Basic iGrafx Business Graphics

When you start *Graphics*, the Welcome screen opens. This is the starting point for personalizing a project. You can select from hundreds of predesigned projects, or create your own project from scratch using one of the blank page types.

Graphics contains hundreds of projects that are ready to use. These projects are organized into catalogs. Each catalog contains projects that are appropriate for the catalog. For example, the Office Communications catalog contains projects that are geared toward communicating with your customers and employees, such as flyers and awards.
Graphics is a powerful tool that puts you in control of designing all kinds of projects, such as diagrams, charts, greeting cards, banners, posters, letterhead, Web pages, and more. Although *Graphics* has extensive creativity tools, it also offers a simple, quick way to produce a project.

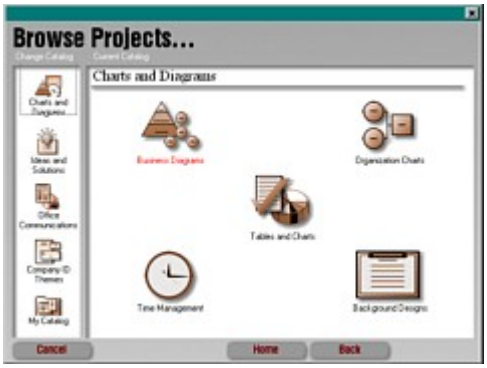
Three Easy Steps to Creating a Project

- Step 1: Choose a project.
  You can start by either browsing the project catalog, or searching for a project using keywords.
- Step 2: Personalize your project.
  Once you have chosen a project, a wizard walks you through personalizing the project. Simply fill in the blanks.
- Step 3: Output the project.
  The most common way to output a project is to print it to your printer. However, *Graphics* also allows you to create Web pages, Animated GIFs, AVI movies, send via e-mail, or just save the project.

Step 1: Choosing a Project

To Browse the Project Catalog

1 Click Browse Projects on the Welcome screen. The screen changes and displays categories of projects.



Note
At this point, you can change to a different catalog. Click the name of a catalog listed on the left.

2 Click the category you want, such as Tables & Charts or Time Management. On the left side of the screen is a list of the folders in the category, and on the right is a list of all projects in the selected folder.

Note
You can select either Thumbnail View or List View at the top of the screen. Thumbnail view displays a thumbnail of the projects in the open folder. List view displays the name of the project, and when you select the name, a preview appears to the right of the list.

3 Select a folder on the left to narrow the project list to only the projects found in the folder.

4 If the folder has a plus sign beside it, double-click the folder to view the folders within. As you continue opening and selecting folders, the list of projects on the right narrows until you find the project you want to open.

5 Click the project you want to begin, and click Next.

To Search for a Project

1 Click Search Projects on the Welcome screen. The screen changes and displays the Search screen.

2 Type words or phrases that describe the type of project you want to find.

3 Select Match Any Word to search using any of the words you typed. Select Match All Words to search for only projects containing all the words you typed.

4 Select one or more catalogs and page types you want to search.

5 Click Search Now, or press enter.

6 Select a category on the left to narrow the project list to only the projects found in the category.

7 Click the project you want to begin, and click Next.

Step 2: Personalizing Your Project

After selecting a project, you continue through the wizard to personalize the project.

1. Continue through the wizard, filling in the information requested on each page and clicking Next to continue.

2. After filling in the information on the last page, click Finished. The wizard closes and the project appears in the *Graphics* drawing area.

Step 3: Outputting Your Project

1 On the File menu, point to Outputs, and click Output Wizard. The Output wizard opens displaying the types of output you can choose.

2 Click the icon for the type of output you want, and click Next.

3 Select the options you want.

4 When you reach the last page of the wizard, click Finish.

To show a toolbar

1 On the View menu, click Toolbars. The View Toolbars dialog box appears.

2 Select the toolbar you want to display.

3 Click OK.

Tips

Until you are familiar with the toolbars, use Tool Tips to identify the buttons on the toolbar. When Tool Tips are turned on, you can display the name of a button by simply pointing to the button with the mouse for about two seconds.

To display a shortcut menu that lets you show or hide any toolbar, click any toolbar with the right mouse button.

{button Related Topics,PI(`',`work_rtf_1161990')}

To hide a toolbar

1 On the View menu, click Toolbars. The View Toolbars dialog box appears.

2 Deselect the toolbar you want to hide.

3 Click OK.

Tips

You can hide a floating toolbar by clicking the Close button  on the toolbar.

To display a shortcut menu that lets you show or hide any toolbar, click any toolbar with the right mouse button.

{button Related Topics,PI(`',`work_rtf_1162020')}

To move a toolbar

- If the toolbar is anchored, point to the double bar at the end of the toolbar and drag the toolbar to the location you want.

or

If the toolbar is not anchored, drag the title bar of the toolbar.

or

If the toolbar is a flyout from a toolbar button, such as the More Line or More Shape Tools flyouts, drag anywhere on the flyout to create a floating toolbar.

If you drag the toolbar onto the active window, it becomes a floating toolbar. If you drag the toolbar onto the left, right, top, or bottom borders of the *Graphics* workspace, the toolbar anchors itself to the border.

Tips

To create a vertical floating toolbar, drag the toolbar onto the left workspace border. Then drag it onto the active window.

To create a horizontal floating toolbar, drag the toolbar onto the top workspace border. Then drag it onto the active window.

To configure your toolbars

1 On the View menu, click Toolbars. The View Toolbars dialog box appears.

2 To display color buttons on the toolbars, select Color Buttons.

To display large buttons on the toolbars, select Large Buttons.

To display Tool Tips when you point to a button with the mouse for about two seconds, select Show ToolTips.

{button Related Topics,PI(`',`work_rtf_1162080')}

Visual Toolbar

{button Tell me how...,PI(`',`work_rtf_1167687')}

The Visual Toolbar lets you easily perform tasks to complete a project without searching for tools in the menus or on the toolbars. Simply click the icon or text indicating the task you want to perform. The Visual Toolbar then leads you to the next set of available options, and even shows you how to use the selected tool.

The information in the Visual Toolbar changes as you perform tasks on the page. Watch the options in the Visual Toolbar change as you select one object, multiple objects, or a group, for example. Click Home to deselect all objects. Click Back to move back through topics previously displayed in the Visual Toolbar.

Click Insert Objects, Create Shapes, Create Lines, or Create Text to insert different types of objects. These buttons at the top of the Visual Toolbar lead you to more options and hints.

To show or hide the Visual Toolbar

To show or hide the Visual Toolbar

- On the View menu, click Visual Toolbar.

or

Click the Show/Hide Visual Toolbar button at the bottom left of the screen.

{button Related Topics,PI(`',`work_rtf_1162146')}

To show or hide the status bar

- On the View menu, select or clear Status Bar.

Tip

To display a shortcut menu that lets you hide the status bar, click the status bar with the right mouse button.

To show or hide the rulers

- On the View menu, select or clear Rulers.

Tip

To display a shortcut menu that lets you hide the rulers, right-click either ruler.

To set the unit of measure for the rulers

To set the unit of measure for the rulers

1 On the Tools menu, click Options. The Options dialog box opens.

2 Click the Scaling tab to display the Scaling panel.

3 Choose the ruler’s unit of measure in the One box.

Tips

To display a shortcut menu that lets you change the unit of measure for the rulers, right-click either ruler.

To quickly display the Scaling panel of the Options dialog box, click the box displaying the grid units. (The box is in the corner where the rulers meet.)

{button Related Topics,PI(`',`work_rtf_1162259')}

To show or hide the rulers

To add guide lines

1 Place the pointer on either the vertical or horizontal ruler.

2 Drag from the ruler to the page, and place the guide line in the position you want.

Tips

You must have the rulers open to drag guide lines onto the page. Show the rulers by clicking Rulers on the View menu.

You can also use the Options command on the Tools menu to add guide lines and specify their position. Or, click Guide Line Options on the View menu.

You can place multiple guide lines on the page.

To remove guide lines

1 On the View menu, click Guide Line Options.

2 Select the guide line in the Guide Line List you want to remove.

3 Click Clear.

or

Click Clear All to remove all guide lines.

4 Click Apply, or click OK to apply and close the Options dialog box.

Tips

You can remove a guide line by dragging it off the page.

You can also open the Guide Line Options by double-clicking or right-clicking a guide line.

{button Related Topics,PI(`',`work_rtf_1162316')}

To add guide lines using Guide Line Options

1 On the View menu, click Guide Line Options.

2 Type a ruler position for the guide line in the Enter Location box.

3 Click Add Vert. to add a vertical guide line, or click Add Horiz. to add a horizontal guide line.

4 Click Apply, or click OK to apply and close the Options dialog box.

Tip

You can also open the Guide Line Options by double-clicking or right-clicking a guide line.

Setting General Options

{button Tell me how...,PI(`',`work_rtf_1167742')}

The General panel of the Options command (**F12**) on the Tools menu lets you set a variety of high-level preferences.

The Show Startup Welcome Dialog option determines whether the Welcome screen appears when you open *Graphics*. The Welcome screen contains options that let you browse or search for a project, open a blank page, or open an existing drawing. Clear this option if you do not want the Welcome screen to appear when you open *Graphics*. If you clear this option, the page type set as your favorite opens automatically.

The Block Select When Clicking-and-Dragging over Unselected Objects option determines how *Graphics* interprets your action when you point to an unselected object with the Select cursor and start dragging.

- If this option is clear, *Graphics* assumes that when you point to an unselected object with the Select cursor and start dragging, that you want to select and move the object.
- If this option is selected, *Graphics* assumes you always want to draw a bounding box to select objects when you point and drag, even if you happened to be pointing to an unselected object when you started dragging.

Note that this option affects *Graphics*' behavior only when you begin dragging with the Select cursor pointing to an unselected object. For either setting, if you point to an empty area on your drawing and drag, you draw a bounding box for selecting objects. Also, for both settings, if you click a selected object and drag, you move the object.

The Undos and Redos Possible box sets the level of undos and redos. The maximum setting for this option is 50. The higher the undos/redos setting, the more memory required by *Graphics*.

The Object Sizing options determine if label text size, line thickness, line end size, and shadow thickness size proportionally when you size an object. A check mark indicates the label text, lines, line ends, or shadows will size with the object.

{button Related Topics,PI(`',`work_rtf_1167748')}

To set the level of undos and redos

To set the level of undos and redos

1 On the Tools menu, click Options. The Options dialog box opens.

2 Click the General tab to display the General panel.

3 Type a number, up to 50, in the Undos and Redos Possible box.

4 Click OK.

{button Related Topics,PI(`',`work_rtf_1167782')}

Setting Drawing Options

{button Tell me how...,PI(`',`work_rtf_1167812')}

The Drawing panel of the Options command (**F12**) on the Tools menu lets you set the Constraint Angle and whether a Finished button appears on drawing toolbars.

The Constraint Angle determines the way objects are constrained when drawn, rotated, or slanted with the **SHIFT** key held down. For example, setting the Constraint Angle to 10 constrains manual rotations to angles that are multiples of 10 degrees while the **SHIFT** key is held down.

The Display Finished Button option determines whether a Finished button appears on drawing toolbars for you to click after you finish drawing an object. Select this option if you want the Finished button to appear; clear it if you do not.

Note
If a tool has options connected to the Finished button, the Finished button appears with or without the Display Finished Button selected. The Text tool, for example, has options connected to the Finished button.

Tip

You can also display the Drawing panel using the Options command from the Rotate command on the Arrange menu.

{button Related Topics,PI(`',`work_rtf_1167818')}

To change the constraint angle

To change the constraint angle

1 On the Tools menu, click Options. The Options dialog box appears.

2 Click the Drawing tab to display the Drawing panel.

3 Type a number in the Constraint Angle box.

4 Click OK.

{button Related Topics,PI(`',`work_rtf_1167859')}

Setting Grid Options

{button Tell me how...,PI(`',`work_rtf_1167884')}

The Grid panel of the Options command (**F12**) on the Tools menu lets you set grid options. You can also display the Grid panel using the Grid Options command on the View menu.

Grid units are based on the ruler units. If you change the number of grid units per ruler unit, you also change the number of snap positions and the appearance of the on-screen grid. By default, the number of grid units per ruler unit is the same as the standard ruler divisions. For example, an inch has 16 grid units, and a centimeter has 10 grid units.

The Snap to Grid option determines whether objects snap to the closest grid unit during actions such as drawing or moving. Clear this option if you do not want grid snapping. You can also turn grid snapping on and off with the Snap to Grid command on the Arrange menu.

The Grid Dots box determines whether grid dots are always shown, always hidden, or shown only when Snap to Grid is turned on.

{button Related Topics,PI(`',`work_rtf_1167890')}

To change the number of grid units

To change the number of grid units

1 On the View menu, click Grid Options. The Grid panel of the Options dialog box appears.

2 Type the number of grid units per ruler unit that you want in the Grid Units box.

3 Type the ruler units you want to use in the [units] on the Drawing box.

4 Click OK.

{button Related Topics,PI(`',`work_rtf_1167924')}

Setting Grid Options

Setting Scaling Options

{button Tell me how...,PI(`',`work_rtf_1167945')}

The Scaling panel of the Options command (**F12**) on the Tools menu lets you set scaling options.

If you do scale drawings, you can use the scaling options to define a scale unit, which is a ratio of one unit of measure to another. For example, you can define a scale of 10 feet per inch and draw a landscape at that scale, or define a scale of 2 weeks per centimeter and draw a timeline chart at that scale.

When you set a scale for a drawing, that scale setting is shown in the rulers for that drawing.

The scale settings you define for a drawing are saved with the drawing so you do not have to reset them each time you open the file.

{button Related Topics,PI(`',`work_rtf_1167955')}

To define a scale for a drawing

To show or hide the rulers

To define a scale for a drawing

1 On the Tools menu, click Options. The Options dialog box opens.

2 Click the Scaling tab to display the Scaling panel.

3 Define the scale by using the Page Scaling boxes.

4 Click OK.

Tip

To display a shortcut menu that lets you define a scale for a drawing, right-click either ruler.

Setting Scaling Options

Setting Editing Options

{button Tell me how...,PI(`',`work_rtf_1168052')}

The Editing panel of the Options command (**F12**) on the Tools menu lets you specify your image editor and whether you can edit embedded OLE objectsembedded OLE objects in place.

Selecting an Image Editor

One of your options for editing a bitmap image is to edit the bitmap in your image editor. The image editor shipped with iGrafx Business is *Image*, so this is the image editor that is normally opened. If you have iGrafx Image and want to use that program as your image editor, select the iGrafx Image option on this panel.

In-Place Editing

Select the Edit Image In-Place option if you want to be able to edit an embedded OLE object in place when an OLE server supports this feature.

If this option is cleared, then you cannot choose in-place editing for OLE objects.

If an OLE server program supports the in-place editing feature of OLE 2.0, then the server places its tools and menus directly in the *Graphics* workspace when it opens. You use these tools and commands to edit the OLE object. Because you are still in *Graphics*, you can see your page while you edit the OLE object.

Setting the Text Tool Option

Select the Text Tool Creates and Edits Text option if you want to use the text tool to edit label text. By default, the Text tool creates or edits text. You must use the Edit tool to create or edit label text. With this option selected, you can select either the Plain Text or Column Text tool, and click an object to create or edit label text.

Setting the Label Text Option

By default, the Always Center Label Text option is selected. With this option selected, label text is always centered horizontally and vertically in the shape you are labeling. You can always change the label text alignment using the Align Text buttons on the Formatting toolbar.

{button Related Topics,PI(`',`work_rtf_1168026')}

To set editing options

To set editing options

1 On the Tools menu, click Options. The Options dialog box opens.

2 Click the Editing tab to display the Editing panel.

3 Choose the image editor you want to use and if you want to use in-place editing.

4 Select Text Tool Creates and Edits Text if you want to use the Text tool to create and edit label text.

5 Clear the Always Center Label Text option if you do not want label text to default to the center of the object being labeled.

6 Click OK.

{button Related Topics,PI(`',`work_rtf_1168079')}

Setting Editing Options

Setting Files Options

{button Tell me how...,PI(`',`work_rtf_1168128')}

The Files panel of the Options command (**F12**) on the Tools menu lets you specify the drive and folder (path) containing the *Graphics* projects and whether you want to save a DRW copy of a file when you save to other formats.

To specify the location of the templates, use Browse to find the templates or type a drive and folder in the Templates box.

The DRW options determine whether you are prompted to save a copy of a drawing in iGrafx Business DRW format when you save the drawing in another format (such as BMP format). Normally, you will want to save a duplicate of any drawing in DRW format so you have full editing capability for the drawing if you need to change it later.

- If you always want to be prompted to save in DRW format, select the Always Ask to Save a DRW Copy option.
- If you want a DRW copy to be saved automatically, select the Always Save a DRW Copy option.
- If you never want to save a DRW copy, select the Never Save a DRW Copy option.

{button Related Topics,PI(`',`work_rtf_1168102')}

To set files options

To set files options

1 On the Tools menu, click Options. The Options dialog box opens.

2 Click the Files tab to display the Files panel.

3 Change the path of the *Graphics* templates.

4 Choose an option for saving a DRW copy when saving to a different format.

5 Click OK.

{button Related Topics,PI(`',`work_rtf_1168142')}

Setting Files Options

Setting Guide Line Options

{button Tell me how...,PI(`',`work_rtf_1168191')}

The Guide Lines panel of the Options command (**F12**) on the Tools menu lets you add and remove guide lines, and set guide line options.

The guide line list displays the location of all guide lines currently in use. Horizontal guide lines are notated with "Horiz" and vertical guide lines are notated with "Vert."

You can set the option to snap to guide lines and whether to show guide lines when snapping is turned on. The Lock Guide Lines option keeps guide lines in place so they cannot be moved inadvertently. You can also change the color of guide lines. The default color is blue.

{button Related Topics,PI(`',`work_rtf_1168165')}

To set guide line options

To set guide line options

1 On the Tools menu, click Options. The Options dialog box opens.

2 Click the Guide Lines tab to display the Guide Lines panel.

3 Set snapping to guide line options, locking, and guide line color.

4 Click OK.

Tips

You can also open the Guide Line Options by double-clicking or right-clicking a guide line.

{button Related Topics,PI(`',`work_rtf_1168211')}

Setting Guide Line Options

To change the page setup

1 On the File menu, click Page Setup. The Project wizard opens to the settings for the current page type.

2 Choose the options you want. To change the page type, click the Back button to view a list of blank page types.

New page settings are immediately applied to the active page.

Tips

Graphics includes predefined page layouts ready for printing items such as banners, labels, and business cards.

When you select portrait or landscape for postcard and business card layouts, the orientation refers to the individual card rather than the entire page.

{button Related Topics,PI(`',`work_rtf_1168249')}

Page Manager

Layer Manager

{button Tell me how...,PI(`',`work_rtf_1168300')}

The Layer Manager lists the layers defined for the active drawing and lets you perform layer operations. In the Layer Manager:

- The current layer is indicated by an arrowhead in the Current column before the layer's name. The current layer is the layer on which new objects are placed and the layer being edited, unless the Edit All Layers option is turned on.
- The Visible setting of a layer is indicated by the box under the bulb icon. If the box is selected, the layer is displayed. If the box is clear, the layer is hidden.
- The Print setting of a layer is indicated by the box under the printer icon. If the box is selected, the layer is printable. If the box is clear, the layer is nonprintable.
- The Lock setting of a layer is indicated by the box under the lock icon. If the box is selected, the layer is locked. If the box is clear, the layer is unlocked.

Besides letting you change the visible, print, and lock properties of layers, the Layer Manager lets you select the current layer; add, delete, and rename layers; change the order of layers; and specify whether you want to edit only the current or all layers.

Note
The Layer Manager will not close if you have selected a hidden or locked layer as the current layer. To close the Layer Manager, you must change the current layer to a layer that is not hidden or locked.

To view markups created in iGrafx Share Viewer

To change the current layer

- On the layer tab bar at the bottom of the drawing window, click the tab of the layer you want to make the current layer.

  You may need to scroll the layer tab bar to locate the tab.

Note
When a layer is hidden or locked, the name of the layer on the tab is gray. You cannot make a hidden or locked layer the current layer.

{button Related Topics,PI(`',`work_rtf_1168397')}

Layer Manager
Page Manager

To add a layer to the active drawing

- On the Arrange menu, point to Layers, and click Add Layer.

  The new layer is added in front of the current layer and becomes the new current layer.

Tip
To display a shortcut menu that lets you add a new layer, right-click the layer tab bar.

Layer Manager
Page Manager

To edit all layers

- On the Arrange menu, point to Layers, and select Edit All Layers.

Editing all layers lets you select, move, and edit all objects in the active drawing, regardless of the layer on which they are located. When editing all layers, you cannot move an object on a lower layer in front of an object on a higher layer.

Tips

New objects are always placed on the current layer, even when you are editing all layers.

To switch back to editing just the current layer, deselect Edit All Layers.

{button Related Topics,PI(`',`work_rtf_1163004')}

Layer Manager
Page Manager
To select all objects

To delete a layer

1. On the Arrange menu, point to Layers, and click Layer Manager. The Layer Manager opens.
2. Click the name of the layer you want to delete.
3. Click Delete.
4. Click OK.

Note
When you delete a layer, all objects on the layer are deleted.

Tips

To display a shortcut menu that lets you delete a layer, right-click the tab of the layer you want to delete.

To quickly open the Layer Manager, double-click a layer tab.

You can also open the Layer Manager using **CTRL+SHIFT+M**.

Layer Manager
Page Manager

To rename a layer

1 On the Arrange menu, point to Layers, and click Layer Manager. The Layer Manager opens.

2 Click the name of the layer you want to rename.

3 Click Rename.

4 Type the new name.

5 Click OK.

6 Click OK again to close the Layer Manager.

Tips

To display a shortcut menu that lets you rename a layer, right-click the tab of the layer you want to rename.

To quickly open the Layer Manager, double-click a layer tab.

You can also open the Layer Manager using **CTRL+SHIFT+M**.

{button Related Topics,PI(`',`work_rtf_1168463')}

Layer Manager
Page Manager

To change the order of layers

1. On the Arrange menu, point to Layers, and click Layer Manager. The Layer Manager opens.
2. Click the name of the layer you want to reorder.
3. Click Move Up or Move Down as necessary to position the layer in the list where you want it.
4. Click OK.

Tips

To quickly open the Layer Manager, double-click a layer tab.

You can also open the Layer Manager using **CTRL+SHIFT+M**.

{button Related Topics,PI(`',`work_rtf_1168481')}

Layer Manager
Page Manager

To move an object to a different layer

1 Select the object.

2 On the Arrange menu, point to Layers, and click Move to Layer. The Move to Layer dialog box opens.

3 Click the layer to which you want to move the object.

4 Select the Also Make This the Current Layer box if you want to make the selected layer active.

5 Click OK.

Tip

To display a shortcut menu that lets you move objects to a different layer, right-click the layer tab bar.

You can also press **CTRL+F9** to move the selected object back one layer. Or, use the Move Back One Layer command on the Arrange/Layers menu.

You can also press **CTRL+F10** to move the selected object forward one layer. Or, use the Move Forward One Layer command on the Arrange/Layers menu.

{button Related Topics,PI(`',`work_rtf_1168499')}

Layer Manager
Page Manager

To show or hide a layer

1 On the Arrange menu, point to Layers, and click Layer Manager. The Layer Manager opens.

2 To hide a layer, clear the box under the bulb icon for the layer.

To show a layer, select the box under the bulb icon for the layer.

3 Click OK.

Notes
Hiding a layer does not affect its print property.

The current layer cannot be hidden. If you hide the current layer, the Layer Manager does not close until you make the layer visible or change the current layer to a visible layer.

Tips

To speed up the redrawing of complicated drawings, hide the layers you do not need to see.

To display a shortcut menu that lets you show or hide a layer, right-click the tab of the layer you want to show or hide.

To quickly open the Layer Manager, double-click a layer tab.

You can also open the Layer Manager using **CTRL+SHIFT+M**.

Layer Manager
Page Manager

To make a layer printable or nonprintable

1 On the Arrange menu, point to Layers, and click Layer Manager. The Layer Manager opens.

2 To make a layer nonprintable, clear the box under the printer icon for the layer.

To make a layer printable, select the box under the printer icon for the layer.

3 Click OK.

Note
Hidden layers are printed unless they are also nonprintable.

Tips

To display a shortcut menu that lets you make a layer printable or nonprintable, right-click the tab of the layer.

To quickly open the Layer Manager, double-click a layer tab.

You can also open the Layer Manager using **CTRL+SHIFT+M**.

Layer Manager
Page Manager

To lock or unlock a layer

1 On the Arrange menu, point to Layers, and click Layer Manager. The Layer Manager opens.

2 To lock a layer, select the box under the lock icon for the layer.

To unlock a layer, clear the box under the lock icon for the layer.

3 Click OK.

Notes
When a layer is locked, it can be displayed or hidden, but it cannot be edited.

The current layer cannot be locked. If you lock the current layer, the Layer Manager does not close until you unlock the layer or change the current layer to an unlocked layer.

Tips

To display a shortcut menu that lets you lock or unlock a layer, right-click the tab of the layer you want to lock or unlock.

To quickly open the Layer Manager, double-click a layer tab.

You can also open the Layer Manager using **CTRL+SHIFT+M**.

Layer Manager
Page Manager

To view markups created in iGrafx Share Viewer

When you open a drawing containing markups, a Markup tab appears at the end of the layer tabs.

1 Right-click the Markup tab.

2 Click All to view all markups.

or

Click Mine to view only markups you created.

or

Click None to hide all markups.

or

Click Select, click the name of a reviewer, and click OK. The markups of only that reviewer appear.

or

Click Clear All Markups to remove markups from the drawing.

{button Related Topics,PI(`',`work_rtf_1168571')}

Layer Manager
Page Manager

Page Manager

{button Tell me how...,PI(`',`work_rtf_1168596')}

Projects or page settings that have multiple pages, such as greeting cards or Web pages, use the Page Manager. The Page Manager lets you have multiple pages within one file.

The pages you see on screen may not necessarily be more than one printed page, but may be panels of a folded sheet as with greeting cards or brochures. The Page Manager makes placing objects on the page much easier than trying to position objects so they are correct once the page is folded.

The current page of a drawing is displayed using tabs similar to the layer tabs. These tabs are located on the bottom left of the screen. The name of the page tab indicates the page or panel available.

You can right-click a page tab to open a shortcut menu containing options for the Page Manager. You can open the Page Manager by clicking Page Manager  on the Standard toolbar.

Note
You can add, delete, rename, or rearrange pages only to page types that default to page names of Page 1, Page 2, etc.

To view pages

- On the page tab bar at the bottom of the drawing window, click the tab of the page you want to view. You may need to scroll the page tab bar to locate the tab.

Page Manager

To add a page

- Click the Add Page tab.

or

Right-click a page tab and click Add Page.

Notes
You can add pages only to page types that default to page names of Page 1, Page 2, etc.

If you are using the Animation page type, the Add Page tab reads Add Cell. When you add a cell, a copy of the contents of the previous cell is placed on the new cell.

You can also add a page by right-clicking a page tab, clicking Page Manager, and clicking Add.

You can open the Page Manager by clicking Page Manager  on the Standard toolbar.

You can also open the Page Manager using **CTRL+SHIFT+P**.

To remove a page

1 Right-click the page tab you want to remove.

2 Click Remove Page.

Notes
You can remove pages only on page types that default to page names of Page 1, Page 2, etc.

When you remove a page, all objects on the page are deleted.

You can remove a page using the Page Manager. Right-click a page tab, click Page Manager, select the page you want to remove, and click Delete.

You can open the Page Manager by clicking Page Manager  on the Standard toolbar.

You can also open the Page Manager using **CTRL+SHIFT+P**.

