you dragged to create the label.

Text Size Height of the label text.

Arrow Length Length of the arrow's head.

Arrow Width Line width of the arrow.

Arrow Style Shape and style of the arrow's head.

See Also

[Straight Arrow tool](#)

[Bent Arrow tool](#)

[Vertical Size tool](#)

[Diagonal Size tool](#)

Info... (Job, Edit Menu)



Stores information entered about the current sign job, such as P.O. number, customer's company name and address, order and delivery dates, and terms. You can add or change information at any point in the design process.

Job Info is also a convenient way to find a file later. As you enter information on each job, be sure to enter one or more keywords which would help you remember the file. (For example, if the sign included a picture of a dog, you might use 'dog' as a keyword.)

To use Job Info, simply type in each field.

To move forward from one field to another, press Tab or click in the desired field.

To select a word, double-click it or drag the text insertion tool over it.

To delete a word or character, select it and press the Delete key.

To save the new job information, click OK and choose Save from the File menu.

See Also

Save

Save As

Job

Estimation

The estimated **ink remaining** in the ribbon or cartridge is displayed for each process color.

Ink Tracking Calibration (Material/Ink Setup)




Adjusts the ink tracking formula for the selected color to allow for an individual printer's rate of ink usage. FlexiSIGN-PRO's ink tracking system is based on the assumption that your printer is working under normal operating conditions. However, several conditions can have a profound effect on how rapidly ink is used, including temperature, humidity, age, or condition of an ink cartridge, or individual printer performance.

To display the Ink Tracking Calibration dialog box for one of the ink colors, click one of the ink color buttons in [Material/Ink Setup](#).

CAUTION If you are making a one-time change, such as when you refill a cartridge, do not use the Ink Tracking Calibration dialog box. Instead, enter the corrected value in the Remaining entry box found in the [Material/Ink Setup](#) dialog box.

Click on any item in the dialog box below for more information.

Ink Tracking Calibration

 Dots/ml:

% Ink remaining in cartridge:

[Return to Material/Ink Setup](#).

The **Ink color buttons** display the color (C, M, Y, K) for each of the Remaining and Capacity entry boxes. To adjust a color's calibration formula, click on its button to display the Ink Tracking Calibration dialog box.

The **Ink list box** allows you to choose the default ink for the current color printer setup.

The **% ink remaining in cartridge entry box** displays the current percentage of ink remaining for the selected color. Changing this number permanently changes Flexi's ink usage formula for this color. Any changes made to this entry box are reflected automatically in the Dots/ml entry box.

The **Ink list box** displays all of the available inks for the currently selected media and printer. To change the name of the selected ink, highlight it and type the new name.

An **inline** is a closed path created around the inner edge of the selected object.

Inline/Outline... (Tools Menu)



Places an inline, outline, or contour around the selected text or graphic object.

Inline/Outline Options

Preview display Shows the proportions of the currently specified inline, outline, or contour.

Outline button Creates an outline of the original object.

Inline button Creates an inline of the original object.

Contour button Creates a contour of the original object. To place a single contour around a group of objects, increase the Width setting.

By size Measures Distance and Width in the default unit of measure, for example, inches.

By percent Measures Distance and Width as a percentage of the original object's total size.

Color Determines the color of the inline, outline, or contour.

Distance Determines how far the outer edge of the inline, outline, or contour will be from the edge of the original object. If a Width value is entered, this portion of the outline is knocked out, creating a space between the original object and an outline of the specified Width.

Width If a value of 0 is entered or the checkbox isn't checked, this entry box has no effect on the inline, outline, or contour. If a value of greater than 0 is entered and the checkbox is checked, the outline changes such that the Distance becomes an offset. This means that the first outline created by the Distance value is knocked out (blank), and a second outline of the specified Width is placed outside it.

Copies Creates multiple inlines, outlines, and contours. The Distance of each copy is measured from the outer edge of the Distance inside it. The Width value does not affect copy placement, only whether or not the Distance portion of the outline is knocked out.

Joint Style Determines how corners are inlined, outlined, or contoured.

Correct direction Automatically prepares paths so they are in the correct order. They will start with a clockwise path, alternating with counterclockwise paths from the inside out. If this option is not selected, Flexi will automatically outline all counterclockwise closed paths and inline all clockwise paths.

With backing Determines whether or not the inline, outline, or contour extends behind the original object.

Keep original objects Determines whether the original objects are deleted after they are inlined, outlined, or contoured.

Weld overlapped objects Determines whether overlapping inlines, outlines, or contours are automatically joined into a single object.

Stroke open paths When open paths are selected, determines whether they are automatically stroked when they are inlined, outlined, or contoured.

See Also

[Show Path Direction](#)

[Path Direction](#)

The **inner radius** of a starburst measures the distance from the center of the starburst to the base of its points.

If you choose the **Interactive** mode, the alignment process is controlled by your computer. You can use this method with any cutter that supports interactive, even parallel devices.

Objects in an **invisible color** cannot be seen, plotted, cut, printed, or edited. Any color except the active color can be made invisible.

- To make an invisible color visible, hold down the Shift key while clicking it.

- To make all colors visible, choose *Show All Colors* from the Color Command menu or hold down the Shift key and double-click a color box.

Job (Edit Menu)



Allows you to manage the job, storing information and estimating costs in time and materials. When selected, this command displays a cascading menu with the following options:

Ino...

Estimation...

Estimation Editor

Save Header

Save Footer

NOTE The *Estimation*, *Save Header*, and *Save Footer* commands are only included in FlexiSIGN-PRO and FlexiSIGN-Plus. Job Info is a separate command on the Edit menu for all other FlexiFAMILY products.

See Also

Job Info

Estimation

Save Header

Save Footer

Estimation Editor

Join Points (Path Edit Palette)



Merges or joins the endpoints of two open paths or closes an open path by merging or joining its endpoints. This tool allows you to merge two control points by combining them into one point, join two points by drawing a straight segment between them, or connect multiple open paths by merging all pairs of endpoints within a specified distance from each other.

Merging two points

To connect two open paths or close an open path by combining their endpoints into a single point:

- Click the Point Selection tool on the first point you wish to merge. (Each point must be at the beginning or end of an open path.) This point will not move when the points are merged.
- Hold down the Shift key and click the Point Selection tool on the second point you wish to merge.
- Click the Join Points tool to merge the points.

NOTE If Flexi draws a line connecting the two points instead of merging them, you need to select the Merge option. To do this, double-click or hold down the Ctrl key and click the Join Points tool, choose the Merge option in the dialog box which is displayed, and click OK.

Joining two points

To combine two open paths or close an open path by drawing a straight segment between the points:

- Click the Point Selection tool on the first point you wish to join. (Each point must be at the beginning or end of an open path.)
- Hold down the Shift key and click the Point Selection tool on the second point you wish to join.
- Double-click or hold down the Ctrl key and click the Join Points tool.
- In the *Join Points Options* dialog box, click next to the Join option.
- Click OK to join the points.

Connecting multiple points

To merge all pairs of endpoints within a selected area which are within a specified distance from each other:

- Select several paths or points by dragging a box across them with the Arrow tool or the Point Selection tool.
- Double-click or hold down the Ctrl key and click the Join Points tool.
- In the *Join Points Options* dialog box, click next to the Connect multiple option.
- In the Tolerance entry box, enter how close two points should be to each other in order to be merged.
- Click OK to merge the points.

See Also

[Show Path Direction](#)

[Convert to Paths](#)

[Path Direction](#)

Point Selection tool

Join Together (Text Menu)



Joins multiple text blocks into a single block in the order they were selected, allowing you to format them as a single unit.

To join multiple text blocks into a single block, hold down the Shift key and click on each text block with the Arrow tool. (Be sure to select the blocks in the order in which you want them to be joined.) Choose *Join Together* from the Text menu.

To join lines within a text block, click the appropriate [text tool](#) at the left of the second line and press the Backspace key.

To break apart a block of text, use the [Break Apart](#) command.

See Also

[Break Apart](#)

[Text Palette](#)

Kern (Text Menu)



Automatically changes the kerning of a selected text block.

To change kerning automatically, select one or more blocks of text with the Arrow tool. Choose *Kern* from the Text menu and then choose the desired kerning option from the cascading menu which pops up. The text is displayed with the new kerning and a checkmark appears next to the selected kerning option.

NOTE Unlike font, size, and similar attributes, kerning is not applied to new text automatically.

To change kerning manually, click one of the text tools between the pair of characters you want to kern. Hold down the Ctrl key and press either the left or right arrow key on your keyboard. The space between the two characters changes, while the spacing of the other characters in the text block stays the same.

To change the kerning between a pair of characters in a font permanently, use the Define Kerning command.

To change the tracking of a text block, use the Text Specs command or Object Info. You can also adjust tracking manually by holding down the Ctrl key and dragging the center control point on one end of the text block.

See Also

[Define Kerning](#)

[Text Specs](#)

[Text Palette](#)

[Object Info](#)

Kerning is a function which controls how a pair of characters is spaced. Narrow kerning moves characters closer together and wide kerning moves them farther apart.

The Knife offset checkbox allows Flexi to compensate for the differences between how a pen plots and a knife cuts on older pen plotters. The correct offset depends on the size of the blade and the thickness of the media being used.

Check your cutter's user manual for the best setting for your cutter.

Label Palette



The Label palette is a tear-off palette. It contains the tools used for measuring and labeling objects.



Measure tool



Straight Arrow tool



Bent Arrow tool



Horizontal Size tool



Vertical Size tool



Diagonal Size tool

Lasso (Paint Palette)



The Lasso tool allows you to select an area within a selected black & white template by enclosing it freehand.

To select an area within a template by enclosing it freehand, first change to Paint mode by clicking the [Paint palette tool](#) on the Draw palette. Once in Paint mode, select the template by clicking it with the [Arrow tool](#). Next, select the Lasso tool and use it to draw a closed path around the desired area. Everything inside the path is selected, including the background.

To select a rectangular area within the template, use the [Selection Rectangle](#).

To select a template, first change to Paint mode by clicking the [Paint palette tool](#) on the Draw palette. Once in Paint mode, click the template with the [Arrow tool](#) to select it.

To move a freehand portion of the template, select the area with the Lasso tool as described above. Once the area is selected, move the Lasso tool over it until the cursor changes into an arrow. Use the arrow to click and drag the selected area to the desired location.

To move a rectangular portion of the template, use the [Selection Rectangle](#).

See Also

[Paint palette](#)

[Arrow tool \(Paint mode\)](#)

[Selection Rectangle](#)

Layout Menu Commands



Show Fills

Show Path Direction

Show Bitmaps As

Show Preview

Show Rulers

Show Grid

Snap to Grid

Make Guide

Lock Guides

Release Guide

Hide Guides

Palettes

Drawing Size

Redraw

The **Length entry box** displays the length of the currently displayed media size. To change the length, type a new number in the entry box.

The **Length entry box** allows you to specify the default media length.

Do not increase this value beyond your cutter's maximum page length, or your media may skew when cutting. If your sign is longer than your cutter's recommended page length, Flexi will automatically split the sign into pages when it is paneled.

Gamma controls the brightness in the midtones and highlights of the printed image.

To delete a color, select its triangle and drag it below the **line**.

Line (Paint Palette)



The Line tool draws straight lines at any angle on the selected black & white template.

To draw a straight line on a black & white template, first change to Paint mode by clicking the Paint palette tool on the Draw palette. Once in Paint mode, select the template by clicking it with the Arrow tool. Click the Line tool at the starting point of the desired line and drag the line to the desired length and angle. Release the mouse button to finish the line.

To change the width of the line you are about to draw, double-click or hold down the Ctrl key and click the Line tool. Click on the desired line width in the dialog box which is displayed and click OK.

To draw a line on a color template, use the Pencil tool in the ColorTrace Options dialog box.

To draw a freehand line on a black & white template, use the Pencil tool.

To draw a filled rectangle on a black & white template, use the Paint Rectangle tool.

See Also

Paint palette

Arrow tool (Paint mode)

Pencil tool

Paint Rectangle tool

ColorTrace

Linearize (Path Edit Palette)



The Linearize tool straightens a specified section of any path.

To straighten a section of a path:

- Select the Linearize tool.
- Click the tool on the beginning of the section you want to straighten. (You do not have to click on a point.)
- Click the tool on the end of the section to be straightened.
- To move the section, drag either of the end points to a new location.
- Press Enter, creating a straight segment and deleting all control points between the points you selected.
- Repeat the above steps to straighten another section or click on another tool to finish straightening.

NOTE You can also straighten a segment on a path or segments on multiple paths by first selecting the end points with the Point Selection tool and then clicking either the Linearize tool or the icon for the straight segment type in Object Info. As soon as you select the tool, all selected segments are straightened.

See Also

[Point Selection tool](#)

[Editing Paths in Object Info](#)

Lock Guides (Layout Menu)



Locks and unlocks all guides. A locked guide cannot be selected, moved or released. A checkmark is shown next to this command when guides are locked.

See Also

[Make Guide](#)

[Release Guide](#)

[Hide Guides](#)

The **Magic Wand** selects a color within an area's boundary and all areas that are completely enclosed by the selected color. Also, this tool changes the selected color to the active color.

Magnifying Glass (View Palette)



The Magnifying Glass zooms in or out on an area, magnifying or reducing the view.

Magnifying the View (Zooming In)

To double the size of the view, either click the Magnifying Glass on the point you want to be in the center of the window or click Zoom In (large mountain).

To zoom in on a particular area, use the Magnifying Glass to drag a box around it.

To zoom to the edge of the objects on your sign, double-click the Magnifying Glass on the drawing area.

To zoom in on an object, click on the object with the Arrow tool to select it and then click Zoom to Edge (mountain with border).

To zoom to the edge of the drawing area, click on a blank portion of the drawing area to make sure nothing is selected and then click Zoom to Edge (mountain with border). (If you wish to leave objects selected, simply double-click Zoom to Edge.)

Reducing the View (Zooming Out)

To view the sign at half its current size, displaying a larger area, hold down the Ctrl key and click the point you want to be in the center of the window or click Zoom Out (small mountain).

See Also

Zoom Out

Zoom to Edge

Zoom In

When **Maintain Proportions** is selected, tiles are sized proportionally when you change either the height or width of a tile.

Make Arc (Path Edit Palette)



The Make Arc tool changes any straight segment or curved segment into an arc. You can adjust the size and placement of the arc manually or specify its distance from the midpoint of the segment.

NOTE To reshape a section of a path which is made up of multiple segments, use the Optimize Curve tool.

Making an arc freehand

To change a single path segment into a circular arc by dragging:

- Double-click or hold down the Ctrl key and click the Make Arc tool.
- In the *Make Arc Options* dialog box which is displayed, click next to the Freehand button.
- Click OK.
- Click the Make Arc tool on the segment and drag in the direction you want the arc to go.
- Press Enter to finish the arc.

Making an arc by specifying the distance

To change a single path segment into a circular arc by specifying the distance between the baseline of the curve and the midpoint of the arc:

- Double-click or hold down the Ctrl key and click the Make Arc tool.
- In the *Make Arc Options* dialog box which is displayed, click next to the Distance button and enter the desired distance in the entry box.
- Click OK.
- Click the Make Arc tool cursor (shaped like an arc) on the segment you wish to change and drag the mouse in the direction you wish to place the arc.
- Release the mouse button.
- Continue clicking and dragging arcs on each segment you wish to change. Click on any other tool to finish making arcs.

See Also

[Point Selection tool](#)

[Optimize Curve tool](#)

Make Compound (Arrange Menu)



Joins objects of the same color so they are handled as a single object, 'knocking out' overlapping areas. Also, changes a path into an object which can be edited using the commands on the Tools menu.

To join multi-colored objects, use the Group command. (This will not 'knock out' overlapping areas.)

To join objects into a single graphic object which will not be separated later, use the Combine command.

To edit the points on a compounded path, use the Release Compound command.

To separate the items in a compounded object, choose the Release Compound command.

See Also

Group

Release Compound

Combine

Make Guide (Layout Menu)



Changes selected uncompounded path into a guide. You can also create a horizontal or vertical guide by clicking the Arrow tool on one of the rulers and dragging away from it.

To change a compounded path into a guide, use the Release Compound command first to uncompound it. Then choose the Make Guide command.

To change a shape or text into a guide, first change it to paths using the Convert to Paths command. Next, uncompound the paths using the Release Compound command and then choose the Make Guide command.

To change a guide back into a path, use the Release Guide command.

See Also

[Release Compound](#)

[Release Guide](#)

[Lock Guides](#)

[Hide Guides](#)

[Convert to Paths](#)

Make Right Angle (Path Edit Palette)



The Make Right Angle tool changes the angle of selected control points to 90° (right angle). This tool only affects points controlling straight segments.

To change the angle of one or more control points, select them with the Point Selection tool by holding down the Shift key and clicking each of them or by dragging across them. Once the points are selected, click on the Make Right Angle tool to change the angle at each selected point to 90° (right angle).

See Also

[Point Selection tool](#)

[Editing Paths with Object Info](#)

A **margin** is the space between the image being printed and the edge of the panel when the image is autopaneled.

Material Ink Setup (Color Printer Setup)



Allows you to change the items listed for media type, media size, and ink type for each color printer setup. You can add, delete, or modify items in each list. This dialog box also allows you to adjust Flexi's ink tracking system.

To display the Material/Ink Setup dialog box, click the Material/Ink button in Color Printer Setup.

Click on any item in the dialog box below for more information.

Material / Ink Setup





Media:

Ink:

Size:

Height: " Length: "

Ink tracking calibration:

	Remaining	Capacity
C: 	<input type="text" value="100"/> %	<input type="text" value="42.000"/> mL
M: 	<input type="text" value="100"/> %	<input type="text" value="42.000"/> mL
Y: 	<input type="text" value="100"/> %	<input type="text" value="42.000"/> mL
K: 	<input type="text" value="100"/> %	<input type="text" value="42.000"/> mL

[Return to Color Printer Setup](#)

The size, height, length, media, and ink you are using are displayed in the **materials information** box. If you deselect the Get from Production Manager checkbox, you can edit the materials information.

Displays the current color printer setup's **maximum page length**.

Measure (Label Palette)



The Measure tool measures distances when dragged and indicates distance from the origin of the rulers when clicked on the drawing area.

To measure an object or the distance between any two points, click the Measure tool on the first point and drag it to the second point. As soon as you release the mouse button, the *Measure* dialog box displays the following information

X1 First point's horizontal distance from the origin

X2 Second point's horizontal distance from the origin

Y1 First point's vertical distance from the origin

Y2 Second point's vertical distance from the origin

Horizontal Distance Distance between the two points measured left to right

Vertical Distance Distance between the two points measured up and down

Distance Length of an imaginary line connecting the two points

Angle Angle the imaginary line would have from the horizontal

To find out the distance of a point from the origin of the rulers, click the Measure tool on the desired point. The *Location* dialog box immediately displays the point's horizontal (X) and vertical (Y) distance from the origin.

See Also

[Show Rulers](#)

The **Media list box** allows you to choose the default media for the current color printer setup.

The **media** is the material on which you plot or cut your sign, such as paper or vinyl.

The **Media setup list box** displays all available media types for the currently selected printer. (For example, media types for a NovaJET include PhotoGloss and Backlist Heavy). To change the name of the selected media type, highlight it and type the new name.

Menu Commands

File Menu

Edit Menu

Arrange Menu

Layout Menu

Text Menu

Tools Menu

Help Menu

Merge Bitmap... (File Menu)



Retrieves an existing bitmap file to be edited and printed or to be used as a template. See the table below for a list of available file types.

To retrieve:	Pick this format:
BMP	BITMAP
DCX	DCX
GIF	GIF
JPEG	JPEG
Paintbrush	ZSoft PCX
PCX	ZSoft PCX
Pict	PICT
Targa	TARGA
TIFF	TIFF
PhotoShop	PSD
PhotoCD	PCD

To open a bitmap file:

1. Choose *Merge Bitmap* from the File menu. The Merge Bitmap dialog box appears.
2. Choose a File Format, Drive, and Directory.
3. Select a file from the list box.
4. Click OK.
5. Place the bounding box in the proper location and click the mouse button. Your bitmapped file is displayed and available for editing and printing.

See Also

[Save](#)

[Save As](#)

[Scan](#)

[Scan and Trace](#)

[Outline tool](#)

[Centerline tool](#)

[PictureCut tool](#)

[Paint Palette](#)

[Show Bitmaps As](#)

[Return to File menu.](#)

Merge... (File Menu)



Retrieves an existing file into the current sign.

To choose the kind of file you want to open, use the File Type list box in the *Open* dialog box.

To retrieve:	Pick this format:
BMP	See Merge Bitmap
Clip Art	Clip Art
CoreDRAW! 3.0	CoreDRAW! 3.0 EPS
DCX	See Merge Bitmap
DesignCAD	DesignCAD DC2
DXF	DXF
FlexiDESIGNER	FlexiSIGN PRO (enter *.fs) (from FlexiSIGN-PRO or FlexiDESIGNER)
FlexiFAMILY	Clip Art
FlexiLETTER	FlexiLETTER (enter *.fs) (from FlexiLETTER on up)
FlexiSIGN	FlexiSIGN (enter *.fs) (from FlexiSIGN on up)
FlexiSIGN-Plus	FlexiSIGN Plus (enter *.fs) (from FlexiSIGN-Plus on up)
FlexiSIGN-PRO	FlexiSIGN PRO (enter *.fs) (from FlexiSIGN-PRO)
FreeHand 3.0	FreeHand 3.0 EPS
Generic CADD	DWG
GIF	See Merge Bitmap
HPGL	HPGL
Illustrator 1.1	Illustrator 1.1 AI
Illustrator 88	Illustrator 88 AI
Illustrator 3.0	Illustrator 3.0 AI
JPEG	See Merge Bitmap
Paintbrush (PCX)	See Merge Bitmap
PCX	See Merge Bitmap
PICT	See Merge Bitmap
Targa	See Merge Bitmap
Text-only	Text
TIFF	See Merge Bitmap

See Also

[New](#)

[Open](#)

[Close](#)

[Merge Bitmap](#)

[Exit](#)

Midpoint diamonds indicate the midpoint between the two colors that make up the gradient. By default, a midpoint diamond is located in the middle of the two colors, or at 50%. To change the percentage of a color, you can click and slide the diamond to the left or right, or select a diamond and enter a number in the percentage entry box.

Midtones are the pixels in the middle of the luminosity or brightness scale.

Color balance adjustments affect Midtones, Highlights, or Shadows. Changes to the Midtones are usually the most dramatic.

The **mirror button** controls the way the page is printed.



The image is not mirrored.



The image is mirrored. If the page is in landscape orientation, it flips from left to right
If the page is in portrait orientation, it flips from top to bottom.

Mirror... (Arrange Menu)



Flips the selection horizontally, vertically, or diagonally.

NOTE To cut an entire sign in reverse in order to apply to the inside of a window, use the Mirror option in the Cut/Plot dialog box.

The following options are available in the *Mirror Options* dialog box

Freehand Click on one of the following icons to determine the direction the selection is mirrored:



Mirror horizontally Drag the mirrored image of the selection in the desired direction to place it. To center the mirrored object directly on top of the original, hold down the Shift key and click.



Mirror vertically Drag the mirrored image of the selection in the desired direction to place it. To center the mirrored object directly on top of the original, hold down the Shift key and click.



Mirror diagonally Click on the point from which you wish to mirror the selection and drag to the desired angle. To center the mirrored object directly on top of the original, hold down the Shift key and click.

Specify distance Allows you to enter how far the mirrored object should be placed from the original.

Direction buttons Allows you to choose the direction to mirror the selection; click the appropriate button to highlight it. From left to right, the options are: mirroring horizontally, vertically, or on an axis.

Keep Original This checkbox allows you to mirror a copy of the original, leaving the original in place.

See Also

[Rotate](#)

Mode Palettes

Mode palettes control how you work with your sign, changing to Draw mode, Cut mode, or Paint mode. Each mode displays your sign differently and allows you to select and edit a unique aspect of it. One mode palette must be displayed at all times.

Flexi has the following mode palettes

[Draw Palette](#)

[Paint Palette](#)

[Cut Palette](#)

Mode palettes control how you work with your sign, changing to Draw mode, Cut mode, or Paint mode. Each mode displays your sign differently and allows you to select and edit a unique aspect of it. One mode palette must be displayed at all times.

The **More button** displays the Color Printer Options dialog box.

Move Backward (Arrange Menu)



Move the selected object backward one layer.

To move the selected object to the bottom layer, use the [Move to Back](#) command.

To move the selected object to the top layer, use the [Move to Front](#) command.

To move the selected object forward one layer at a time, use the [Move Forward](#) command.

See Also

[Move to Front](#)

[Move Forward](#)

[Move to Back](#)

[Color palette](#)

Move Forward (Arrange Menu)



Move the selected object forward one layer.

To move the selected object to the top layer, use the [Move to Front](#) command.

To move the selected object to the bottom layer, use the [Move to Back](#) command.

To move the selected object backward one layer at a time, use the [Move Backward](#) command.

See Also

[Move to Front](#)

[Move to Back](#)

[Move Backward](#)

[Color palette](#)

Move to Back (Arrange Menu)



Move the selected object to the bottom layer.

To move the selected object backward one layer at a time, use the [Move Backward](#) command.

To move the selected object forward one layer at a time, use the [Move Forward](#) command.

To move the selected object to the top layer, use the [Move to Front](#) command.

See Also

[Move to Front](#)

[Move Forward](#)

[Move Backward](#)

[Color palette](#)

Move to Front (Arrange Menu)



Move the selected object to the top layer.

To move the selected object forward one layer at a time, use the [Move Forward](#) command.

To move the selected object backward one layer at a time, use the [Move Backward](#) command.

To move the selected object to the bottom layer, use the [Move to Back](#) command.

See Also

[Move Forward](#)

[Move to Back](#)

[Move Backward](#)

[Color palette](#)

Move... (Arrange Menu)



Places the selected object or objects in the specified location. Also, if the Copy button is clicked rather than the OK button, this command places a copy of the object in the specified location without changing the location of the original object.

The *Move* dialog box contains the following items:

Reference Specifies the reference point relative to which the selection will be moved. This drop-down list box contains the following options:

Absolute Moves the object relative to ruler's origin.

Relative Moves the object relative to its current position.

From Border Moves the object relative to the borders of the drawing area. Click on the edges of the preview area at the right of the dialog box to highlight which borders should be used as a reference.

Distance, Angle When Relative is selected, moves the object the specified distance and angle.

Horizontal, Vertical Moves the object a specified horizontal and/or vertical distance.

Control point option buttons Allow you to select which point on the object's bounding extent the Move command will use as a basis for measurement.

Preview display: Displays how the object will move with the specified settings. When From border is selected, click on the preview display's border to specify which side should be used as a reference.

Copy button Places a copy of the object in the specified location without changing the location of the original object.

You can also move an object by dragging or by nudging:

To move by dragging, select the object with the [Arrow tool](#). Once the object is selected, click on it without clicking a control point and hold down the mouse button until the bounding extent appears around the object. Without releasing the mouse button, drag the object to its new location.

To nudge an object, select it with the [Arrow tool](#) and then press the arrow keys on the keyboard to nudge the object left, right, up, or down.

See Also

[Nest](#)

[Arrow Tool](#)

Multicolor Panel (Cut Palette)



The Multicolor Panel tool selects the area that will be printed by the FlexiPRINT feature. This tool allows you to place one panel around bitmaps and objects of various colors. By freehand paneling or by adjusting the page and strip divisions after autopaneling, you can control how the objects and bitmaps on your sign are divided.

CAUTION To print the panels you created, you must select them before opening the FlexiPRINT dialog box. If you do not, Flexi will disregard any paneling you have done and will autopanel the sign before printing it.

To draw panels freehand, first change to Cut mode by clicking the [Cut Palette tool](#) on the bottom of the Draw palette. Choose the Multicolor Panel tool from the Cut palette. Click the tool at one corner of the area to be printed and drag it to the opposite corner, enclosing it. When you release the mouse button, the panel is displayed. If the panel is larger than the media currently loaded in your plotter, it is automatically divided into [pages](#) and/or [strips](#). Use the [Arrow tool](#) to adjust these dividing lines as described below.

To panel automatically, first change to Cut mode by clicking the [Cut Palette tool](#) on the bottom of the Draw palette. Double-click the Multicolor Panel tool on the Cut palette. In the dialog box which is displayed, choose one of the following options:

- *Objects:* Places the panels so it fits around all objects in the sign.
- *Bitmaps:* Places the panel so it fits around all bitmaps in the sign.
- *Objects and bitmaps:* Places the panel so it fits around everything in the sign.
- *Use drawing border as panel:* Places the panel directly on the drawing border, so everything on the drawing area is printed, including any white space.

If you want a margin between the paneled objects and/or bitmaps and the edge of the panel, enter the desired width in the Margin entry box. Click OK to display the panel. If a panel is larger than the material currently loaded in your printer, it is automatically divided into pages and/or strips. Use the [Arrow tool](#) to adjust these dividing lines as described below.

To panel objects for cutting or plotting, use the [Panel tool](#).

NOTE The [FlexiPRINT](#) feature only recognizes multicolor panels created using the [Multicolor Panel](#) tool. You cannot use panels created with the regular Panel tool for color printing.

Adjusting a panel

To adjust the placement of [page](#) or [strip](#) divisions within a panel, use the Arrow tool to click and drag one of the small black control points on the division line.

To add a new dividing line to a panel, drag one of the small black points on an outside edge to the desired location. For a horizontal dividing line, drag from the top or bottom edge; for a vertical dividing line, drag from the left or right edge.

To mark a page so it will not be printed, click the Arrow tool in the center of the page. An X will appear across the page. To remove the X, click the page again.

See Also

[FlexiPRINT](#)

[Cut palette](#)

Arrow tool

Panel tool

FlexiPRINT tool

Nest (Arrange Menu)



The Nest command conserves material when printing or cutting by moving selected text and graphic objects into an optimum arrangement.

The following options are contained in the Nest Options dialog box:

Nest Size The Height and Length entry boxes display the size of the area to which the objects will be nested. To change the size of the nest area, enter new values in either of these entry boxes.

Spacing Enter the minimum amount of space allowed between nested objects.

Text Objects When this option is selected, text remains together as a text block. When this option is not selected, text breaks apart into characters and is converted into paths.

Using the Nest command

1. Select the objects to be nested. All selected objects must be the same color.
2. Choose Nest from the Arrange menu.
3. Change the settings in the *Nest Options* dialog box as desired.
4. Click Go.
5. Click your mouse to place the nest box on the drawing area.
6. If desired, drag the nest box's handles to size the nesting box.
7. Press Enter or click the right mouse button to display the nested objects.

See Also

[Move](#)

You can create a new fill by clicking **New**. Edit the default fill, rename it and click Done to add it to the Color palette.

The **New Ink button** adds a new ink based on the current ink displayed. For example, if CMYK Inkjet cartridge is displayed, clicking this button creates a new ink called CMYK Inkjet Cartridge-1.

The **New Preview** displays your bitmap after the color correction. If you click on the New Preview, your image is reset to its original.

The **New Setup button** creates a new setup that is called 'User Setup.' Type a new name in the Setup list box if desired.

The **New Size button** adds a new size based on the current size displayed. For example, if Standard is displayed, clicking this button creates a new size called Standard-1. The new size will have the same Height and Length as the size it was based on.

The **New media button** adds a new media type based on the current media displayed. For example, if PhotoGloss is displayed, clicking this button creates a new media type called PhotoGloss-1.

New... (File Menu)



Opens a new Flexi file. The new file has the name "Untitled".

Click the Auto Layout button to open a new sign using an existing Flexi sign as a master.
(*FlexiSIGN-PRO only.*)

Click the Open button to open an existing Flexi file or to import a file created in another application.

See Also

Open

Close

Exit

Noise Cleaning (Paint Palette)



The Noise Cleaning tool removes all stray marks in the selected area of a black & white template. This tool is very good for cleaning up low-quality images, such as artwork which has been photocopied or faxed.

To remove stray marks from a selected area of a black & white template, first change to Paint mode by clicking the Paint palette tool on the Draw palette. Once in Paint mode, select the template by clicking it with the Arrow tool. Select the Noise Cleaning tool. Click the crosshair cursor on the drawing area and drag a box around the area to be cleaned up.

To remove stray marks from a color template, use the Magic Wand and the Paint Bucket in the ColorTrace Options dialog box. Also, you may wish to adjust the Edge filter before posterizing the image.

To delete an enclosed area within a selected template, use the Selection Rectangle or the Lasso tool to enclose the area and then press the Delete key.

To delete individual pixels within a template, use the Pencil tool.

To delete an entire template, select the template by clicking it with the Arrow tool. Press the Delete key.

See Also

[Paint palette](#)

[Arrow tool \(Paint mode\)](#)

[Paint Bucket](#)

[Selection Rectangle](#)

[Lasso tool](#)

[Pencil tool](#)

Noise is any small mark on a template that does not belong there. This can include stray marks scanned in from a poor original, or in the case of a color template, areas of uncertain color at the boundary between two objects.

Normal Text Specs



Allows you to create or edit normal text. This dialog box contains the following options

Line spacing In multi-line text blocks, changes the amount of space between the baseline of the upper line of text and the baseline of the lower line of text. Click the Manual option to enter a specific distance; click Automatic to use the default spacing for the current font and text size.

Tracking Changes the spacing between all characters in a text block. Normal tracking is 0%. For wider spacing, enter a number between 1 and 99%; for narrower spacing, enter a number between -1 and -99%. This option applies to the entire text block. (To change the space between individual characters, use manual kerning.)

Stretch Changes the percentage of distortion applied to the length of the text block. To stretch the text, enter a number between 1 and 99%. To compact the text, enter a number between -1 and -99%. This option applies to the entire text block.

Slant Changes the angle at which selected characters slant away from their default position. Negative values slant characters to the left; positive values slant them to the right.

Text Entry Box Located at the bottom of the Text Specs dialog box. Any selected text is shown in this entry box, and can be changed or added to using standard text editing functions. (These functions include dragging or double-clicking the insertion tool to highlight text and using the Delete key to remove it.) This area does *not* preview any of the text attributes.