{button Related Topics,PI(`',`work_rtf_1168630')}

To go to a specific page

1 Right-click any page tab.

2 Click Go To Page

3 Select a page name in the Goto Page Name box.

4 Click OK.

{button Related Topics,PI(`',`work_rtf_1168630')}

To rearrange pages

1 Right-click a page tab.

2 Click Page Manager.

3 Click the page you want to move up or down.

4 Click Move Up or Move Down.

5 Click OK when you finish rearranging all pages.

Notes
You can rearrange pages only on page types that default to page names of Page 1, Page 2, etc.

You can rearrange pages by right-clicking the page tab you want to move, and clicking either Move Page Forward or Move Page Back.

You can open the Page Manager by clicking Page Manager  on the Standard toolbar.

You can also open the Page Manager using **CTRL+SHIFT+P**.

To rename pages

1 Right-click the tab of the page you want to rename.

2 Click Rename Page.

3 Type the new name. You can use any number of characters.

4 Click OK.

Notes
You can rename pages only on page types that default to page names of Page 1, Page 2, etc.

You can rename pages using the Page Manager. To open the Page Manager, right-click any page tab, and click Page Manager. Or, click Page Manager  on the Standard toolbar.

You can also open the Page Manager using **CTRL+SHIFT+P**.

{button Related Topics,PI(`',`work_rtf_1168630')}

Creating a New Drawing

{button Tell me how...,PI(`',`file_rtf_1116152')}

When you want to create a new drawing, use the New command (**CTRL+N**) on the File menu or the New button  on the Standard toolbar.

The New command or button  displays the Welcome screen, which lets you choose a method for beginning your drawing.

- Browse Projects guides you through creating many different types of drawings and projects.
- Blank Projects lets you choose from several different blank page types.
- Search Projects lets you use keywords to search for projects of a certain theme or type.
- Blank Drawing opens a printer sheet, or the page type you set as your favorite.

If you choose to browse for a project, select a project from the project list. After making the appropriate selections or entering the requested information on a wizard screen, click the Next button to continue. To go back to the previous screen, click the Back button. You can click the Home button to return to the Welcome screen.

If you choose to search for a project, you can type in any words or phrases that indicate the type of project you want to use. You can search through all catalogs and page types, or select only certain catalogs and page types to narrow your search. When the search is complete, all projects fitting your criteria are listed.

If you choose to begin with a blank project, select the type of blank page you want to use. Click the Next button to continue and select the appropriate settings as requested.

To set your favorite page type as the default, choose a blank page type you want as default. Select the Set as Favorite Page box, and click Finish. You can now access the page type quickly by choosing Blank Drawing on the Welcome screen. If you do not set a favorite page type, *Graphics* defaults to a printer sheet.

Projects in *Graphics* use templates, which are predefined designs that contain the basic layout and formatting for a specific type of drawing, such as a business card or letterhead. Many templates have an associated clip art subject, so when a project opens, *Graphics* also opens the Clip Art tab of the Gallery with a relevant subject already open. (You must have the iGrafx Business Content 1 CD in the CD-ROM drive or have access to content on a network for the correct subject to display.) Projects make it easy to create new drawings, because you need only to add the text and clip art that are suitable to your project. Some projects even contain placeholders for photos. You just double-click the placeholder to insert a photo.

Projects in *Graphics* are categorized into catalogs. Each catalog has projects that are appropriate for the catagory. For example, the Office Communications catalog contains greeting card, banner, and sign templates. You can change to a different catalog when you are browsing for a project or blank page.

Graphics lets you have several drawings open at one time, each in its own window. You can have as many drawings open as your computer's memory allows. The title bar of a new window displays "Drawing1" until you save the drawing with a specific name. If you have more than one unsaved drawing, they are named Drawing1, Drawing2, and so forth.

In addition, you can open new windows for the same drawing to display different views of the drawing.

To open a different catalog

1 On the File menu, click New.

2 Click Browse Projects to select a predefined project.

or

Click Blank Projects to open a blank page.

3 Select the catalog you want to open. Catalogs are listed along the left.

Note
You must have the iGrafx Business Content 1 CD in the CD-ROM drive or have access to content on a network.

To browse for a project or blank page

1 On the File menu, click New.

2 Click Browse Projects to select a predefined project.

or

Click Blank Projects to select a blank page type.

3 Select the project or blank page you want to use, and follow the wizard by clicking Next to continue.

4 Click Finish when you reach the end of the wizard. The project opens into the drawing area.

Notes
You must have the iGrafx Business Content 1 CD in the CD-ROM drive or have access to content on a network.

When you open a project, you open a duplicate, not the original. This means you can make any changes you want to the drawing without altering the template.

{button Related Topics,PI(`',`file_rtf_1114928')}

To search for a project

1 On the File menu, click New.

2 Click Search Projects.

3 Type any words indicating the type of project you want to open.

4 Select Match Any Word to search for any of the words you typed.

or

Select Match All Words to search for only projects that contain all the words you typed.

5 Select one or multiple catalogs and page types you want to search. This step is optional.

6 Press **ENTER** or click Search Now. When the search is complete, you can view any project found.

Notes
You must have the iGrafx Business Content 1 CD in the CD-ROM drive or have access to content on a network.

{button Related Topics,PI(`',`file_rtf_1114958')}

To insert a graphic into a placeholder

1 Double-click the placeholder.

2 Select Picture File to insert a picture saved on your hard drive or on CD-ROM.

or

Select Clip Art to open Share Media and select a graphic. Make sure you have an iGrafx Business CD in the CD-ROM drive or have access to content on a network.

or

Select Scanner or Digital Camera to scan a picture or insert from a digital camera.

3 Click OK, and select a graphic or acquire from your scanner or digital camera. The Placeholder Replacement dialog box opens.

4 Choose the method for filling in the placeholder with the selected picture.

> **Note**
> If you choose Fill Placeholder and the graphic is larger than the placeholder, you can drag the vertical slider to frame the area of the picture you want to appear in the placeholder.
>
> If you choose Custom Fit, you can adjust the size of the graphic so it fits in the placeholder. If you size the graphic so it is the same height or width of the placeholder, the vertical or horizontal sliders are unavailable.

5 Click OK.

Entering Wizard Defaults

{button Tell me how...,PI(`',`file_rtf_1116228')}

Many projects request your address information. Entering this information each time you select the project can become tiresome. To avoid entering this information over and over, you can store this information in one place.

The Wizard Defaults command opens a dialog box where you can store your personal and business address information. When you use a project that requests this kind of information, *Graphics* fills in the information based on what is in the Wizard Defaults dialog box. That way, you do not have to type it each time you use the project.

{button Related Topics,PI(`',`file_rtf_1116234')}

To enter wizard defaults

Creating a New Drawing

To enter wizard defaults

1 On the Tools menu, click Wizard Defaults.

2 Click either the Personal or Business tab to enter the corresponding information.

3 Type the information requested.

4 Click OK.

{button Related Topics,PI(`',`file_rtf_1116248')}

Entering Wizard Defaults

Opening a Drawing

{button Tell me how...,PI(`',`file_rtf_1116317')}

To edit or view a drawing in *Graphics*, open the drawing using the Open command (**CTRL+O**) on the File menu. A preview of the file displays in the Preview box of the Open dialog box.

You can open multiple drawings in *Graphics*, up to the limit of your computer's memory.

Besides opening files that are stored in iGrafx Business formats, the Open command lets you open files in many standard formats. This process is often called "importing." When you import a file, it is translated into *Graphics* format as it is loaded into memory. When you save the file, you have the option of specifying the format in which you want the file saved.

Graphics can open files in the following formats:

Description Extension

Adobe Illustrator AI AI

Adobe Photoshop* PSD

AutoCAD Drawing DWG

AutoCAD DXF DXF

CompuServe Bitmap GIF

CompuServe PNG PNG

Computer Graphics Metafile CGM

Corel Clip art Format CMX

CorelDRAW! 3.0, 4.0, and 5.0 CDR

Digital Research GEM GEM

Encapsulated PostScript/AI EPS EPS

FPX Format FPX

Hanako JAH JAH

Hanako JBH JBH

Hanako JSH JSH

HP Graphics Language HGL

HP Graphics Language PLT

IGES Drawing IGS

iGrafx Chart GRF

iGrafx Drawing DRW

iGrafx Drawing Template DRT

JPEG File Interchange JPEG

JPEG File Interchange JPG

Kodak Photo CD PCD

Macintosh PICT PCT

Micrografx Designer DSF

Micrografx Picture Publisher 4.0 PP4

Micrografx Picture Publisher 5.0 PP5

Micrografx Picture Publisher PPF

Micrografx Simply 3D S3D

PC Paintbrush PCX

PostScript PRN

PostScript PS

Scitex CT SCT

Sun Raster RAS

Tagged Image File Format TIF

Targa Bitmap TGA

Text File TXT

Visio Drawing VSD

Visio Stencil VSS

Visio Template VST

Windows Bitmap BMP

Windows Device-Independent Bitmap DIB

Windows Enhanced Metafile EMF

Windows Metafile WMF

WordPerfect Graphics 1.0, 2.0 WPG

Tip

On the Open dialog box, you can open more than one drawing at a time by holding down **CTRL** as you click each filename.

Note

*If you open a Photoshop (PSD) file containing layers, *Graphics* does not retain the layer structure.

If you open a file that contains annotations created in iGrafx Share Viewer, a Markup tab appears at the end of the layer tabs. Right-click the Markup tab to manage the annotations.

To open a drawing in Graphics

To close the active drawing

To close all open windows

To open a drawing in Graphics

1. On the File menu, click Open.
2. If the Files of Type box does not list the format of the file you want to open, click the box and select the appropriate file type.
3. Click the file you want to open. You may need to locate the drive or folder that contains the file by clicking the Look In box or the Up One Level  button.
4. Click Open.

Tips

To scroll quickly to a specific filename in the Open dialog box, click the file list and type the first character of the filename. The list jumps to the first file beginning with that character.

You can also specify the file you want to open by typing its path and name in the File Name box. For example, type c:\graphics\tutorial in the File Name box to open the TUTORIAL file on drive C in the GRAPHICS folder.

If the file you want to open is listed on the File menu, just click the filename. The File menu lists the last four files you opened.

The Open dialog box recalls the most recently used drive, folder, and file type.

You can also open a file by clicking Open  on the Standard toolbar.

{button Related Topics,PI(`',`file_rtf_1116339')}

To close the active drawing

- On the File menu, click Close.

If the drawing contains changes that you have not saved, you are prompted to save the changes.

Tips

To close all open drawings, click Close All on the File menu.

Press **CTRL+W** to close a drawing.

{button Related Topics,PI(`',`file_rtf_1116368')}

To close all open windows

If a drawing contains changes that you have not saved, you are prompted to save the changes before the window closes.

- On the File menu, click Close All.

{button Related Topics,PI(`',`file_rtf_1116391')}

To save a drawing

1 On the File menu, click Save.

2 If you have not saved your drawing before, type a name for the drawing in the File Name box.

Tips

Specify the format in which the drawing is saved using the Save as Type box.

You can also save a drawing by clicking Save  on the Standard toolbar or pressing **CTRL+S**.

Saving with a Different Name or Format

{button Tell me how...,PI(`',`file_rtf_1116451')}

The Save As command on the File menu lets you assign a name to a drawing, or make a copy of an existing drawing by giving it a new name.

The Save As command also lets you save a drawing in a different format. This process is often called "exporting."

Graphics can save files in the following formats:

Description	Extension
Adobe Illustrator AI	AI
Adobe Illustrator EPS	EPS
Adobe Photoshop	PSD
AutoCAD DXF	DXF
CompuServe Bitmap	GIF
CompuServe PNG	PNG
Computer Graphics Metafile	CGM
Digital Research GEM	GEM
FPX Format	FPX
HP Graphics Language	PLT
HTML Web Page	HTM
IGES Drawing	IGS
iGrafx Drawing	DRW
iGrafx Drawing Classic	DRW
JPEG File Interchange	JPG
Macintosh PICT	PCT
Micrografx Designer	DSF
Micrografx Picture Publisher 4.0	PP4
Micrografx Picture Publisher 5.0	PP5
Micrografx Picture Publisher	PPF
PC Paintbrush	PCX
Scitex CT	SCT
Sun Raster	RAS

Tagged Image File Format TIF

Targa Bitmap TGA

Windows Bitmap BMP

Windows Device-Independent Bitmap DIB

Windows Enhanced Metafile EMF

Windows Metafile WMF

WordPerfect Graphics 1.0, 2.0 WPG

Note
If you save a file containing a bitmap image in a file format that does not support bitmap images, the bitmap image is dropped from the saved file. For example, bitmap images are dropped from files saved in GEM format (a vector-based format).

To save a drawing with a different name or format

1 On the File menu, click Save As. The Save As dialog box opens.

2 Specify the name or format in which you want to save the file.

3 Click Save.

If the drawing was saved previously with a different name or format, that version remains unchanged.

If you specify an existing name for the drawing, you are asked whether you want to replace the existing drawing. Click No to return to the Save As dialog box. Click Yes to replace the file.

Tip

Pressing a character key when a name is highlighted in the File Name box makes the name disappear. To edit the highlighted name, press the right arrow key to remove the highlight. Then press the right Arrow or left arrow keys to move the cursor. To delete characters to the left of the cursor, press backspace. To delete characters to the right of the cursor, press DELETE.

Saving with a Different Name or Format

To name a drawing

1 On the File menu, click Save As.

2 Specify the name you want to give the drawing.

3 Click Save.

If the drawing was saved previously with a different name, that version remains unchanged.

If you specify an existing name for the drawing, you are asked whether you want to replace the existing drawing. Click No to return to the Save As dialog box. Click Yes to replace the file.

Tip

Pressing a character key when a name is highlighted in the File Name box makes the name disappear. To edit the highlighted name, press the right arrow key to remove the highlight. Then press the right Arrow or left arrow keys to move the cursor. To delete characters to the left of the cursor, press backspace. To delete characters to the right of the cursor, press DELETE.

Output Wizard

{button Tell me how...,PI(`',`file_rtf_1116517')}

The Output wizard lets you save your drawing in a format other than DRW. To access the Output wizard, point to Outputs on the File menu, and click Output Wizard. Or, click Output Wizard at the bottom of the Visual Toolbar. When the wizard opens, select one of the types of output, then click the Next button to complete the wizard. The wizard provides several options depending on the type of output you choose.

Desktop Printer--Choose this option if you want to print the drawing. The Print dialog box opens.

Web and Electronic Publishing--Choose this option if you want to create a Web page. This option saves HTML code for your drawing, creating a page that can be published on the Internet.

Animated GIF--This option saves the drawing as an animated GIF. Once you save the animated GIF, you can view it in your Web browser.

Windows Wallpaper--This option saves the drawing in the BMP format used by Windows for desktop wallpaper, and sets the new drawing as wallpaper automatically.

Other File Type--Choose this option to save the drawing as a file type other than DRW.

Audio Video Interleave (AVI)--This option saves a multipage drawing as an AVI movie.

IGXPlayer--This option saves a drawing as an executable file that can be viewed without having iGrafx Business installed. Using the IGXPlayer, you can create an automatic or manual slide show presentation that contains animated GIFs and sound.

Send File Via E-Mail--If you have access to e-mail, you can attach the current drawing to an e-mail message.

You can skip the first page of the Output wizard and go directly to one of the above output types by pointing to Outputs on the File menu, and clicking an output type.

To use the Output wizard

To use the Output wizard

1 On the File menu, point to Outputs, and click Output Wizard.

2 Click the icon for the type of output you want.

3 Click the Next button, and select the options as appropriate.

{button Related Topics,PI(`',`file_rtf_1116559')}

Output Wizard

To save as a template

1. If you want a clip art subject associated with the template, open the Clip Art Gallery and open that subject.
2. On the File menu, click Save as Template. The Save as Template dialog box opens.
3. Type a name for your template in the Template Name box.
4. Type a description of the template.
5. Select Save Currently Opened Clip Art, if appropriate.
6. Select the template category in which you want to place the template. To add a new category, type a name in the box below the list and click Add Category. You can add up to eighteen template catagories.
7. Click OK.

Tips

The categories you add to the category list can be found in the catalog called My Catalog. Each category has its own icon in the catalog. The catalog you select for your template determines the icon under which your template is placed.

If you enter or select an existing filename, you are asked if you want to replace the existing file. Click No to return to the Save as Template dialog box. Click Yes to replace the file.

To save selected objects

1. Select the object or objects you want to save.
2. On the File menu, click Save Selection.
3. Type a name for the file in the File Name box, and select the file type in the Save As Type box.
4. Click Save.

To recall a drawing

- On the File menu, click the name of the drawing.

Note
If a file is deleted or is on a drive that is not currently available, it may still appear on the File menu. When you choose one of these files, *Graphics* displays a message stating that it cannot find the file.

To send a drawing to mail

1 On the File menu, point to Outputs, point to E-mail, and click the type of attachment you want to send.

As Draw File--Your mail program opens with the file as an attachment.

As AVI--The Output wizard opens letting you create the AVI. Once the AVI is created, your mail program opens with the AVI as an attachment.

As GIF--The Output wizard opens letting you create the animated GIF. Once the GIF is created, your mail program opens with the GIF as an attachment.

2 Use your mail program to complete your mail message.

{button Related Topics,PI(`',`file_rtf_1116605')}

Output Wizard

To quit Graphics

- Click the Close button at the far right of the title bar.

  or

  On the File menu, click Exit.

  or

  Press **ALT+F4**.

Drawing Basics

{button Tell me how...,PI(`',`drawing_rtf_1140406')}

Before drawing an object, you must choose the type of object. After you select the type of object you want to draw, you are in the Insert mode. There are two ways to choose object types.

- On the Insert menu, click Rectangle, Rounded Rectangle, Ellipse Straight Line, or Connector Right-Angle Line; or point to More Shape Tools or More Line Tools, and click the shape you want to draw.
- On the Drawing toolbar, click Rectangle  , Rounded Rectangle  , Ellipse  , Straight Line  , or Right-Angle Connector Line  ; or click More Shape Tools  or More Line Tools  , and click the shape you want to draw.

After you choose a shape, the pointer changes to the Draw pointer. The Draw pointer looks like crosshairs. The Draw pointer also shows a small icon of the current shape. The name of the shape is shown on the status bar.

While the Draw pointer is displayed, you can draw as many objects of the current shape as you want.

To switch from the Draw pointer to the Select pointer, do one of the following:

- On the Edit menu, click Select Mode.
- Click Select  on the Drawing toolbar.
- Click the Finished button.
- Click on the page away from the object.
- Press **ESC**.

To cancel a drawing action

To cancel a drawing action

- To cancel a drawing action before it is complete, press **ESC**.

{button Related Topics,PI(`',`drawing_rtf_1140420')}

Drawing Basics

Drawing with Constraint

The **SHIFT** key restricts or constrains the way some objects are drawn. For example, pressing **SHIFT** while drawing a rectangle forces the object to be drawn as a square. The constraint action applies only while the **SHIFT** key is held down. If you release the key before you finish drawing the object, the constraint is removed.

See the Help procedure for the specific object you are drawing to learn whether the constraint key applies to that object.

Note
The **SHIFT** key forces straight lines and some other objects to be drawn at an angle that is a multiple of 15 degrees. You can change the Constraint Angle setting with the Options command on the Tools menu.

To turn snap to grid on or off

- On the Arrange menu, select or clear Snap to Grid.

Tip

You can set the number of grid units per ruler unit with the Grid Options command on the View menu.

{button Related Topics,PI(`',`drawing_rtf_1132854')}

To change the number of grid units

To move an object while drawing

To help you draw objects accurately, *Graphics* lets you move an object as you draw it. When you use this method, you see an outline of the unfinished object that you can use to position the object before you finish drawing it.

1 Begin drawing the object.

2 Without releasing the left mouse button, press and hold the right mouse button. An outline of the unfinished object appears.

3 Drag the unfinished object to the new position and release the right mouse button.

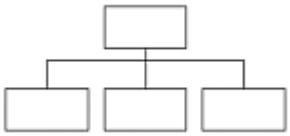
4 Finish drawing the object.

Drawing Lines and Connector Lines

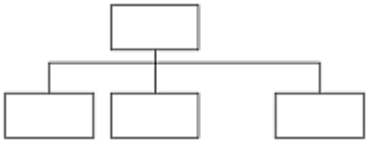
{button Tell me how...,PI(`',`drawing_rtf_1140527')}

The Line commands on the Insert menu let you draw different types of lines and connector lines. Connector lines connect two shapes. Click Straight Line or Right-Angle Connector Line to begin drawing those lines. Point to More Line Tools, and select a line to draw other types of lines.

Connector lines automatically display and snap to points on closed shapes. After placing a connector line, you can easily detach it and attach it at a different snap point. When you attach connector lines to a shape, you can move the shape and the line remains attached.



The boxes in this chart are connected with connector lines.



The line remains connected to the box when the box is moved.

Note
You cannot draw a connector line connecting two points within one object. You must connect points on separate objects.

Connector lines are a powerful tool that makes it easy to create flowcharts, organization charts, and other drawings in which you want to connect lines and shapes quickly.

To draw a straight line

1. On the Insert menu, click Straight Line, or point to More Line Tools, and click Connector Straight line.
2. Point where you want to begin the straight line.
3. Drag to draw the line. If you drag a connector line to a closed shape, connector points on the shape display, and the line "snaps" to the closest point.
4. Release the mouse button when you finish drawing the line.

Tips

To constrain the line to an angle that is a multiple of 15 degrees (or current Constraint Angle setting), press and hold **SHIFT** while drawing.

You can also click  on the Drawing toolbar to draw a straight line.

{button Related Topics,PI(`',`drawing_rtf_1134398')}

Drawing Lines and Connector Lines

To draw a jointed line

1. On the Insert menu, point to More Line Tools, and click Jointed Line or Connector Jointed Line.
2. Point where you want to begin the jointed line segment.
3. Drag to draw a segment of the jointed line.
4. Release the mouse button.
5. Repeat steps 3 and 4 to add more segments. If you drag a connector line to a closed shape, connector points on the shape display, and the line "snaps" to the closest point.
6. Click Finished on the drawing toolbar, or press **ESC** when you finish.

Note
Jointed lines are open unless the last point is the same as the first; then *Graphics* automatically closes the object.

Tips

To constrain the segments to angles that are a multiple of 15 degrees (or current Constraint Angle setting), press and hold **SHIFT** while drawing.

You can also click  on the Drawing toolbar, and click

 or
 to draw a jointed line.

Tips

To close an open jointed line, use Connect Closed on the Arrange/Combine menu.

{button Related Topics,PI(`',`drawing_rtf_1134899')}

Drawing Lines and Connector Lines

To draw an arc

1. On the Insert menu, point to More Line Tools, and click Arc or Connector Arc.
2. Point where you want to begin the arc.
3. Drag to draw the arc. If you drag a connector line to a closed shape, connector points on the shape display, and the line "snaps" to the closest point.
4. Release the mouse button when the arc is the size and shape you want.
5. Click Finished on the drawing toolbar, or press **ESC** when you finish.

Tips

To reverse the bowing direction of the arc, press and hold **CTRL** while drawing.

To constrain the arc to a quarter-circle, press and hold **SHIFT** while drawing.

You can also click  on the Drawing toolbar, and click

 or

 to draw an arc.

{button Related Topics,PI(`',`drawing_rtf_1134952')}

Drawing Lines and Connector Lines

To draw a curve

1. On the Insert menu, point to More Line Tools, and click Curve or Connector Curve.
2. Point where you want to begin the curve.
3. Drag to draw a line.
4. Release the mouse button.
5. Click again and drag the pointer. The line curves in the direction you drag the pointer.
6. Release the mouse button when the curve is the shape and length you want.
7. Repeat steps 5 and 6 to add more curved segments. If you drag a connector line to a closed shape, connector points on the shape display, and the line "snaps" to the closest point.
8. Click Finished on the drawing toolbar, or press **ESC** when you finish.

Note
Curves are open unless the last point is the same as the first; then *Graphics* automatically closes the object.

Tips

To constrain the curve to angles that are a multiple of 15 degrees (or current Constraint Angle setting), press and hold **SHIFT** while drawing.

You can also click  on the Drawing toolbar, and click

 or
 to draw a curved line.

To close an open curve, use Connect Closed on the Arrange/Combine menu.

{button Related Topics,PI(`',`drawing_rtf_1134995')}

Drawing Lines and Connector Lines

To draw freehand

1 On the Insert menu, point to More Line Tools, and click Freehand or Connector Freehand.

2 Point where you want to begin the freehand line.

3 Drag to draw the line.

4 Release the mouse button when you finish drawing the line.

Note
Freehand objects are open unless the last point is the same as the first; then *Graphics* automatically closes the object.

Tips

To close an open freehand object, use Connect Closed on the Arrange/Combine menu.

You can also click  on the Drawing toolbar, and click

 or
 to draw a freehand line.

{button Related Topics,PI(`',`drawing_rtf_1135064')}

Drawing Lines and Connector Lines

To draw a connector right-angle line

1. On the Insert menu, click Connector Right-Angle Line.
2. Point where you want to begin the connector right-angle line.
3. Drag to draw the right-angle line. If you drag the line to a closed shape, connector points on the shape display, and the line "snaps" to the closest point.
4. Release the mouse button when you finish drawing the line.

Note
You cannot draw a connector line connecting two points within one object. You must connect points on separate objects.

Tips

To constrain the line to a two-segmented right angle, press and hold **SHIFT** while drawing.

You can also click  on the Drawing toolbar to draw a connector right-angle line.

Drawing Lines and Connector Lines

To draw a rectangle

1 On the Insert menu, click Rectangle.

2 Click where you want to begin the rectangle and drag the pointer to the opposite corner.

3 Release the mouse button when you finish the rectangle.

Tips

To constrain the shape to a square, press and hold **SHIFT** while drawing.

You can also click  on the Drawing toolbar to draw a rectangle.

To draw a rectangle with rounded corners

1 On the Insert menu, click Rounded Rectangle.

2 Click where you want to begin the rounded rectangle and drag the pointer to the opposite corner.

3 Release the mouse button when you finish the rounded rectangle.

Tips

To constrain the shape to a rounded square, press and hold **SHIFT** while drawing.

You can also click  on the Drawing toolbar to draw a rounded rectangle.

{button Related Topics,PI(`',`drawing_rtf_1133122')}

To draw an ellipse

1. On the Insert menu, click Ellipse.
2. Click where you want to begin the ellipse, and drag the pointer.
3. Release the mouse button when the ellipse is the size you want.
4. Click Finished on the drawing toolbar, or press **ESC** when you finish.

Tips

To constrain the shape to a circle, press and hold **SHIFT** while drawing.

You can also click  on the Drawing toolbar to draw an ellipse.

{button Related Topics,PI(`',`drawing_rtf_1133160')}

To draw a circle

1. On the Insert menu, point to More Shape Tools, and click Circle.
2. Click where you want to begin the circle, and drag the pointer.
3. Release the mouse button when the circle is the size you want.
4. Click Finished on the drawing toolbar, or press **ESC** when you finish.

Tips

To remove the constraint, press and hold **SHIFT** while drawing.

You can also click  on the Drawing toolbar, and click Circle  to draw a circle.

{button Related Topics,PI(`',`drawing_rtf_1133198')}

To draw a square

1 On the Insert menu, point to More Shape Tools, and click Square.

2 Click where you want to begin the square and drag the pointer to the opposite corner.

3 Release the mouse button when you finish the square.

Tips
To remove the constraint, press and hold **SHIFT** while drawing. You can also click  on the Drawing toolbar, and click Square

 to draw a square.

{button Related Topics,PI(`',`drawing_rtf_1133236')}

To draw a square with rounded corners

1 On the Insert menu, point to More Shape Tools, and click Rounded Square.

2 Click where you want to begin the rounded square and drag the pointer to the opposite corner.

3 Release the mouse button when you finish the rounded square.

Tips

To remove the constraint, press and hold **SHIFT** while drawing.

You can also click  on the Drawing toolbar, and click Rounded Square

 to draw a square with round corners.

{button Related Topics,PI(`',`drawing_rtf_1133274')}

To draw an irregular polygon

1. On the Insert menu, point to More Shape Tools, and click Polygon.
2. Point where you want to begin the polygon.
3. Drag to draw the first side of the polygon. Release the mouse button when you have the first side drawn as you want it.
4. Click again and drag the pointer where you want to place the next point.
5. Repeat step 4 to place more points, if you want.
6. Click the Finished button, or press **ESC** when you finish.

Tips

To constrain a polygon side to an angle that is a multiple of 15 degrees (or current Constraint Angle setting), press and hold **SHIFT** while drawing.

You can also click  on the Drawing toolbar, and click Polygon  to draw an irregular polygon.

To draw an irregular polygon with smoothed corners

1. On the Insert menu, point to More Shape Tools, and click Smoothed Polygon.
2. Point where you want to begin the smoothed polygon.
3. Drag to draw the first side of the polygon. Release the mouse button when you have the first side drawn as you want it.
4. Drag the pointer where you want to place the next point.
5. Repeat step 4 to place more points, if you want.
6. Click the Finished button, or press **ESC** when you finish.

Tips

To constrain a polygon side to an angle that is a multiple of 15 degrees (or current Constraint Angle setting), press and hold **SHIFT** while drawing.

You can also click  on the Drawing toolbar, and click Smoothed Polygon

 to draw an irregular polygon with smooth points.

Selecting Objects

{button Tell me how...,PI(`',`objects_rtf_1193452')}

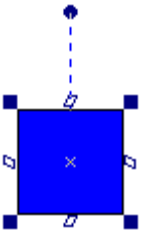
Before you can apply an action to an object, you must select the object. For example, to copy an object, select it and choose the Copy command.

You can select an object in either Select or Rotate/Slant mode. When you select an object,handles appear around the object, indicating that the object is selected.

For most actions, you can select an object in either mode. For actions involving the handles, however, the mode determines the way the handles perform.

- In Select mode, the handles let you size the object.
- In Rotate/Slant mode, the handles let you rotate, slant, and size the object.

Select mode



Rotate/Slant mode

{button Related Topics,PI(`',`objects_rtf_1193482')}

Select Mode
Rotate/Slant Mode

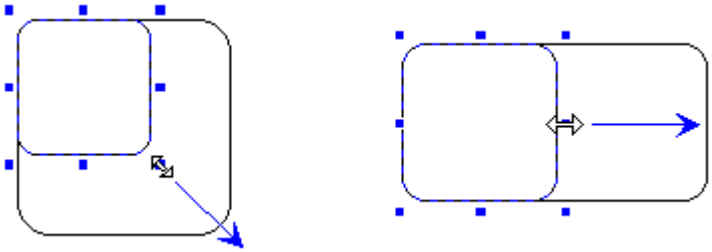
Select Mode

{button Tell me how...,PI(`',`objects_rtf_1193519')}

The Select tool  on the Drawing toolbar (or Select Mode command on the Edit menu) puts *Graphics* in Select mode. In Select mode, objects you select are surrounded by eight handles. (If the object is a line, only two handles appear, one at each end.) If several objects are selected at once, the handles surround all the selected objects.

Select mode lets you select objects for actions such as copying, cutting, moving, and editing. For example, to cut an object, select the object, and click Cut on the Edit menu.
Select mode lets you change the size of a selected object by dragging its handles.

- If you drag a corner handle, you enlarge or shrink the object while maintaining its original proportions.
- If you drag a side handle, you stretch the object and change its proportions.



{button Related Topics,PI(`',`objects_rtf_1193553')}

Rotate/Slant Mode

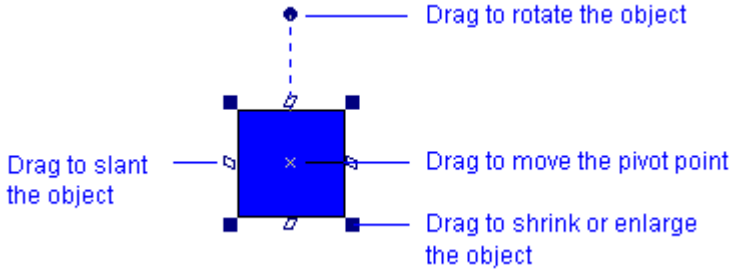
{button Tell me how...,PI(`',`objects_rtf_1193594')}

The Rotate/Slant tool  on the Drawing toolbar (or Rotate/Slant command on the Edit menu) puts *Graphics* in Rotate/Slant mode. In Rotate/Slant mode, objects you select show a rotation handle connected to a center pivot point and are surrounded by eight handles. (If the object is a line, only two surrounding handles appear, one at either end of the line.) If several objects are selected at once, the surrounding handles enclose all the selected objects.

Rotate/Slant mode, like Select mode, lets you select objects for actions such as copying, cutting, moving, and editing. For example, to move an object, select the object, place the pointer anywhere inside the handles, and drag the object to the new position.

Rotate/Slant mode lets you rotate, slant, and size a selected object by dragging its handles.

- If you drag the rotation handle in a circular motion, you rotate the object around its pivot point. To change the location of the pivot point, drag the point to the new location.
- If you drag a side handle, you slant the object.
- If you drag a corner handle, you enlarge or shrink the object while maintaining its original proportions.



Note
A text object cannot be slanted unless it is first converted to curves. An OLE object cannot be rotated or slanted. When an object cannot be rotated or slanted, the rotate and slant handles are gray.

{button Related Topics,PI(`',`objects_rtf_1193632')}

To select an object

- Place the pointer on the object, and click. Handles appear around the object, indicating it is selected. For example, to select an unfilled circle, point to the edge of the circle and click. To select a filled circle, click anywhere in the interior of the circle.

  or

  Use the arrow keys on the keyboard to move the pointer to the object, and press the spacebar.

Tip
Watch the handles! They can help you determine if you selected the correct object when there are many objects in one area. You can also use the status bar to help determine if you selected the correct object. The status bar shows the shape selected, such as Line, Arc, Rectangle, Ellipse, or Hexagon.

To select several nonadjacent objects

- While holding down **SHIFT**, click each object you want to select.

  or

  Hold down **SHIFT**, use the arrow keys on the keyboard to move the pointer to each object, and press the spacebar.

Tip
Check the status bar to determine how many objects you have selected. If you selected 10 objects, for example, the status bar shows Multiple Objects (10).

{button Related Topics,PI(`',`objects_rtf_1193680')}

To select adjacent objects

1 Position the pointer outside the objects you want to select.

2 Hold down the left mouse button and drag a rectangular bounding box around the objects you want to select.

Tips

The entire object must be enclosed in the rectangular bounding block before that object is selected.

Check the status bar to determine how many objects you have selected. If you selected 10 objects, for example, the status bar shows Multiple Objects (10).

{button Related Topics,PI(`',`objects_rtf_1193680')}

To select objects in turn

- Press **TAB** or **SHIFT+TAB**.

  Each time you press the **TAB** key, the next object on the current layer is selected. Each time you press **SHIFT+TAB**, the previous object on the current layer is selected. The objects are selected in the order in which they were drawn.

Tip

The **TAB** key makes it easy to add label text to a set of objects. Select the first object, type the label text, and press **TAB** to select the next object.

To cancel a selection

- Click anywhere outside the selected object or objects.

  or

  Use the arrow keys on the keyboard to move the pointer away from the selected object, and press the spacebar.

  or

  Hold down **SHIFT**, and click the object you want to deselect.

To select all objects

- On the Edit menu, click Select All.

This selects all objects on the current layer in the active drawing, even those obscured by other objects.

Note
If the Edit All Layers option of the Layers command is turned on, Select All selects all objects on all layers, except objects located on hidden or locked layers.

Tips

To cancel the selection, click anywhere outside the selection, or press **CTRL+F2**.

To cancel the selection of a single object, hold down **SHIFT** and click the object.

To select all objects except those objects currently selected, press **SHIFT+F2**.

To deselect all objects
Selecting Objects

To deselect all objects

- On the Edit menu, click Deselect All.

Tip

You can press **CTRL+F2** to deselect all objects.

To select all objects
Selecting Objects

To reverse your last action

- On the Edit menu, click Undo.

Tips

You can also undo an action by clicking Undo  on the Standard toolbar.

You can press **CTRL+Z** to undo the last action.

To reverse an undo, use Redo.

To reverse your last undo

To set the level of undos and redos

To reverse your last undo

- On the Edit menu, click Redo.

Tips

You can also reverse an undo by clicking Redo  on the Standard toolbar.

To reverse a redo, use Undo.

You can press **CTRL+Z** to undo the last action.

{button Related Topics,PI(`',`objects_rtf_1193797')}

To reverse your last action

To set the level of undos and redos

To cut an object to the Clipboard

1 Select the object.

2 On the Edit menu, click Cut.

Tips

To cut a selection using the keyboard, press **CTRL+X**.

You can also cut a selection by clicking Cut  on the Standard toolbar.

{button Related Topics,PI(`',`objects_rtf_1193825')}

To copy an object to the Clipboard

1 Select the object.

2 On the Edit menu, click Copy.

Tips

To copy a selection using the keyboard, press **CTRL+C**.

You can also copy a selection by clicking Copy  on the Standard toolbar.

{button Related Topics,PI(`',`objects_rtf_1193869')}

To copy an object using Drag-A-Copy

1 Select the object.

2 While holding down **CTRL**, drag a copy of the object to a new position.

Tip

You can also drag a copy by holding down **CTRL** while resizing, rotating, or slanting an object.

To cut an object to the Clipboard

To copy an object to the Clipboard

To paste the contents of the Clipboard into the active drawing

To paste the contents of the Clipboard into a new drawing

To paste an object with options

To paste the contents of the Clipboard into the active drawing

- On the Edit menu, click Paste.

  The pasted selection appears in the center of the active window.

Tips

You can also paste by clicking Paste  on the Standard toolbar.

To paste using the keyboard, press **CTRL+V**.

You can paste the contents of the Clipboard multiple times.

To paste the contents of the Clipboard into a new drawing

- On the Edit menu, click Paste as New Drawing.

The pasted selection appears in a new drawing. The page size of the new drawing is determined by the bounds of the pasted object.

Tip
You can paste the contents of the Clipboard multiple times.

{button Related Topics,PI(`',`objects_rtf_1194082')}

To delete an object

1 Select the object.

2 On the Edit menu, click Delete.

Tips

To delete a selection using the keyboard, press **DELETE**.

To restore a deleted selection, use Undo.

{button Related Topics,PI(`',`objects_rtf_1194114')}

To reverse your last action

Pasting Objects with Options

{button Tell me how...,PI(`',`objects_rtf_1194135')}

The Paste Special command on the Edit menu lets you choose how you want to paste an object from the Clipboard. The options available depend upon the type of information in the Clipboard. If the Clipboard contains information from another program, and that program supports OLE object embedding, then the Paste Special options include an embedding option. For details on OLE objects and embedding, see Understanding OLE.

You might use the Paste Special command to paste only the text from an object in the Clipboard that contains both a graphic and text. You would choose the Unformatted Text option to paste only the text.

To paste an object with options

To paste an object with options

1. On the Edit menu, click Paste Special. The Paste Special dialog box appears.
2. Select the paste option you want to use.
3. Click OK.

Move/Size Command

{button Tell me how...,PI(`',`objects_rtf_1194172')}

The Move/Size command on the Arrange menu lets you display and change the name, location, size, and layer of selected objects.

Naming an object lets you assign identifying text to the object. Names let you describe, classify, and provide other information about objects. You must name an object before you can create a hyperlink to the object.

The Location coordinates give the x (horizontal) and y (vertical) location of the top left corner or endpoint of the selected object. You can change these coordinates to position the object precisely on the page. For example, if you want a line to begin exactly two inches from the top margin and four inches from the left margin, set the object's x coordinate to 4 and its y coordinate to 2.

The Size coordinates give the width and height of the object. The x value gives the width of the object, measured where it is widest. The y value gives the height of the object, measured where it is tallest.

Note
You can set the ruler units using the Options command on the Tools menu.

The Layer of Object box shows the layer on which the selected object is located. To move the object to a different layer, expand the box and select the new layer.

To name an object

1 Select the object.

2 On the Arrange menu, click Move/Size. The General Properties dialog box appears.

3 Type a name in the Object Name box.

4 Click Apply to apply the name, or click OK to apply the name and close the dialog box.

Note
You must name an object before you can create a hyperlink to the object.

{button Related Topics,PI(`',`objects_rtf_1194237')}

Move/Size Command

To move an object numerically

1 Select the object.

2 On the Arrange menu, click Move/Size. The General Properties dialog box appears.

3 Type a number for the location coordinates in both the x and y location boxes.

4 Click Apply to move the object, or click OK to move the object and close the dialog box.

Note
If you use the scroll arrows to set the location values, the values increment or decrement by the amount of the grid unit.

{button Related Topics,PI(`',`objects_rtf_1194237')}

To move an object using the mouse

1. Select one or more objects you want to move.
2. Position the pointer anywhere inside the object or group of objects (do not place the pointer on a handle).
3. Drag the object to the new position.
4. Release the mouse button.

Tips

Hold the mouse still for one second when moving an object to display a wireframe outline of the object to help you position it.

Use the coordinates displayed in the status bar to position objects at specific coordinates.

To constrain the direction that an object moves to angles that are increments of 15 degrees (or the current Constraint Angle setting), press and hold **SHIFT** while moving the object.

To create a copy of an object, press and hold **CTRL** while dragging the object.

You can cancel a move by pressing **ESC** before releasing the left mouse button. The object returns to its original position.

You can move an object while drawing it by pressing the right mouse button and dragging the object. Do not release the left mouse button until you are finished drawing.

You can move an object with the arrow keys. Select the object and leave the pointer on the object. The pointer should look like a four-headed arrow. Press and hold the spacebar, and use the arrow keys to move the object.

{button Related Topics,PI(`',`objects_rtf_1194284')}

To move an object numerically

Sizing Objects

{button Tell me how...,PI(`',`objects_rtf_1194327')}

You can size an object by dragging one of its Select mode handles with the mouse, or by specifying the width and height coordinates of the object.

Dragging a handle is the quickest and easiest way to size an object. Drag a corner handle to enlarge or shrink the object while maintaining its original proportions. Drag a side handle to size the object nonproportionally

.

Dragging a side handle

Dragging a corner handle

To size an object numerically, use the Move/Size command on the Arrange menu.

Note
You can set sizing options on the General panel of the Options dialog box. These options let you choose whether or not label text, line width, line ends, or shadows scale when you size an object.

{button Related Topics,PI(`',`objects_rtf_1194337')}

Move/Size Command

To size an object using the mouse

1 Choose Select mode by clicking the Select tool  , if not in Select mode already.

2 Select the object.

3 Move the pointer to one of the handles (or one of the end handles if the object is a line).

4 Drag the handle to size the object.

5 Release the mouse button when you finish.

Tips

Drag a corner handle to enlarge or shrink the object while maintaining its original proportions. Drag a side handle to size the object nonproportionally.

Press and hold **SHIFT** while dragging a corner handle to size a rectangle to a square, a square to a rectangle, an ellipse to a circle, or a circle to an ellipse.

To create a sized copy of an object, press and hold **CTRL** while sizing the object.

You can cancel a sizing action by pressing **ESC** before releasing the left mouse button. The object returns to its original size.

You can size an object using the arrow keys. Select the object and use the arrow keys to move the pointer over a handle. Press and hold the spacebar, and use the arrow keys to size the object.

Sizing Objects

To size an object numerically

1 Select the object.

2 On the Arrange menu, click Move/Size. The General Properties dialog box appears.

3 Select the Keep Proportional box if you want to keep the width and height proportional as you change a setting.

4 Type a number for the height and width in the x and y size boxes.

5 Click Apply to size the object, or click OK to size the object and close the dialog box.

Note
If you use the scroll arrows to set the size values, the values increment or decrement by the amount of the grid unit.

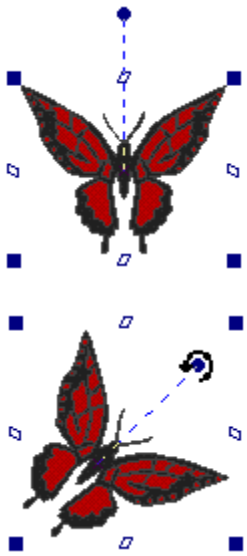
{button Related Topics,PI(`',`objects_rtf_1194388')}

Rotating Objects

{button Tell me how...,PI(`',`objects_rtf_1194437')}

You can rotate an object by dragging its rotation handle with the mouse, or by specifying the angle you want to rotate the object.

Dragging the rotation handle is the quickest and easiest way to rotate an object. The rotation handle is available when the object is selected in Rotate/Slant mode.



To rotate an object numerically, use the Rotate command on the Arrange menu.

The Rotate command also has an Options command that lets you change the Constraint Angle.

Notes
An OLE object cannot be rotated.

Label text attached to an object does not rotate when you rotate an object unless the text has been aligned to the curve.

{button Related Topics,PI(`',`objects_rtf_1194455')}

Rotate/Slant Mode

To rotate an object using the mouse

1 Click Rotate/Slant  on the Drawing toolbar.

2 Select the object.

3 Move the pointer to the rotation handle.

4 Drag in a circular motion around the object.

5 Release the mouse button when you finish.

Tips

Press and hold while dragging the rotation handle to constrain the rotation to angles that are multiples of the Constraint Angle set on the Drawing panel of the Options dialog box.

The pivot point defaults to the center of the object. To change the location of the pivot point, drag the point to the new location. The pivot point returns to the center of the object the next time you select the object.

To create a rotated copy of an object, press and hold **CTRL** while rotating the object.

You can cancel a rotation by pressing **ESC** before releasing the left mouse button. The object returns to its original position.

You cannot rotate an OLE object. When an object cannot be rotated or slanted, the rotate and slant handles are gray.

You can rotate an object using the arrow keys. Select the object, and use the arrow keys to move the pointer over the rotate handle. Press and hold the spacebar, and use the arrow keys to rotate the object.

Label text attached to an object does not rotate when you rotate an object unless the text has been aligned to the curve.

To rotate an object by 90 Degrees

1 Select the object.

2 On the Arrange menu, point to Rotate, and click the 90 degree option you want.

Click Left 90 to rotate the object counterclockwise by 90 degrees.

Click Right 90 to rotate the object clockwise by 90 degrees.

Note
Label text attached to an object does not rotate when you rotate an object unless the text has been aligned to the curve.

Tip

Use Rotate Left  or Rotate Right  on the Arranging toolbar to rotate an object 90 degrees.

{button Related Topics,PI(`',`objects_rtf_1194537')}

To rotate an object by a specified angle

1 Select the object.

2 On the Arrange menu, point to Rotate, and click Angle. The Rotate by Angle dialog box appears.

3 Type a degree of rotation in the Angle box.

4 Select the rotation direction.

5 Click Apply to rotate the object.

Note
Label text attached to an object does not rotate when you rotate an object unless the text has been aligned to the curve.

{button Related Topics,PI(`',`objects_rtf_1194537')}

To set rotation options

1 On the Arrange menu, point to Rotate, and click Options. The Drawing panel of the Options dialog box appears.

2 Type a number in the Constraint Angle box.

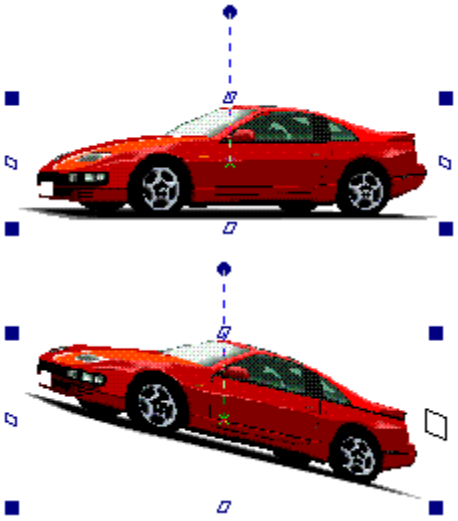
3 Click OK.

{button Related Topics,PI(`',`objects_rtf_1194537')}

Slanting Objects

{button Tell me how...,PI(`',`objects_rtf_1194645')}

The side handles in Rotate/Slant mode let you slant (or skew) an object.



Notes
You cannot slant an OLE object or text (unless you first convert it to curves).

Label text attached to an object does not slant when you slant an object unless the text has been aligned to the curve.

{button Related Topics,PI(`',`objects_rtf_1194651')}

To slant an object

Rotate/Slant Mode

To slant an object

1 Click Rotate/Slant  on the Drawing toolbar.

2 Select the object.

3 Move the pointer to a side handle.

4 Drag the handle to slant the object.

5 Release the mouse button when you finish.

Tips

Press and hold **SHIFT** while dragging a side handle to constrain the slanting to angles that are multiples of the Constraint Angle set on the Drawing panel of the Options dialog box.

You can slant an object using the arrow keys. Select the object, and use the arrow keys to move the pointer over a handle. Press and hold the spacebar, and use the arrow keys to slant the object.

To create a slanted copy of an object, press and hold **CTRL** while slanting the object.

You can cancel a slanting action by pressing **ESC** before releasing the left mouse button. The object returns to its original shape.

You cannot slant an OLE object or text (unless you first convert it to curves). When an object cannot be rotated or slanted, the rotate and slant handles are gray.

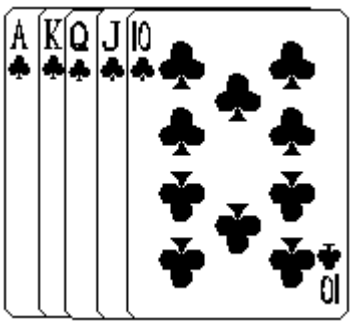
Label text attached to an object does not slant when you slant an object unless the text has been aligned to the curve.

Stacking Objects

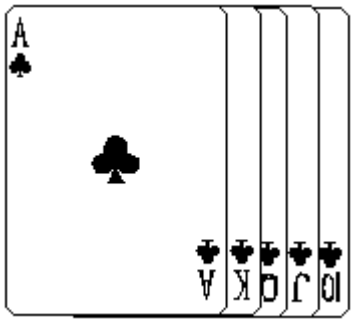
{button Tell me how...,PI(`',`objects_rtf_1194781')}

As you draw objects, they are put in a stacking order. The last object drawn is always at the front or top of the stack.

When objects are positioned on top of each other, an object in front of another object obscures any portion of an object that it covers. This obscuring effect is not visible, however, unless the objects contain an interior fill.



The cards are stacked so the Ten of Clubs is on top.



The stacking order is reversed so the Ace of Clubs is on top.

The Ordering commands on the Arrange menu lets you change the stacking order of selected objects. You can send the objects to the back of the stack, to the front of the stack, one level toward the back of the stack, or one level toward the front of the stack.

You can only change the order of objects on the current layer. If you are using multiple layers, objects on the upper layers always appear on top of objects on lower layers.

To send an object to the back of the stack
To bring an object to the front of the stack
To send an object back one level
To bring an object forward one level

To send an object to the back of the stack

1 Select the object.

2 On the Arrange menu, click Send to Back.

Tips

You can also press **F9** to send the selected object to the back.

You can change the order of objects only on the current layer.

Use Send to Back  on the Arranging toolbar to send an object to the back of the stack.

{button Related Topics,PI(`',`objects_rtf_1194807')}

Stacking Objects

To bring an object to the front of the stack

1 Select the object.

2 On the Arrange menu, click Bring to Front.

Tips

You can also press **F10** to bring the selected object to the front.

You can change the order of objects only on the current layer.

Use Bring to Front  on the Arranging toolbar to bring an object to the front of the stack.

{button Related Topics,PI(`',`objects_rtf_1194807')}

To send an object back one level

1 Select the object.

2 On the Arrange menu, click Send Backward.

Tips

You can also press **SHIFT+F9** to send the selected object back one level.

You can change the order of objects only on the current layer.

Use Send Backward  on the Arranging toolbar to send an object back one level.

{button Related Topics,PI(`',`objects_rtf_1194807')}

To bring an object forward one level

1 Select the object.

2 On the Arrange menu, click Bring Forward.

Tips

You can also press **SHIFT+F10** to bring the object forward one level.

You can change the order of objects only on the current layer.

Use Bring Forward  on the Arranging toolbar to bring an object forward one level.

{button Related Topics,PI(`',`objects_rtf_1194807')}

Grouping Objects

{button Tell me how...,PI(`',`objects_rtf_1194855')}

The Group command (**F5**) on the Arrange menu groups selected objects into one object, yet they can still be accessed separately by editing the group.

Group objects when you want to work with the group of objects as if they were one object. Grouping does not change an object's appearance.

Changing the style of an object group changes all objects in the group to the new style. For example, if you select a group of objects and change the interior fill color to red, all objects in the group become red.

The Ungroup command (**SHIFT+F5**) on the Arrange menu breaks grouped objects into their original, individual objects.

{button Related Topics,PI(`',`objects_rtf_1194865')}

To group objects

1 Select the objects.

2 On the Arrange menu, click Group.

Tips

To display a shortcut menu that lets you group objects, right-click any of the selected objects.

Use Group  on the Arranging toolbar to group objects.

{button Related Topics,PI(`',`objects_rtf_1194895')}

Grouping Objects

To ungroup objects

1 Select the grouped object.

2 On the Arrange menu, click Ungroup.

Tips

If you have groups within groups, you can use Ungroup more than once to break up all the groups.

To display a shortcut menu that lets you ungroup objects, right-click the group.

Use Ungroup  on the Arranging toolbar to ungroup objects.

{button Related Topics,PI(`',`objects_rtf_1194909')}

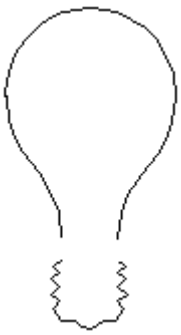
Grouping Objects

Connecting Objects with Connect Closed

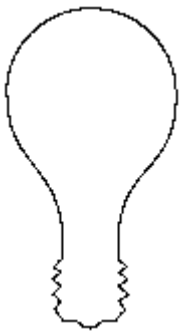
{button Tell me how...,PI(`',`objects_rtf_1194973')}

The Connect Closed command (**F11**) on the Arrange/Combine menu closes objects with open endpoints, or connects closed objects. You can use Connect Closed with one or more objects.

On selected objects with open endpoints, the Connect Closed command draws a line between all endpoints, creating a completely closed shape. Let *Graphics* fill in gaps precisely rather than trying to close them yourself.



Before connecting



After connecting

On selected objects with no endpoints (already closed shapes), the Connect Closed command connects the objects into one object. Note that in this case no additional lines are drawn. After connecting objects, you can select the connected object and fill it with color.

These closed objects were connected, creating one object. Then, the new object was filled with black.

If you use Connect Closed on overlapping objects that are closed, the top object cuts or "punches" a hole in the underlying object.

If the top object extends off the edge of the bottom object, the extending portion is filled.

Before connecting *Connected objects*

The Disconnect command (**SHIFT+F11**) on the menu disconnects an object to return it to its original, disconnected state.

{button Related Topics,PI(`',`objects_rtf_1194983')}

Connecting Objects with Connect Open

Grouping vs Connecting

To connect objects with Connect Closed

1 Select the object or objects.

2 On the Arrange menu, point to Combine, and click Connect Closed.

Tip

Use Connect Closed  on the Arranging toolbar to connect objects.

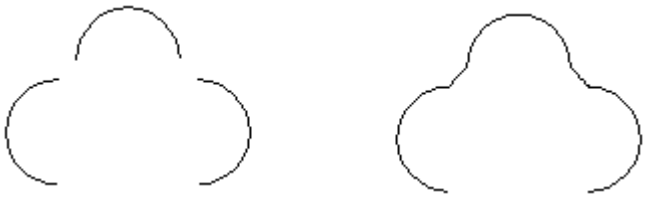
{button Related Topics,PI(`',`objects_rtf_1195014')}

Connecting Objects with Connect Closed

Connecting Objects with Connect Open

{button Tell me how...,PI(`',`objects_rtf_1195043')}

The Connect Open command (**CTRL+F11**) on the Arrange/Combine menu combines two or more objects with open endpoints. The Connect Open command joins selected objects by drawing a line between the open endpoints, leaving the largest gap open.