Font Changes the current typeface. Using this list box, you can choose a font which was previously selected. If the desired font is not listed, choose the Other option to display the Fonts dialog box.

Size Changes the text height when a new value is entered in the entry box.

Alignment Changes the arrangement of lines within a text block to Left, Center, or Right. This option applies to the entire text block.

Orientation Determines whether text is arranged in a horizontal row or a vertical column.

See Also

[Font](#)

[Size](#)

[Alignment](#)

[Kern](#)

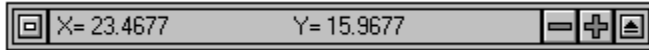
[Text Palette](#)

[Object Info](#)

You can specify the number of times the knife cuts the contour by entering a value in the **Number of Passes** entry box.

When you click **OK**, the dialog box closes and the changes you made are implemented.

Object Info



Object Info displays the current position of the active tool. If an object is selected, Object Info provides additional information which can be displayed by clicking the triangle in the upper right. This information can be edited directly to change the attributes of the selected object.

To display Object Info, choose the [Palettes](#) command from the Layout menu.

The following options are available for Object Info:

[Editing Text](#)

[Editing Paths](#)

[Editing Rectangles & Borders](#)

[Editing Circles & Ovals](#)

[Editing Panels](#)

[Performing Math Operations](#)

See Also

[Editing Text with Object Info](#)

[Editing Paths with Object Info](#)

[Editing Rectangles & Borders with Object Info](#)

[Editing Circles & Ovals with Object Info](#)

[Editing Panels with Object Info](#)

[Performing Math Operations with Object Info](#)

If you need to adjust the way your pattern fills the object, you can enter a horizontal and vertical offset in the **Horiz.** and **Vert. Offset** entry boxes. When offsets are set to "0," your pattern begins tiling in the lower left corner of the object.

Open... (File Menu)



Retrieves an existing file. To retrieve another file into the existing file, combining their contents, use the Merge command.

To choose the kind of file you want to open, use the File Type list box in the *Open* dialog box.

To retrieve:	Pick this format:
BMP	See <u>Merge Bitmap</u>
Clip Art	Clip Art
CoreDRAW! 3.0	CoreDRAW! 3.0 EPS
DCX	See <u>Merge Bitmap</u>
DesignCAD	DesignCAD DC2
DXF	DXF
FlexiDESIGNER	FlexiSIGN PRO (enter *.fs) (from FlexiSIGN-PRO or FlexiDESIGNER)
FlexiFAMILY	Clip Art
FlexiLETTER	FlexiLETTER (enter *.fs) (from FlexiLETTER on up)
FlexiSIGN	FlexiSIGN (enter *.fs) (from FlexiSIGN on up)
FlexiSIGN-Plus	FlexiSIGN Plus (enter *.fs) (from FlexiSIGN-Plus on up)
FlexiSIGN-PRO	FlexiSIGN PRO (enter *.fs) (from FlexiSIGN-PRO)
FreeHand 3.0	FreeHand 3.0 EPS
Generic CADD	DWG
GIF	See <u>Merge Bitmap</u>
HPGL	HPGL
Illustrator 1.1	Illustrator 1.1 AI
Illustrator 88	Illustrator 88 AI
Illustrator 3.0	Illustrator 3.0 AI
JPEG	See <u>Merge Bitmap</u>
Paintbrush (PCX)	See <u>Merge Bitmap</u>
PCX	See <u>Merge Bitma</u>

Optimize Curve (Path Edit Palette)



The Optimize Curve tool optimizes a selected section of a path by replacing it with a single curved segment, smoothing the curve. Using this tool, you can create a new curve freehand, create straight lines which are joined by an arc, or create a circular arc of any radius.

NOTE When you choose an option in the *Optimize Curve* dialog box, that option remains selected until you change it. (The Curve option is selected by default.) You do not need to open the *Optimize Curve* dialog box unless you wish to change the Optimize Curve tool's settings.

Creating a freehand curve

To replace a section of a path with a smooth curve:

- Double-click or hold down the Ctrl key and click the Optimize Curve tool.
- Click the Curve button and click OK.
- Click the crosshair at the beginning of the section of the path to be optimized. (You do not have to click on a control point.)
- Click the crosshair at the end of the section.
- To reshape the preview of the curve, move the direction handles; to change the length of the segment, drag the endpoints.
- Press Enter to optimize the curve.

Repeat the above steps to optimize another curve or click another tool to finish optimizing.

Creating a smooth arc

To create two straight segments with a circular arc connecting them:

- Double-click or hold down the Ctrl key and click the Optimize Curve tool.
- Click the Smooth arc button and click OK.
- Click the crosshair at the beginning of the section of the path to be optimized. (You do not have to click on a control point.)
- Click the crosshair at the end of the section.
- To change the length of the straight segments in the preview, click the control point on the arc segment and drag it toward the corner.
- Press Enter to optimize the curve.

Repeat the above steps to optimize another curve or click another tool to finish optimizing.

Creating a 3-point arc

To replace a section of a path with a circular arc:

- Double-click or hold down the Ctrl key and click the Optimize Curve tool.
- Click the 3-point arc button and click OK.
- Click the crosshair at the beginning of the section of the path to be optimized. (You do not have to click on a control point.)
- Click the crosshair at the end of the section.
- To make the arc larger or smaller, click anywhere on the preview of the arc and drag it in or

out.

- Press Enter to optimize the curve.

Repeat the above steps to optimize another curve or click another tool to finish optimizing.

NOTE You can smooth an entire path automatically using the [Reduce Points tool](#). Also, you can delete individual points using the [Delete Control Point tool](#).

See Also

[Point Selection tool](#)

[Delete Control Point tool](#)

[Reduce Points tool](#)

The **orientation button** controls the way the image is placed on the page, portrait or landscape. The default orientation is landscape, but if the image is too large to fit on the media, it will be placed in the portrait orientation instead.

The **Original Preview** displays the image before color correction. If you click on the Original Preview, the image reverts to the last change made.

The **outer radius** of a starburst measures the distance from the base to the tip of its points.

Outline (Autotrace Palette)



The Outline tool automatically determines whether a template is color, grayscale, or black & white and then traces each shape, outlining it with closed, editable paths. Outline tracing is ideal for images which will be cut in vinyl.

Once a template has been traced, the resulting paths can be edited normally using the tools in the Path Edit Palette.

To trace an outline around the shapes in a black & white or grayscale template, first open a template using the Merge Bitmap command or scan in an image using the Scan command. Select the Outline tool. Drag the Outline tool's crosshairs from one corner of the area to be traced to the corner diagonally opposite it to trace it. You can select all or part of the template.

To trace an outline around the shapes in a color template, first open a template using the Merge Bitmap command or scan in an image using the Scan or Scan and Trace command. Select the Outline tool. Drag the Outline tool's crosshairs from one corner of the area to be traced to the corner diagonally opposite it. You can select all or part of the template. The ColorTrace dialog box is displayed. Posterize and edit the template as desired and then click OK to trace it.

To change the Outline tool's settings for tracing black & white or grayscale templates, double-click or hold down the Ctrl key and click the Outline tool. In the dialog box which is displayed, choose the desired options and click OK. (These options are discussed in the following section, *Outline Tracing Options*.)

To scan an image and outline autotrace it in one simple step, use the Scan and Trace command.

To trace a line down the center of the shapes in a black & white template, use the Centerline tool.

To create special striping effects from the shapes in a black & white or grayscale template, use the PictureCut tool.

Outline Tracing Options

Round Corners Automatically rounds all corners which are detected in the template. Toggles with Sharp Corners.

Sharp Corners Automatically makes all corners detected in the template sharp. Round corners are traced as curve segments.

Corner Detection Determines how aggressively Flexi will detect corners when autotracing.

Setting	Result
None	Recovers no corners
Less	Recovers fewer corners
Normal	Default setting; recovers corners accurately for most templates
More	Recovers more corners
Most	Recovers maximum number of corners; for templates with very uneven edges

Tolerance Determines how closely the template is followed during tracing. A higher tolerance value follows the curve more loosely and therefore produces fewer points. If you scanned in the artwork at 300 dpi, you probably do not need to adjust this value. If you scanned at a higher resolution (e.g., 600 dpi) or your artwork is of poor quality, you may wish to set a

higher tolerance so the image is traced less precisely.

Restore Defaults Changes all settings in the dialog box back to Flexi's standard settings.

See Also

[ColorTrace](#)

[Merge Bitmap](#)

[Scan](#)

[Scan and Trace](#)

[Point Selection tool](#)

[Path Edit Palette](#)

[Centerline tool](#)

[PictureCut tool](#)

An **outline** is a closed path created around the selected object, including all holes. For example, an outline of the letter O would have two paths, one outside the O and one inside it.

Oval (Shape Palette)



The Oval tool draws ovals. Double-click this tool to choose options.

To draw an oval freehand, click the Oval tool at one edge of the intended oval and drag it diagonally to the opposite edge. (To drag from the center of the oval to an edge, hold down the Ctrl key while dragging.)

To create one oval of a specific size, click the Oval tool once at the intended oval's lower left edge. (To indicate the center point, hold down the Ctrl key while clicking.) In the *Oval Size* dialog box which is displayed, enter the desired width and height and click OK.

NOTE If an oval appears on the drawing area as soon as you click, you need to choose to draw freehand. Double-click or hold down the Ctrl key and click the Oval tool. In the *Oval Options* dialog box which is displayed, click the Draw Freehand option and click OK.

To specify the dimensions of one or more identical ovals, double-click or hold down the Ctrl key and click the Oval tool. In the *Oval Options* dialog box which is displayed, click the Specify Size option. Enter the desired width and height and click OK. The dialog box closes and the cursor changes to an oval of the specified size. Click on the drawing area at the desired location for the center of each oval. Click another tool to finish.

To create a circle, use the [Circle tool](#).

See Also

[Circle tool](#)

If your job is to be printed in strips and pages, you can control the amount of overlap by entering a value in the **Overlap** entry box.

If a panel is longer than your plotter's page length, vertical lines divide it into **pages**.

Paint Bucket (Paint Palette)



The Paint Bucket automatically fills an enclosed blank area on the selected black & white template.

To fill an enclosed area in a black & white template, first change to Paint mode by clicking the Paint palette tool on the Draw palette. Once in Paint mode, select the template by clicking it with the Arrow tool. Select the Paint Bucket and click it within the area to be filled.

To fill tiny holes or gaps in an area in a black & white template which is meant to be solid, use the Hole Filling tool.

To fill areas on a color template, use the ColorTrace feature.

CAUTION Only use the Paint Bucket on areas which are completely enclosed! Otherwise you may fill a larger area than you intended.

See Also

Paint palette

Arrow tool (Paint mode)

Hole Filling tool

ColorTrace

Paint Palette



The Paint palette is a mode palette. It contains the tools used to edit a black & white template before tracing it. When Flexi is in Paint mode, only templates can be selected or edited.

If you click the Paint Palette tool when a black and white bitmap is selected, the Paint palette is displayed.

If you click the Paint Palette tool when a grayscale or color bitmap is selected, the Bitmap Editor is displayed. (*FlexiSIGN-PRO only*)

NOTE Tools in the Paint palette will only work on the currently selected template. To select a template, click it with the Arrow tool.



Arrow tool



Selection Rectangle



Lasso tool



Eraser tool



Pencil tool



Line tool



Paint Rectangle tool



Paint Bucket



Hole Filling tool



Noise Cleaning tool



Scale Template



Draw Palette

Paint Rectangle (Paint Palette)



The Paint Rectangle tool draws filled rectangles and squares on the selected black & white template.

To draw a filled rectangle on a template, first change to Paint mode by clicking the Paint palette tool on the Draw palette. Once in Paint mode, select the template by clicking it with the Arrow tool. Select the Paint Rectangle tool. Click the tool on one corner of the intended rectangle and drag it diagonally to the opposite corner. Release the mouse button to finish the rectangle.

To draw a filled square on a template, follow the directions above, but hold down the Shift key while dragging the Paint Rectangle tool.

To draw a freehand line on a template, use the Pencil tool.

To draw a straight line on a template, use the Line tool.

See Also

Paint palette

Arrow tool (Paint mode)

Pencil tool

Line tool

Palettes

Flexi has a number of palettes that allow you to quickly pick a tool or function directly from the Flexi window. Flexi contains four types of palettes:

[Mode Palettes](#)

[Tear-off Palettes](#)

[Color Palette](#)

[View Palette](#)

Palettes (Layout Menu)



Displays a cascading menu with the following options:

Fixed Tool/Floating Tool: Controls how the mode palettes, View palette, Color palette, Object Info, and Tool Info are displayed, toggling between *Fixed tool* and *Floating tool*. When *Fixed tool* is selected, these palettes cannot be moved, resized, or closed. When *Floating tool* is selected, these palettes can be moved and resized and all except the current mode palette can be closed. (One mode palette must be displayed at all times.)

View Tools: Hides and displays the View palette.

Colors: Hides and displays the Color palette.

Tool Info: Hides and displays Tool Info.

Object Info: Hides and displays Object Info.

NOTE You can also hide most palettes by clicking the close box in the upper left of the palette. The Draw, Cut, and Paint palettes cannot be closed this way because they are mode palettes.

See Also

[View palette](#)

[Color palette](#)

[Tool Info](#)

[Object Info](#)

Panel (Cut Palette)



The Panel tool selects the area to be cut for each color using the [Cut/Plot](#) or [Fill Plot](#) features. A sign can be paneled manually (freehand) or automatically. By freehand paneling or by adjusting the page and strip divisions after autopanelling, you have complete control over how your sign will be cut. You can keep objects from being split inappropriately and can even mark out blank areas to save vinyl.

CAUTION To cut your panels, you must select them before cutting. If you do not, Flexi will disregard any paneling you have done and will autopanel the sign before cutting it.

To draw panels freehand, first change to Cut mode by clicking the [Cut Palette tool](#) on the bottom of the Draw palette. Click the first color to be paneled in the Color palette, making it the active color. Choose the Panel tool from the Cut palette. Click the tool at one corner of the area to be cut in that color and drag it to the opposite corner, enclosing it. When you release the mouse button, the panel is displayed. If the panel is larger than the media currently loaded in your plotter, it is automatically divided into [pages](#) and/or [strips](#). Use the [Arrow tool](#) to adjust these dividing lines as described below.

To panel automatically, first change to Cut mode by clicking the [Cut Palette tool](#) on the bottom of the Draw palette. Double-click the Panel tool on the Cut palette. In the dialog box which is displayed, choose one of the following options:

- *Active color only:* Panels only the [active color](#) on the [Color palette](#).
- *Each color separately:* Places all of the objects for each color in a separate panel
- *All colors together:* Places all of the objects in the sign in a single panel, regardless of color.
- *Use drawing border as panel:* Places the panel directly on the drawing border, so all of the objects on the drawing area are cut, and any white space around them is preserved.

If you want a margin between the paneled objects and the edge of the panel, enter the desired width in the Margin entry box. Click OK to display the panels. If a panel is larger than the media currently loaded in your plotter, it is automatically divided into pages and/or strips. Use the [Arrow tool](#) to adjust these dividing lines as described below.

NOTE The [FlexiPRINT](#) feature only recognizes multicolor panels created using the [Multicolor Panel tool](#). You cannot use panels created with the regular Panel tool for color printing.

To panel bitmaps or to place objects of multiple colors in a single panel, use the [Multicolor Panel tool](#).

Adjusting a panel

To adjust the placement of [page](#) or [strip](#) divisions within a panel, use the Arrow tool to click and drag one of the small black control points on the division line.

To add a new dividing line to a panel, drag one of the small black points on an outside edge to the desired location. For a horizontal dividing line, drag from the top or bottom edge; for a vertical dividing line, drag from the left or right edge.

To mark a page so it will not be cut, click the Arrow tool in the center of the page. An X will appear across the page. To remove the X, click the page again.

See Also

[Cut/Plot](#)

Fill Plot

FlexiPRINT

Cut palette

Arrow tool

Multicolor Panel tool

Cut tool

Fill Plot tool

FlexiPRINT tool

A **panel** is the area selected for cutting for each color layer.

When the **Panel to Drawing Border option** is selected, Flexi uses the drawing border as a panel so that any white space around the selected images is preserved.

Paste (Edit Menu)



Inserts the contents of the Clipboard into your sign. Items can be placed on the Clipboard using either the Cut or Copy commands.

When you choose the Paste command, a bounding box with the same shape and size of the object to be pasted appears on the cursor. Click on the drawing area at the desired location to paste the object.

To immediately place a copy of the selection below the original, use the Duplicate command.

To make multiple copies of the selection, use the Step & Repeat command.

See Also

Cut

Copy

Duplicate

Step & Repeat

Path Create Palette



The Path Create palette is a tear-off palette. It contains the tools used to draw paths.



Pen tool



Digitize tool

Path Direction (Tools Menu)



Changes the direction of the selected path. This command has the following options

Reverse Switches the direction of the selected path.

Solid Makes the selected path counterclockwise.

Hole Makes the selected path clockwise.