Before connecting *After connecting*

The Disconnect command (**SHIFT+F11**) on the Arrange/Combine menu disconnects an object to return it to its original, disconnected state.

{button Related Topics,PI(`',`objects_rtf_1195053')}

To connect objects with Connect Open

1 Select the objects.

2 On the Arrange menu, point to Combine, and click Connect Open.

Tip

Use Connect Open  on the Arranging toolbar to connect objects.

{button Related Topics,PI(`',`objects_rtf_1195071')}

Connecting Objects with Connect Open

To disconnect an object

1 Select the object.

2 On the Arrange menu, point to Combine, and click Disconnect.

Tip

Use Disconnect  on the Arranging toolbar to disconnect objects.

{button Related Topics,PI(`',`objects_rtf_1195085')}

Grouping vs Connecting

When you group objects, you can manipulate the group as a single object. However, you can edit the individual objects within the group as the original object type. For example, if you group a rectangle and an ellipse, you can edit the rectangle as a rectangle object.

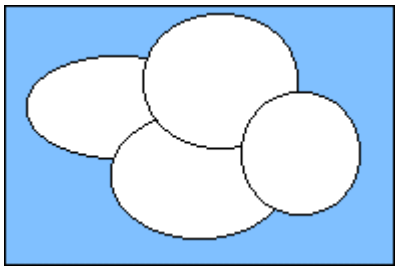
Use connecting when you have lines with endpoints that you want to connect. You can also use connecting to connect already closed objects into one object. This is similar to grouping, but there are very important differences. You cannot connect grouped objects. The objects you connect must be simple. Also, when you connect objects, they are converted to curves. You can edit the points or curves of individual objects, but you cannot edit the object in its original form as you can with groups. To edit a rectangle as a rectangle object, for example, you must first disconnect the objects.

{button Related Topics,PI(`',`objects_rtf_1195104')}

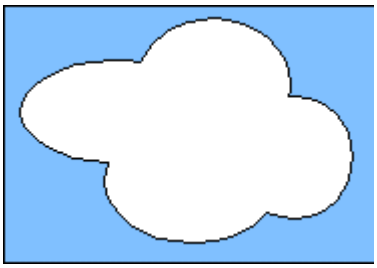
Joining Objects

{button Tell me how...,PI(`',`objects_rtf_1195145')}

You can join or unite objects using the Join Objects command. Join Objects creates one object from two or more objects. The Join Objects command is used with overlapping objects.



Use several overlapping ellipses to create a cloud.



Using the Join Objects command creates one object by merging the areas that do not overlap with the areas that do.

{button Related Topics,PI(`',`objects_rtf_1195151')}

To join objects

To join objects

1 Select the objects you want to join.

2 On the Object menu, click Join.

Tip

Use Join Objects  on the Arranging toolbar to join two objects.

{button Related Topics,PI(`',`objects_rtf_1195181')}

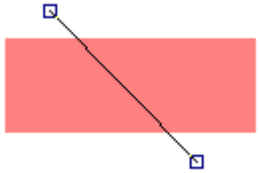
Joining Objects

Slicing Objects and Images

{button Tell me how...,PI(`',`objects_rtf_1195219')}

There are several ways to slice an object or image. The most obvious use for the Slice Object command is to slice an object or image in half. You can also slice an object or image by placing another object on top and cutting the shape of the top object out of the bottom object. This is similar to a cookie cutter.

To slice an object or image in half, you must draw a line where you want the cut. The line is like a knife. After using the Slice Object command, the object becomes multiple objects.



When you use the "cookie cutter" slice, the object on top of the stack cuts into the objects below. What remains are the pieces of the object at the bottom of the stack.

Tips

Use the Slice Objects command to "erase" part of an object. Slice the object, then delete the part you want to erase.

To automatically obtain the intersection of selected objects, press the asterisk (*) key.

{button Related Topics,PI(`',`objects_rtf_1195233')}

To slice an object using a line

1 Click Straight Line  on the Drawing toolbar.

2 Draw a line through the object you want to slice.

3 Select both the object and the line.

4 On the Object menu, click Slice. The line disappears and the object is sliced into two separate objects.

Tip

Use Slice Object  on the Arranging toolbar to slice an object.

Slicing Objects and Images

To slice an object using a shape

1. Draw the shape to use as a "knife."
2. Place the shape on top of the object you want to slice.
3. Select both the object you want to slice and the object being used as a knife.
4. On the Object menu, click Slice.

Tip

Use Slice Object  on the Arranging toolbar to slice an object.

To obtain the intersection of two objects

The intersection is the area where two objects overlap.

1 Draw the shape to use as a "knife."

2 Place the shape on top of the object you want to slice.

3 Select the objects.

4 Press the asterisk (*) key. The remaining piece is the intersection of the objects.

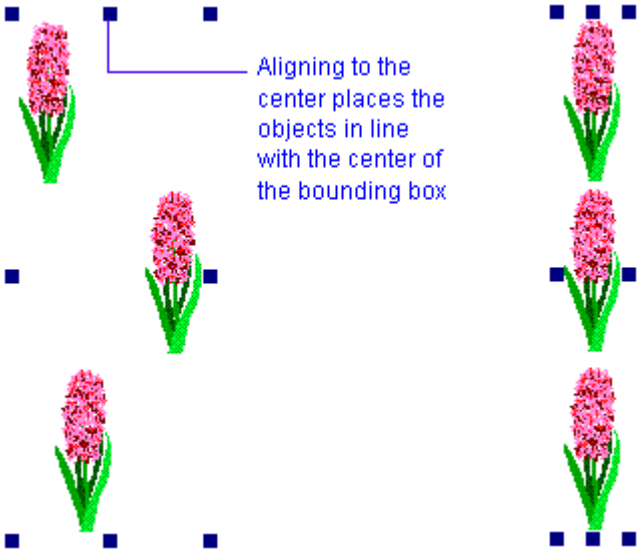
{button Related Topics,PI(`',`objects_rtf_1195276')}

Aligning Objects

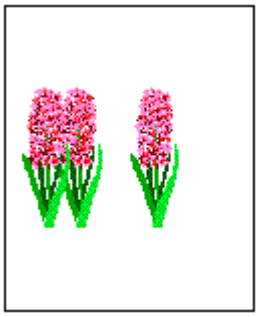
{button Tell me how...,PI(`',`objects_rtf_1195330')}

The Align Objects command on the Arrange menu lets you align selected objects to each other, or to the page.

- In aligning objects to each other, *Graphics* uses the bounding box that surrounds the selected objects as the basis for the alignment. For example, if you select three objects and Center align them, they align to the Center of the surrounding bounding box.



- In aligning objects to the page, *Graphics* uses the page margins for the alignment. The Page Center alignment centers the selected objects between the left and right margins. The Page Middle alignment centers the selected objects between the top and bottom margins.



When aligned to the middle of the page, each object moves vertically to the middle of the page.

You may need to align objects in several ways to get the alignment you want.

The Align Objects command aligns selected objects as individual objects. This means that aligning two or more

objects may stack the objects.

{button Related Topics,PI(`',`objects_rtf_1195340')}

To align an object to the page

1 Select the object.

2 On the Arrange menu, point to Align Objects, and click the page alignment you want.

To center the object between the left and right margins, click Page Center.

To center the object between the top and bottom margins, click Page Middle.

Tip

To position objects in the exact center of the page, align them using both Page Center and Page Middle.

Aligning Objects

To align objects to each other

1 Select the objects.

2 On the Arrange menu, point to Align Objects, and click the alignment you want.

To align the objects horizontally, click Left, Center, or Right.

To align the objects vertically, click Top, Middle, or Bottom.

Tip

Use Align Objects  on the Arranging toolbar to align objects.

{button Related Topics,PI(`',`objects_rtf_1195371')}

Spacing Objects

{button Tell me how...,PI(`',`objects_rtf_1195416')}

The Space Objects command on the Arrange menu lets you space objects equally from each other. The objects can be spaced horizontally or vertically, using the edges of the objects or the center points of the objects.

In spacing objects, *Graphics* uses the bounding box that surrounds the selected objects as the basis for the spacing. For example, if you select three objects and space them using Edges Vertically, the objects are spaced within the bounding box so that the distance between the vertical edges is equal.

When you space objects horizontally, the vertical relationship of the objects is not changed. When you space objects vertically, the horizontal relationship of the objects is not changed.

To space these trees at an equal distance, space both horizontally and vertically.

The edges of the bounding boxes for each tree are the same distance apart.

You may need to space objects in several ways to get the spacing you want.

Note
You may need to use both the Align Objects and Space Objects together to line up objects and space them evenly.

{button Related Topics,PI(`',`objects_rtf_1195426')}

To space objects by their edges

To space objects by their center points

To space objects by their edges

1 Select the objects.

2 On the Arrange menu, point to Space Objects, and click the edges option you want.

To space the objects horizontally, click Edges Horizontally.

To space the objects vertically, click Edges Vertically.

Tip

Use Space Objects  on the Arranging toolbar to space objects.

{button Related Topics,PI(`',`objects_rtf_1195457')}

Spacing Objects

To space objects by their center points

1 Select the objects.

2 On the Arrange menu, point to Space Objects, and click the centers option you want.

To space the objects horizontally, click Centers Horizontally.

To space the objects vertically, click Centers Vertically.

Tip

Use Space Objects  on the Arranging toolbar to space objects.

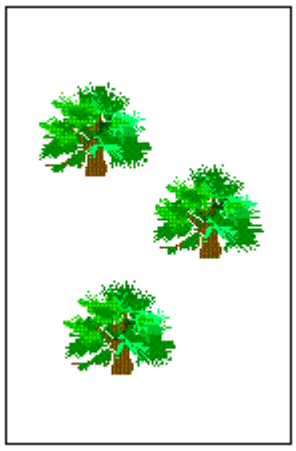
{button Related Topics,PI(`',`objects_rtf_1195457')}

Centering Objects

{button Tell me how...,PI(`',`objects_rtf_1195489')}

The Center command on the Arrange menu centers the active drawing to the page, or centers the selected objects as a group to the page.

The Center command does not change the spatial relationship of the objects to each other (it does not stack the objects).



Note
You may need to use both the Align Objects and Space Objects together to line up objects and space them evenly.

{button Related Topics,PI(`',`objects_rtf_1195499')}

To center a drawing on the page

- On the Arrange menu, point to Center, and click Entire Drawing.

{button Related Topics,PI(`',`objects_rtf_1195517')}

Centering Objects

To center selected objects

1 Select the objects.

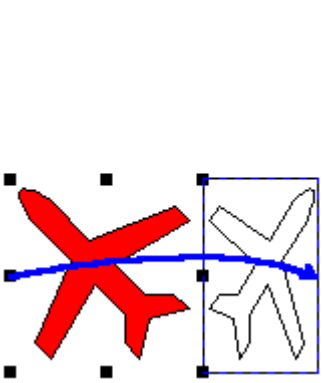
2 On the Arrange menu, point to Center, and click Selected Objects.

{button Related Topics,PI(`',`objects_rtf_1195517')}

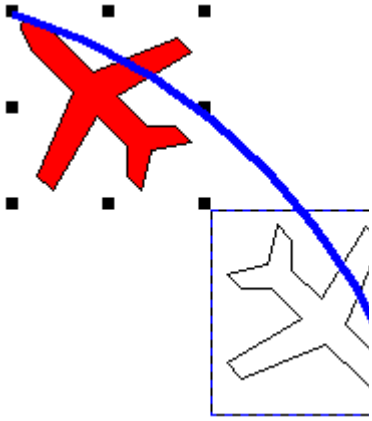
Flipping Objects

{button Tell me how...,PI(`',`objects_rtf_1195562')}

The Flip command on the Arrange menu lets you flip an object across an imaginary axis so the new object is a mirror image of the original. You can flip an object horizontally or vertically.



Flipped horizontally



Flipped both horizontally and vertically

Note
You cannot flip an OLE object or text (unless you first convert it to curves).

{button Related Topics,PI(`',`objects_rtf_1195568')}

To flip an object

Rotating Objects

To flip an object

1 Select the object.

2 On the Arrange menu, point to Flip, and click the flip option you want.

Click Horizontally to flip the object horizontally.

Click Vertically to flip the object vertically.

Tip

Use Flip Horizontally  or Flip Vertically  on the Arranging toolbar to flip objects.

Flipping Objects

Manipulating Images

You can move, resize, rotate, slant (skew), flip, duplicate, delete, and order (move it to the front, for example) an image. Using the image editing features of *Graphics*, you can also warp an image, make selected colors in the image transparent, and smooth the transition between colors in the image.

Using *Graphics*, you can add special effects to an image. By using the EffectsBrowser, you can choose from many different effects, such as twirl, sharpen, watercolor, and 3D sphere. Remember, these are image effects. When you draw an object using *Graphics* tools and you choose the Image Effects command, the selected object is automatically converted to an image.

Use the *Image* component of iGrafx Business, the image editor, when you want to edit an image extensively. For example, you can use *Image* to add or remove colors or paint your own images. You can also add special effects using the EffectsBrowser in *Image*. To learn more about the *Image* component, run the program and open the online Help for *Image*.

Notes
If you have iGrafx Image and want to use that program as your image editor, select the iGrafx Image option on the Editing panel of the Options dialog box.

Images cannot be converted to curves.

Using Special Effects

{button Tell me how...,PI(`',`images_rtf_1108764')}

The Effects command opens the EffectsBrowser dialog box and lets you choose from the many different effects supplied with *Graphics*.

Effects can be applied only to images. If you select an object that is not an image, the object is converted to an image using the default resolution setting (usually 96 dpi). If you want the object to be converted to an image at a different resolution, use the Convert to Image command before applying an effect.

You can modify your image with special effects that change the image in many different ways. For example, the Watercolor effect transforms an image into the likeness of a watercolor painting. The Twirl effect makes an image appear "swirled" outward from the center of the image.

The EffectsBrowser lets you easily select the effect, specify the options you want, and preview the image.

If you do not like an effect you have selected for your image, you can undo it by resetting the EffectsBrowser. After you apply the effect and close the EffectsBrowser dialog box, you can undo the effect by clicking Undo on the Edit menu.

To apply an effect to an image using EffectsBrowser

1 On the Object menu, click Image Effects.

2 Click an effect in the Image Effects list box.

3 Set any effects options, if necessary.

4 Click Preview to see the effect.

Tip

Use Image Effects  on the Arranging toolbar to convert an object to an image and open the EffectsBrowser.

{button Related Topics,PI(`',`images_rtf_1108806')}

Using Special Effects

To undo an applied special effect

- If you are using and have not closed the EffectsBrowser dialog box, click the Reset button. Otherwise, click Undo on the Edit menu.

{button Related Topics,PI(`',`images_rtf_1108806')}

To open an image

1 On the File menu, click Open. The Open dialog box appears.

2 If the Files of Type box does not display the format of the image file you want to open, click the arrow to expand the box and select the appropriate file type.

3 Click the file you want to open. You may need to locate the drive or folder that contains the file.

4 Click Open.

Tip

To scroll quickly to a specific filename in the Insert Picture dialog box, click the file list and type the first character of the filename. The list jumps to the first file beginning with that character.

To insert an image

To insert an image

1. On the Insert menu, click Picture. The Insert Picture dialog box opens.
2. If the Files of Type box does not list the format of the image file you want to open, click the arrow to expand the box and select the appropriate file type.
3. Click the file you want to open. You may need to locate the drive or folder that contains the file.
4. Click Open.

Tip

You can also specify the image file you want to insert by typing its path and name in the File Name box. For example, type c:\graphics\bird.bmp in the File Name box to insert the BIRD.BMP image contained in the GRAPHICS folder on drive C.

{button Related Topics,PI(`',`images_rtf_1106809')}

To open an image

To select a scanner

1 On the Insert menu, point to Scanner Image, and click Select Scanner.

2 Select the TWAIN scanner or device you are using.

{button Related Topics,PI(`',`images_rtf_1106841')}

To acquire a scanned image

To acquire a scanned image

- On the Insert menu, point to Scanner Image, and click Acquire Scanned Image. The dialog box for your scanner opens letting you select scanner options and scan the image.

Tips

In some cases, the TWAIN interface opens the dialog box behind the currently active window. If you cannot see the dialog box, check the Windows task bar. Click the button on the task bar to bring the dialog box to the front.

Be sure to close the scanner dialog box after scanning the image. It does not close automatically.

{button Related Topics,PI(`',`images_rtf_1106855')}

To select a scanner

Editing an Image

{button Tell me how...,PI(`',`images_rtf_1108900')}

To edit an image, select the image and click Edit  on the Drawing toolbar. A menu of edit choices appears.

- To edit the image using the image editing tools in *Graphics*, select Edit Image.
- To edit the image in your image editor, select Edit in Image Editor.
- To crop the sides of the image, select Crop Image.
- To enter or edit label text for the image, select Edit Label Text.

Editing an Image in Graphics

When you edit an image in *Graphics*, the Image toolbar appears. The tools on the Image toolbar let you select dropout colors, set the transition between colors in the bitmap to normal or smooth, and warp the image.

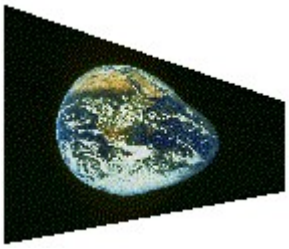
The Add Dropout Color button  on the Image toolbar lets you make selected colors in the image transparent. Making a color "drop out" means that areas of the image with that color become transparent so that objects (and text) behind or in front of that part of the image are not obscured by the image.

The beach ball is an image placed on an orange background. Since images are rectangular, the area around the ball became the color of the page when the image was created.

By dropping out the white color, you can make the white areas of the beach ball transparent.

The Reset Dropout Color button  on the Image toolbar lets you restore colors you have previously dropped out. This allows you to experiment with dropping out colors, because you can always restore the image colors if you dislike the effects.

The points that appear on an image when you edit it let you warp the image. The Reset Warp button  on the Image toolbar lets you restore an image to its unwarped condition.



Warped image
The Image Smoothness control on the Image toolbar lets you specify whether color transitions between adjacent colors are normal or smoothed. Smoothing color transitions averages adjacent colors so that the border between the colors is less sharp. Smoothing can make low-resolution or stretched images look more natural.

While you are editing an image, *Graphics* maintains an internal copy of the image in its unedited, original form. To restore the image to its original form, reset the dropout colors, set the image smoothness to normal, and clear any warp effect. To keep the possibility of restoring an edited image to its original form, save the document containing the image in iGrafx Business DRW format. Other file formats do not save the original image.

Note
An image that is pasted or inserted as an OLE object (that is, embedded) cannot be edited in *Graphics*, but can be edited using the OLE object's server program. You can embed an OLE object by clicking either Paste Special on the Edit menu, or Object on the Insert menu.

To drop out an image color

1 Click the image to select it.

2 Click Edit  on the Drawing toolbar. The edit options menu appears.

3 Click Edit Image. The Image toolbar appears. Edit points appear at the corners of the image.

4 Click Add Dropout Color  on the Image toolbar. The pointer changes to the dropout pointer.

5 Point to an area in the image containing the color you want to drop out.

> **Note**
> All instances of the selected color are dropped out, not just the area where you placed the dropout pointer.

6 Click the left mouse button. The color to which you pointed is changed to transparent.

7 Repeat steps 4 through 6 to drop out additional colors.

8 Click the Finished button when you finish editing.

Tips

You can use this feature to make unwanted portions of a converted image transparent.

If you have an image in which you want to drop out some but not all areas of a particular color, use *Image* to change those areas to an otherwise unused color. When you drop out that color, you drop out only the areas you want.

To restore an image to its original colors, click Reset Dropout Color  .

{button Related Topics,PI(`',`images_rtf_1108973')}

Editing an Image

To reset the dropout colors of an image

1 Click the image to select it.

2 Click Edit  on the Drawing toolbar. The edit options menu appears.

3 Click Edit Image. The Image toolbar appears. Edit points appear at the corners of the image.

4 Click Reset Dropout Color  on the Image toolbar. Any dropout colors are restored.

5 Click the Finished button when you finish editing.

{button Related Topics,PI(`',`images_rtf_1108987')}

Editing an Image

To warp an image

1 Click the image to select it.

2 Click Edit  on the Drawing toolbar. The edit options menu appears.

3 Click Edit Image. The Image toolbar appears. Edit points appear at the corners of the image.

4 Click an edit point, and drag it to warp the connected edges.

5 Repeat step 4 to warp other edges.

6 Click the Finished button when you finish editing.

Note
It is possible to warp an image so drastically that it cannot be redrawn properly. For example, warping edges so they cross each other can prevent the image from being redrawn properly.

Tips

To switch directly to the Edit Image mode, just double-click the image.

To clear all warp effects, click Reset Warp  on the Image toolbar.

Editing an Image

To crop an image

1 Click the image to select it.

2 Click Edit  on the Drawing toolbar. The edit options menu appears.

3 Click Crop Image. A square handle appears on each side of the image.

4 Drag the handle of the side you want to crop.

Note
Once you drag the handle inward, you cannot drag it out again. That section of the image is removed. Use Undo if you crop the image too much.

Editing an Image

To change the color smoothing of an image

1 Click the image to select it.

2 Click Edit  on the Drawing toolbar. The edit options menu appears.

3 Click Edit Image. The Image toolbar appears. Edit points appear at the corners of the image.

4 Click the arrow to expand the Image Smoothness box on the Image toolbar and click the color smoothing option you want.

Click Normal to cancel all color smoothing.

or

Click Smooth to average (smooth) the color transition between adjacent colors.

5 Click the Finished button when you finish editing.

Tip
Images that have been smoothed might refresh more slowly.

Editing an Image

To edit an image in the image editor

1 Click the image to select it.

2 Click Edit  on the Drawing toolbar. The edit options menu appears.

3 Click Edit in Image Editor. The image editor opens, with the selected image ready to be edited.

4 Make the changes you want to the image.

5 Close the image editor by clicking Exit and Return on the File menu.

6 The image editor closes, leaving you in *Graphics*. The image retains the editing changes you made.

Tips

If you have iGrafx Image and want to use that program as your image editor, select the iGrafx Image option on the Editing panel of the Options dialog box.

If you prefer to use the in-place editing feature of OLE to edit your images, select the Edit Image In-Place option on the Editing panel of the Options dialog box.

{button Related Topics,PI(`',`images_rtf_1109085')}

Editing an Image

Converting an Object to an Image

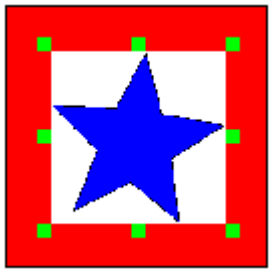
{button Tell me how...,PI(`',`images_rtf_1109121')}

You can convert a vector-based object such as a line or shape to an image using the Convert to Image command on the Object menu.

In converting an object to an image, you can specify the new image's resolution, color depth, and color smoothness. The resolution determines the number of pixels per inch. The color depth determines the maximum number of colors.

The higher the resolution and the greater the color depth, the larger the file size of an image.

Images converted from vector-based objects are always square or rectangular. For example, if you convert an ellipse to an image, the resulting image is rectangular. The portion of the image that is not part of the original object is set to the page color. For an ellipse, this is the portion of the image that is outside the ellipse.



The page color was white when the star was converted to an image.

If you want the portions of the image that are not part of the original object to be transparent, drop out that color using the Add Dropout Color image editing feature. Or, select Background Transparent on the Convert to Image dialog box. If you want to crop or cut off portions of the image, use the Crop Image command.

To convert an object to an image

To convert an object to an image

1. Click the object you want to convert.
2. On the Object menu, click Convert to Image. The Convert to Image dialog box appears.
3. Click the arrows beside the Resolution box to choose the resolution you want. The resolution is the number of pixels per inch in the converted image.
4. Select the color depth you want.
5. Select the method for representing colors.
6. Select Background Transparent if you want to remove the color from the rectangular background of the object.
7. Click OK.

Tip

To see the rectangular background of the image (unless you chose Transparent), change the page color using the Page Background command on the Format menu.

Converting an Object to an Image

Color Models

{button Tell me how...,PI(`',`color_rtf_1095213')}

A color model is a tool for defining, selecting, and changing colors using a specific set of color characteristics. With a model, you can define and use every color your computer can display.

Graphics lets you define colors using either the RGB or the HSL model. Both color models describe the same colors, but in different ways. The color model you use depends upon your personal preference.

RGB Color Model

The RGB color model defines each color by the amount of red, green, and blue it contains. Red, green, and blue are the additive primary colors. You define a color by specifying a value from 0 to 255 for each RGB component.

For example:

- A red value of 255, a green value of 0, and a blue value of 0 result in bright red.
- A red value of 255, a green value of 255, and a blue value of 0 result in bright yellow.
- A red value of 0, a green value of 255, and a blue value of 255 result in bright cyan.

You can create any shade of gray by mixing red, green, and blue in equal amounts. For example, a red value of 125, a green value of 125, and a blue value of 125 create a middle gray.

HSL Color Model

The HSL color model defines each color by setting its hue, saturation, and luminosity attributes.

Hue is the wavelength of a color, saturation is the pureness of a color, and luminosity is the amount of black or white in a color. You define a color by specifying a value from 0 to 239 for the hue component and a value from 0 to 240 for the saturation and luminosity components.

For example:

- A hue of 0, a saturation of 240, and a luminosity of 120 result in bright red.
- A hue of 40, a saturation of 240, and a luminosity of 120 result in bright yellow.
- A hue of 120, a saturation of 240, and a luminosity of 120 result in bright cyan.

To create grays, set the saturation value to zero. For example, a hue of 160, a saturation of 0, and a luminosity of 118 create a middle gray.

To define a custom color using the mouse
To define a custom color using the RGB model
To define a custom color using the HSL model

To define a custom color using the mouse

1 On the Format menu, click Fill, and click Solid.

2 Click the Color box. The Color menu opens.

3 Click New Color on the color menu to open the Color dialog box.

4 Choose the color by dragging or clicking the mouse in the Color Matrix box.

In terms of the HSL model, dragging the mouse horizontally sets the color hue (the hue value increases as you drag the mouse to the right). Dragging the mouse vertically sets the color saturation (the saturation increases as you drag the mouse toward the top of the box). The black or white component of the color, the color luminosity, is set by dragging the slider. The luminosity value increases as you drag the slider toward the top of the box.

5 Click OK.

Tips

Use the sample box to determine whether you have the custom color you want.

To clear all previously defined custom colors from the color menu, click Clear User Colors.

Color Models

To define a custom color using the RGB model

1 On the Format menu, click Fill, and click Solid.

2 Click the Color box. The Color menu opens.

3 Click New Color on the color menu to open the Color dialog box.

4 Set the red additive component by typing the desired value in the Red box. The valid range for this component is 0 to 255.

5 Set the green additive component by typing the desired value in the Green box. The valid range for this component is 0 to 255.

6 Set the blue additive component by typing the desired value in the Blue box. The valid range for this component is 0 to 255.

7 Click OK.

Tips

View the sample box to determine whether you have the custom color you want.

To clear all previously defined custom colors from the color menu, click Clear User Colors.

{button Related Topics,PI(`',`color_rtf_1095295')}

Color Models

To define a custom color using the HSL model

1 On the Format menu, click Fill, and click Solid.

2 Click the Color box. The Color menu opens.

3 Click New Color on the color menu to open the Color dialog box.

4 Set the hue component by typing the desired value in the Hue box. The valid range for this component is 0 to 239.

5 Set the saturation component by typing the desired value in the Sat box. The valid range for this component is 0 to 240.

6 Set the luminosity component by typing the desired value in the Lum box. The valid range for this component is 0 to 240.

7 Click OK.

Tips

View the sample box to determine whether you have the custom color you want.