Automatic Determines the correct direction of the selected paths and changes them accordingly. The innermost hole will be clockwise, the next path outside it will be counterclockwise, the next clockwise, etc.

NOTE The *Automatic* option automatically splits a path anywhere it crosses itself and changes all resulting paths to the same path direction.

To display all path directions, choose Show Path Direction from the Layout menu.

Counterclockwise paths are indicated with solid lines. These paths should generally be on the outside.

Clockwise paths are indicated with dotted lines. These paths should generally be on the inside.

See Also

Show Path Direction

Path Edit Palette



The Path Edit palette is a tear-off palette. It contains the tools used to edit the paths created when you autotrace a template or when you use the Pen tool or Digitize tool, both found on the Path Create palette.



Point Selection tool



Linearize tool



Optimize Curve tool



Reduce Points tool



Sharp Corner tool



Round Corner tool



Make Arc tool



Cleaver tool



Scissors tool



Join Points tool



Delete Control Point tool



Add Control Point tool



Apply Length tool



Apply Angle tool



Align Horizontal tool



Align Vertical tool



Align Diagonal tool



Make Right Angle tool

NOTE FlexiLETTER does not include the Reduce Points tool.

A **path** is an uncompounded object consisting of straight and/or curved segments. A path can either be open (a line) or closed (a shape).

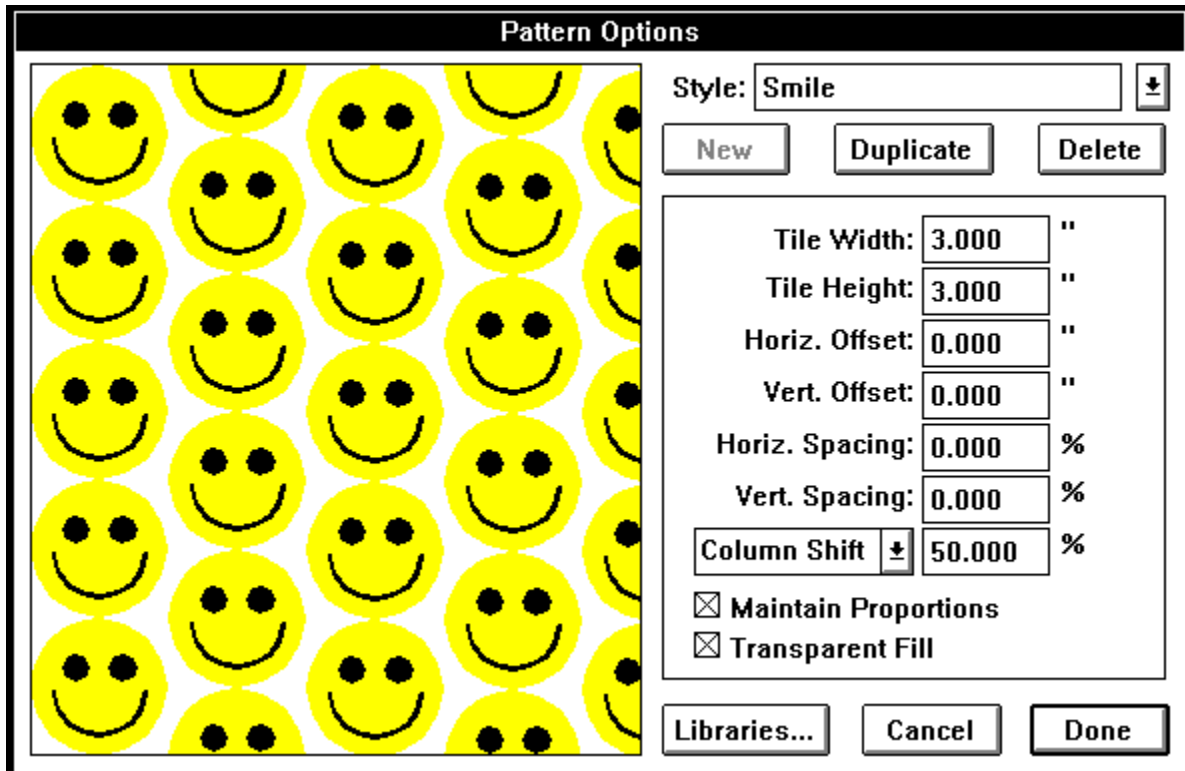
Pattern Options (Color Command Menu)



Pattern fills are created by selecting objects in your drawing and then duplicating and repeating them so that they fill another object. Your pattern fill can contain colors and shapes. You can specify the size of the items in your pattern and how they are spaced.

Use the Pattern Options dialog box to create a new pattern fill or to import a fill from the library. Choose Pattern Fill from the Color Command menu to open this dialog box.

Click on any item in the dialog box for a description.



[Return to Color Command Menu](#)

See Also

[Gradient Fill](#)

[Color Stripe Fill](#)

When **Pause between pages** is selected, the printer pauses after a page has been printed. This allows you to cut off the printed pages before printing subsequent pages.

Pen (Path Create Palette)



The Pen tool draws paths freehand. Using the Pen tool, you can draw paths with straight segments, curved segments, and/or corner points.

Straight segment Click the Pen tool on the point where you want the segment to begin and then click a second time on the point where you want the segment to end. To make a straight vertical or horizontal line, hold down the Shift key while clicking the second point.

Curved segment To start the segment, click the Pen tool on the point where you want the segment to begin and then hold down the mouse button and drag in the direction you want the curve drawn. To finish the segment, click the Pen tool on the point where you want the segment to end, hold down the mouse button, and drag *away* from the direction you want the curve drawn. When you drag, a direction handle appears, rotating around the point where you clicked. The direction bar's length determines the height of the curve and its angle determines the roundness and shape of the curve.

NOTE When you create a straight or curved segment in the middle of a path, you only have to create the second point of a segment. Flexi automatically uses the last point you chose as the first point of the new segment.

Corner point A corner point (cusp) connects a straight segment to a curved segment or one curved segment to another. (If you want to create a straight segment after a curved segment, you *must* create a corner point first.) To create a corner point between the segment you just finished and the next segment, hold down the Ctrl key while you either click or click and drag the second point on the new segment.

NOTE To change an existing point to a corner point, select it with the Point Selection tool and click the Cusp point type option in Object Info.

When you end a path created with the Pen tool, you can either leave it open or close it:

Open When done, click any other tool or press Return.

Closed When done, click the Pen tool on the start point of the path.

To attach two open paths that are a distance apart to form one closed path, click the Pen tool on the end point of the first path and then on the end point of the second one. Do the same for the other end of both paths. Paths can also be connected using the Join Points tool.

See Also

[Digitize tool](#)

[Point Selection tool](#)

[Join Points tool](#)

[Editing Paths with Object Info](#)

Pencil (Paint Palette)



The Pencil tool draws a line freehand and adds and deletes pixels for fine detail work on the selected black & white template.

To draw a freehand line on a black & white template, first change to Paint mode by clicking the Paint palette tool on the Draw palette. Once in Paint mode, select the template by clicking it with the Arrow tool. Use the Pencil tool to click and drag the desired line as if the tool were a real pencil. Release the mouse button when finished.

To change the width of the line you are about to draw, double-click or hold down the Ctrl key and click the Pencil tool. Click on the desired line width in the dialog box which is displayed and click OK.

To add or delete details from a black & white template pixel by pixel, first change to Paint mode by clicking the Paint palette tool on the Draw palette. Once in Paint mode, select the template by clicking it with the Arrow tool. Select the Pencil tool and click it on blank areas to add a pixel or click it on dark areas to remove a pixel.

To draw a freehand line or edit pixels on a color template, use the Pencil tool in the ColorTrace Options dialog box.

To draw a straight line on a black & white template, use the Line tool.

To draw a filled rectangle on a black & white template, use the Paint Rectangle tool.

See Also

Paint palette

Arrow tool (Paint mode)

Line tool

Paint Rectangle tool

ColorTrace

If you select a color triangle, its location on the gradient bar is displayed in the **percentage** entry box. You can also move the active triangle by entering a value in the entry box.

If you select a midpoint diamond, its location between the two color triangles is displayed. You can enter a percentage in the box instead of dragging the diamond.

Performing Math Operations with Object Info



Any field in Object Info that shows a numerical value also allows the entry of mathematical formulas. When a formula is entered, the results are automatically entered in the field and applied to the selected object.

The following mathematical operators can be used in Object Info

- + addition
- subtraction
- * multiplication
- ** exponent (power)

Flexi also supports the following mathematical functions

Function	Value Range
sin(x)	any value (in degrees)
cos(x)	any value (in degrees)
tan(x)	any value (in degrees)
asin(x)	from -1 to 1
acos(x)	from -1 to 1
atan(x)	any value
log(x)	any value greater than zero
log10(x)	any value greater than zero
sqrt(x)	any value greater than zero

The formulas below are examples of the syntax that should be used for mathematical operations in Flexi.

$(2+3)*3$

$2*\sin(30)$

$2*(3**2)$

$\log_{10}(20)*3$

See Also

[Editing Text with Object Info](#)

[Editing Paths with Object Info](#)

[Editing Rectangles & Borders with Object Info](#)

[Editing Circles & Ovals with Object Info](#)

[Editing Panels with Object Info](#)

Perspective Shadow



Creates a perspective shadow around the selected text or graphic object. Like a block shadow, a perspective shadow is stretched away from the original object, giving a 3-D effect to your sign. With a perspective shadow, you can also vary the size of the shadow. You can create a perspective shadow by either clicking and dragging the shadow in the preview display or by entering specific values for offset distance, angle, and depth.

NOTE Unlike block shadows, one perspective shadow is applied to all of the objects selected, rather than applying a separate shadow to each object.

The *Perspective Shadow Options* dialog box contains the following

Preview display Shows the proportion of the specified shadow to the original object. To change the shadow manually, move the cursor over this area until it changes into a Hand tool. With the Hand tool, you can click and drag the shadow to any size or angle. To change the angle of the shadow in 45° increments, hold down the Shift key while you drag.

Height,length Shows the height and length of the original object.

Offset by percent Measures the offset distance as a percentage of the total size of the original object.

Offset by size Measures the offset distance in the default unit of measure, for example, inches.

Horizontal offset Determines how far the shadow is placed to the left or right of the original object. A negative value places the shadow to the left of the original object.

Vertical offset Determines how far the shadow is placed above or below the original object. A negative value places the shadow below the original object.

Angle Determines the angle of the shadow from the original object, changing the shadow's horizontal and vertical offset at the same time.

Depth Determines how far back the shadow is placed from the original object. This value does not change the angle.

Relief Determines how the shadow is cut out from the original object. See Relief Options later in this topic.

Distance When the offset or directional relief options are selected, determines the width of the space between the shadow and the original object.

Boundary shadow Cuts out the inside of the original object, leaving an outline of the width specified in the Boundary thickness entry box. This option is only available when one of the following relief options is selected: None, None with backing, Surround, or Offset surround.

Boundary thickness When Boundary shadow is selected, specifies the width of the shadow's outline.

Color Determines the color of the shadow.

Relief Options

None Cuts out the shadow from the original object with no gap between that object and the shadow.

None with backing Does not cut out the shadow, but instead welds it with a duplicate of the original, so there are two layers of vinyl for the original object.

Offset relief Cuts out the shadow from the original object and offsets all adjoining edges by a specified distance.

Directional relief Cuts out the shadow from the original object and offsets it from that object, taking into account the angle of the shadow from the original to create a 3-D effect. With directional relief, the distance specified by the user indicates the farthest distance the shadow will be offset from the original.

Surround Places a shadow around all sides of the original object.

Offset surround Reverse of offset relief. Cuts out the shadow from the original object and then widens it by a user-specified distance around all edges, surrounding the object.

Directional surround Reverse of directional relief. Cuts out the shadow from the original object and then widens it around all edges. The distance by which the shadow is widened varies according to the angle of the shadow to the original object to create a 3-D effect.

See Also

[Shadow](#)

[Drop shadows](#)

[Block shadows](#)

[Cast shadows](#)

Photo Mask (Tools Menu)

A **Photo Mask** is created by placing an object over a bitmap and then cutting away the portion of the bitmap not covered by the object.

To create a Photo Mask:

1. Import a bitmapped image using the [Merge Bitmap](#) or [Scan](#) commands.
2. Create an object and move it to the desired location on the bitmap.
3. Select the bitmap and object using the Arrow tool.
4. Select PhotoMask from the Tools menu. Your bitmap takes the shape of the object.

You can apply a [stroke](#) to the object you used to create the bitmap, if desired, to create an outline effect.

See Also

[Merge Bitmap](#)

[Scan](#)

[Stroke](#)

[Inline/Outline](#)

PictureCut (Autotrace Palette)



The PictureCut tool draws a series of stripes of varying widths over black & white or grayscale templates, creating a special effect. Excellent for images such as scanned photographs of people, as this effect creates the illusion of depth.

Once a template has been traced, the resulting paths can be edited normally using the [Point Selection tool](#) and the [Path Edit Palette](#).

To create a special striping effect from a template, first open the template using the [Merge Bitmap](#) command or scan in an image using the [Scan](#) command. Select the PictureCut tool. Drag the PictureCut tool's crosshairs from one corner of the area to be traced to the corner diagonally opposite it. You can select all or part of the template. When you release the mouse button, the *PictureCut Options* dialog box is displayed. Choose the desired options and click OK. (This dialog box is discussed in the following section, *PictureCut Options*.)

To trace an outline around the shapes in a template, use the [Outline tool](#).

To trace a line down the center of the shapes in a template, use the [Centerline tool](#).

PictureCut Options

Stripe Spacing The amount of space between each of the stripes.

Darkness Determines how light or dark the finished image will be. Each stripe has a black area on one side and a white area on the other. When the darkness value is 50%, these areas are the same width. When it is 0%, the black disappears and the white is twice as wide; when it is 100%, the white goes away and the black is twice as wide.

Template width Displays the width of the area you selected with the PictureCut tool.

Template height Displays the height of the area you selected with the PictureCut tool.

Result width Determines the width of the finished image. This option allows you to resize the image while tracing it.

Result height Determines the height of the finished image. This option allows you to resize the image while tracing it.

Horizontal Stripes the selection horizontally. Toggles with Vertical.

Vertical Stripes the selection vertically. Toggles with Horizontal.

Invert Picture Reverses the dark and light areas in the finished image.

Use less memory Creates wider stripes and follows the template more loosely. This option is useful if you have a template with too much detail or if file space is at a premium.

Image enhancement Creates medium-width stripes and traces the template with a moderate level of accuracy.

More image enhancement Creates narrow stripes and traces the template with a high level of accuracy. This option usually produces the clearest results, but also creates the largest files.

See Also

[Merge Bitmap](#)

[Scan](#)

[Point Selection tool](#)

Path Edit Palette

Outline tool

Centerline tool

Plotter Options



Allows you to change special options for your plotter setup. This dialog box is displayed by clicking the Options button in either the *Cut/Plot* or *Fill Plot* dialog box.

- Device** The name of the currently selected cutter or plotter and which port it is connected to.
- Device's max. length** The maximum length of material the selected cutter or plotter can handle accurately, without skewing the material.
- Get size from Production Manager** Tells Flexi to display the media height and length entered for the selected cutter or plotter in Production Manager. If this box is checked, you have to go to Production Manager to changes these values; if it is not checked, you can either type in new values or click the Poll Size button to display the size of the currently loaded media.
- Media height and length** The height and length of the media currently loaded in your plotter or cutter.
- Overlap** Used for panels with multiple strips. In each panel, a band of the specified Overlap width will be cut twice, once on each side of the split line between each pair of strips. This allows you to overlap the pieces of any split objects in your sign when you mount them. (If the Overlap between pages option is selected, the same Overlap width will be applied to each page and its neighbor.)
- Copy spacing** The margin around all four sides of each copy that is cut. Used when cutting multiple copies and for step & repeat cutting.
- Easy Weed Margin** The margin between the objects being weeded and the Easy Weed border.
- Easy Weed Minimum size** The smallest height or width of a text character or graphic object for which Easy Weed will cut an individual border.
- Easy Weed Overcut length** The distance Easy Weed will cut beyond each weeding border intersection.
- Margin** The space between the objects on each page and the weeding border.
- Number of passes** The number of times the knife cuts each object on your sign, including the weeding borders. Unless you are cutting very thick media, one pass is usually enough.
- Overlap between pages** Tells Flexi to apply the Overlap value between pages as well as between strips. (See Overlap above.)
- Cut holes first** Tells the cutter to cut the holes in graphics or in characters such as p or o before cutting the outer part of the graphic or character. This option is useful for cutting small text or routing paths. To see where the holes are, choose Show Path Direction from the Layout menu.
- Pause between colors** Used with the Plot all colors option in the Cut/Plot or Fill Plot dialog box. Tells the plotter to pause when it has finished each color. This allows you to change the pen or media when plotting a multi-color sign.
- Pause between pages** Tells the cutter to pause after each page and/or strip is finished. This allows you to cut off each page and weed it while the next page is being cut.
- Display color info** When the user clicks Cut in the *Cut/Plot* or *Fill Plot* dialog box, displays a dialog box showing all of the vinyl information for the color layer which is about to be cut.
- Restore Defaults button** Returns all plotter options to Flexi's standard settings.
- Poll Size button** For plotters that support interactive cutting, returns information on the actual height and length of the currently loaded media and displays it in the Media height and length fields.
- More** Displays advanced plotter options. For most users, the default values of these options will

give the best results.

Curve quality Controls the mathematical accuracy with which Flexi cuts curves. Best, Faster, and Draft are preset to give you a range from more accurate (Best) to faster (Draft). To enter your own value, click User and type a number in the entry box.

Optimize cut order Speeds cutting/plotting by plotting the sign in sections of the specified length, cutting all of the objects in one section before continuing to the next section. To change the length of the sections Flexi uses to optimize plotting, enter a new value in the entry box. Turning this option off forces the objects in each color layer to cut in the order in which they were created. Optimize cut is selected by default.

Cut page/strip crossings For stencils. Cuts a cross at each page/strip intersection.

NOTE The Cut page/strip crossings option is in FlexiSIGN-PRO only.

Plot dimensions and labels Plots dimensions added with the Size tools (Vertical, Horizontal, and Diagonal) on the Label palette. By default, labels do not plot.

NOTE The Plot dimensions and labels option is in FlexiSIGN-PRO only.

See Also

[Cut/Plot](#)

[Fill Plot](#)

Plotter Setup (Setup, Edit Menu)



Allows you to create, modify, and delete plotter setups on the displayed port setup as well as to move the port setup to another port. Before plotting your first sign, you need to create a setup for each of the cutters or plotters that will use each port. Each plotter setup contains the brand and model of the plotter, the height and width of the plotting area, and how the plotter will communicate with your computer.

Click on any item in the dialog box below for more information.

The screenshot shows a dialog box titled "Plotter Setup". At the top, there is a "Port:" dropdown menu with "lpt1" selected and a "New Setup" button. Below that is a "Setup:" dropdown menu with "Roland PNC-5000" selected and a "Delete Setup" button. A section titled "Setup Preferences" contains a "Device:" dropdown menu with "Roland PNC-5000" selected, a "Communications..." button, and a "Poll Size" button. There are three checkboxes: "Send arc/curve commands", "Knife offset:", and "Send packets". The "Knife offset:" checkbox is checked, with a value of "0.000" and a unit of " ". The "Send packets" checkbox is checked, with a value of "32" and a unit of "K bytes". The "Width:" field has a value of "14.016" and a unit of " ". The "Length:" field has a value of "984.173" and a unit of " ". At the bottom of the dialog are "Cancel" and "OK" buttons.

See Also

[Plotter Options](#)

[Preferences](#)

Point Selection (Path Edit Palette)



The Point Selection tool selects points or segments on uncompounded paths. You can also edit paths using the Point Selection tool.

Selecting points

To select a point on an uncompounded path, click on it with the Point Selection tool. To select multiple points, hold down the Shift key while clicking.

NOTE If you cannot select a single point, the path may be compounded. To correct this, choose Release Compound from the Arrange menu.

To select all points on a path, hold down the Ctrl key and click on the path with the Point Selection tool.

Selecting path segments

To select a segment on an uncompounded path, click on it with the Point Selection tool. A large circle appears at the segment's midpoint.

Editing paths

To change the length of a straight or curved segment, use the Point Selection tool to drag one of its control points.

To change the shape of a curved segment, click and drag the curve itself using the Point Selection tool. Another method is to show the direction handle for the segment by clicking on the control point at the beginning or end of the segment and then dragging the direction handle to change the curve shape. You may have to alter the direction handles at both ends of the segment.

To reshape a path at a point by making the two ends of a direction handle move separately, hold down the Ctrl key as you click the Point Selection tool on the control point. This is a toggle-- to make the ends move together again, repeat the process.

To connect two open paths, use the Join Points tool. You can also click the Pen tool on the end point of the first path and then on the end point of the second path. To close the resulting path, do the same for the other end of both paths.

See Also

[Release Compound](#)

[Convert to Paths](#)

[Path Create Palette](#)

[Pen tool](#)

[Join Points tool](#)

The **Poll Size button** displays the actual height and length of the currently loaded media in the Height and Length entry boxes.

For Poll Size to work, Production Manager must be connected to a copy of Flexi, your plotter must be turned on, on line, and connected to a serial port, and your media must be loaded. Also, not all plotters support interactive features. See your plotter's user manual for more information.

A **polygon** is a closed object with three or more sides.

The **Port list box** allows you to choose a different port for the active port setup. Only ports that do not already have a setup are displayed in the list box. If you change the port setting, it will change for all of the associated plotter and color printer setups.

Posterizing is the process of reducing the number of colors in a color template in order to produce a clean, simple trace.

Preferences... (Edit Menu)



Allows you to change and save Flexi's default settings. The following options are included in this dialog box:

- Scroll amount:** Determines how far the sign moves each time you click a scroll bar.
- Auto-save:** When **Yes** is selected, Flexi saves your sign automatically. Enter a new number to change how frequently files are saved.
- Grid size:** Specifies how much space appears between each point on the grid.
- Gray outside of drawing area:** Determines whether the window around the drawing area is gray (selected) or white (not selected).
- Print buffer size:** Controls how much information is sent to your printer at one time. For most printers, the default setting of 100% is correct. However, printers with limited memory may have difficulty with large, compounded objects. To solve this problem, reduce the print buffer size to 50% or 75%.
- Default Drawing Directory:** Specifies the preferred directory in which to save files. If you use the Open, Merge, or Save As commands, the default drawing directory will be opened first.
- Units-Default:** Determines whether Flexi uses the English or metric system. Every default value in the program, including ruler units and default values in dialog boxes, is affected by your choice.
- Units-Drawing:** Determines the unit of measurement for all objects except text.
- Units-Text:** Determines the unit of measurement for all text.
- Font size based on capital height of:** Determines the reference letter on which font size is based (default L), as measured from that letter's capital height. For example, if you need a 2-inch-tall W, enter W in this box and choose inches as the text unit. Using a reference letter does not make all characters the same size as that letter. It simply tells you the exact height of that letter, with the size of the other letters adjusting in relation to it.
- Font cache:** Sets up a separate memory location for the fonts. If your system has a large number of fonts, increasing this value can speed up text handling. The default value of 200KB is good for 10-20 fonts; if you have 100 fonts installed, you may wish to increase this value to as much as 1MB (1000KB). This value is limited by how much memory is available on your computer.
- Dictionary:** Specifies the dictionary used by the spell checker. Click the Choose button to display the standard file selection box. Click the desired dictionary file to select it and click OK. (The default dictionary file for the US is named USENG.NDX.)
- NOTE** You cannot select a dictionary in FlexiLETTER.
- Restore Defaults:** This button changes all of the preferences to Flexi's original default settings.
- Save All Preferences:** This button tells Flexi to keep all of the preferences settings so they will already be set up the next time you open Flexisign-Pro. Preferences outside of this dialog box that are saved include
- Colors added to the Color palette
 - Palette options (displayed or hidden, location)
 - Drawing size
 - Position and display of the rulers and grid
 - Location and size of the Flexi window
 - Fonts added to the Font list box

- Sizes added to the Size list box
- Active color (saved to default)

See Also

[Open](#)

[Merge](#)

[Save](#)

[Save As](#)

The **preview** of the selected fill is displayed when Show Preview is checked.

The active fill is displayed in the **preview**. You can also change the angle of the fill by clicking and dragging within the display.

You can see your pattern fill in this **preview**.

The **preview** displays the pages to be printed. Click the scroll bar to see additional pages. The current page is surrounded by a solid line.

Previous View (View Palette)



Previous View returns to the last view of your sign that was displayed.

To return to the last view, click the Previous View tool.

See Also

[Magnifying Glass](#)

[Zoom Out](#)

[Zoom to Edge](#)

[Zoom In](#)

Click the **Print** button to rasterize the current page. The button reverts to **Abort** while the job is processing. When the job is rasterized -- the **Print** button appears again -- you can go to Production Manager.

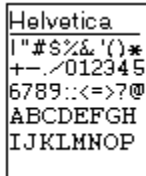
Print Font Catalog (Font, Text Menu)

Allows you to print a catalog of either the fonts currently highlighted in the *Fonts* dialog box or of every font installed on your computer. You can choose to print out one font per page, showing every character in the font, or six fonts per page, showing the *Fonts* dialog box's display sample for each font.

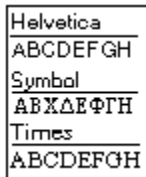
To select multiple fonts which are listed consecutively, click on the first font in the list to select it, then hold down the Shift key and click on the last font. Click the Print button.

To select multiple fonts which are not listed consecutively, hold down the Ctrl key and click on each font.

Print Font Catalog Options



One font per page (left icon) This button prints one font per page, showing every character in the font. (When this option is selected, a blue box appears around the icon.)



Six fonts per page (right icon) This button prints six fonts per page, showing the *Fonts* dialog box's display sample for each font. (If Include styles is selected, this icon changes to show each style.) (When this option is selected, a blue box appears around the icon.)

Include styles When selected, this checkbox causes Flexi to include every style of each selected font in the font catalog. If it is not selected, only the Regular style of each font will be included.

Cancel Closes the *Print Font Catalog* dialog box without printing a catalog.

Print All Sends a font catalog of every font which you have installed on your computer to the current printer.

Print Selected Sends a font catalog of the fonts currently highlighted in the *Fonts* dialog box to the current printer.

See Also

[Print](#)

[Font](#)

Print Setup... (File Menu)



Sets default printer, paper size, orientation, scale, and other printer options for standard printers. See your Windows and printer manuals for more information on this dialog box, which varies according to the printer selected.

To set up a large-format color printer, use the Color Printer option of the Setup command on the Edit menu.

NOTE Do not reduce or enlarge the sign from this dialog box. To change scaling, use the *Print* command.

See Also

Print

Setup

Select **Print as separations** to print each of the selected colors in black on a separate sheet.

Check **Print substrate color** if you want your drawing's background color to print.

Print... (File Menu)



Prints the current sign using the specified options. You can print either a composite image (default) or separations.

NOTE If Show Fills is off, filled objects will be printed as outlines. Turn this option on to print filled objects with fills.

To print all of the visible colors on the sign at one time, choose *Composite* from the Print as list box in the *Print Options* dialog box (discussed below) and then choose either the Fit to Paper or the Scale option. (Invisible colors are not printed.)

To print spot color separations directly, printing each color layer exactly as it is shown on the screen, choose *Show All Colors* from the Color Command menu and then choose the *Print* command from the File menu. Select Separations from the Print as list box in the *Print Options* dialog box discussed below.

NOTE Before printing separations, be sure to use the Color Trapping or Stroke commands as needed. Also, FlexiLETTER cannot print separations.

Print Options

Preview display: Displays the sign and allows you to use the Print tools to change the area printed or the area viewed. If the Show Templates command is checked, any open templates are also displayed for printing. Use the scroll bars below and to the right of this display to view more of the sign.

Drawing Width, Length: Displays the total width and length of your design.

Printable Area Width, Length: Displays how large an area can be printed with the selected printer and paper size. To change the selected printer or paper size, use the Print Setup command.

Print tools: These tools allow you to use the preview display to change the portion of the sign which is printed or change your view of the sign.



In a scaled print, moves the heavy lines which mark the edges of the area to be printed. In a tiled print, moves the tiling grid to control what is printed on each page.



Zooms in on an area when clicked or when used to drag a box around an area. Hold down the Ctrl key and click this tool to zoom out.



Moves the view in the direction and distance that it is dragged.



Displays the entire sign.

Print as: This list box allows you to select either *Composite* or *Separations*. *Composite* prints all of the visible colors on the sign at one time, and *Separations* prints spot color separations. Before printing separations, be sure to take care of any necessary color trapping or stroking.

NOTE FlexiLETTER cannot print separations.

Fit to paper: Automatically scales the design to fit on the selected paper size.

Scale: Allows you to select how much the design is scaled for printing. When this option is selected, you can either enter a value in the Ratio entry box or choose one of the options on the list box below it.

(Any value chosen from the list box is automatically displayed in the Ratio entry box.)

Overlap: For tiled print jobs, determines how much each page overlaps. A strip of this width will be printed on both of the common sides of the tiles, allowing you to overlap pages to align them.

Offset: In composite scaled print jobs, determines how far from the edge of the highlighted side of the page the design will print. To offset the design from one side of the page, choose the Scale option, hold down the Ctrl key, and click the preview display to zoom out. Choose the 4-headed arrow tool and click it on the edge from which you wish to offset the design. When that edge is highlighted, the Offset box undims. Enter the desired value.

Include job info: When using the Fit to paper option on a composite print job, selecting this checkbox prints all job information at the top of the page. The area in which the job info will be printed is shown as a gray area at the top of the preview display.

Drawing border: When composite printing, this checkbox automatically prints a border around the design that is the same size and proportion as the border on the drawing area.

Bitmaps: Automatically prints all open bitmaps, showing them in the preview display and taking their size into account for the overall print job.

NOTE FlexiLETTER cannot print bitmaps.

Underlay: When printing separations, allows you print all visible colors on one page as an underlay. To turn off a color so it is not printed in the underlay, hold down the Shift key and click the color in the Print Options dialog's Color palette.

NOTE FlexiLETTER cannot print an underlay.

Registration marks: When printing scaled composite jobs, clicking this checkbox automatically places crop marks in all four corners and along the sides of each page printed. When printing separations, clicking this checkbox automatically places registration marks in all four corners and prints the file name and color on the top and bottom of the page.

Print cutting panels Prints any panels created in Cut mode.

Margins button: Displays a dialog box in which you can enter the top, bottom, left, and right printing margins, as measured from the outside of the page. The margins change the printable area, outside of which nothing will print. (The page margins are shown as a heavy black box around the design; the width of each side of this box reflects the actual margin size.) This dialog box also includes a Default button; click this button to automatically enter the selected printer's default margins.

See Also

[Print Setup](#)

[Color Trapping](#)

[Stroke](#)

[Color Command Menu](#)

[Show Fills](#)

[Show Templates](#)

The active **printer** and its port is displayed here. Choose a new setup from the list box, if desired.

Displays the name of your **Production Manager** station.

Production Manager (Setup, Edit Menu)



This option is only available if you are working on a Windows for Workgroups network. It allows you to select the Production Manager to which you will cut or plot.

NOTE Before you select this option, make sure that Production Manager is installed and set up on the computer you wish to choose.

The following options are provided in the *Default Device Setup* dialog box:

On this computer Sets Flexi up to cut from the computer where it is installed.

On another computer Allows you to choose any Production Manager station on the network.

No connection Allows you to run Flexi without connecting to a Production Manager station.

See Also

[Plotter Setup](#)

Click on the **Production Manager Icon** to bring its window to the top. Click on the FlexiSIGN-PRO title bar to return to the FlexiPRINT dialog box.

RIP Options (FlexiPRINT)



When you send a file to print, the image you see on the screen is first converted into dots that can be printed with process (CMYK) colors.

When you choose a printer, the optimum RIP settings are activated. You can make adjustments to these, if necessary.

Click on any item in the dialog box below for more information on each option.

RIP Options

Dithering Type Error Diffusion		GCR/UCR Black Generation Medium	
Color <input checked="" type="radio"/> Color <input type="radio"/> Grayscale	Frequency <input type="radio"/> Low <input checked="" type="radio"/> High	Color Balance 0 + Cyan + Red	
Gamma 3.0 lighter darker	Dot Gain (%) 42 lighter darker	0 + Magenta + Green	
Saturation (%) 0 increase decrease	Contrast (%) 0 increase decrease	0 + Yellow + Blue	
Default		Cancel OK	

[Return to the FlexiPRINT dialog box](#)

The following **RIP** options are available:

Send then Print. Rasterizes the file and sends it directly to the printer.

Send Now. Rasterizes and prints simultaneously.

Hold in List. Rasterizes the files and places it on hold in Production Manager.

Save to File. Rasterizes the file and saves it to disk.

Radiant Striping



Adds stripes to the selected object which radiate from a specified center point.

NOTE Any text which is striped is automatically converted to paths and can no longer be edited as text.

The *Radiant Stripe Options* dialog box contains the following items

Preview display Shows how the selection will look with the currently specified striping. To change the center point from which the stripes will radiate manually, move the cursor over the center point in the preview and click and drag the center point to the desired position.

Invert Reverses the colors of stripes and gaps, so stripes are shown in white and gaps are shown in color.

Center X The horizontal center point from which the stripes will radiate.

Center Y The vertical center point from which the stripes will radiate.

Number of stripes Changes the number of stripes placed across the object. (Unless Invert is selected, the stripes are shown in color and the gaps are shown in white.)

Radiant percent Determines the proportion of the total object which is made up of stripes.

See Also

[Even Striping](#)

[Gradient Striping](#)

[Circular Striping](#)

The **radius** is the distance from the center of a circle or regular polygon to its edge.

Rectangle (Shape Palette)



The Rectangle tool draws rectangles and squares.

To draw a rectangle freehand, click the Rectangle tool at one corner of the intended rectangle and drag it diagonally to the opposite corner. (To drag from the center of the rectangle to an edge, hold down the Ctrl key while dragging.)