To clear all previously defined custom colors from the color menu, click Clear User Colors.

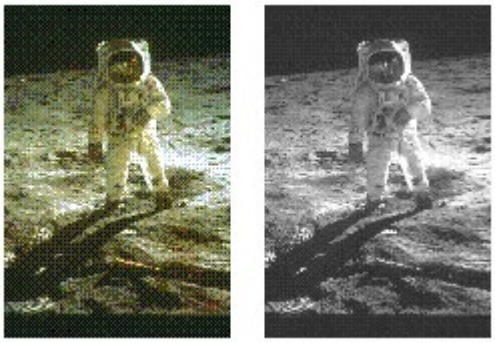
{button Related Topics,PI(`',`color_rtf_1095316')}

Color Models

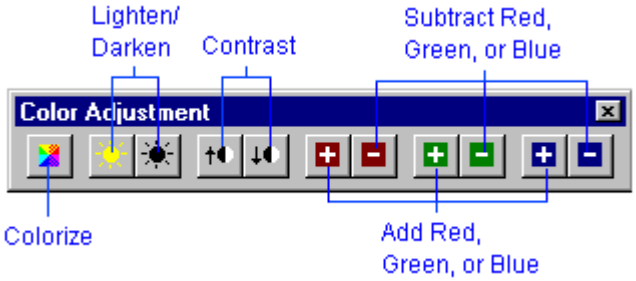
Adjusting Color

{button Tell me how...,PI(`',`color_rtf_1095339')}

You can easily colorize an object or image with any color. You can also increase and decrease brightness, contrast, red, green, and blue. When you colorize an object, the object is colored with shades of the selected color. Therefore, dark areas use a dark shade of the selected color and light areas use a light shade. By choosing gray as the color, you can turn a color image into black-and-white, for example.



To adjust the brightness, contrast, or amount of red, green, and blue, click the corresponding buttons on the Color Adjustment toolbar.



To adjust the color of an object

To adjust the color of an object

1 Click an image or object to select it.

2 On the Object menu, click Color Adjustment.

3 Click Colorize  , and select a color to colorize the object.

or

Click Lighten  or Darken

 once or multiple times to increase lightness or darkness.
or

Click Increase Contrast  or Reduce Contrast

 once or multiple times to increase or reduce contrast.
or

Click the Add or Subtract Red, Green, or Blue buttons to increase or decrease the corresponding color.

Tips

You can colorize an image by clicking Fill Color  on the Formatting toolbar, and clicking a color.

You can colorize an image by selecting the image and clicking the Formatting tab in the Gallery, and clicking the Fill tab. Click the Fill Style box (below the tabs) and click Solid Fills. Select a fill color from the available colors.

{button Related Topics,PI(`',`color_rtf_1095374')}

Adjusting Color

To fill an object with a solid color

1 Select the object.

2 On the Format menu, click Fill. The Fill panel of the Object Properties dialog box appears.

3 Select Solid. The Solid options appear.

4 Click the Color box to display the color menu, and select the color you want.

5 Click Apply to apply the color, or click OK to apply the color and close the dialog box.

Tips

To learn a color's name, point to the color and hold down the left mouse button. The color's name appears in the message area of the status bar.

The bottom of the Fill color menu shows the last 22 custom colors you have created.

To quickly copy a Fill color from one object to another, use Format Painter  on the Standard toolbar. Format Painter can copy colors that do not appear on the color menu.

You can fill an object with a solid color by selecting the object and clicking Fill Color

 on the Formatting toolbar. Selecting a fill color from the Fill Color menu always changes the fill style to solid.

You can fill an object with a solid color by selecting the object, clicking the Formatting tab in the Gallery, and clicking the Fill tab. Click the Fill Style box (below the tabs), and click Solid Fills. Select a color from the available colors.

To fill an object with a custom color

1 Select the object.

2 On the Format menu, click Fill. The Fill panel of the Object Properties dialog box appears.

3 Select Solid. The Solid options appear.

4 Click the Color box to display the Fill color menu.

5 Click New Color. The Color dialog box appears.

6 Define the custom color you want. For details on defining custom colors, see To define a custom color using the mouse.

7 Click Apply to apply the color, or click OK to apply the color and close the dialog box.

Tips

Watch the Sample box to determine whether you have the new color you want.

The last 22 custom colors that you define are displayed at the bottom of the Fill color menu.

To define a custom color from the Formatting tab in the Gallery, click the Fill tab, and click the Custom button to open the Fill panel of the Object Properties dialog box.

{button Related Topics,PI(`',`fill_rtf_1105601')}

To remove a fill

1 Select the object.

2 On the Format menu, click Fill. The Fill panel of the Object Properties dialog box opens.

3 Select No Fill.

4 Click OK.

Tips

You can remove an object's fill by clicking Fill Color  on the Formatting toolbar, and clicking No Fill.

You can remove an object's fill by clicking the Formatting tab in the Gallery, clicking the Fill tab, and clicking the box containing the x.

To fill an object with a pattern

1. Select the object.
2. On the Format menu, click Fill. The Fill panel of the Object Properties dialog box opens.
3. Select Pattern. The Pattern options appear.
4. Click the pattern style you want.
5. Choose the Foreground and Background color you want.
6. Click Apply to apply the pattern, or click OK to apply the pattern and close the dialog box.

Tips

Watch the Sample box to determine whether you have the pattern style and colors you want.

To fill with a pattern from the Formatting tab in the Gallery, click the Fill tab, and click the Customize button to open the Fill panel of the Object Properties dialog box.

Filling an Object with a Gradient

{button Tell me how...,PI(`',`fill_rtf_1106534')}

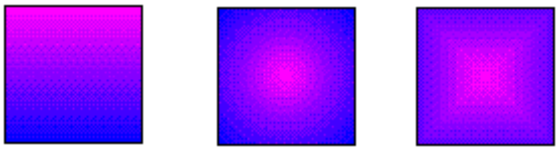
You can fill a closed object with a gradient using the Fill command on the Format menu, the Formatting tab in the Gallery, or Fill Color on the Formatting toolbar.

A gradient is a fill that makes a gradual transition between colors. Gradients can add more realistic depth to a drawing and provide a less mechanical feel to many illustrations.

You can choose from a broad range of predefined gradient styles, or define a custom gradient style. Custom gradient styles you define are added to the gradient gallery.

The predefined gradient styles include examples of three types of gradients: linear, radial, and square.

Linear gradients are the simplest of the three, with a gradual fade from one color to another in a specified direction within an object. Radial (circular) and square gradients fade from one color in the inner part of the fill to another color in the outer part of the fill.



Linear *Radial* *Square*

If an object is already selected, choosing a fill gradient applies the fill gradient to the selected object. If no object is selected, choosing a fill gradient sets the default fill. The current fill is shown on the status bar.

Note
Format Painter makes it easy to copy a custom gradient fill from one object to another, Just open the drawing containing the custom gradient fill and use Format Painter

to copy and apply the fill.

{button Related Topics,PI(`',`fill_rtf_1106540')}

To fill an object with a gradient

To fill an object with a gradient

1 Select the object.

2 On the Format menu, click Fill. The Fill panel of the Object Properties dialog box appears.

3 Select Gradient. The Gradient options appear.

4 Click the gradient style you want.

5 Choose the Start and End colors you want.

6 Click Apply to apply the gradient, or click OK to apply the gradient and close the dialog box.

Tips

Watch the Sample box to determine whether you have the gradient style and colors you want.

If you do not find the gradient style you want in the predefined styles, you can define a custom gradient style.

You can choose from preset gradients on the Formatting tab in the Gallery. Click the Fill tab, click the Fill Style box (below the tabs), and click Gradient Fills. Click the gradient you want to apply to the selected object. Use the Start and End buttons to change the gradient colors.

{button Related Topics,PI(`',`fill_rtf_1106652')}

Defining Custom Gradient Fills

{button Tell me how...,PI(`',`fill_rtf_1106690')}

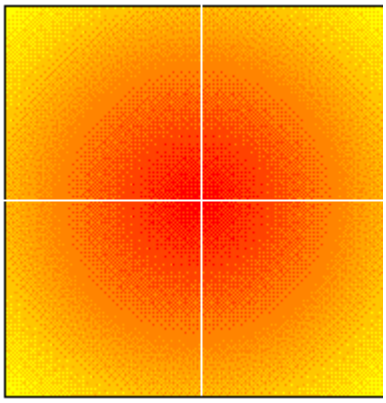
The Edit Gradient dialog box lets you define a custom gradient style.

You define a custom gradient style by specifying a gradient type (linear, radial, or square) and adjusting the gradient's attributes.

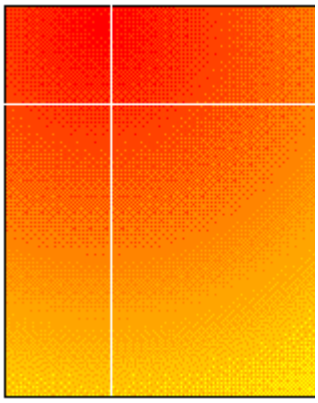
For linear gradients, you can adjust the y origin and angle of the fill. The y origin sets the starting point of the fill. The angle sets the degree of rotation of the fill.

For radial gradients, you can adjust the x and y origins of the fill. These attributes set the center point of the fill. A setting of less than 50 moves the center point above and to the left of the center of the object being filled. A setting of more than 50 moves the center point below and to the right of the center point of the object being filled.

For square gradients, you can adjust the x origin, y origin, and angle of the fill. The x and y origins set the center point of the fill (as explained above), and the angle sets the degree of rotation of the fill.



x = 50%, y = 50%



x = 25%, y = 25%

Note
You cannot add a custom gradient style that matches a style already in the style gallery.

To define a custom gradient

1 On the Format menu, click Fill. The Fill panel of the Object Properties dialog box appears.

2 Select Gradient. The Gradient options appear.

3 Click Edit. The Edit Gradient dialog box appears.

4 Select the gradient type you want.

5 Adjust the gradient attributes until you have the gradient style you want.

6 Click Append to add the new gradient style to the gradient gallery.

Tips

Watch the Sample box to determine whether you have the custom gradient style you want.

To start your custom gradient design with an existing gradient style, click that style before you click Edit.

To replace a custom gradient style, click the style before you click Edit, and click Replace rather than Append after you define the new style. You cannot replace any of the gradient styles originally included with *Graphics*.

You can set the origins of a custom gradient style by clicking the Sample box. For example, to set the center point for a radial gradient, just click the Sample box where you want the center point to appear.

To create a custom gradient from the Formatting tab in the Gallery, click the Fill tab, and click the Customize button to open the Fill panel of the Object Properties dialog box.

Setting the Page Background

{button Tell me how...,PI(`',`fill_rtf_1106761')}

Sometimes you may want a nice background for your entire page. You can easily create a background for your drawing using the Page Background command. You have several types of background from which to choose.

Background Type	Description
No Background	Leaves the background white
Simple Color Fill	Lets you select a solid color or set a gradient or pattern background
Background Graphic	Lets you select a graphic to be placed on the background.
Texture	Lets you choose a texture file as the background.
Watermark	Lets you type your own text as a watermark. You can change the text attributes, as well as rotate and space the text.

The Page Background dialog box works like a wizard. As you make selections, you continue to the next screen. A preview shows you what the page background will look like once you finish.

To set the page background

To set the page background

1 On the Format menu, click Page Background.

2 Select the type of background you want.

3 Click Next to continue selecting the appropriate background options.

4 Once all options are selected, click Finish.

Tips

If you choose a graphic as the background, the graphic is placed on a Background layer. If you want to remove the background graphic, you can either delete the Background layer or switch to the Background layer using the layer tabs, and delete the graphic.

{button Related Topics,PI(`',`fill_rtf_1106775')}

Setting the Page Background

To set the style of a line

The line style determines whether a line is visible, solid, dotted, or dashed.

1 Select the object.

2 On the Format menu, click Line. The Line panel of the Object Properties dialog box opens.

3 Choose the line style you want from the Line Style list box.

or

Select No Line to make the line invisible.

4 Click Apply to apply the line style, or click OK to apply the line style and close the dialog box.

Notes
If you select Outline, you can select from several different types of special outline styles. Choose from gradient outlines or pattern outlines.

You can choose from preset line styles by clicking the Formatting tab in the Gallery, and clicking the Line tab.

To set the thickness of a line

The line thickness sets the point size or weight of a line. The line thickness can range from 0 to 72. A line with a thickness of 0 is a hairline. A hairline is the thinnest line that can be displayed or printed.

1 Select the object.

2 On the Format menu, click Line. The Line panel of the Object Properties dialog box opens.

3 Choose the point size of the line by clicking the arrows beside the thickness box or by typing the point size in the box.

or

Select Hairline for the thinnest line that can be displayed or printed.

4 Click Apply to apply the thickness, or click OK to apply the thickness and close the dialog box.

Tips

Watch the Sample box to determine whether you have the line thickness you want.

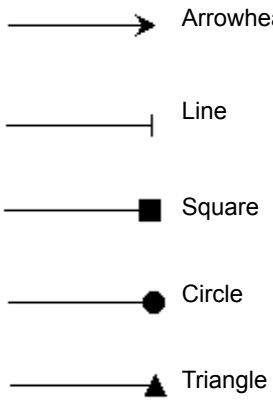
To set the line thickness from the Formatting tab in the Gallery, click the Line tab, and click the Thick button.

Setting Line Ends

{button Tell me how...,PI(`',`lines_rtf_1100955')}

You can choose line ends using the Line command on the Format menu, the Formatting tab in the Gallery, or Line Ends on the Formatting toolbar.

A line end is a marker that appears at the end of a line. The available line ends include arrowheads, lines, squares, circles, and triangles.



You set the two ends of a line separately. The ends of a line can have identical or different markers, or you can have a marker at only one end. The start end of a line is the starting point at which the line is drawn.

You can also set the size of the line end to either extra small, small, medium, large, or extra large.

If an object is already selected, choosing a line end applies the end to the selected object. If no object is selected, choosing a line end sets the default line end.

When sizing a line or object, you can set whether or not the line ends are sized with the object. To set this option, use the General tab of the Options dialog box.

To set line ends

To set line ends

1 Select the object.

2 On the Format menu, click Line. The Line panel of the Object Properties dialog box opens.

3 Choose the ends you want from the Start and End boxes.

If you want both ends to be the same, set the start end, and select Both Same.

4 Choose the size in the Line End Size box.

5 Click Apply to apply the line ends, or click OK to apply the line ends and close the dialog box.

Tips

Watch the Sample box to determine whether you have the line ends you want.

To set the line ends from the Formatting tab in the Gallery, click the Line tab, click the Line Style box (below the tabs), and click Lines with Ends. Click the end you want to apply to the line. To set the size of the line end, click the Customize button to open the Lines panel of the Object Properties dialog box.

Setting Line Ends

Setting Line Caps

{button Tell me how...,PI(`',`lines_rtf_1101048')}

You can choose a line cap using the Line command on the Format menu.

The line cap sets the appearance of ends without line end markers.

The Round cap places the center point of a circle at the end point of the line. The diameter of the circle matches the thickness of the line.

The Flat cap ends the line at the end point of the line.

The Square cap places the center point of a square at the end point of the line. The width of the square matches the thickness of the line.

If an object is already selected, choosing a line cap applies the cap to the selected object. If no object is selected, choosing a line cap sets the default line cap.

Note
Line caps have an obvious effect only on very thick lines.

To set line caps

To set line caps

1 Select the object.

2 On the Format menu, click Line. The Line panel of the Object Properties dialog box opens.

3 Click Wide Line.

4 Click the Caps and Corners button.

5 Choose Rounded, Flat, or Square in the Wide Line Caps box.

6 Click OK to save the selection and close the Caps and Corners dialog box.

7 Click Apply to apply the line cap, or click OK to apply the line cap and close the dialog box.

Note
Line caps have an obvious effect only on very thick lines.

Setting Line Caps

Setting Line Corners

{button Tell me how...,PI(`',`lines_rtf_1101115')}

You can choose a line corner using the Line command on the Format menu.

The line corner sets the appearance of the corner intersection of lines that join. Line corner settings have an obvious effect only on very thick lines.

The Rounded corner places the center point of a circle at the vertex of two line ends. This setting does not create a rounded rectangle or polygon.

The Mitre corner creates a pointed intersection that is the true intersection of two lines.

The Bevel corner averages the angles of the two lines, creating a blunt intersection.

To set the corner property of lines

To set the corner property of lines

1 Select the object.

2 On the Format menu, click Line. The Line panel of the Object Properties dialog box opens.

3 Click Wide Line.

4 Click the Caps and Corners button.

5 Choose Rounded, Mitre, or Bevel in the Wide Line Corners box.

6 Click OK to save the selection and close the Caps and Corners dialog box.

7 Click Apply to apply the corners, or click OK to apply the corners and close the dialog box.

{button Related Topics,PI(`',`lines_rtf_1101142')}

Setting Line Corners

To set line color

1. Select the object.
2. On the Format menu, click Line. The Line panel of the Object Properties dialog box opens.
3. Choose the line color in the Color menu.
4. Click Apply to apply the color, or click OK to apply the color and close the dialog box.

Tip

To set the line color from the Formatting tab in the Gallery, click the Line tab, and click the Color button.

Placing a Shadow Behind an Object

{button Tell me how...,PI(`',`shadow_rtf_1103805')}

You can give any object a shadow by using the Shadow command on the Format menu, the Formatting tab in the Gallery, or Shadow Color on the Formatting toolbar. An object can have a simple, block, or soft shadow. You can select the color, position, and depth of the shadow.

Simple Shadow

Block Shadow

Soft Shadow

If an object is already selected, choosing a shadow style applies the style to the selected object. If no object is selected, choosing a shadow style sets the default shadow style.

{button Related Topics,PI(`',`shadow_rtf_1103815')}

To place a shadow behind an object

1. Select the object.
2. On the Format menu, click Shadow. The Shadow panel of the Object Properties dialog box opens.
3. Click a shadow style, either No Shadow, Simple, Block, or Soft. The shadow options change, depending on the style you choose.
4. Click Apply to apply the shadow style to the selected object, or click OK to apply the shadow style and close the dialog box.

Tip

To apply shadow styles from the Formatting tab in the Gallery, click the Shadow tab, select an object, and click the shadow style you want to apply.

Placing a Shadow Behind an Object

To remove a shadow from an object

1. Select the object.
2. On the Format menu, click Shadow. The Shadow panel of the Object Properties dialog box opens.
3. Click No Shadow.
4. Click Apply to remove the shadow from the selected object, or click OK to remove the shadow and close the dialog box.

Tip

To remove a shadow using the Formatting tab in the Gallery, click the Shadow tab, and click the selection containing no shadow.

{button Related Topics,PI(`',`shadow_rtf_1103862')}

Setting Shadow Color

{button Tell me how...,PI(`',`shadow_rtf_1103917')}

You can choose a shadow color using the Shadow command on the Format menu, the Formatting tab in the Gallery, or Shadow Color  on the Formatting toolbar. The default shadow color is black unless you change the object default.

When the Soft shadow style is selected, you can set the blend color, as well as the shadow color. The selected shadow color "blends" into the blend color to form a gradient shadow.

If an object is already selected, choosing a shadow color applies the color to the shadow of the selected object. If the object does not have a shadow and you select a shadow color, a shadow with the selected color is placed in the lower right position. If no object is selected, choosing a shadow color sets the default shadow color.

{button Related Topics,PI(`',`shadow_rtf_1103923')}

To set the color of a shadow

To set the color of a shadow

1. Select the object.
2. On the Format menu, click Shadow. The Shadow panel of the Object Properties dialog box opens.
3. If the Soft shadow style is selected, choose the blend color by clicking the arrow beside the Blend Color box, and selecting a color.
4. Choose the color of the shadow by clicking the arrow beside the Shadow Color box, and selecting a color.
5. Click Apply to apply the shadow color to the selected object, or click OK to apply the shadow color and close the dialog box.

Tips

Watch the Sample box to determine whether you have the shadow color you want.

You can set the shadow color from the Formatting tab in the Gallery by clicking the Shadow tab, and clicking the Start or End button.

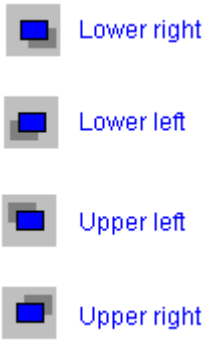
{button Related Topics,PI(`',`shadow_rtf_1103966')}

Setting Shadow Color

Setting Shadow Position

{button Tell me how...,PI(`',`shadow_rtf_1103995')}

You can choose shadow position using the Shadow command on the Format menu, the Formatting tab in the Gallery, or Shadow Color  on the Formatting toolbar. The shadow can be either on the lower right, lower left, upper right, or upper left position.



If an object is already selected, choosing a shadow position applies the position to the shadow of the selected object. If no object is selected, choosing a shadow position sets the default shadow position.

{button Related Topics,PI(`',`shadow_rtf_1104001')}

To set the position of a shadow

To set the position of a shadow

1 Select the object.

2 On the Format menu, click Shadow. The Shadow panel of the Object Properties dialog box opens.

3 Click the button indicating the position you want.

4 Click Apply to apply the shadow position to the selected object, or click OK to apply the shadow position and close the dialog box.

Tips

Watch the Sample box to determine whether you have the shadow position you want.

To set the shadow position from the Formatting tab in the Gallery, select an object, click the Shadow tab, and click the icon indicating the type and position of shadow you want to apply.

{button Related Topics,PI(`',`shadow_rtf_1104044')}

Setting Shadow Position

Setting Shadow Depth

{button Tell me how...,PI(`',`shadow_rtf_1104088')}

You can choose the depth of a shadow using the Shadow command on the Format menu, the Formatting tab in the Gallery, or Shadow Color  on the Formatting toolbar. The depth can range from about 1/100" to about ¼". The shadow depth defaults to about 1/8" unless you change the object default.

Less Depth

More Depth

If an object is already selected, changing the shadow depth applies the depth to the shadow of the selected object. If the object does not have a shadow and you change the shadow depth, a shadow with the selected depth is placed in the lower right position. If no object is selected, changing the shadow depth sets the default shadow depth.

When sizing an object, you can set whether or not the shadow width is sized with the object. To set this option, use the General tab of the Options dialog box.

{button Related Topics,PI(`',`shadow_rtf_1104094')}

To set the depth of a shadow

To set the depth of a shadow

1. Select the object.
2. On the Format menu, click Shadow. The Shadow panel of the Object Properties dialog box opens.
3. Drag the Shadow Depth slider to the desired position.
4. Click Apply to apply the shadow depth to the selected object, or click OK to apply the shadow depth and close the dialog box.

Tips

Watch the Sample box to determine whether you have the shadow depth you want.

To set the depth from the Formatting tab in the Gallery, select an object, click the Shadow tab, click the Shadow Thickness button, and select a thickness.

Setting Shadow Depth

To set default object properties

You can set the default line, fill, text, shadow, and other properties for objects. The default properties apply to all new objects created until you change the properties. The default fill and line properties display on the status bar at the bottom of the screen.

1 On the Format menu, click Default Properties.

2 Set the options you want as the default.

3 Click Set Defaults.

Tip

You can set default properties by selecting style settings from the Format menu while no object is selected.

Picking Up and Applying Styles
Pick Up Style vs Format Painter

Picking Up and Applying Styles

{button Tell me how...,PI(`',`style_rtf_1100561')}

The Pick Up Style and Apply Style commands on the Format menu give you an easy way to copy all properties from one object to others.

Any fill, line, or shadow property, once applied to an object, can be copied and applied to other objects.

You can also use Format Painter  on the Standard toolbar to copy and apply styles.

Notes
If no objects are selected, the Format menu shows Pick Up Object Defaults and Apply Object Defaults. These commands let you copy and apply the initial (startup) properties of objects.

You cannot pick up the style of selected objects with different properties.

{button Related Topics,PI(`',`style_rtf_1100555')}

Pick Up Style vs Format Painter

To copy a style

1 Select the object with the style properties you want to copy.

2 On the Format menu, click Pick Up Style.

3 Select the object to which you want to apply the style.

4 On the Format menu, click Apply Style.

The style properties copied from the first object are applied to the second object.

Picking Up and Applying Styles

To copy a style using Format Painter

1 Select the object with the style properties you want to copy.

2 Click Format Painter  on the Standard toolbar. The Format Painter pointer appears.

3 Click the object or objects to which you want to apply the style.

The style properties copied from the first object are applied to the clicked object.

4 Press **ESC** or click the Select tool  to cancel Format Painter.

{button Related Topics,PI(`',`style_rtf_1100593')}

Picking Up and Applying Styles

Pick Up Style vs Format Painter

Format Painter lets you apply a style from one object to other objects one at a time. It is easy to use because you apply the selected style to other objects by simply clicking on the objects.

The Pick Up Style command is more flexible than the Format Painter. This command could be considered the "copy and paste" of an object's styles. With the Pick Up Style command, it is easy to copy the styles to several objects at once. Pick up the style of an object, select several objects, then apply the style. Also, using this command, you can apply styles from an object to objects in other files.

Picking Up and Applying Styles

What is the Gallery?

{button Tell me how...,PI(`',`gallery_rtf_1095883')}

The Gallery makes it easy to place objects on the page and format those objects. Use the Gallery to place charts and diagrams, complex shapes, or clip art onto the page. By using the Formatting tab, you can apply line, fill, shadow, and text formats.

To open the Gallery, use the Gallery command on the View menu. The Gallery opens on the right side of the screen. Click one of the tabs to view the corresponding options.

You can open or close the Gallery by clicking the Show/Hide Gallery button located above the tabs. When the Gallery is closed, the tabs still display on the side. When you click a tab, the Gallery automatically opens.

To size the Gallery, place the pointer on the left edge of the open Gallery. A size pointer appears. Drag the pointer to size the Gallery.

Note
You cannot size the Gallery any smaller than the default size.

{button Related Topics,PI(`',`gallery_rtf_1095889')}

To open the Gallery

Charting & Diagramming Gallery
Illustrating Gallery
Clip Art Gallery
Formatting Gallery

To open the Gallery

- On the View menu, click Gallery.

Note
When the Gallery is open, the Gallery command has a check mark beside it.

{button Related Topics,PI(`',`gallery_rtf_1095915')}

What is the Gallery?

Charting & Diagramming Gallery

{button Tell me how...,PI(`',`gallery_rtf_1095952')}

The Charting & Diagramming tab of the Gallery is the starting point for creating any kind of chart or diagram. The Charting & Diagramming Gallery is like a palette from which you select flowcharting symbols, tables, charts, and diagrams. To place these objects on the page, simply drag them from the Gallery. Immediately, you can add label text, or fill in data for the object, depending on the type of object.

The objects in the Charting & Diagramming Gallery are categorized into separate subjects. To select a different subject, click the selection box at the top of the Gallery.

{button Related Topics,PI(`',`gallery_rtf_1095934')}

To select a different charting and diagramming subject

1 With the Charting & Diagramming Gallery open, click the selection box at the top of the Gallery.

2 Select a different subject.

{button Related Topics,PI(`',`gallery_rtf_1095970')}

Charting & Diagramming Gallery

To place a charting and diagramming object onto the page

1 Scroll through the selections to find the object you want to use.

2 Drag the object onto the page.

3 Edit the object by filling in the data requested.

{button Related Topics,PI(`',`gallery_rtf_1095970')}

Illustrating Gallery

{button Tell me how...,PI(`',`gallery_rtf_1096018')}

The Illustrating Gallery contains some complex shapes that you might use in a drawing. These include shapes like stars, borders, and 3D shapes. The Illustrating Gallery is like a palette from which you select shapes. To place these objects on the page, simply drag them from the Gallery. With the more complex shapes you can immediately edit the look of the shape.

The objects in the Illustrating Gallery are categorized into separate subjects. To select a different subject, click the selection box at the top of the Gallery.