To draw a square freehand, click the Rectangle tool at one corner of the intended square and hold down the Shift key while dragging the tool diagonally to the opposite corner.

To create one rectangle of a specific size, click the Rectangle tool once at the intended rectangle's lower left corner. (To indicate the center point, hold down the Ctrl key while clicking.) In the *Rectangle Size* dialog box which is displayed, enter the desired width and height and click OK.

NOTE If a rectangle appears on the drawing area as soon as you click, you need to choose to draw freehand. Double-click or hold down the Ctrl key and click the Rectangle tool. In the *Rectangle Options* dialog box which is displayed, click the Draw Freehand option and click OK.

To specify the dimensions of one or more identical rectangles, double-click or hold down the Ctrl key and click the Rectangle tool. In the *Rectangle Options* dialog box which is displayed, click the Specify Size option. Enter the desired width and height and click OK. The dialog box closes and the cursor changes to a rectangle of the specified size. Click on the drawing area at the desired location for the center of each rectangle. Click another tool to finish.

To create a rectangular border, use the [Border tool](#).

See Also

[Border tool](#)

Red, Green, and Blue (**RGB**) is a color model that describes a color based on the quantities of red, green, and blue it contains. RGB colors are additive because they combine to create white. The pixel for each color has an intensity value ranging from 0 (black) to 255 (white). When all three colors are at 255, the result is pure white.

Click the **Redo** button to cancel the last undo.

Redo (Edit Menu)

Cancels the last Undo, reversing the results.

See Also

[Undo](#)

Redraw (Layout Menu)

Refreshes the window. This command is useful when a new change is only partially displayed or does not appear as you expected. If the change does not appear after you have applied the Redraw command, your edits may not have affected the object in the way that you expected.

See Also

[Undo](#)

[Redo](#)

[Revert](#)

Reduce Points (Path Edit Palette)



The Reduce Points tool smooths open or closed paths, automatically removing unnecessary control points. This tool is excellent for cleaning up images which have been scanned or imported into Flexi and then autotraced.

To reduce the number of points on an entire path automatically, select the path by clicking on it with either the Point Selection tool or the Arrow tool. Click on the Reduce Points tool. All unnecessary control points are deleted from the path.

NOTE To change the Reduce Points tool's settings, double-click on the Reduce Points tool or hold down the Ctrl key and click it. Drag the scroll bar in the *Point Reduction Options* dialog box to change how tightly the new curve will follow the shape of the original curve. (Tighter tolerance follows the original path more closely, keeping more points. Looser tolerance allows larger curves with fewer points.) Click OK to save the settings and smooth the selected path.

To smooth a selected section of a path, use the Optimize Curve tool.

To delete individual control points, use the Delete Control Point tool.

See Also

[Point Selection tool](#)

[Optimize Curve tool](#)

[Delete Control Point tool](#)

The **reference angle** is a value saved in Object Info which you can apply to any control point or segment either by clicking the Apply Ref button in Object Info or by using the Apply Angle tool. (You cannot apply the reference angle to a cusp.)

The **reference length** is a value saved in Object Info which you can apply to any segment either by clicking the Apply Ref button in Object Info or by using the Apply Length tool.

Registration Mark (Cut Palette)



The Registration Mark tool places registration marks wherever it is clicked on the drawing area. Registration marks cut on every color layer of your sign and help you align objects from different color layers when you apply the finished sign to the substrate.

To choose the shape and specify the size of registration marks, first change to Cut mode by clicking the Cut Palette tool on the bottom of the Draw palette. Next, double-click or hold down the Ctrl key and click the Registration Mark tool. In the *Registration Mark Options* dialog box which is displayed, click next to the desired mark shape. If you chose the cross or diamond shape, enter the desired width of each mark in the Size entry box. Click OK.

To place a freehand registration mark on the drawing area, first choose the Freehand shape in the *Registration Mark Options* dialog box as described above and click OK. Click and drag the Registration Mark tool on the drawing area to place each mark.

To place a cross or diamond registration mark on the drawing area, first choose the desired shape in the *Registration Mark Options* dialog box as described above and click OK. Click the Registration Mark tool on the drawing area to place each mark.

See Also

[Cut/Plot](#)

[Cut palette](#)

[Cut tool](#)

The **registration/crop marks** menu includes the following choices:

- Registration marks (3 types)
- Crop marks
- No marks

Regular Polygon (Shape Palette)



The Regular Polygon tool draws polygons in which all sides are the same length.

To draw a regular polygon freehand, double-click or hold down the Ctrl key and click the Regular Polygon tool. Enter the desired number of sides in the first entry box and click the Freehand option. When the preview display shows the desired polygon shape, click OK. Click the crosshair cursor on one of the corners of the intended polygon and drag it to enlarge or reduce the size of the polygon. To change the angle of the polygon in 45° increments, hold down the Shift key while dragging.

NOTE If a polygon appears on the drawing area as soon as you click, you need to choose to draw freehand. Double-click or hold down the Ctrl key and click the Regular Polygon tool. In the Regular Polygon Options dialog box which is displayed, click the Freehand option and click OK.

To specify the size of one or more regular polygons, double-click or hold down the Ctrl key and click the Regular Polygon tool. Enter the desired number of sides in the first entry box and click the Specify option. Enter the desired radius and angle. When the preview display shows the desired polygon, click OK. The cursor changes to a polygon of the specified size. Click on the drawing area at the desired center point of each polygon. Click another tool to finish.

To create a polygon with sides of different lengths, use the Freehand Polygon tool.

See Also

Freehand Polygon tool

Release Compound (Arrange Menu)



Separates compounded objects. Also, when applied to compounded paths, releases the object so its control points can be edited.

If you click on an object which appears to be compounded but the Release Compound command is dimmed, the object may be grouped. (Grouped objects have *square* control points; compounded objects have *round* control points.) To separate grouped objects, choose the Ungroup command. If the Ungroup command is also dimmed, you will need to choose the Convert to Paths command from the Tools menu and then choose Release Compound.

NOTE Use the Release Compound command in order to edit text or shapes which have been converted to paths. Most of the Path Edit tools will not work on compounded objects!

See Also

Group

Ungroup

Make Compound

Convert to Paths

Release Guide (Layout Menu)



Changes selected guide into an un-compounded path.

NOTE If you cannot select a guide to release it, all guides are locked. Choose Lock Guides from the Layout menu to unlock them.

See Also

[Make Guide](#)

[Lock Guides](#)

[Hide Guides](#)

The **Remaining** entry boxes display the estimated amount of ink remaining for each color as a percentage of total capacity. To change this number, type in the correct percentage.

If you just replaced or refilled a cartridge, type 100% in the entry box for that color.

Click the **Remove** button to delete a fill from the Library. You cannot use the Remove button on the Current list.

Resize... (Arrange Menu)



Changes the size of selected objects.

The following options are available in the *Resize Options* dialog box:

To resize the selection proportionally, make sure *Maintain Proportions* is selected.

To resize the entire sign by the same scale factor as the selection, click in the *Scale All* checkbox.

To resize the object to a specific measurement, enter the desired size in the *Height* and *Length* entry boxes. (If *Maintain Proportions* is on, only one of these values needs to be entered; the other one adjusts automatically.)

To resize the object by a certain scale factor, enter a percentage in the *Scale Factor Height* and *Length* entry boxes. (If *Maintain Proportions* is on, only one of these values needs to be entered; the other one adjusts automatically.) Values greater than 100% enlarge the object, values less than 100% reduce it.

To specify a margin between the object and the specified dimensions, enter the space desired in the box labeled *Margin*. If you do not want a margin around the object within the specified area, enter zero as the value.

To change the size of text, you can also use either the [Size command](#) or the [Text Specs command](#), as well as [Object Info](#).

To resize a [template](#), use the [Scale Template tool](#) found on the [Paint palette](#). (Templates can only be resized in FlexiSIGN-PRO and FlexiSIGN-Plus.)

See Also

[Size](#)

[Text Specs](#)

[Scale Template](#)

Revert (File Menu)

Discards all changes made to the current file since the last save.

See Also

[Close](#)

[Save](#)

[Save As](#)

[Exit](#)

Rotate... (Arrange Menu)



Turns an object around a fixed point. The following options are provided:

- **90 degrees clockwise (CW)**
- **90 degrees counterclockwise (CCW)**
- **180 degrees**
- **Other** displays the *Rotate Options* dialog box:

Freehand Allows you to rotate the selection by dragging. To use it, click Freehand and click OK. Click the Arrow on the point around which you want to rotate the selection and then drag the bounding box to the desired angle. (To rotate around the selection's center, hold down the Ctrl key while dragging.)

Specify Angle Allows you to enter the exact rotation angle for the selection. Negative values rotate it clockwise from the horizontal and positive values rotate it counterclockwise. To use this option, click Specify Angle and enter the desired angle in the entry box beside it. Click OK, and then drag the bounding box which appears to the desired position. (To center the rotated object directly on top of the original, hold down the Shift key and click the mouse to place the bounding extent.)

Rotate to Allows you to rotate the selection along an alignment line. This option is excellent for straightening autotraced images which are skewed. To use this option, click Rotate to and then select Horizontal, Vertical, or Other from the list box. If you selected Other, enter the desired angle in the Angle entry box just below the list box. Click OK, and then click and drag a line along the part of the object that you wish to align. (For example, to straighten text, drag the line along its baseline.) The object rotates as soon as you release the mouse button.

Keep Original Rotates a copy of the selection without changing the original. To turn this option on, click in this box to place an X in it.

NOTE To rotate a bitmapped image, use the Bitmap Editor. (*FlexiSIGN-PRO only*)

See Also

[Move](#)

Round Corner (Path Edit Palette)



The Round Corner tool converts the intersection of two straight segments into a round corner. Note that it will not convert the intersection of two curved segments--the intersecting segments must be straight.

To convert the intersection of two straight segments into a corner:

- If you plan to round several corners at once, hold down the Shift key and click on each of the corner points with the Point Selection tool. Each selected point should turn into a filled black circle. (If you are only rounding one corner, you do not need to select it first.)
- Select the Round Corner tool.
- Place the tool over the corner point.
- Click and drag away from the corner until the circular extent shows the desired corner radius.
- Release the mouse button. All of the selected corners take the same shape.
- Repeat the above steps to round more corners or click another tool to finish.

NOTE Instead of dragging to determine the radius of the corner, you can specify the radius by holding down the Ctrl key and clicking or double-clicking the Round Corner tool. Enter the desired radius in the dialog box which is displayed and click OK. Next, click on each corner that you wish to round.

See Also

[Point Selection tool](#)

[Sharp Corner tool](#)

Rulers are the guides which are displayed along the top and left of the Flexi window. They help you measure and align text and graphics. As you move a tool on the drawing area, a tick mark on each ruler follows the movement of the cursor.

Drag the slider to the left or right to decrease or increase the **saturation**, or color intensity, of all the colors in the image.

Saturation controls the intensity of the colors in the printed image. Highly saturated colors are intense; desaturated colors are gray.

Save (File Menu)



Saves the current file.

To save the file to a new name or to a different file format, use the Save As command.

See Also

Close

Save As

Revert

Exit

Save As... (File Menu)

Saves the current vector file to another name, location, or file format. The original file is not replaced.

To save the file to a new name, enter the name in the Save file as entry box in the *Save As* dialog box.

To save the file to a different vector format, choose Illustrator EPS, DXF, or Clip Art from the File Format list box in the *Save As* dialog box.

To save a bitmap file, use the Export Bitmap command on the File menu.

NOTE FlexiLETTER cannot open or save bitmap files.

See Also

[Close](#)

[Save](#)

[Export Bitmap](#)

[Revert](#)

[Exit](#)

Save Footer (Job, Edit Menu)



Stores a new footer for the selected form. If you do not save a new footer, Flexi automatically places the statement "This price estimate is good for 30 days" in the center of the footer.

To save a footer, create the desired text and/or graphics using Flexi. Be sure to create the footer in black and white and in the actual size it will appear on the form. Once you are satisfied with how the footer looks, including the size and arrangement of the objects, select them, choose *Job* from the Edit menu, and then choose *Save Footer* from the cascading menu which is displayed. In the *Save Estimation Footer* dialog box which is displayed, choose the form to which you wish to save the footer and click OK. The following options are provided:

Price Estimate-Itemized This form can be used as an invoice for the customer. It is a complete price estimate breaking down all of the costs of the sign after markup. Contains all Job Info data except comments and keywords.

Price Estimate-Summary A summary of the estimate showing only the subtotal, quantity, tax, and total price for the sign. Contains all Job Info data except comments and keywords.

Cost Analysis Not for the customer! This form is identical to the price estimate, except that it breaks out the job cost (cost to you in time and materials), job price (amount charged to the customer), and gross profit.

See Also

[Job](#)

[Job Info](#)

[Save Header](#)

Save Header (Job, Edit Menu)



Stores a new header for the selected form. If you do not save a new header, Flexi automatically places the name of the form in the center of the header.

To save a header, create the desired text and/or graphics using Flexi. Be sure to create the header in black and white and in the actual size it will appear on the form. Once you are satisfied with how the header looks, including the size and arrangement of the objects, select them, choose *Job* from the Edit menu, and then choose *Save Header* from the cascading menu which is displayed. In the *Save Estimation Header* dialog box which is displayed, choose the form to which you wish to save the header and click OK. The following options are provided:

Price Estimate-Itemized This form can be used as an invoice for the customer. It is a complete price estimate breaking down all of the costs of the sign after markup. Contains all Job Info data except comments and keywords.

Price Estimate-Summary A summary of the estimate showing only the subtotal, quantity, tax, and total price for the sign. Contains all Job Info data except comments and keywords.

Cost Analysis Not for the customer! This form is identical to the price estimate, except that it breaks out the job cost (cost to you in time and materials), job price (amount charged to the customer), and gross profit.

See Also

[Job](#)

[Job Info](#)

[Save Footer](#)

The **Saved Fills** are those stored in your library.

Scale Template (Paint Palette)



The Scale Template tool resizes the selected black & white, grayscale, or color template. This is a helpful feature when you are using a template as a reference over which you are designing your sign.

To make the size of the template match the size of your design, you can use the Scale Template tool to drag a comparison line along one side of your template and tell Flexi how long you want it to be. For example, if you know that your sign needs to be exactly 3 feet high, drag the line from the top to the bottom of the template and then tell Flexi that it should equal 36". The entire template will then be resized proportionally.

You can also use the Scale Template tool for less specific enlarging and reducing. For example, if you drag a 2" comparison line and then indicate that you want it to be equal to 1", your template will be reduced 50%.

To resize a template without typing a specific number, use the [Arrow tool](#) to click and drag one corner of the template until it is the desired size.

To resize a template, first change to Paint mode by clicking the [Paint palette tool](#) on the Draw palette. Once in Paint mode, select the template by clicking it with the [Arrow tool](#). Select the Scale Template tool. Use the tool to drag a comparison line along the desired portion of the template. (For example, if you know that the template should be exactly 24" high, drag a line from the top to the bottom of the template.) In the dialog box which is displayed, enter how long you wish the indicated area to be (in the example, 24") and click OK. The entire template is resized proportionally.

See Also

[Paint palette](#)

[Arrow tool \(Paint mode\)](#)

Scan and Trace... (File Menu)



Previews and scans a black & white, grayscale, or color image and automatically outline traces it with closed, editable paths.

NOTE Before selecting this command, set up your scanner by choosing the [Setup](#) command from the Edit menu and selecting one of the scanner drivers included with Flexi. To scan in a color or grayscale image, use the TWAIN driver provided by your scanner manufacturer. To scan in a line art (black & white) image, choose one of the scanner drivers included with Flexi. FlexiSIGN cannot scan color templates; also, only FlexiSIGN-PRO and FlexiSIGN-Plus can trace color templates.

To scan an image without autotracing it right away, use the [Scan](#) command. Before tracing the resulting template, you can use the [Paint Palette](#) to edit it. (Color templates can only be edited in the [ColorTrace Options](#) dialog box included with FlexiSIGN-PRO and FlexiSIGN-Plus.) You can then autotrace it with the [Outline tool](#), the [Centerline tool](#), or the [PictureCut tool](#) or manually trace it using the [Digitize tool](#). (Grayscale templates can be autotraced using the [Outline tool](#) or [PictureCut tool](#); color templates can be autotraced in FlexiSIGN-PRO or FlexiSIGN-Plus using the [Outline tool](#).)

The following settings are found in the *Scan Options* dialog box:

Brightness: Lightens or darkens the image. Values range from 0% (dark) to 100% (light).

Contrast: Softens or sharpens the image. Values range from 0% (soft) to 100% (sharp).

Resolution: Increases or decreases the number of dots per inch (dpi) scanned in the image. The recommended setting is 300 dpi. If the artwork has numerous stray marks or large black areas, consider reducing the resolution.

Orientation: Determines the rotation of the image in the template file. The landscape option (on the right) rotates the image 90 degrees.

To save your new template, use the [Export Bitmap](#) command on the File menu.

See Also

[Merge Bitmap](#)

[Export Bitmap](#)

[Scan](#)

[Setup](#)

[Digitize tool](#)

[Paint Palette](#)

[Outline tool](#)

[Centerline tool](#)

[PictureCut tool](#)

[ColorTrace](#)

Scan... (File Menu)



Previews and scans a black & white, grayscale, or color image to be used as a template for tracing or as a guide for designing your sign. Before selecting this command, set up your scanner by choosing the Setup command from the Edit menu.