{button Related Topics,PI(`',`gallery_rtf_1096028')}

To select a different illustrating shape subject

1 With the Illustrating Gallery open, click the selection box at the top of the Gallery.

2 Select a different subject.

Illustrating Gallery

To place an illustrating shape onto the page

1 Scroll through the selections to find the object you want to use.

2 Drag the object onto the page.

3 Edit the object or click Finished to leave the shape as-is.

{button Related Topics,PI(`',`gallery_rtf_1096054')}

Formatting Gallery

{button Tell me how...,PI(`',`gallery_rtf_1096120')}

The Formatting Gallery contains formatting styles that you can apply to any object on the page. You can format text, lines, fills, shadows, and select from preset styles. The formatting options are found by clicking the corresponding tabs.

Style

When you click the Style tab, you see a selection of preset text styles from which you can choose. Click the selection box at the top of the Gallery to view other preset styles.

If you want to create your own style for a selected object, click the Customize button at the bottom of the Gallery. The Object Properties dialog box opens.

Apply a preset style by selecting an object in your drawing, and clicking the style you want to apply. You can apply both text and object styles to any object.

Fill

When you click the Fill, you see a selection of colors from which you can choose. Use the scroll bar to scroll through the colors.

Click the selection box at the top of the Gallery to view either solid fills, gradient fills, or all available selections.

Click the buttons at the bottom of the Gallery to change the start or end color of a gradient. If you want to create your own fill for a selected object, click the Customize button to open the Object Properties dialog box.

Apply a fill style by selecting an object in your drawing, and clicking the fill style you want to apply. If you do not want a fill color, click the box containing the X.

Line

When you click the Line tab, you see a selection of line styles from which you can choose. Use the scroll bar to scroll through the styles.

Click the selection box at the top of the Gallery to view either simple, fancy, or line end selections.

Click the buttons at the bottom of the Gallery to change the color or thickness of a line. If you want to create your own line style for a selected object, click the Customize button to open the Object Properties dialog box.

Apply a line style by selecting an object in your drawing, and clicking the line style you want to apply. If you do not want a line, click the box containing the X.

Shadow

When you click the Shadow tab, you see a selection of shadow types from which you can choose. Use the scroll bar to scroll through the types.

Click the selection box at the top of the Gallery to view either shadow types or preset shadow styles.

Click the buttons at the bottom of the Gallery to change start and end colors of soft shadows or shadow thickness. If you want to create your own shadow style for a selected object, click the Customize button to open the Object Properties dialog box.

Apply a shadow style by selecting an object in your drawing, and clicking the shadow style you want to apply.

{button Related Topics,PI(`',`gallery_rtf_1096126')}

To use the Formatting Gallery

To use the Formatting Gallery

1. Select an object in your drawing to which you want to apply a format style.
2. Click the Formatting tab in the Gallery.
3. Click either the Style, Line, Shadow, or Fill tab.
4. Click the selection box at the top of the Gallery to select a different subject.
5. Click the style shown in the Gallery. The style is applied to the selected object.

Tip

To close or open the Gallery, click the Show/Hide button located above the tabs. When the Gallery is closed, the tabs remain on screen.

{button Related Topics,PI(`',`gallery_rtf_1096152')}

Formatting Gallery

Clip Art Gallery

{button Tell me how...,PI(`',`gallery_rtf_1096172')}

When you click the Clip Art tab in the Gallery, you see a selection of clip art from which you can choose. You should place any iGrafx Business CD-ROM into the CD-ROM drive so all clip art on that CD is available, or have access to iGrafx Business clip art on a network. Use the scroll bar to scroll through the clip art thumbnails.

Click the selection box to view a different subject.

When you find clip art you want to use, drag the selection onto the page, or double-click the selection.

{button Related Topics,PI(`',`gallery_rtf_1096178')}

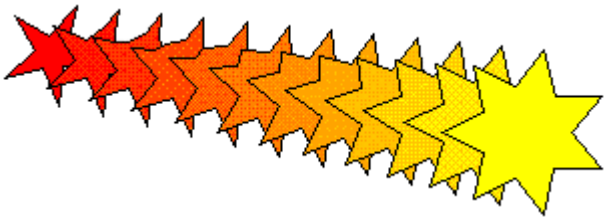
To open the Gallery

{button Tell me how...,PI(`',`_')}
{button Tell me how...,PI(`',`_')}

What is Blending?

{button Tell me how...,PI(`',`blend_rtf_1091657')}

The Blend command on the Object menu lets you create a series of transformations that blend one object and color into another. Each transformation is changed slightly to look more like the second object. For example, if you blend a five-point star and a seven-point star, the transformations produce an effect in which one star appears to fade into the other.



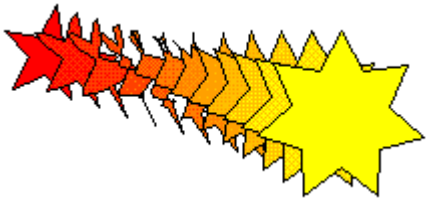
You can specify the number of transformations, or steps, between the two objects. The more steps you use, the closer (and smoother) the transformations are. You can use up to 100 steps.
After you create a blend, all the transformations between the two objects are grouped as a single object.

- If you dislike the results of the blend, delete the transformations object, and do it again with a different number of steps or different objects.
- If you want to treat the transformations as separate objects, ungroup them.
- If you want to change a transformation without ungrouping the object, you can double-click the object to edit the group.

Objects blend from the back to the front object (the object in front is the one you drew last). You can set which object is in front with the Ordering commands on the Arrange menu.

Graphics does not blend patterns, but it blends the pattern color. *Graphics* places the pattern in all transformations. If the objects have different patterns, *Graphics* places the pattern of the back object in all transformations.

Objects are drawn either clockwise or counterclockwise from a starting point. For example, closed objects are drawn counterclockwise. When *Graphics* blends objects, it matches corresponding points of the two objects so that the order in which the points were drawn determines the appearance of the blend. You can reverse the order in which the points are compared with the Reverse Direction option.



Note
Graphics cannot blend bitmaps, embedded OLE objects, or complex groups (groups within groups).

{button Related Topics,PI(`',`blend_rtf_1091671')}

Stacking Objects

To blend two objects

1 Select the two objects you want to blend.

2 On the Object menu, click Blend. The Blend dialog box appears.

3 Type the number of steps you want.

4 Click OK.

Tips

You may have to try several step settings, reverse the direction, or change the order of the objects to get the effect you want.

Blending results are usually better with uncomplicated objects.

Large numbers of steps can increase redraw time.

You can produce two types of effects by blending objects: a transformation effect and a highlighting effect.

You can also blend two objects by clicking Blend  on the Arranging toolbar.

What is Blending?

To delete a blend effect

1 Select the blend (transformation) object that is created when you blend objects.

2 Press **DELETE**.

{button Related Topics,PI(`',`blend_rtf_1091696')}

To reverse the blend direction

1. Select the objects you want to blend.
2. On the Object menu, click Blend. The Blend dialog box opens.
3. Type the number of steps you want.
4. Click the Reverse Direction check box.
5. Click OK.

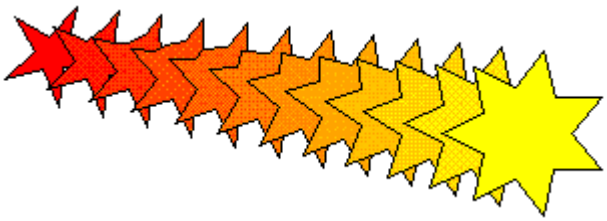
Tip

You may have to change the order of the objects to get the effect you want.

{button Related Topics,PI(`',`blend_rtf_1091696')}

Transformation Effects

This blending effect gives the illusion of one object changing into another.



Highlighting Effects

This blending effect lets you give "spot" highlights and shadows to your drawings to give them depth. Blending to create a highlight gives a gradient-like effect, but lets you create highlights and shadows with more transitions.

To insert a character with the keypad

1. Select the font to use.
2. Place the text cursor where you want the special character.
3. Turn on **NUM LOCK** on the keypad, if necessary.
4. Press and hold **ALT** and type **0** (zero) and the three-digit character code. For example, to insert the copyright symbol, press and hold **ALT**, and type **0169** on the keypad.

   Tip

   Use Windows Character Map to find the character code for a special character.

5. Release **ALT**. The special character is inserted into the text.

Tip

You must use the numeric keypad in step 4. You cannot use the number keys on the top row above the letters on your keyboard.

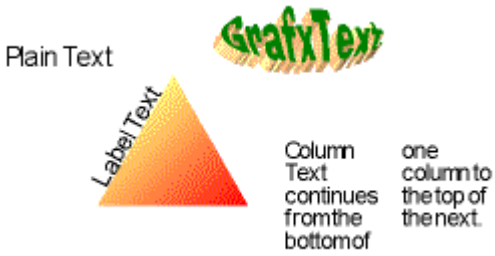
Types of Text

There are four types of text in *Graphics*: plain text, column text, GrafxText, and label text.

- Plain text is treated as an independent object by *Graphics*. Because plain text is a separate object, it is ideal for titles, logos, and callouts.

  You can apply wordwrap to plain text. Wordwrapped text is contained in a text box and has left and right margins. As you type, the line automatically wraps to the next line when the margin is reached.

- Column text is also an object and contained in a text box, but you can specify a number of columns and the gutter width. The columns are linked from the bottom of a column to the top of the next column. In other words, as you fill one column with text, the text automatically continues at the top of the next column.
- GrafxText is text that conforms to a shape, can be 3D, or both. You can select from preset styles, select a shape to which your text will conform, or add 3D depth to your text.
- Label text is text that is attached or fitted to the edge of an object. Label text is well suited for attaching text to forms, diagrams, and other drawings requiring labels.



Notes
Plain and column text can be rotated and sized by dragging its selection handles. It cannot be slanted. If you want to slant a text object, you must first convert it to curves.

Label text is always displayed (and printed) horizontally or aligned to a curve.

Label text does not rotate or slant when you rotate or slant the object to which it is attached. Label text will size when you size the object, if you select Labels on the General tab of the Options dialog box.

Entering Text

{button Tell me how...,PI(`',`text_rtf_1204676')}

The method for entering text depends upon whether you are entering plain text, column text, or label text.

- Plain text is entered using the text pointer. To display the text pointer, click the Text tool  on the Drawing toolbar, and select Plain Text on the Text toolbar. Point where you want the text to begin, and click the left mouse button. The text cursor appears and you can type the text.

  If you want to create margins for the text, drag a horizontal text box before typing text. When you drag a text box, the edge of the box forms the margins which force the text to wrap.

- To enter column text, click the Text tool  on the Drawing toolbar, and click Column Text on the Text toolbar. Drag diagonally to create a column text box. Use the Text toolbar to specify the number of columns and the gutter width. Columns are linked so as you fill a column with text, the text continues at the top of the next column. However, columns cannot be linked to columns on another page.
- To enter label text, select the object you want to label, and start typing. The text cursor appears and the text you type is attached to the object. The text can be positioned above or below the object, or along the curve of the object. You can use the **TAB** key to move to the next object and enter label text.

If you want to insert text from a TXT file, use the Insert Text File command. The text is inserted as a new text object, or if you are editing plain or column text, the text is inserted at the cursor point. To insert a TXT file into label text, you must have a label text cursor. Otherwise, the text is inserted as a plain text object.

Note
If you want to use the Text tool to create label text, you must select Text Tool Creates and Edits Label Text on the Editing panel of the Options dialog box. With this option selected, you can click the Text tool and click an object to enter label text.

Tips

You can open a text file using the Open command on the File menu. If you open a text file, the text is placed on a new, blank page as a text object.

You can type text only when the text cursor is visible, with the exception of label text.

The appearance of the text depends upon the font, font size, style, and text color settings. To set defaults for new text, deselect all objects and change the text settings using the Text command on the Format menu.

To enter plain text

1 Click Text  on the Drawing toolbar, and click Plain Text on the Text toolbar.

2 Point where you want the text to begin. Click the left mouse button to display the text cursor.

3 Type the text. If you make a mistake, press **BACKSPACE** to erase it.

4 Click Finished, or click the left mouse button away from the text when you finish entering the text.

Tips

After creating a text object, you can set its margins using the Margins/Columns command on the Format menu. You must select Wordwrapped Text to specify left and right margins.

As an alternative, you can set the margins before you type by pointing where you want the text to begin and dragging to the right margin. Then type the text, which conforms to the margin.

The appearance of text depends upon its font, font size, and style settings. You can change these properties using the Font command on the Format menu.

If you want to insert text from a TXT file, point to Text on the Insert menu, and click Text File. The text is inserted as a new text object, or if you are editing text, the text is inserted at the cursor point.

Entering Text

To enter column text

1. Click Text  on the Drawing toolbar, and click Column Text on the Text toolbar.
2. On the Text toolbar, type the number of columns you want to create in the Columns box.
3. Specify the amount of space between columns in the Gutters box.
4. Click the left mouse button anywhere on the page to display the text cursor. The columns automatically fill the page.
5. Type the text. If you make a mistake, press **BACKSPACE** to erase it.
6. Click Finished, or click the left mouse button away from the text when you finish entering the text.

Tips

After creating a text object, you can set its margins using the Margins/Columns command on the Format menu.

You can set the column margins before you type by pointing where you want the text to begin and dragging to where you want the columns to end. Then type the text, which conforms to the column text box.

The appearance of text depends upon its font, font size, and style settings. You can change these properties using the Font command on the Format menu.

If you want to insert text from a TXT file, point to Text on the Insert menu, and click Text File. The text is inserted as a new text object, or if you are editing text, the text is inserted at the cursor point.

To create GrafxText

1 Click GrafxText  on the Drawing toolbar.

2 Type the text in the Text box.

3 Select a preset style on the Presets panel.

or

Click the Font tab to select a font style.

or

Click the Shapes tab to select a shape to which you want the text to conform.

or

Click the 3D tab to select a 3D view for the text, 3D depth, and color.

Note You can combine options from one or more of the panels.

4 Click Create to create the GrafxText.

Note Presets already apply style, shape, or 3D. If you select a preset and select options on one of the other three tabs, the new selections override the preset.

{button Related Topics,PI(`',`text_rtf_1204880')}

To enter label text for an object

1 Select an object.

2 Type the text. If you make a mistake, press **BACKSPACE** to erase it.

3 Click Finished, or click the left mouse button away from the object when you finish entering the label text.

Tips

After entering label text, you can align it to suit your needs with the Label Position command on the Format menu. You can also click Align Text  or Align Text to Curve  on the Formatting toolbar to position label text.

If you want to insert text from a TXT file, point to Text on the Insert menu, and click Text File. You must have a label text cursor before you can insert text from a TXT file. Otherwise, the text is inserted as a plain text object.

{button Related Topics,PI(`',`text_rtf_1204880')}

Entering Text

To separate label text from an object

When you separate label text from an object, the text becomes a plain text object.

1 Select the object containing label text.

2 On the Arrange menu, click Separate Label Text. You can delete or move the text as necessary.

Merging Names and Addresses into a Drawing

Graphics can merge names and addresses into a drawing. This is similar to the mail merge function of a word processor. For example, you want to send a postcard to inform your friends of a party. You create a design for the postcard, and you want to print your friends' names and addresses on the cards.

Using the address list, you can enter names and addresses, specify on the drawing which information from the address list you want to print, then print the postcards. A postcard prints for each person you select from the Address List!

{button Related Topics,PI(`',`text_rtf_1204903')}

Address List

{button Tell me how...,PI(`',`text_rtf_1204944')}

The address list is where you enter names and addresses. When you open the Address List dialog box, you have ten fields in which you can enter information. There is no limit to the length of the information in each field.

The first time you open the address list, a new file is opened called Untitled.txt. This is the file in which the information is stored. You can add names and addresses or delete them from the list. When you save the file, you must specify the location and filename.

Note
You do not have to worry about adding or deleting names used for a specific drawing. You have the opportunity to select names for a drawing when you print.

If you need to keep more than one address file, you can create a new address file. The easiest way to do this is to use the File menu on the Address List dialog box to start a new file. A blank untitled file opens in which you can save new names and addresses.

{button Related Topics,PI(`',`text_rtf_1204958')}

To enter names into the address list

1 On the Tools menu, click Address List.

2 Open the address list to which you want to add names.

3 Click the Add button to open a blank record. This clears the fields.

4 Type the information in the appropriate fields. There is no limit to the number of characters entered into each field.

5 Click Save to save the record.

Address List

To delete names from the address list

1 On the Tools menu, click Address List.

2 If you have multiple address list files, open the address list from which you want to delete names.

3 Use the Navigation slider or the browse arrows to find the name you want to delete.

4 Click the Delete button to delete the record.

5 Click Save to save the file.

{button Related Topics,PI(`',`text_rtf_1204992')}

To begin a new address list

1 On the Tools menu, click Address List. The first record of the last address list you had open appears.

2 Click File on the Address List dialog box. The File menu opens.

3 Click New. A new, untitled address file opens.

4 Type the names and addresses in the respective fields.

5 Click Save. The Save As dialog box opens where you can name the file.

{button Related Topics,PI(`',`text_rtf_1204992')}

Creating an Address List Using a Word Processor or Spreadsheet

When you create an address file using the address list, *Graphics* creates a tab-delimited text file. This means that each field is separated with a tab. You can create your own text file using a word processor or spreadsheet program. If you create a text file using a word processor or spreadsheet, the file should be either tab-delimited or comma-delimited.

Notes
Comma-delimited files have a comma separating each field in a record. Therefore, you cannot have a comma as part of a field. If you have a comma in any field, you should separate fields with tabs.

If you create a tab-delimited file, the extension of the file must be TXT. If you create a comma-delimited file, the extension of the file must be CSV. If you do not use the correct extension, the address list will not read the file correctly. If the application you are using to create the text file does not save to a CSV format, you can save as a TXT file and type CSV as the extension before saving.

When creating a text file, you must enter the information in the following order:

Last Name

First Name

Company

Address 1

Address 2

City

State/Province

ZIP/Postal Code

Country

Other

If you want to leave one of the fields blank, you must leave a place for the field. In other words, if you are using tabs between fields and you skip one field, you should type two tabs between the fields as if you were filling in all fields. Otherwise, the information is saved in the wrong fields.

Note
It is not necessary to begin the text file with a header record listing the names of the fields.

Opening Files in the Address List

{button Tell me how...,PI(`',`text_rtf_1205074')}

Use the File menu in the Address List dialog box to open an existing address file into the address list. You can open either comma-delimited text files, tab-delimited text files, or Print Shop® Address List files. When you open the Address List dialog box, the last file you had open is the file that opens.

{button Related Topics,PI(`',`text_rtf_1205080')}

To open a file in the address list

To open a file in the address list

1 On the Tools menu, click Address List.

2 Click File on the Address List dialog box to open the File menu.

3 Click Open.

4 Find the address file you want to open, and click Open.

{button Related Topics,PI(`',`text_rtf_1205114')}

Opening Files in the Address List

Sorting Records in the Address List

{button Tell me how...,PI(`',`text_rtf_1205133')}

When you open an address file in the address list, the current sorting options are applied to the file. To change the sorting order, use Sort Options to sort the records by any field you select.

The sort options apply to all files you open in the address list. You cannot save sort options for an individual file. If you do not want to apply any sorting to an address file, you can choose None in the Sort By and Then By boxes.

{button Related Topics,PI(`',`text_rtf_1205139')}

To change sorting options

To change sorting options

1 On the Tools menu, click Address List.

2 Open the address file you want to view, if necessary.

3 Click Sort Options.

4 Select a field as the primary sort field in the Sort By box.

5 Choose either Ascending or Descending for the primary sort field.

6 Select a field as the secondary sort field in the Then By box.

7 Choose either Ascending or Descending for the secondary sort field.

8 Click OK.

Tip

If you do not want any sorting applied to the address list, choose None in the Sort By and Then By boxes.

Sorting Records in the Address List

Placing Address List Fields in a Drawing

{button Tell me how...,PI(`',`text_rtf_1205196')}

When you create a drawing on which you want to include fields from the address list, you must insert placeholders for the actual information contained in the address list. The Field From Address List command on the Insert menu lets you select the fields you want to appear on your drawing. When you select a field, a placeholder is inserted into your drawing.

When you print the drawing, the information from the address list replaces the placeholders.

{button Related Topics,PI(`',`text_rtf_1205202')}

To place address list fields in a drawing

To place address list fields in a drawing

- On the Insert menu, point to Field From Address List, and click the name of the field you want to insert. The field name is inserted into the center of the drawing as a text object.

Tip

You can insert an address list field in an existing text object. Double-click the text object and position the cursor where you want to place the field, and insert the address list field.

Placing Address List Fields in a Drawing

Printing Address List Information on the Drawing

{button Tell me how...,PI(`',`text_rtf_1205259')}

When you print a drawing containing field names, *Graphics* lets you choose names from the address list to print. A drawing is printed for each name selected.

Note
To preview a drawing before printing, you can use the Print Preview command on the File menu. When you preview drawings with field placeholders, you see the actual information from the last address list opened rather than the placeholders.

{button Related Topics,PI(`',`text_rtf_1205265')}

To print address list information on a drawing

To print address list information on a drawing

1. Insert onto your drawing the address list fields you want to print.
2. On the File menu, click Print.
3. Click OK to begin printing.
4. If you want to merge from an address list, click Yes, Merge from a list. Select No, Leave field names as is, if you want to print the placeholders.
5. Click Next and type the name and path of the address list you want to use. The name of the last list opened in the address list displays automatically. You can also edit or change the sorting options of the address list at this time.
6. Click Next, and click the names from the list you want to include in the printing. To select all names, click All. To select no names, click None.
7. Click print. A drawing prints for each name selected from the address list.

Note
If you set a number of copies to print, the specified number of copies print for each name selected from the address list.

{button Related Topics,PI(`',`text_rtf_1205299')}

Printing Address List Information on the Drawing

Editing Text

{button Tell me how...,PI(`',`text_rtf_1205361')}

The method for editing text depends upon whether you are editing plain text, column text, GrafxText, or label text.

Editing Plain Text

To edit Plain text, select the text object and click Edit on the Drawing toolbar. A menu of edit choices appears.

- To edit the text, select Edit Text.
- To edit each text characters as a separate object, select Edit Group.
- To edit the text using anchor points, select Edit Points.

The Edit Text option positions the text cursor in the text so you can edit it. For example, you can highlight a portion of text and change its font. If you are editing wordwrapped text, you can drag the side handles to adjust the margins.

The Edit Group option converts the text to curves and displays a hatched border around the text. You can then select individual characters and manipulate them as objects. For example, you can select a character and size or rotate it. The Edit Points option converts the text to curves and displays the anchor points defining the objects. You can then edit the objects using the Reshape tools. For example, you can select and drag anchor points, delete anchor points, and add anchor points. For details on shaping objects, see Introduction to Object Editing.

Note
After you convert text to curves, it is no longer text. You cannot insert or delete text, check the spelling, change any margins, or make any other text edits. Text converted to curves can be changed back to text by immediately using the Undo command.

Editing Column Text

Editing column text is the same as editing plain text. However, you can adjust the number of columns and the gutter width. Column text has handles similar to wordwrapped text. You can drag handles on the left and right to adjust the width of the columns. The gutter width, however, remains the same. You can also drag top and bottom handles to adjust the height of the columns.

Editing GrafxText

When you edit GrafxText, the GrafxText dialog box opens, letting you change your selections. If the GrafxText you want to change has 3D attributes, you have the option to rotate the text in 3D. This means you can rotate the text around either a vertical or horizontal axis.

Editing Label Text

To edit label text, select the object to which the text is attached and click Edit on the Drawing toolbar. Then, choose Edit Label Text. The Text cursor appears in the label text and you can make the changes you want.

Note
If you want to use the Text tool to edit label text, you must select Text Tool Creates and Edits Label Text on the Editing panel of the Options dialog box. With this option selected, you can click the Text tool and click an object to edit label text.

To edit plain and wordwrapped text

1 Select the text object.

2 Click Edit  on the Drawing toolbar. The edit options menu appears.

3 Click Edit Text. The text cursor appears in the text.

4 Make changes to the text.

or

Drag the side handles to adjust the margins.

5 Click Finished when you finish editing the text.

Tip
You can also enter the Edit mode for text by double-clicking the text object with the Select pointer.

{button Related Topics,PI(`',`text_rtf_1205451')}

Editing Text

To edit column text

1 Select the column text object.

2 Click Edit  on the Drawing toolbar. The edit options menu appears.

3 Click Edit Column Text. The text cursor appears in the text.

4 Make changes to the text.

or

Drag the handles to adjust the height and width of the columns.

or

Change the number of columns or gutter width on the Text toolbar.

5 Click Finished when you finish editing the text.

Tip
You can also enter the Edit mode for text by double-clicking the text object with the Select pointer.

{button Related Topics,PI(`',`text_rtf_1205451')}

To edit GrafxText

1 Select the GrafxText object.

2 Click Edit  on the Drawing toolbar. The edit options menu appears.

3 Click Edit GrafxText. The GrafxText dialog box opens.

4 Make changes to the GrafxText attributes.

5 Click Apply to apply the changes.

Tip

You can also enter the Edit mode for GrafxText by double-clicking the object with the Select pointer.

{button Related Topics,PI(`',`text_rtf_1205451')}

To rotate GrafxText in 3D

This edit option is only available if the selected GrafxText object has 3D attributes.

1 Select the GrafxText object.

2 Click Edit  on the Drawing toolbar. The edit options menu appears.

3 Click Rotate in 3D. The 3D Rotation toolbar opens.

4 Type a degree rotation between -180 and 180 in any of the three rotation boxes.

or

Click the arrows beside the box to increase or decrease the rotation.

5 Click Finished when you finish rotating the GrafxText.

or

Click Reset to return to the starting position.

{button Related Topics,PI(`',`text_rtf_1205451')}

To edit label text

1 Select the object containing the label text.

2 Click Edit  on the Drawing toolbar. The edit options menu appears.

3 Click Edit Label Text. The text cursor appears in the text.

4 Make changes to the text.

5 Click Finished when you finish editing the text.

{button Related Topics,PI(`',`text_rtf_1205489')}

Editing Text

To convert plain text to label text

1 Select both the text object containing text you want to convert and the object you want to label.

2 Click either Align Text  or Align Text to Curve

 on the Formatting toolbar.

3 Select a label text position. The text is attached to the object as label text.

Tips

You can also use the Label Position command on the Format menu to position label text.

Once the label text is created, you can choose Above or Below on the Justification panel of the Text toolbar to position the label text.

{button Related Topics,PI(`',`text_rtf_1205503')}

Editing Text

To convert label text to plain text

1 Select the object with the label text.

2 On the Arrange menu, click Separate Label text. The text becomes a plain text object.

{button Related Topics,PI(`',`text_rtf_1205517')}

Editing Text

Selecting Text

{button Tell me how...,PI(`',`text_rtf_1205584')}

Before you can change text, you must select it.

There are two ways to select text:

- Select plain text or column text as you would any object, by clicking it with the Select pointer. Handles appear around the text object, indicating that it is selected.
- Display the text cursor by using the Edit button  on the Drawing toolbar. Highlight a portion of the text. To highlight text, drag the text pointer on the text you want to highlight.

When you select a plain or column text object, you are dealing with the entire block of text. For example, if you select a text object and click the Bold button  on the Formatting toolbar, you set the style to bold for the entire block of text.

When you highlight a portion of text, you are dealing only with the portion of text you highlighted. For example, if you highlight a word and click the Bold button  , you set the style to bold for that word only.

Keyboard Shortcuts

You can use the arrow keys to highlight text. After the text cursor is positioned in the text, use the following keys to highlight portions of the text.

Press	To Highlight
SHIFT+LEFT ARROW	To the left of the text cursor
SHIFT+RIGHT ARROW	To the right of the text cursor
SHIFT+HOME	To the beginning of the line
SHIFT+END	To the end of the line
SHIFT+UP ARROW	Multiple lines before the text cursor
SHIFT+DOWN ARROW	Multiple lines after the text cursor

{button Related Topics,PI(`',`text_rtf_1205614')}

Editing Text

To select a plain or column text object

- Point to the text object with the Select pointer and click. Handles appear around the text indicating that it is selected.