To scan in a color or grayscale image, use the TWAIN driver provided by your scanner manufacturer. (See the Setup command and your scanner's user manual for more information.)

NOTE FlexiSIGN cannot scan color templates.

To scan in a line art (black & white) image, choose one of the scanner drivers included with Flexi.

To scan a black & white, grayscale, or color image and outline autotrace it in one step, use the Scan and Trace command.

The following settings are found in the *Scan Options* dialog box

Brightness: Lightens or darkens the image. Values range from 0% (dark) to 100% (light).

Contrast: Softens or sharpens the image. Values range from 0% (soft) to 100% (sharp).

Resolution: Increases or decreases the number of dots per inch (dpi) scanned in the image.

The recommended setting is 300 dpi. If the artwork has numerous stray marks or large black areas, consider reducing the resolution.

Orientation: Determines the rotation of the image in the template file. The landscape option (on the right) rotates the image 90 degrees.

To save your new template, use the Export Bitmap command on the File menu.

See Also

Merge Bitmap

Export Bitmap

Scan and Trace

Setup

Paint Palette

Scanner Setup (Setup, Edit Menu)



Before scanning, you need to select the scanner you will be using. If you only have one scanner, once you specify its type and save a file or save your preferences, you will not need to select a scanner again. When you select the Scanner option from the *Setup* cascading menu, the Scanner Setup dialog is displayed. Use the Select Scanner list box to set up your scanner.

NOTE Before you select this option, make sure the scanner is turned on and on-line.

To scan in line art (black & white) images, choose one of the scanner drivers included with Flexi, e.g., UMAX UC630. Or choose TWAIN and follow the steps below.

To scan in a color or grayscale image, choose TWAIN. When you click OK, the *Select Source* dialog box is displayed. Choose your scanner's driver and click OK again. (FlexiSIGN cannot scan in a color image.)

NOTE If the Option button undims, click it to open the *Set Scanner I/O Address* dialog box and set the I/O address. See your scanner manual for more information. This option is only available with scanners made by certain manufacturers, such as UMAX.

See Also

[Scan](#)

[Scan and Trace](#)

[Preferences](#)

Scissors (Path Edit Palette)



The Scissors tool splits an open or closed path into separate open paths.

NOTE To use the Scissors tool on text or any shape except freehand polygons or autotraced objects, you must first select it and choose Convert to Paths from the Tools menu. Then select the objects and choose the Release Compound command from the Arrange menu.

To make a single break, click the Scissors tool on the desired break point.

To make multiple breaks, click the Scissors tool outside the path beside the first split point and drag a cut line to the other side of the path beside the other split point. Another method is to click outside the path beside the first split point, click again beside the second split point, and press Enter. Repeat the previous step to break another segment or click on another tool to finish.

To split a closed path into separate closed paths, use the Cleaver tool.

See Also

Convert to Paths

Cleaver tool

Release Compound

A **scroll bar** is the vertical or horizontal bar at the side and bottom of a window. To move up and down or back and forth on your sign, click one of the gray areas on the scroll bar.

A **segment** is a curved or straight section of a path that connects two neighboring control points.

Select All (Edit Menu)



Selects all of the objects and text in your sign. Flexi also has other methods for selecting objects, text, or points.

Selecting objects

To select one object, click on the edge of it with the Arrow tool.

To select more than one object by clicking, hold down the Shift key while clicking on the edge of the object with the [Arrow tool](#).

To select by dragging a box, hold down the mouse button and drag the [Arrow tool](#) to form a box over any part of the object(s) to be selected.

To select only objects which are completely enclosed in the box, hold down the Ctrl key while dragging the [Arrow tool](#). This option is helpful when you have several objects layered on top of each other.

To select by dragging a box on an angle, hold down the Ctrl key and drag the [Arrow tool](#) to draw the first side of the box. Release the Ctrl key (but NOT the mouse button) and continue dragging to enclose the object.

Selecting text

To select a block of text, click on its [baseline](#) with the Arrow tool.

To select part of a block of text (individual characters or lines), drag the [Text tool](#) or [Arc Text tool](#) across the desired characters.

Selecting points

To select a point on an uncompounded [path](#), click on it with the [Point Selection tool](#).

To select all control points on an uncompounded [path](#), hold down the Ctrl key and click on it with the [Point Selection tool](#).

See Also

[Arrow tool](#)

[Text palette](#)

[Point Selection tool](#)

Selection Rectangle (Paint Palette)



The Selection Rectangle allows you to select an area within a selected black & white template by dragging a box around it.

To select an area within a template by dragging a box around it, first change to Paint mode by clicking the [Paint palette tool](#) on the Draw palette. Once in Paint mode, select the template by clicking it with the [Arrow tool](#). Next, select the Selection Rectangle and use it to click and drag a box around the desired area. Everything inside the box is selected, including the background.

To select a template, first change to Paint mode by clicking the [Paint palette tool](#) on the Draw palette. Once in Paint mode, click the template with the [Arrow tool](#) to select it.

To move a rectangular portion of the template, select it with the Selection Rectangle as described above. Once the area is selected, move the Selection Rectangle tool over the selected area until the cursor changes into an arrow. Use the arrow to click and drag the selected area to the desired location.

To move a freehand portion of a template, use the [Lasso tool](#).

See Also

[Paint palette](#)

[Arrow tool \(Paint mode\)](#)

[Lasso tool](#)

When you choose **Send Contour Now**, only the cut job is sent to Production Manager when you click OK.

The **Send arc/curve commands** checkbox allows you to take advantage of the internal curve handling of certain plotters.

See your plotter manual to determine whether this option is available with your plotter.

If you choose **Send Contour with Print**, the print job and the cut job are sent to Production Manager.

The **Send packets N K bytes** checkbox allows you to control the size of the data packets sent to certain cutter/plotters with no handshaking.

This option is not available for all cutter/plotters.

Setup (Edit Menu)



Allows you to set up your scanner and each cutter, plotter, and color printer. When selected, this command displays a cascading menu with the following options:

Plotter

Scanner

Color Printer

Production Manager (available to network users only)

Before you select the *Plotter* or *Scanner* option, make sure the device is turned on and on-line. If you are setting up a plotter, make sure the media is loaded and ready.

Before you select the *Production Manager* option, make sure Production Manager is installed and set up on the computer you wish to choose. (This option is only available to network users running Windows for Workgroups.)

NOTE FlexiLETTER does not include the *Scanner* option of the *Setup* command.

See Also

Scan

Scan and Trace

Plotter Options

Preferences

The **Setup list box** displays the name of the currently selected setup. You can change the name by clicking in this entry box and typing. You can also display a different setup by holding down the arrow next to the list box.

Shadow (Tools Menu)

Creates a shadow around the selected text or graphic object. There are four types of shadows available:

[Drop shadows](#)

[Block shadows](#)

[Cast shadows](#)

[Perspective shadows](#)

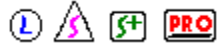
NOTE FlexiLETTER has a *Drop Shadow* command on the Tools menu. It does not include block, cast, or perspective shadows.

See Also

[Inline/Outline](#)

Shadows are the pixels in your image that are at the dark end of the luminosity or brightness scale.

Shape Palette



The Shape palette is a tear-off palette. It contains the tools used to create closed objects.



Rectangle tool



Circle tool



Oval tool



Border tool



Regular Polygon tool



Freehand Polygon tool



Starburst tool

Sharp Corner (Path Edit Palette)



The Sharp Corner tool changes a specified section of a path into a sharp corner.

To create a sharp corner between two points:

- Select the Sharp corner tool.
- Click on one side of the desired corner.
- Click on the other side of the desired corner.
- To reshape the preview of the corner, move its end points.
- Press Enter or click the right mouse button to insert the corner.

Repeat the above steps to make another corner or click another tool to finish.

See Also

[Round Corner tool](#)

Show Bitmaps As (Layout Menu)



You can display or hide your bitmapped images by selecting the *Show Bitmaps As* command from the Layout menu. A bitmapped image is the same as a template.

Full Preview displays all bitmapped images.

Box Only displays the boundaries of the bitmapped image. You can resize and move the image more efficiently when Box Only is on.

Off Bitmapped images are hidden.

See Also

[Merge Bitmap](#)

[Scan](#)

Show Fills (Layout Menu)



Turns the display of fills on and off. The [Show Fills tool](#) on the View palette performs the same function.

When Show Fills is on, all objects are shown with their actual fills.

When Show Fills is off, all objects are shown as outlines that represent the actual lines as they will be cut.

To change whether or not a closed [path](#) is filled, use the [Fill Status box](#) on the [Color palette](#).

NOTE Show Fills and [Show Path Direction](#) cannot be on at the same time. If Show Fills is on when Show Path Direction is turned on, Show Fills is automatically turned off. It is then dimmed on the menu and cannot be selected until Show Path Direction is turned off.

See Also

[Show Path Direction](#)

[Show Fills tool](#)

[Fill Status box](#)

[Color Palette](#)

Show Fills (View Palette)



Show Fills turns the display of fills on and off. The [Show Fills](#) command on the Layout menu performs the same function. When Show Fills is on, all objects are shown with their fills; when it is off, all objects are shown as outlines. To see the lines that will be cut, turn Show Fills off.

NOTE To change whether or not an object is filled, use the [Fill Status box](#) on the [Color palette](#).

Show Fills and [Show Path Direction](#) cannot be on at the same time. If Show Fills is on when Show Path Direction is turned on, Show Fills is automatically turned off. It is then dimmed on the menu and cannot be selected until Show Path Direction is turned off.

See Also

[Show Fills](#)

[Show Path Direction](#)

[Fill Status box](#)

[Color Palette](#)

Show Grid (Layout Menu)



Turns display of the grid on and off.

To change the distance between the grid lines, use the Grid Size option of the Preferences command.

To automatically align objects to the grid as you create them, use the Snap to Grid command.

To save changes to grid settings so they are the same for every new sign, use the Save all preferences option of the Preferences command.

See Also

Preferences

Align

Snap to Grid

Show Path Direction (Layout Menu)



Displays the direction of all closed paths, including text which has been converted to paths.

Counterclockwise paths are indicated with solid lines. These paths should generally be on the outside.

Clockwise paths are indicated with dotted lines. These paths should generally be on the inside.

When checking path direction, look from the inside out. A hole should be clockwise, the next path outside it should be counterclockwise, the next clockwise, etc. To change path direction, use the Path Direction command on the Tools menu.

NOTE Show Fills and Show Path Direction cannot be on at the same time. If Show Fills is on when Show Path Direction is turned on, Show Fills is automatically turned off. It is then dimmed on the menu and cannot be selected until Show Path Direction is turned off.

See Also

Show Fills

Path Direction

When the **Show Preview** box is checked, the preview of the current fill is displayed.

Show Preview (Layout Menu)



Turns preview on and off. This feature is especially useful when moving or resizing an object.

- When preview is on, an image of the object is displayed while you edit it.
- When preview is off, the bounding extent of the object(s) being edited is displayed.


NOTE Performing certain memory-intensive operations, such as moving an object's control points, may slow system performance when *Show Preview* is turned on.

Show Rulers (Layout Menu)



Turns the display of rulers on and off.

To change the ruler from English system to metric or vice versa, use the Default unit system option of the Preferences command.

To change the origin of the rulers, drag a crosshair from the arrows in the upper left corner of the rulers  to a new location.

To save all changes to the rulers so they are displayed the same way for every sign, use the Save all preferences option of the Preferences command.

See Also

Preferences

Size (Text Menu)



Changes the size of the selected text. If no text is selected, all new text is created in the size chosen. The size can also be changed using the [Text Specs](#) command or [Object Info](#).

To use one of the sizes shown on the *Size* cascading menu, first select the text by dragging one of the [text tools](#) over it or by clicking it with the Arrow tool. (To change the size for new text, make sure nothing is selected.) Choose *Size* from the Text menu and then choose the desired size from the cascading menu. When you release the mouse button, the text is changed.

To use an size not shown on the *Size* cascading menu, first select the text by dragging one of the [text tools](#) over it or by clicking it with the Arrow tool. (To change the size for new text, make sure nothing is selected.) Choose *Size* from the Text menu and then choose *Other* from the cascading menu. Enter the desired size in the *Type Size* dialog box and click OK. The text is changed and the new size is added to the *Size* cascading menu.

To add a size to the *Size* cascading menu, choose *Size* from the Text menu and then choose *Modify* from the *Size* cascading menu. In the *Font Sizes* dialog box which is displayed, type the desired size in the New Size entry box and click the Add button. The new size is added to the list box on the right of the dialog box. Once you have finished adding sizes to the menu, click OK.

To remove a size from the *Size* cascading menu, choose *Size* from the Text menu and then choose *Modify* from the *Size* cascading menu. In the *Font Sizes* dialog box which is displayed, the sizes currently included on the *Size* cascading menu are displayed in the list box on the right. Click on the size to be deleted and then click the Remove button. The size is removed from the list box. Once you have finished deleting sizes, click OK.

To change the units in which type size is measured, for example, from inches to points, use the [Preferences](#) command.

To change the default text size, choose a size as described above. Then choose [Preferences](#) from the Edit menu and save all preferences.

See Also

[Preferences](#)

[Text Specs](#)

[Text Palette](#)

[Object Info](#)

The **Size list box** allows you to choose the default size for the current color printer setup. The sizes available depend on which media you have selected.

The **Size list box** displays all of the available sizes for the currently selected media and printer. To change the name of the selected size, highlight it and type the new name.

Snap to Grid (Layout Menu)



Turns the grid snap option on and off. This option aligns new objects by automatically pulling them to the nearest grid intersection. When it is on, the Rectangle, Oval, and Pen tool cursors have a small plus sign in the middle and dotted lines.

To create an object which is not aligned with a grid line, turn off grid snap. You can turn it on again to align objects you create later. Grid snap does not affect the placement of existing objects.

NOTE The grid does not have to be displayed to use grid snap.

See Also

[Align](#)

[Show Grid](#)

Spacing (Arrange Menu)



Places two or more objects a specified horizontal or vertical distance from each other.

To change the horizontal spacing of two objects, select the two objects using the Arrow tool. Choose the Spacing command from the Arrange menu and then choose Horizontal from the cascading menu which pops up. Enter the desired spacing between the adjacent sides of the selected objects in the dialog box which is displayed.

To change the vertical spacing of two objects, select the two objects using the Arrow tool. Choose the Spacing command from the Arrange menu and then choose Vertical from the cascading menu which pops up. Enter the desired space between the bottom of the upper object and the top of the lower object in the dialog box which is displayed.

See Also

[Align](#)

[Resize](#)

[Move](#)

To control the amount of spacing between the tiles in your pattern, enter a positive number in **Horiz.** and **Vert. Spacing**.

Spelling (Text Menu)



Checks the spelling of selected text or of the entire sign.

NOTE Spell checking only works on actual text. You cannot check the spelling of text which has been converted to paths directly or by applying one of the features on the Tools menu, many of which convert text to paths automatically.

To check the spelling of the entire sign, choose *Spelling* from the Text menu. From the cascading menu, choose *Check Document*.

To check the spelling of individual words or text blocks, select the text by dragging one of the text tools over it or by clicking it with the Arrow tool. Choose *Spelling* from the Text menu and then choose *Check Selection* from the cascading menu.

To change the default dictionary used by the spell checker, choose Preferences from the Edit menu and click the Choose button in the *Preferences* dialog box to display the standard file selection box. Click the desired dictionary file to select it and click OK. Then save preferences to open the selected dictionary every time you use Flexi.

Spell Checking Options

Unknown word Displays the first word not found in the dictionary. The first line simply displays the word as it appears in your sign. The second line places the word in a text entry box which you can change by clicking one of the suggestions in the list below it or by typing in the corrected spelling. Flexi uses this spelling when you click the Replace button.

Suggestions list Shows all the possible correct spellings for the current word found in the dictionary. If none were found, the message "No suggestion" is displayed.

Context display The box below the suggestions list shows the entire line in which the current unknown word was found. The unknown word itself is underlined.

Replace button Deletes the unknown word, puts the correct spelling shown in the top entry box in its place, and continues to the next unknown word.

Check button Searches for the next unknown word.

Skip button Ignores the unknown word and continues to the next one.

Learn button Adds the unknown word to the dictionary and continues to the next one.

Done Ends the current spell checking session.

See Also

[Text Palette](#)

[Preferences](#)

Starburst (Shape Palette)



The Starburst tool draws starbursts.

To draw a starburst freehand, double-click or hold down the Ctrl key and click the Starburst tool.

Enter the desired number of points in the first entry box and click the Freehand option. If the preview display shows the desired starburst, click OK. Click and drag a circle to indicate the inner radius or the outer radius of the starburst. (A small X marks the center of the starburst while you drag.) When you are satisfied with the first radius, click on the drawing area. Drag the cursor to stretch or shrink the points of the starburst and to change its rotation. To restrict the angle of the starburst in 45° increments, hold down the Shift key while dragging. When you are satisfied with its appearance, click again on the drawing area.