Tip

To select several text objects, hold down **SHIFT** (or **CTRL**) and click each text object you want to select.

{button Related Topics,PI(`',`text_rtf_1205629')}

Selecting Text

To highlight a portion of text

1 Select the text object.

or

Select the object containing the label text.

2 Click Edit  on the Drawing toolbar. The edit options menu appears.

3 Click Edit Text (for text objects) or Edit Label Text. The text cursor appears in the text.

4 Point where you want to begin highlighting.

5 Drag the pointer to the right (and down if you want to highlight text on multiple lines).

6 Release the mouse button. The text is highlighted.

Tips

To switch from the text pointer to the Select pointer, press **ESC**.

To delete and replace a portion of text, highlight the text, and type the new text.

To highlight all text in a block, press **CTRL+A** after the text cursor is positioned in the text.

To insert text

1 Select the text object.

or

Select the object containing the label text.

2 Click Edit  on the Drawing toolbar. The edit options menu appears.

3 Click Edit Text (for text objects) or Edit Label Text. The text cursor appears in the text.

4 Point where you want to insert text, and click. The text cursor is positioned at that point in the text.

5 Type the new text.

6 Click Finished when you finish editing the text.

Tips

Use the following keys after the text cursor is positioned in the text.

Press **HOME** to position the text cursor at the beginning of a line.

Press **END** to position the text cursor at the end of a line.

Press **CTRL+HOME** to position the text cursor at the beginning of a text block.

Press **CTRL+END** to position the text cursor at the end of a text block.

Press **CTRL+PLUS** (+) to increase character spacing.

Press **CTRL+MINUS** (-) to decrease character spacing.

Press **CTRL+RIGHT ARROW** to move one word to the right.

Press **CTRL+LEFT ARROW** to move one word to the left.

To insert text from a TXT file

1 Select the text object.

or

Select the object containing the label text.

2 Click Edit  on the Drawing toolbar. The edit options menu appears.

3 Click Edit Text (for text objects) or Edit Label Text. The text cursor appears in the text.

4 Point where you want to insert text, and click. The text cursor is positioned at that point in the text.

5 On the Insert menu, point to Text, and click Text File.

6 Select the text file you want to insert, and click Open. The text is inserted at the cursor position.

7 Click Finished when you finish editing the text.You can import a text file to create a new text object. With nothing selected, point to Text on the Insert menu, and click Text File. Choose the file you want to insert and the text from the file is centered on the page.

If you import a text file to create a new text object, Wordwrapped Text is turned on and the margins are set to the width of the longest line. However, if the text is too large to fit on the page, the margins are set to the width of the page.

If you try to import text and nothing happens, decrease the default font size. If the default font size is large, the file may be too big to import.

To delete text

1 Select the text object.

or

Select the object containing the label text.

2 Click Edit  on the Drawing toolbar. The edit options menu appears.

3 Click Edit Text (for text objects) or Edit Label Text. The text cursor appears in the text.

4 Click the beginning of the text you want to delete. The text cursor is positioned at that point in the text.

5 Press **DELETE** to delete text to the right of the text cursor, or press **BACKSPACE** to delete text to the left of the text cursor.

6 Click Finished when you finish editing the text.

Tip
You can also delete text by highlighting the text and pressing **DELETE**.

{button Related Topics,PI(`',`text_rtf_1205629')}

To paste text

1. Copy or cut text to the Clipboard.
2. Click Text  on the Drawing toolbar.
3. Point where you want to paste the text, and click. The text cursor appears.
4. On the Edit menu, click Paste. The text contents of the Clipboard are pasted at the cursor location.

Tip

After positioning the text cursor, you can press **CTRL+V**, or click Paste  on the Standard toolbar to paste the Clipboard contents.

{button Related Topics,PI(`',`text_rtf_1205629')}

To rotate plain text

1 Click Rotate/Slant  on the Drawing toolbar.

2 Select the text object. The Rotate/Slant handles appear.

3 Drag the rotation handle in a circular motion to rotate the text.

Note
You cannot slant text objects by dragging a side handle. If you want to slant text, you must first convert it to curves.

{button Related Topics,PI(`',`text_rtf_1205629')}

To choose a font

1 Select the text object.

or

Select the object containing the label text.

or

Highlight the text.

2 On the Format menu, click Font. The Font panel of the Text Properties dialog box opens.

3 Choose the font from the Font box.

4 Click Apply to apply the font, or click OK to apply the font and close the dialog box.

Tips

To locate a font in the Font box quickly, click the box and type the first letter of the font name.

You can also select fonts using the Font box on the Formatting toolbar.

To choose a font size

1 Select the text object.

or

Select the object containing the label text.

or

Highlight the text.

2 On the Format menu, click Font. The Font panel of the Text Properties dialog box opens.

3 Choose the font size in the Size box.

4 Click Apply to apply the font size, or click OK to apply the font size and close the dialog box.

Tip

You can also resize text by selecting the text object and dragging its handles. The new font size appears in the Font Size box. Use the corner handles to resize the text proportionally.

To choose a font style

1 Select the text object.

or

Select the object containing the label text.

or

Highlight the text.

2 On the Format menu, click Font. The Font panel of the Text Properties dialog box opens.

3 Select the font style.

4 Click Apply to apply the font style, or click OK to apply the font style and close the dialog box.

Tip

You can also apply font styles by clicking the Bold  , Italic

 , and Underline

 buttons on the Formatting toolbar.

{button Related Topics,PI(`',`text_rtf_1205910')}

To choose a text color

1 Select the text object.

or

Select the object containing the label text.

or

Highlight the text.

2 On the Format menu, click Font. The Font panel of the Text Properties dialog box opens.

3 Click the Text Color box, and select a color.

4 Click the Background Color box, and select a color.

5 Click Apply to apply the color, or click OK to apply the color and close the dialog box.

Tip

You can also set the text color using the Text Color  or Fill Color  buttons on the Formatting toolbar. For details on creating custom colors, see To define a custom color using the mouse.

{button Related Topics,PI(`',`text_rtf_1205940')}

To choose a text fill style

1 Select the text object.

or

Select the object containing the label text.

or

Highlight the text.

2 On the Format menu, click Fill. The Fill panel of the Object Properties dialog box opens.

3 Select the Fill Style, either No Fill, Solid, Pattern, or Gradient.

4 Select the color, pattern, or gradient, if necessary.

5 Click Apply to apply the fill style, or click OK to apply the fill style and close the dialog box.

Tip

You can choose from preset styles using the Formatting tab in the Gallery. Select the text, click the Fill tab, and click the color you want to apply.

{button Related Topics,PI(`',`text_rtf_1205982')}

To choose a text line style

1 Select the text object.

or

Select the object containing the label text.

or

Highlight the text.

2 On the Format menu, click Line. The Line panel of the Object Properties dialog box appears.

3 Select the Line Style, either No Line, Hairline, Wide Line, or Outline.

4 Select the color, style, or outline style, if necessary.

5 Click Apply to apply the line style, or click OK to apply the line style and close the dialog box.

Tip

You can choose from preset styles using the Formatting tab in the Gallery. Select the text, click the Style tab, and click the style you want to apply.

{button Related Topics,PI(`',`text_rtf_1206033')}

Setting Line, Character, and Paragraph Spacing

{button Tell me how...,PI(`',`text_rtf_1206111')}

When you use the Text tool, a toolbar appears containing a Finished button and an arrow button. The arrow button accesses text properties. The Spacing tab lets you adjust spacing between characters, lines, and paragraphs.

There are four boxes that let you adjust the space between characters (kerning), lines (leading), and before and after paragraphs. The cursor position and text selection determines the function of these tools.

Cursor Position or Selection	**Line Spacing**
Cursor on line with no selection	Spacing is adjusted for all lines
Any part of a line selected	Spacing above selected line is adjusted
Multiple lines selected	Spacing above first selected line and between selected lines is adjusted
Cursor Position or Selection	Character Spacing
Cursor between two characters	Adjusts spacing (kerning) between the two characters
Multiple letters or lines selected	Adjusts spacing for all characters in the selection
Cursor Position or Selection	Paragraph Spacing
Cursor in a paragraph with no selection, or entire paragraph selected	Spacing above or below paragraph is adjusted
Multiple paragraphs selected	Spacing above or below selected paragraphs is adjusted

Note
If you change spacing for a range of characters that have the same spacing, the new spacing is added to the current spacing.

If you change spacing for a range of characters that have different spacing, the spacing returns to the default and the new spacing is applied.

To set character spacing

1 Enter or edit the text.

2 Place the cursor between the characters you want to kern.

or

Select the characters you want to adjust.

3 Click the arrow button beside the Finished button on the Text toolbar.

4 Click the Spacing tab.

5 Select a unit for measuring character spacing.

FC (Font Character)--The measurement you enter is in relation to the width of the letter "m" in the current font. For example, if you enter 2, there will be a space the width of two letter m's.

%EM--The measurement you enter assumes the letter "m" is divided into 1000 units. Therefore, if you want to increase the character spacing half the width of the letter "m," enter 500.

6 Type a measurement or click the arrows to increase or decrease the measurement. You can use a negative number to move characters closer together.

Tips

To increase the spacing between characters, press **CTRL+PLUS** (+). To decrease the spacing, press **CTRL+MINUS** (-). To reset character spacing to the default, press **CTRL+SHIFT+0**.

You can also adjust spacing by clicking Spacing on the Format menu.

Setting Line, Character, and Paragraph Spacing

To set line spacing

1 Enter or edit the text.

2 Place the cursor in any line to adjust all lines.

or

Select any part of the line you want to adjust.

or

Select multiple lines to adjust.

3 Click the arrow button beside the Finished button on the Text toolbar.

4 Click the Spacing tab.

5 Type a measurement in the Lines box, or click the arrows to increase or decrease the spacing.

Note
When spacing one line, spacing is adjusted above the line.

Tip

You can also adjust spacing by clicking Spacing on the Format menu.

{button Related Topics,PI(`',`text_rtf_1206133')}

To set paragraph spacing

1 Enter or edit the text.

2 Place the cursor in the paragraph you want to adjust.

or

Select multiple paragraphs to adjust.

3 Click the arrow button beside the Finished button on the Text toolbar.

4 Click the Spacing tab.

5 Type a measurement in either the Before Paragraph or After Paragraph box, or click the arrows to increase or decrease the spacing.

Tip

You can also adjust spacing by clicking Spacing on the Format menu.

Aligning Text

{button Tell me how...,PI(`',`text_rtf_1206209')}

When you use the Text tool, a toolbar appears containing a Finished button and an arrow button. The arrow button accesses text properties. The Justification tab lets you adjust horizontal and vertical alignment of text.

You can horizontally align both plain and column text. Text can be aligned to the left or right margin, centered between the margins, or fully justified to both margins. Column text can be aligned vertically. Text can be aligned to the top, middle, or bottom of the column.

You can also align text using the Justification command on the Format menu or the Align Text  button on the Formatting toolbar.

You can choose an alignment option for text either before or after you enter the text.

Keyboard Shortcuts

The keyboard shortcuts for aligning selected text objects are as follows:

Press	Action
CTRL+L	Aligns text to left margin
CTRL+E	Aligns text between left and right margins
CTRL+R	Aligns text to right margin
CTRL+F	Justifies text to both left and right margins
CTRL+SHIFT+L	Aligns text at the top of a column
CTRL+SHIFT+E	Aligns text in the middle of a column
CTRL+SHIFT+R	Aligns text at the bottom of a column
CTRL+SHIFT+F	Justifies text equally between top and bottom margins

To align text

To align text

1 Enter or edit the text.

2 Select the text you want to align.

3 Click the arrow button beside the Finished button on the Text toolbar.

4 Click the Justification tab.

5 Select the justification you want. Vertical justification only works with column text.

Tip

Text can be aligned without being in the Edit mode. Select a text object, and use the alignment commands accessed from the Format menu, or use the Align Text  button on the Formatting toolbar.

{button Related Topics,PI(`',`text_rtf_1206223')}

Aligning Text

Setting Margins

{button Tell me how...,PI(`',`text_rtf_1206244')}

You can set right, left, top, and bottom margins, and first-line indents for text using the Margins/Columns command on the Format menu. Drawing a text box before typing text also creates margins for the text.

- The right, left, top, and bottom margins determine the location, width, and height (for colum text) of the text block.
- The first-line indent moves the start of the first line of a paragraph to the left or right of the left margin.

Notes
Margins and indents apply to plain text only when Wordwrapped Text is turned on.

Unless you specify a right margin for plain text by dragging a text box, plain text is entered without a right margin.

{button Related Topics,PI(`',`text_rtf_1206258')}

To add margins to plain text

1 Select the plain text object.

2 On the Format menu, click Margins/Columns.

3 Select Wordwrapped Text.

4 Type a ruler position in the Left or Right margin boxes, or click the arrows beside the boxes to change the margin setting.

Notes
Margins apply to plain text only when Wordwrapped Text is selected.

You can also turn on wordwrap by double-clicking a text object and selecting Wordwrapped Text on the Text toolbar.

{button Related Topics,PI(`',`text_rtf_1201747')}

To adjust text margins

1 Double-click the wordwrapped text object. A text box appears around the text object indicating the margins.

2 Drag the square handles to increase or decrease the margin position.

3 Click away from the text box when finished adjusting the margins.

Notes
Margins apply to plain text only when Wordwrapped Text is selected.

You can also adjust margins by selecting the text object and clicking Margins/Columns on the Format menu.

{button Related Topics,PI(`',`text_rtf_1201765')}

To adjust first line indents

1 Select the text object.

2 On the Format menu, click Margins/Columns.

3 Change the ruler position in the Indent box, or click the arrows beside the box to change the indent.

Use a positive number to move the indent to the right of the left margin. Use a negative number to move the indent to the left of the left margin.

Note
Indents apply to plain text only when Wordwrapped Text is selected.

{button Related Topics,PI(`',`text_rtf_1201782')}

Setting Columns and Gutter Width

{button Tell me how...,PI(`',`text_rtf_1206291')}

When you use the Text tool, a toolbar appears. The Columns tab lets you adjust the number of columns and the gutter width.

The number of columns you specify are evenly distributed within the column text box you create. Create a text box by placing the pointer on the page and dragging to the opposite corner. If you select Column Text on the Text toolbar and click the page without creating a text box, the columns are evenly distributed on the entire page.

If you are typing and reach the end of the last column, a beep sounds. You must either adjust the margins or add a column to continue typing text.

Columns cannot be linked from one page to another.

The gutter width always remains the same when you adjust margins for the column text.

To set columns and gutter width

To set columns and gutter width

1 Select the column text object.

2 On the Format menu, click Margins/Columns.

3 Change the number of columns in the Columns box.

4 Type a measurement in the Gutter Width box, or click the arrows to increase or decrease the gutter width.

5 Click OK.

Note
You can also change columns and gutter width by double-clicking a column text object. The Columns panel of the Text dialog box opens.

{button Related Topics,PI(`',`text_rtf_1206318')}

Setting Columns and Gutter Width

Positioning Label Text

{button Tell me how...,PI(`',`text_rtf_1206345')}

You can position label text using the Label Position command on the Format menu.

Label text can be positioned inside the object at the top, middle, or bottom positions, above or below the object, or aligned to the edge of the object. For details on aligning label text to the object's edge, see Aligning Text to a Curve.

You can choose a positioning option for label text before you draw the shape you are going to label, or after you enter the text.

Using the Text toolbar, you can position label text above or below the object. While editing label text, click the Justification tab and select either Above or Below.

To position label text

To position label text

1 Select the object to which the text is attached.

2 Click Align Text  on the Formatting toolbar. A palette of buttons opens. The buttons show a line indicating the text position.

Tips

You can choose a label position by clicking Label Position on the Format menu.

You can set the label position above or below the object on the Text toolbar. Click the Justification tab on the Text toolbar while editing label text.

{button Related Topics,PI(`',`text_rtf_1206372')}

Positioning Label Text

Aligning Text to a Curve

{button Tell me how...,PI(`',`text_rtf_1206399')}

By using the Align-Text-to-Curve feature you can align label text to any line, including curves, angles, and shapes.

After aligning text to a curve, you can still edit the text and change its text properties.

You can align label text to a curve using the Along the Object option of the Label Position command on the Format menu, or using the Align Text to Curve button on the Formatting toolbar.

{button Related Topics,PI(`',`text_rtf_1206409')}

Editing Text

To align text to a curve

1 Select the object to which the text is attached.

2 Click Align Text to Curve  on the Formatting toolbar. A palette of buttons appears.

The buttons show a sample path and an arrow to indicate the text position. The location of the arrow in relation to the sample path indicates the text alignment and position. The direction of the arrow indicates the text orientation (which side is up).

3 Click the button for the alignment you want.

Tip

You can also align text to a curve using the Along the Object option of the Label Position command on the Format menu. This command aligns the text using the last alignment option selected using the Align Text to Curve  button.

{button Related Topics,PI(`',`text_rtf_1206423')}

Aligning Text to a Curve

To edit text aligned to a curve

1 Select the object to which the text is attached.

2 Click Edit  on the Drawing toolbar. The edit options menu appears.

3 Click Edit Label Text.

If the aligned text is upside down or positioned so that it cannot be conveniently edited, it is temporarily repositioned. The text cursor appears in the text.

4 Make changes to the text.

5 Click Finished when you finish editing the text. The label text is realigned to the curve.

{button Related Topics,PI(`',`text_rtf_1206437')}

Aligning Text to a Curve

Checking Spelling

{button Tell me how...,PI(`',`text_rtf_1206459')}

The Spelling command on the Tools menu checks the spelling of text.

You can check the spelling of all text in the active document, or just the text you highlight. For example, if you want to check one word, highlight the word and choose Spelling.

Graphics checks spelling by comparing words in your drawing with words in a dictionary. The dictionary is a file containing thousands of words. If *Graphics* finds a word in your drawing that is not in the dictionary, the word is displayed as a possible misspelling.

There are many types of words that are not in the dictionary. Proper names, foreign words, and some abbreviations are commonly shown as possible misspellings. You can use the Add button to add a displayed word to the dictionary so that it will not be considered a misspelling in the future.

Notes
Graphics checks the spelling of plain, column, and label text. Text that has been converted to curves cannot be checked.

Words containing numbers, such as Test1, are not shown as possible misspellings.

{button Related Topics,PI(`',`text_rtf_1206469')}

Entering Text

To check the spelling of a document

1 On the Tools menu, click Spelling. If a misspelling is found, the Spelling dialog box appears with the possible misspelling in the Not in Dictionary box.

2 Type the correct spelling for the word in the Change To box, and click Change.

or

Click Ignore or Ignore All to ignore the word or every instance of the word.

or

Select one of the words in the Suggestions box, and click Change or Change All.

or

Click Add to add the word to the dictionary and continue.

or

Click Close to stop spell checking and close the Spelling dialog box.

Tip

You can also spell-check a drawing by clicking Spelling  on the Standard toolbar.

{button Related Topics,PI(`',`text_rtf_1206496')}

Checking Spelling

To check the spelling of selected text

1 Select or highlight the text you want to check.

2 On the Tools menu, click Spelling. If a misspelling is found, the Spelling dialog box appears with the possible misspelling in the Not in Dictionary box.

3 Type the correct spelling for the word in the Change To box, and click Change.

or

Click Ignore or Ignore All to ignore the word or every instance of the word.

or

Select one of the words in the Suggestions box, and click Change or Change All.

or

Click Add to add the word to the dictionary and continue.

or

Click Close to stop spell checking and close the Spelling dialog box.

Tip

You can also spell-check a selection by clicking Spelling  on the Standard toolbar.

{button Related Topics,PI(`',`text_rtf_1206496')}

Converting Text to Curves

{button Tell me how...,PI(`',`text_rtf_1206547')}

You can convert TrueType font text to an object. This lets you reshape the text just as you would any object.

Converting text to curves is useful when you want to reshape text or create a drawing that can be opened on a computer that does not have the original typeface. You can convert only plain, wordwrapped, and column text to curves.

Converting text to curves lets you slant the text using the Rotate/Slant tool or edit points and curves of individual characters. This lets you create special text effects that you cannot do with a text object.

All fonts included with iGrafx Business are TrueType fonts. The most common scalable fonts are TrueType and Type 1. If you try to convert a non-TrueType font, *Graphics* substitutes a similar TrueType font before converting it.

After you convert text to curves, the objects are no longer text objects. You cannot insert or delete text, check the spelling, change any margins, or make any other text edits. Each character becomes a separate object and the characters are grouped into one object. Text converted to curves can be changed back to text by immediately using the Undo command.

Note

A text object is automatically converted to curves if you select the text object, click Edit  , and choose Edit Group or Edit Points.

{button Related Topics,PI(`',`text_rtf_1206553')}

To convert text to curves

Editing Text

To convert text to curves

1 Select the text object.

2 On the Object menu, click Convert to Curves.

You can now edit the individual characters as objects by selecting the converted text, clicking Edit  on the Drawing toolbar, and choosing Edit Group.

Notes

A text object is automatically converted to curves if you select the text object, click Edit  , and choose Edit Group or Edit Points.

You cannot convert label text to curves.

Converting Text to Curves

Introduction to Object Editing

The powerful editing features of *Graphics* let you edit objects in various ways, depending upon the type of object you are editing. The object editing methods for most shapes are as follows:

Edit Method	Definition
Object-Specific Editing	Edits an object without changing its object type. In the case of clip art or inserted pictures, you can replace the object with new clip art.
Point Editing	Edits an object by moving its anchor points.
Curve Editing	Edits an object by moving its anchor points and changing its curve information.
Edit Label Text	Edits an object's label text.
Edit Group	Lets you edit objects within a group.

To edit an object, select the object and click Edit  on the Drawing toolbar. If more than one method is available for editing the selected object, then a menu of edit choices appears. When only one edit method is available, clicking Edit

 goes directly to that editing method.
Object-specific editing lets you edit an object without changing its object type. Point and Curve editing automatically convert an object to a curve. After an object is converted to a curve, you can no longer edit it as its object type.

Note
The Edit tool  also lets you edit text, bitmaps, and OLE objects.

{button Related Topics,PI(`',`editing_rtf_1206507')}

Editing Groups

{button Tell me how...,PI(`',`editing_rtf_1206543')}

Grouped objects are several objects grouped together as one. When you move, size, or change the format of a group, each object in the group is affected as if the group is a single object. However, each object in the group remains a unique object.

If you want to change one object within a group, you can either ungroup the object, or you can edit the group. Ungrouping the object breaks the group up into its individual components. The objects are no longer affected as one. If you edit the group, you can change one object without breaking up the group.

When you are in Group Edit mode, a hatched border appears around the group. You can then select and make changes to any object within the group.

You can group objects and place the group in another group. Therefore, it is possible to have multiple groups within a group. When editing a group containing other groups, just edit each group until you get to the group containing the object you want to change.

{button Related Topics,PI(`',`editing_rtf_1206549')}

To edit a group

To edit a group

1 Click the group to select it.

2 Click the Edit button  on the Drawing toolbar, and click Edit Group. If this menu option is not available, the object is not a group. A hatched border appears around the group.

3 Click the object you want to edit and make the necessary changes.

If the objects are stacked and you cannot select the object you want to edit, click the stack multiple times. Each time you click, the next object in the stack is selected. Do this until the object you want is selected.

4 Press **ESC**, or click the left mouse button away from the group to leave the Group Edit mode.

{button Related Topics,PI(`',`editing_rtf_1206571')}

Editing Groups

Object-Specific Editing

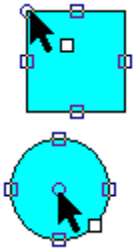
{button Tell me how...,PI(`',`editing_rtf_1206624')}

Object-specific editing lets you perform "smart" or "intelligent" editing of objects that are identified as specific types of objects. For example, after drawing an ellipse, you can edit the object as an ellipse, thereby maintaining its object type as an ellipse.

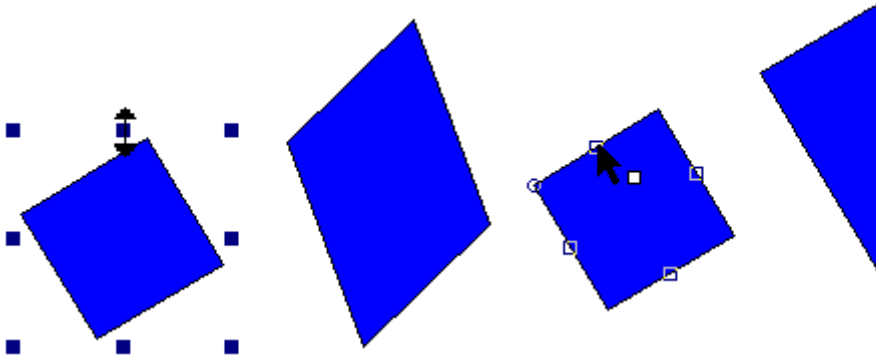
If you modify an object in such a way that it loses its original object type, then you can no longer edit it as that type of object. For example, if you convert an ellipse to a curve, then you can no longer edit the object as an ellipse. (Editing an object in Point or Curve editing mode automatically converts the object to curves.)

The way in which you edit a particular object depends upon the object's type. For objects such as squares and ellipses, you edit the object by dragging edit points.

For example, you can edit the points of a square to create a "circular" square. By editing the corner point, you can make the corners so round that the square becomes circular. Remember, even though the square looks like a circle, the object retains its identity as a square.



Sizing a rotated object has a different effect when you are editing the object or using the select mode handles. For example, sizing a rotated square with the select handles causes a slant effect. However, if you use the Edit Rectangle mode, the square is sized without a slant.



Resizing with Select mode handles *Resizing with Edit mode handles*

The object-specific editing method for charts, diagrams, or complex shapes found in the Gallery depends upon the object type. For example, you edit shapes such as hexagons by changing the number of sides on the object and dragging edit points at its vertices. For shapes such as arrows, you edit the shape by dragging edit points specific to arrows.

Edit points on an arrow

Note
When you edit borders and border lines, you can adjust the width and size. Drag the size handles to increase or decrease the height or width. There is also a handle on the inside corner of a border that lets you adjust the width of the border design.

{button Related Topics,PI(`',`editing_rtf_1206634')}

To edit a basic shape

1 Select the object.

2 Click Edit  on the Drawing toolbar. The edit options menu appears.

3 Click the object-specific editing option on the menu. For example, if the selected object is a rectangle, click Edit Rectangle. The object's edit points appear.

4 Drag the edit points to edit the object's shape.

5 Press **ESC**, or click the left mouse button away from the object when you finish editing.

Tips

When you drag an edit point, *Graphics* shows a preview of the new shape of the object. Watch this preview and release the mouse button when you see the shape you want.

If object-specific editing is not available for the object, then no shape option appears on the menu when you click Edit  .

Double-clicking an object always goes to the default editing mode. The default editing mode is the first option on the menu when you click Edit

 .

{button Related Topics,PI(`',`editing_rtf_1206677')}

Object-Specific Editing

To edit a connector right-angle line

1 Select the connector right-angle line.

2 Click Edit  on the Drawing toolbar. The edit options menu appears.

3 Click Edit Line Route. The right-angle line's edit points appear.

4 Drag the line's edit points to change its route.

5 Press **ESC**, or click the left mouse button away from the line when you finish editing.

Tip
To switch directly to the Edit Line Route mode, just double-click the right-angle line.

{button Related Topics,PI(`',`editing_rtf_1206691')}

Object-Specific Editing

Editing Charts and Diagrams

The charting symbols, charts, and diagrams found in the Gallery have unique editing methods. You can edit only label text, points, and curves for charting symbols. The charts and diagrams, however, have an editing mode that lets you change or add data to the chart.