NOTE If a starburst appears on the drawing area as soon as you click, you need to choose to draw freehand. Double-click or hold down the Ctrl key and click the Starburst tool. In the *Starburst Options* dialog box which is displayed, click the Freehand option and click OK.

To specify the size of one or more starbursts, double-click or hold down the Ctrl key and click the Starburst tool. Enter the desired number of points in the first entry box and click the Specify option. Enter the desired inner radius, outer radius, and angle. If the preview display shows the desired starburst, click OK. The cursor changes to a starburst of the specified size. Click on the drawing area at the desired center point of each starburst. Click another tool to finish.

See Also

[Regular Polygon tool](#)

The **status icon** is animated when the sign is being rasterized.

A message displays the current page's **status**: preparing data, processing image, or rasterizing image.

Step & Repeat... (Edit Menu)



Makes multiple copies of the selection, allowing you to specify number of copies, spacing between copies, and how those copies will be arranged.

The following options are provided in the *Step & Repeat Options* dialog box:

Arrangement Click on one of the buttons in the upper left corner of the dialog box to choose how the copies will be laid out on the drawing area. The choice you make will determine which of the remaining options are available.

Horiz. Copies How many horizontal (left to right) copies will be made.

Vert. Copies How many vertical (up and down) copies will be made.

Total Copies How many copies will be made overall.

Keep Original Determines whether or not the original should be deleted. Click in this box to leave the original on the drawing area; leave it blank to delete the original.

Copy Spacing These icons determine how spacing is measured. Click the left icon to measure just the space between each copy. Click the right icon to include the copy itself, measuring from the left edge of the first copy to the left edge of the second copy. This option is not available for either of the circular Step & Repeat options.

Horiz. Spacing The space between each of the horizontal (left to right) copies.

Vert. Spacing The space between each of the vertical (up and down) copies.

Radius (Circular options only) The size of the circle around which the copies should be placed. Measured from the center to the outer edge of the circle.

Start Angle (Circular options only) In degrees, the starting point for placing the copies on the circle. For example, to start at the middle left of the circle, enter 180°.

Sweep Angle (Circular options only) Click this option to distribute the copies over a certain angle. For example, to spread the copies across the top half of a circle, click this option and enter 180°.

Angle Between (Circular options only) Click this option to measure the angle between each copy. For example, to distribute 10 copies evenly around the circle, click this option and enter 36°. (Note When using this option, make sure the radius is large enough that the copies won't all come out on top of each other.)

See Also

[Copy](#)

[Duplicate](#)

Straight Arrow (Label Palette)



The Straight Arrow tool labels the selected area with a straight arrow and the desired text.

To draw an arrow leading from a point directly to a text label, select the Straight Arrow tool. Enter the text and desired options in the *Label Options* dialog box (described below) and click OK. Click the crosshair cursor on the drawing area to place the tip of the arrow and then drag the mouse until the arrow is the desired length and angle. Click again to finish the label.

To draw an arrow with multiple segments, use the [Bent Arrow tool](#).

To indicate the size of an object with two arrows, use the [Horizontal Size tool](#), [Vertical Size tool](#), or [Diagonal Size tool](#).

Label Options

Text Size Height of the label text.

Arrow Length Length of the arrow's head.

Arrow Width Line width of the arrow.

Arrow Style Shape and style of the arrow's head.

See Also

[Bent Arrow tool](#)

[Horizontal Size tool](#)

[Vertical Size tool](#)

[Diagonal Size tool](#)

A **straight segment** on a path does not have direction handles at its end points and cannot be reshaped by dragging. To change a straight segment into a curved segment, click on the Curved segment icon in Object Info.

If the image you are printing is taller than your media, the media is automatically divided into strips. The **strip information** is displayed here.

If a panel is wider than the media currently loaded on your plotter, horizontal lines divide it into **strips**.

Stripe (Tools Menu)



Adds horizontal, vertical, or diagonal stripes to the selected text or graphic object. There are four types of striping available

[Even Striping](#)

[Gradient Striping](#)

[Radiant Striping](#)

[Circular Striping](#)

NOTE Any text which is striped is automatically converted to paths and can no longer be edited as text.

See Also

[Even Striping](#)

[Gradient Striping](#)

[Radiant Striping](#)

[Circular Striping](#)

Manipulate the triangles on the **Stripe Bar** to create your fill.

To add a color stripe, click the lower edge of the bar to create a new triangle, then click the Color ... button and choose a color from the Color dialog box.

Click and drag the triangles horizontally to adjust the width of the stripes. The entry box displays the position of the active color. You can enter a value here, if desired.

To remove a stripe, click and drag the triangle beneath the line.

Click on the triangle to make it active. The active color is underlined.

Click the lower edge of the stripe bar to create a new color.

The stripe bar is scaled to represent the width entered in the Width: entry box.



[Return to Color Stripe Options](#)

Stroke... (Tools Menu)    
Places an outline around the selected object.

The *Stroke Options* dialog box contains the following items

Stroke Width Determines the thickness of the stroke.

Color Determines the color of the stroke.

Correct Direction Automatically changes the direction of affected paths so they are in the correct order. When this option is selected, they will start on the inside with a clockwise path, alternating with counterclockwise paths from the inside out. Unless you are creating special effects, this option should always be on.

See Also

[Inline/Outline](#)

[Combine](#)

[Color Trapping](#)

[Color Palette](#)

Choose a saved pattern from the **Style** list box. You can also create, delete, or copy styles.

The **substrate** is the actual material to which you apply your sign, such as a truck, window, or show card. You can change the color of the drawing area to match the substrate, making it easier to see how the finished sign will look.

System Info (Help Menu)



Displays all of the vital information about your computer, such as the DOS and Windows versions, how much RAM is available, and which fonts are installed.

To save the system information to a text file you can print later, click the Save As button. The standard save dialog box is displayed.

To edit your system configuration files, click the View Configuration Files button. This displays the following files for editing

- autoexec.bat
- config.sys
- win.ini
- system.ini

See Also

[Contacting Product Support](#)

System Requirements



To use Flexi, you should have the following hardware and software:

- i386™, i486™, or Pentium™ processor (Pentium recommended)
- 16 MB RAM (minimum); 32 MB RAM for color scanning
- Hard disk with at least 20 MB free plus one 3 -1/2" floppy drive; 100 MB free for color scanning/printing large files
- Windows version 3.1, 3.11, or Windows for Workgroups
- Adobe Type Manager 2.5 or later
- 13" color VGA monitor or better recommended
- Scanner (except FlexiLETTER)
- Plotter or cutter
- Mouse

See Also

[System Info](#)

Tear-Off Palettes



Tear-off palettes are subpalettes which can be dragged off the Draw palette. To use one of these palettes, click on a tool and then move the mouse slightly to display the tear-off palette. You can then either drag the mouse to the desired tool and release the mouse button, displaying the new tool on the Draw palette, or you can drag the entire palette away from the Draw palette, releasing the mouse button to drop the palette on the drawing area.

To close a tear-off palette, click the close button at the top left of the palette. You can open any of the tear-off palettes by pulling them off the Draw palette as needed.

To move a tear-off palette that has been placed where you cannot drag or close it, tear off a second copy of the palette. The palette displays in the new position and the first copy of the palette disappears.

Flexi has the following tear-off palettes:

[Text Palette](#)

[Path Create Palette](#)

[Path Edit Palette](#)

[Shape Palette](#)

[Autotrace Palette](#)

[Label Palette](#)

Tear-off palettes are subpalettes which can be dragged off the Draw palette. You can either drag the mouse to the desired tool and release the mouse button, displaying the new tool on the Draw palette, or you can drag the entire palette away from the Draw palette, releasing the mouse button to drop the palette on the drawing area.

A **template** is a bitmapped image used as a 'stencil' for autotracing.

Text (Text Palette)



The Text tool creates and edits normal text. Arc text is edited using the [Arc Text tool](#).

Creating normal text

To create normal text using the Text tool, click the tool on the drawing area and type the desired text. When the text is entered, either click another tool to finish entering text or click the Text tool on the drawing area to create a new text block.

To create normal text using the [Text Specs](#) command, first click the Text tool to select it and then choose Text Specs from the Text menu.

Editing normal text

To add characters, click the Text tool where you want to insert characters and begin typing.

To delete characters, highlight them by dragging the Text tool over them and either press the Delete key or choose the [Clear](#) command from the Edit menu.

To move two lines of text closer together, click the Text tool in the lower line of text, hold down the Ctrl key, and press the up arrow key.

To move two lines of text farther apart, click the Text tool in the lower line of text, hold down the Ctrl key, and press the down arrow key.

To change the size or shape of text using the Arrow tool, click and drag one of the control points on the text block.

To edit a block of text using [Text Specs](#), click on it with the Arrow tool and then double-click it. The Text Specs dialog box is displayed.

To edit part of a block of normal text using [Text Specs](#), drag the Text tool over the desired text to highlight it and choose Text Specs from the Text menu.

See Also

[Text Specs](#)

[Arc Text tool](#)

Text Menu Commands



Font

Size

Alignment

Case

Text Specs

Copy Style

Apply Style

Full Justify

Kern

Define Kerning

Find/Replace

Spelling

Break Apart

Join Together

Text Palette



The Text palette is a tear-off palette. It contains the tools used to create and edit text.



Text tool



Arc Text tool

Text Specs... (Text Menu)



Changes the text attributes of selected normal or arc text. If no text is selected, changes how new text will be created. You can also use Object Info or individual menu commands to change these text attributes.

To edit normal text, select the text by dragging the [Text tool](#) over it or by clicking it with the Arrow tool. Choose Text Specs from the Text menu or double-click the selected text. The [Text Specs dialog box](#) is displayed.

To edit Arc Text, drag the [Arc Text tool](#) over it or click it with the Arrow tool. Choose Text Specs from the Text menu or double-click the selected text. The [Arc Text Specs dialog box](#) is displayed.

To create normal text using Text Specs, click the [Text tool](#). Choose Text Specs from the Text menu. The [Text Specs dialog box](#) is displayed.

To create arc text using Text Specs, click the [Arc Text tool](#). Choose Text Specs from the Text menu. The [Arc Text Specs dialog box](#) is displayed.

To change the size or shape of a text block manually, use the Arrow tool to drag the control points.

See Also

[Text Specs dialog box](#)

[Arc Text Specs dialog box](#)

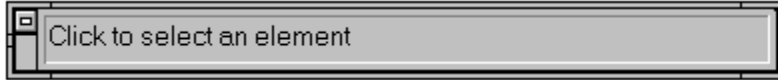
[Text Palette](#)

[Object Info](#)

Enter the width or height of the object in your pattern. If Maintain Proportion is checked, the tile maintains its proportions when you enter a height or width.

A scaled print job is automatically **tiled** when it is too big to fit on the page size selected in Page Setup. This process divides the sign into pages, printing a piece of the sign on each page according to a grid. A tiled job can be no more than 2 tiles wide in one direction, and can have an infinite number of tiles in the other direction. For example, a sign can be 2 tiles wide and 5 tiles high, or it can be 5 tiles wide and 2 tiles high, but it cannot be 5 tiles wide and 5 tiles high.

The **Title** changes according to what is selected for printing. The possibilities are: *FlexiPRINT Objects*, *FlexiPRINT Panels*, or *FlexiPRINT All Colors*.



Tool Info is an information box which displays hints about the selected tool, including any special options that are available at each step of the current task. To display Tool Info, choose Palettes from the Layout menu.

Tools Menu Commands



Combine

Inline/Outline

Shadow

Distort

Stripe

Contour

Color Trapping

Stroke

Convert to Paths

Path Direction

Photo Mask

Color Correction

When **Transparent Fill** is checked, there is no background color behind your pattern fill. The fill takes the color of the object you are filling when the box is not checked.

You can fill your object with a linear or circular gradient. **Linear gradients** blend in stripes; **circular gradients** blend in concentric circles.

Click the **Undo** button to reverse the last change you made to the image. You can undo to the last save.

Undo (Edit Menu)

Cancels your last action, backing up one step. Choose this command repeatedly until you back up to the step in which you made an error. Flexi allows you to undo any changes you have made since you last saved the file; saving the file resets the Undo information, so you cannot back up past that point.

To reverse an Undo immediately, choose Redo from the Edit menu.

To undo all of the changes you have made since the last time you saved, choose the Revert command from the File menu.

NOTE If you are warned that Flexi is running out of memory, save the file immediately. This resets the Undo information and frees the memory it is using.

See Also

[Redo](#)

[Revert](#)

Ungroup (Arrange Menu)



Separates objects which have been joined using the Group command.

If you click on an object which appears to be grouped but the Ungroup command is dimmed, the object may be compounded. (Grouped objects have *square* control points; other objects have *round* control points.) To separate compounded objects, use the Release Compound command.

See Also

Group

Make Compound

Release Compound

Using Help (Help Menu)



Displays instructions for using help in Windows, including FlexiFAMILY Help.

A **vector file** contains objects that are composed of lines and curves, rather than rows of pixels. A vector image can be resized without changing its resolution. All of the file types found in the *Open Drawing* dialog box that is displayed when you use the *Open* or *Merge* commands are vector file formats.

Vertical Size (Label Palette)



The Vertical Size tool labels the vertical dimensions of the selected area with two arrows and the desired text.

To label the vertical dimensions of an area or object, select the Vertical Size tool. Click the crosshair on the first of the two points to be labeled and drag to the second point. Enter the text and desired options in the *Label Options* dialog box (described below) and click OK. Move the mouse from side to side to change how far the label is from the object or up and down to change where the label is placed in relation to the dimensioning lines. (The label can be above, below, or inside the lines.) Once you are satisfied with the label's placement, click on the drawing area to finish it.

To draw an arrow leading from a point directly to a text label, use the [Straight Arrow tool](#).

To draw an arrow with multiple segments, use the [Bent Arrow tool](#).

To label the horizontal dimensions of an area or object, use the [Horizontal Size tool](#).

To label the diagonal dimensions of an area or object, use the [Diagonal Size tool](#).

Label Options

Label Text Text to be displayed on drawing area. Automatically displays the vertical distance you dragged to create the label.

Text Size Height of the label text.

Arrow Length Length of the arrow's head.

Arrow Width Line width of the arrow.

Arrow Style Shape and style of the arrow's head.

See Also

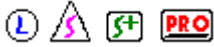
[Straight Arrow tool](#)

[Bent Arrow tool](#)

[Horizontal Size tool](#)

[Diagonal Size tool](#)

View Palette



Use items on the View palette to change how your sign is displayed on the screen. The tools in this palette do not change the sign itself.



Hand tool



Magnifying Glass



Zoom Out



Zoom to Edge



Zoom In



Previous View



Show Fills

Enter the width of your stripe pattern here. If you enter 5 inches, the stripe pattern will repeat every 5 inches. The stripe bar is also scaled to 5 inches.

The **Width** entry box allows you to specify the default media width.
Do not increase this value beyond your plotter's maximum page width.

Zoom In (View Palette)



Zoom In magnifies the view of your sign, making it larger on your display.

To double the size of the view, either click Zoom In (large mountain) or click the Magnifying Glass on the point you want to be in the center of the window.

To zoom in on a particular area, use the Magnifying Glass to drag a box around it.

To zoom to the edge of the objects on your sign, double-click the Magnifying Glass on the drawing area.

To zoom in on an object, click on the object with the Arrow tool to select it and then click Zoom to Edge (mountain with border).

To zoom to the edge of the drawing area, click on a blank portion of the drawing area to make sure nothing is selected and then click Zoom to Edge (mountain with border).

See Also

Magnifying Glass

Zoom Out

Zoom to Edge

Zoom Out (View Palette)



Zoom Out reduces the view of your sign, allowing you to see a larger area.

To view the sign at half its current size, displaying a larger area, click Zoom Out (small mountain) or hold down the Ctrl key and click the Magnifying Glass on the point you want to be in the center of the window.

To zoom to the edge of the drawing area, click on a blank portion of the drawing area to make sure nothing is selected and then click Zoom to Edge (mountain with border).

See Also

[Magnifying Glass](#)

[Zoom to Edge](#)

[Zoom In](#)

Zoom to Edge (View Palette)



Zoom to Edge zooms in or out to the edge of the selected object(s). If nothing is selected, it zooms to the edge of the drawing area, centering your sign on the window.

To zoom in on an object, click on the object with the Arrow tool to select it and then click Zoom to Edge (mountain with border).

To zoom to the edge of the drawing area, click on a blank portion of the drawing area to make sure nothing is selected and then click Zoom to Edge (mountain with border).

To zoom to the edge of the objects on your sign, double-click the Magnifying Glass on the drawing area.

See Also

[Magnifying Glass](#)

[Zoom Out](#)

[Zoom In](#)

The **active color** is used when creating objects using either the wire frame or solid fills. The active color is displayed in the Fill Box and highlighted in the Color palette.

New objects are created using the **active fill**.

A **color stripe fill** is made from two or more color stripes of fixed width that are repeated to fill an object.

A **gradient fill** is created by combining one or more color pairs so that the first color in a pair blends smoothly with the next.

A **pattern fill** is created by duplicating and repeating objects that you create.

A **tile** is one repeat of a pattern.