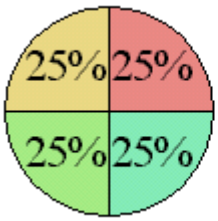
Similar charts and diagrams have the same editing method. All charts and diagrams open a dialog box that lets you set options or add and change data. However, the way you enter data is different depending on the chart or diagram type.

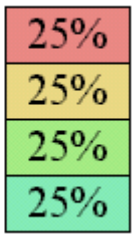
{button Related Topics,PI(`',`editing_rtf_1206706')}

Pie and Stacked Bar Charts

{button Tell me how...,PI(`',`editing_rtf_1206766')}

Pie and Stacked Bar charts let you see how a whole item is broken into parts. When you place a Pie or Stacked Bar chart on the page, fill in component names and values. Set chart options, such as how labels and values appear, by clicking the Chart Options tab.





{button Related Topics,PI(`',`editing_rtf_1206760')}

Editing Charts and Diagrams

To add data to a Pie or Stacked Bar chart

1 Double-click the chart to enter the edit mode.

> **Note**
> When you drag a chart from the Gallery, the edit mode is automatically invoked.

2 Click the Add button. The cursor appears on a new line.

3 Type a label for the component.

4 Press **TAB** to move to the Value cell.

5 Type a value for the component.

> **Tip**
>
> You can press **TAB** to move to the next line to continue adding component labels.

6 Click Apply to apply the changes, or click OK to apply the changes and close the dialog box.

{button Related Topics,PI(`',`editing_rtf_1206788')}

Pie and Stacked Bar Charts

To edit existing Pie or Stacked Bar chart data

1 Double-click the chart to enter the edit mode.

> **Note**
> When you drag a chart from the Gallery, the edit mode is automatically invoked.

2 Select the line you want to change.

3 Click the cell you want to change, and type the new data.

or

Click Delete to delete the line.

or

Click Move Up or Move Down to change the order of components.

or

Click Reverse All to reverse the order of all components.

4 Click Apply to apply the changes, or click OK to apply the changes and close the dialog box.

To change Pie or Stacked Bar chart options

1 Double-click the chart to enter the edit mode.

> **Note**
> When you drag a chart from the Gallery, the edit mode is automatically invoked.

2 Click the Options tab.

3 Click the list box to view the chart data as a different chart type.

4 Select Show Labels and select the label position if you want the data in the Component column to appear on the chart.

5 Select Wordwrap if you want labels to be wordwrapped text.

6 Select Show Values if you want the data in the Value column to appear on the chart.

If you select Show Values, select Display as Percent to add a percent sign to the value.

7 If you choose to have labels appear to the left or right, select Place on Chart if you want the values to appear on the chart. (Otherwise, the values are displayed with the label on the left or right.)

8 Select Automatic Colors to have the chart colored with preset colors.

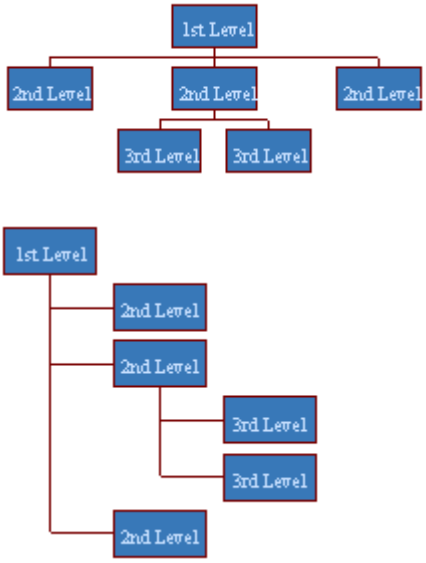
{button Related Topics,PI(`',`editing_rtf_1206788')}

Organization Charts and Cascade Trees

{button Tell me how...,PI(`',`editing_rtf_1206836')}

Organization charts are used to document and assess your team, department, or company structure. Cascade Tree charts are often used in business planning, product development, and marketing strategies. They are also used to illustrate standings in a tournament or competition. The Organization chart is drawn vertically, and the Cascade Tree is a horizontal chart.

When you place an Organization or Cascade Tree chart on the page, you can create parent and children branches. Set chart options, such as which field names appear on the chart and the look of shapes and lines, by clicking the Options tab.



{button Related Topics,PI(`',`editing_rtf_1206830')}

Editing Charts and Diagrams

To add data to an Organization or Cascade Tree chart

1 Double-click the chart to enter the edit mode.

> **Note**
> When you drag a chart from the Gallery, the edit mode is automatically invoked.

2 Click the item to which you want to add a branch, and click Add. The cursor appears on a new line below the selected parent.

3 Type labels in the Field boxes. A label is not required in all fields.

> **Note**
> You can choose which fields display on the chart by clicking the Options tab.

4 Click Apply to apply the changes, or click OK to apply the changes and close the dialog box.

Organization Charts and Cascade Trees

To edit existing Organization or Cascade Tree chart data

1 Double-click the chart to enter the edit mode.

> **Note**
> When you drag a chart from the Gallery, the edit mode is automatically invoked.

2 Select the item you want to change.

3 Type the new data in the Field boxes.

or

Click Delete to delete the item.

or

Click Move Up or Move Down to change the order of components in a level.

or

Drag an item to move it below a different parent.

4 Click Apply to apply the changes, or click OK to apply the changes and close the dialog box.

To change Organization or Cascade Tree chart options

1 Double-click the chart to enter the edit mode.

> **Note**
> When you drag a chart from the Gallery, the edit mode is automatically invoked.

2 Click the Options tab.

3 Click the list box to view the chart data as a different chart type.

4 Select the field labels you want to appear on the chart.

5 Select Wordwrap if you want labels to be wordwrapped text.

6 Select the shape of the boxes and the style of line in the Graphic Options section.

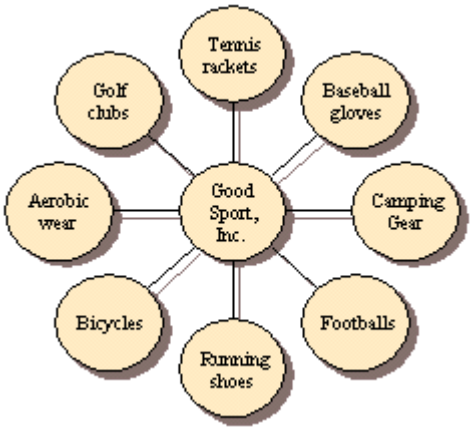
{button Related Topics,PI(`',`editing_rtf_1206858')}

Spoke Charts

{button Tell me how...,PI(`',`editing_rtf_1206907')}

Spoke charts show items in a circular arrangement, connected to a center shape. These charts are useful for illustrating business principles, the key benefits of a product, or a product line. Spoke charts include Fan In, Fan Out, and Orbit charts.

When you place a Spoke chart on the page, you can fill in the data for the center hub, and create and fill in the spokes. Set chart options, such as the shape and arrangement of the spokes, by clicking the Options tab.



{button Related Topics,PI(`',`editing_rtf_1206901')}

Editing Charts and Diagrams

To add data to a Spoke chart

1 Double-click the chart to enter the edit mode.

> **Note**
> When you drag a chart from the Gallery, the edit mode is automatically invoked.

2 Type a label for the center or hub item.

3 Click the Add button. The cursor appears on a new line.

4 Type a label for the spoke item.

5 Click Apply to apply the changes, or click OK to apply the changes and close the dialog box.

{button Related Topics,PI(`',`editing_rtf_1206929')}

Spoke Charts

To edit existing Spoke chart data

1 Double-click the chart to enter the edit mode.

> **Note**
> When you drag a chart from the Gallery, the edit mode is automatically invoked.

2 Select the item you want to change.

3 Click the item to display the cursor, and type a new label.

or

Click Delete to delete the item.

or

Click Move Up or Move Down to change the order of items.

or

Click Reverse All to reverse the order of all items.

4 Click Apply to apply the changes, or click OK to apply the changes and close the dialog box.

To change Spoke chart options

1 Double-click the chart to enter the edit mode.

> **Note**
> When you drag a chart from the Gallery, the edit mode is automatically invoked.

2 Click the Options tab.

3 Click the list box to view the chart data as a different chart type.

4 Select the shape for the spokes in the Shapes box.

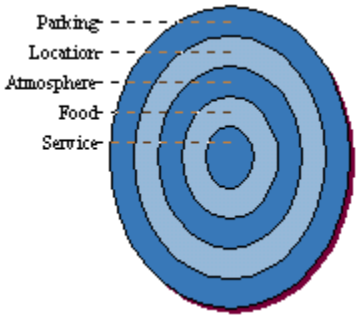
5 Select the position of the first spoke in the First Spoke At box.

6 Select Wordwrap if you want labels to be wordwrapped text.

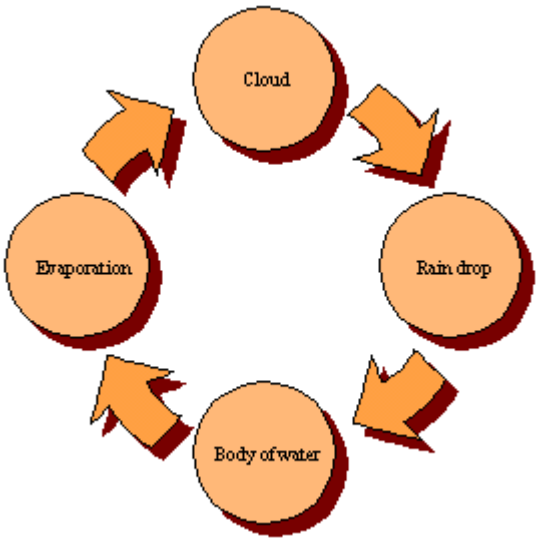
Pyramid, Target, Cycle Flow, and Block Flow Charts

{button Tell me how...,PI(`',`editing_rtf_1206989')}

Use Pyramid charts to show hierarchial lists, such as those illustrating business values and goals or customer requirements. The top of the pyramid typically represents the most important or highest-level item or concept. Target charts are similar, but use the rings as a rating level to show how various factors are rated. You can also use Target charts to show concentric rings of focus, such as increasingly focused customer groups and business objectives.



Cycle Flow and Block Flow charts illustrate the order of events. Cycle Flow charts are used for procedures that are continuous, where Block Flow charts are used for procedures that have an obvious starting and ending point.



When you place a Pyramid, Target, Cycle Flow, or Block Flow chart on the page, you can fill in the data for each item. Set chart options, such as the direction of the arrows, by clicking the Options tab.

{button Related Topics,PI(`',`editing_rtf_1206983')}

Editing Charts and Diagrams

To add data to a Pyramid, Target, Cycle or Block Flow chart

1 Double-click the chart to enter the edit mode.

> **Note**
> When you drag a chart from the Gallery, the edit mode is automatically invoked.

2 Click the Add button. The cursor appears on a new line.

3 Type a label for the item.

4 Click Apply to apply the changes, or click OK to apply the changes and close the dialog box.

{button Related Topics,PI(`',`editing_rtf_1207011')}

Pyramid, Target, Cycle Flow, and Block Flow Charts

To edit existing Pyramid, Target, Cycle or Block Flow chart data

1 Double-click the chart to enter the edit mode.

> **Note**
> When you drag a chart from the Gallery, the edit mode is automatically invoked.

2 Select the item you want to change.

3 Click the item to display the cursor, and type a new label.

or

Click Delete to delete the item.

or

Click Move Up or Move Down to change the order of items.

or

Click Reverse All to reverse the order of all items.

4 Click Apply to apply the changes, or click OK to apply the changes and close the dialog box.

To change Pyramid, Target, Cycle or Block Flow chart options

1 Double-click the chart to enter the edit mode.

> **Note**
> When you drag a chart from the Gallery, the edit mode is automatically invoked.

2 Click the Options tab.

3 Click the list box to view the chart data as a different chart type. (This option is not available for Cycle Flow charts.)

4 Select Wordwrap if you want labels to be wordwrapped text.

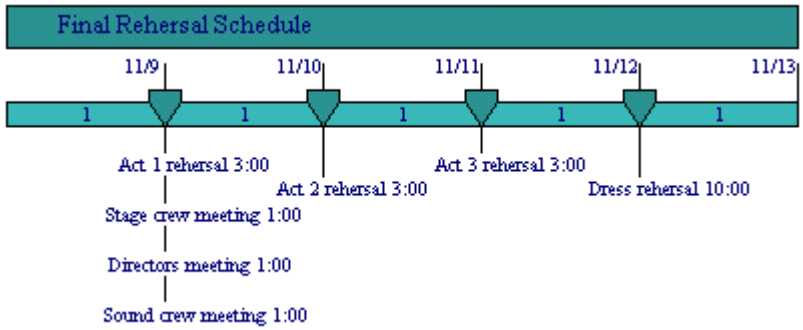
5 If the chart is a Target chart, select Text on Right Side if you want the labels to appear on the right side of the chart.

6 If the chart is a Cycle or Block Flow chart, click Flip Arrows to reverse the direction of the arrows.

Timelines

{button Tell me how...,PI(`',`editing_rtf_1207055')}

Timelines let you communicate a sequence of events to be accomplished over a period of time. You can mark major and minor milestones, as well as subtasks. When you place a Timeline on the page, you can set the length of the Timeline and fill in the data for each task.



{button Related Topics,PI(`',`editing_rtf_1207049')}

Editing Charts and Diagrams

To add data to a Timeline

1 Double-click the timeline to enter the edit mode.

> **Note**
> When you drag a timeline from the Gallery, the edit mode is automatically invoked.

2 Type the project title.

3 Select Show Title to display the title on the timeline.

4 Fill in the project start and end dates.

> **Note**
> You can type the date in any format.

5 Choose the project type, either Daily, Weekly, Monthly, or Yearly.

6 Select the last day of the week when using the Weekly project type.

7 Click the Add button.

8 Type a task name.

9 Type a completion date.

10 Select the priority of the task.

11 Click OK.

12 Select Show Countdown to Major Milestones to display the number of days, weeks, months, or years between major milestones.

13 Select Show Task Dates to display the date of the task on the timeline.

14 Click Apply to apply the changes, or click OK to apply the changes and close the dialog box.

Timelines

To edit existing Timeline data

1 Double-click the timeline to enter the edit mode.

> **Note**
> When you drag a timeline from the Gallery, the edit mode is automatically invoked.

2 Change the title, dates, project type, or last day of the week.

3 Click the task you want to change.

4 Click Modify, change the task information, and click OK.

or

Click Delete to delete the item.

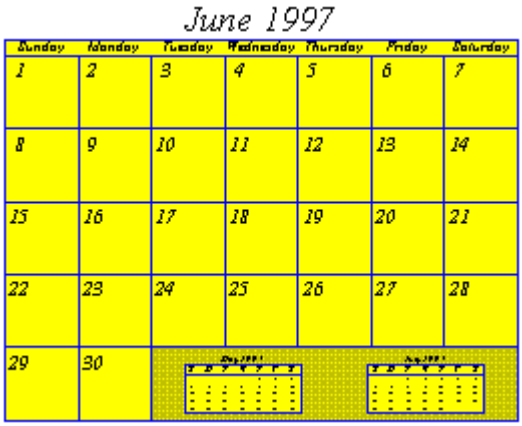
5 Click Apply to apply the changes, or click OK to apply the changes and close the dialog box.

{button Related Topics,PI(`',`editing_rtf_1207073')}

Calendars

{button Tell me how...,PI(`',`editing_rtf_1207109')}

You can create a calendar for any year, month, or week. You can size the calendar to any size just as any other object. Specify the week, month and year and set other options for the layout. iGrafx Business Graphics creates the calendar automatically. You can then change the fill and line attributes.



{button Related Topics,PI(`',`editing_rtf_1207103')}

Editing Charts and Diagrams

To edit a weekly calendar

1 Double-click the calendar to enter the edit mode.

> **Note**
> When you drag a calendar from the Gallery, the edit mode is automatically invoked.

2 Click the Select Month box, and click the month for which you want a calendar.

3 Click the arrows in the Select Year box to select the year for which you want a calendar.

4 Click More Options to set layout options for the calendar.

Title Size--Set the size of the calendar title, or choose to have no title.

Show Monthly Calendar--Select or clear this option to show or hide a calendar of the month.

First Day of the Week--Choose the day on which you want the calendar to begin.

5 Click the Finished button.

Calendars

To edit a monthly calendar

1 Double-click the calendar to enter the edit mode.

> **Note**
> When you drag a calendar from the Gallery, the edit mode is automatically invoked.

2 Click the Select Month box, and click the month for which you want a calendar.

3 Click the arrows in the Select Year box to select the year for which you want a calendar.

4 Click More Options to set layout options for the calendar.

Title Size--Set the size of the calendar title, or choose to have no title.

Date Position--Choose the position of the date in each square.

Weekdays--Choose either long, medium, or short. Long spells out the weekdays. Medium abbreviates with three letters. Short abbreviates with one letter.

First Day of the Week--Select the day on which you want the calendar to begin.

Shade Background--Select to shade the background of blank areas.

Line Around Corner Style--Select to place a line around the date when the date is positioned in a corner of a square.

Show Previous and Next Month--Select or clear this option to show or hide the previous and next months.

Draw Lines--Select or clear this option to show or hide lines around the dates in the previous and next month calendars.

Weekdays--Select the length of the weekday names for the previous and next month calendars.

5 Click the Finished button.

{button Related Topics,PI(`',`editing_rtf_1207131')}

To edit a yearly calendar

1 Double-click the calendar to enter the edit mode.

> **Note**
> When you drag a calendar from the Gallery, the edit mode is automatically invoked.

2 Click the arrows in the Select Year box to select the year for which you want a calendar.

3 Click the Starting Month box, and click the month with which you want the calendar to begin.

4 Click More Options to set layout options for the calendar.

Title Size--Set the size of the calendar title, or choose to have no title.

First Day of the Week--Choose the day of the week on which you want each monthly calendar to begin.

Calendar Arrangement--Choose the number of columns and rows.

5 Click the Finished button.

Checklist Chart

{button Tell me how...,PI(`',`editing_rtf_1207175')}

Checklist charts let you rate items, or indicate the completion of tasks. Checklist charts are in the form of a table, and you enter data directly into the table cells. The checklist symbols can be toggled from one state to another by clicking the cell. Use the Checklist dialog box to set chart options, such as the symbols used and the cell color.

{button Related Topics,PI(`',`editing_rtf_1207169')}

Editing Charts and Diagrams

To add data to a Checklist chart

1 Double-click the chart to enter the edit mode.

> **Note**
> When you drag a chart from the Gallery, the edit mode is automatically invoked.

2 Click a symbol cell to toggle the symbols.

or

Click a blank cell to display the cursor, and type text.

> **Tips**
>
> Press **TAB** to move to the next cell.
>
> With a symbol cell selected, use the Spacebar to toggle the symbols.

3 Click Append Row to add a row to the end of the list.

4 Click Finished.

Checklist Chart

To move, delete, or insert a row

To move, delete, or insert a row

1 Double-click the chart to enter the edit mode.

> **Note**
> When you drag a chart from the Gallery, the edit mode is automatically invoked.

2 Click the gray button at the top of the column or to the left of the row to select a row or column for deleting, moving, or inserting.

> **Note**
> If inserting a row, a new row is inserted above the selected row. If inserting a column, a new column is inserted to the left of the selected column.

3 Click the arrows to move the selected row or column, one row or column at a time.

or

Click the plus sign to insert a row or column.

or

Click the minus sign to delete the selected row.

4 Click Finish.

{button Related Topics,PI(`',`editing_rtf_1207209')}

Checklist Chart
Table Chart
Comparison Chart

To edit a Checklist chart

1 Double-click the chart to enter the edit mode.

Note
When you drag a chart from the Gallery, the edit mode is automatically invoked.

2 Drag the circular handles on the corners to adjust the size of the chart.

3 Drag the handle above the legend to adjust the size of the legend.

4 Click a symbol cell to toggle the symbols.

or

Click a cell to display the cursor, and change or type new text.

Tips

Press **TAB** to move to the next cell.

With a symbol cell selected, use the Spacebar to toggle the symbols.

5 Click Append Row to add a row to the end of the list.

6 Click Finished.

To change Checklist chart options

1 Double-click the chart to enter the edit mode.

> **Note**
> When you drag a chart from the Gallery, the edit mode is automatically invoked.

2 Click the Chart Symbols box, and select different symbols.

3 Type a new percentage in the Symbol Size box, or use the arrows to change the size, to change the size of symbols.

4 Click the Cell Color box to change the color of the text cells. The symbol cells remain the same color.

> **Tip**
>
> You can change the color of symbol cells by clicking Fill Color  on the Formatting toolbar and selecting a color.

5 Select Show Legend if you want a legend to display at the bottom of the chart.

> **Note**
> Add or change legend text by clicking a blank cell in the legend and typing.

6 Click Finished.

Table Chart

{button Tell me how...,PI(`',`editing_rtf_1207249')}

Table charts let you display data in columns and rows. There are header cells and table cells, and you type text directly into the cells. Use the Table dialog box to set chart options, such as the symbols used and the cell color.

	Days	Time
Step Aerobics	M W	6:30 P.M.–8:00 P.M.
Toning	T TH	6:30 P.M.–8:00 P.M.
High Impact Aerobics	M W	7:00 A.M.–8:00 A.M.
Weight Training	T H	7:00 A.M.–8:30 A.M.

{button Related Topics,PI(`',`editing_rtf_1207243')}

Editing Charts and Diagrams

To add data to a Table chart

1 Double-click the chart to enter the edit mode.

> **Note**
> When you drag a chart from the Gallery, the edit mode is automatically invoked.

2 Click a blank cell to display the cursor, and type text.

> **Tip**
>
> Press **TAB** to move to the next cell.

3 Click Append Row to add a row to the bottom.

4 Click Append Column to add a column to the right side of the chart.

5 Click Finished.

Table Chart

To move, delete, or insert a row

To edit a Table chart

1 Double-click the chart to enter the edit mode.

> **Note**
> When you drag a chart from the Gallery, the edit mode is automatically invoked.

2 Drag the circular handles on the corners to adjust the size of the chart.

3 Click a cell to display the cursor, and change or type new text.

> **Tip**
>
> Press **TAB** to move to the next cell.

4 Click Append Row to add a row to the bottom.

5 Click Append Column to add a column to the right side of the chart.

6 Click Finished.

To change Table chart options

1 Double-click the chart to enter the edit mode.

> **Note**
> When you drag a chart from the Gallery, the edit mode is automatically invoked.

2 Click the Cell Color box to change the color of the text cells. The heading cells remain the same color.

> **Tip**
>
> You can change the color of heading cells by clicking Fill Color  on the Formatting toolbar and selecting a color.

3 Click Finished.

{button Related Topics,PI(`',`editing_rtf_1196810')}

Comparison Chart

{button Tell me how...,PI(`',`editing_rtf_1207300')}

Comparison charts are useful for comparing items in columns and rows, such as products and features. Comparison charts are in the form of a table, and you enter data directly into the table cells. The comparison symbols can be toggled from one state to another by clicking the cell. Use the Comparison Chart dialog box to set chart options, such as the symbols used and the cell color.

	Quality	Reliability	Price	Service
Brand X				
Brand Y				
Brand Z				

	Satisfactory		High Dollar
	Unsatisfactory		Low Dollar
	Exceptional		

{button Related Topics,PI(`',`editing_rtf_1207294')}

Editing Charts and Diagrams

To add data to a Comparison chart

1 Double-click the chart to enter the edit mode.

Note
When you drag a chart from the Gallery, the edit mode is automatically invoked.

2 Click a symbol cell to toggle the symbols.

or

Click a blank heading cell to display the cursor, and type text.

Tips

Press **TAB** to move to the next cell.

With a symbol cell selected, use the Spacebar to toggle the symbols.

3 Click Append Row to add a row to the end of the list.

4 Click Append Column to add a new column to the right of the heading column.

5 Click Finished.

Comparison Chart

To move, delete, or insert a row

To edit a Comparison chart

1 Double-click the chart to enter the edit mode.

> **Note**
> When you drag a chart from the Gallery, the edit mode is automatically invoked.

2 Drag the circular handles on the corners to adjust the size of the chart.

3 Drag the handle above the legend to adjust the size of the legend.

4 Click a symbol cell to toggle the symbols.

or

Click a heading cell to display the cursor, and change or type new text.

> **Tips**
>
> Press **TAB** to move to the next cell.
>
> With a symbol cell selected, use the Spacebar to toggle the symbols.

5 Click Append Row to add a row to the end of the list.

6 Click Append Column to add a new column to the right of the heading column.

7 Click Finished.

To change Comparison chart options

1 Double-click the chart to enter the edit mode.

> **Note**
> When you drag a chart from the Gallery, the edit mode is automatically invoked.

2 Click the Chart Symbols box, and select different symbols.

3 Type a new percentage in the Symbol Size box, or use the arrows to change the size, to change the size of symbols.

4 Click the Cell Color box to change the color of the symbol cells. The heading cells remain the same color.

> **Tip**
>
> You can change the color of heading cells by clicking Fill Color  on the Formatting toolbar and selecting a color.

5 Select Show Legend if you want a legend to display at the bottom of the chart.

> **Note**
> Add or change legend text by clicking a blank cell in the legend and typing.

6 Click Finished.

{button Related Topics,PI(`',`editing_rtf_1196910')}

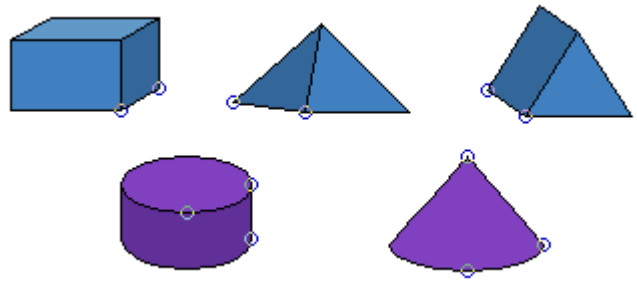
Editing Illustrating Shapes

The shapes found in the Illustrating tab in the Gallery can be used when creating a drawing, or to add style to a chart or diagram. There are several categories, or subjects, of Illustrating shapes in the Gallery. The shapes within a subject may have completely different editing methods. However, all the shapes found in the Illustrating tab can be edited as either a 3D shape; a star or regular polygon; a Megagon or Curveygon; a quick shape; a border frame or line; or an arrow.

3D Shapes

{button Tell me how...,PI(`',`editing_rtf_1207390')}

3D shapes have a face and an extrusion. When you edit a 3D shape, you can change the width or height of the shape. You can also change the depth of the extrusion. There are two edit points on the cube, pyramid, and prism that allow you to change the size and extrusion. The cone and the cylinder have three points that let you edit the shape.



{button Related Topics,PI(`',`editing_rtf_1207384')}

Editing Illustrating Shapes

To edit a cube, pyramid, or prism

1 Double-click the 3D shape to enter the edit mode.

> **Note**
> When you drag a 3D shapes from the Gallery, the edit mode is automatically invoked.

2 Drag the circular handle connected to the face of the shape to adjust the height and width.

3 Drag the circular handle connected to the extrusion to adjust the extrusion depth.

4 Click Finished.

Tips

If a shape has been converted to curves, it can no longer as its object type. You can only edit points and curves.

You can use the Edit button  on the Drawing toolbar to select the editing mode for a shape.

3D Shapes

To edit a cylinder

1 Double-click the cylinder to enter the edit mode.

> **Note**
> When you drag a cylinder from the Gallery, the edit mode is automatically invoked.

2 Drag the circular handle at the top right of the shape to adjust the width.

3 Drag the circular handle in the middle of the shape to adjust the height.

4 Drag the circular handle on the bottom right of the shape to adjust the extrusion depth.

5 Click Finished.

Tips

If a shape has been converted to curves, it can no longer as its object type. You can only edit points and curves.

You can use the Edit button  on the Drawing toolbar to select the editing mode for a shape.

{button Related Topics,PI(`',`editing_rtf_1207412')}

To edit a cone

1 Double-click the cone to enter the edit mode.

> **Note**
> When you drag a cone from the Gallery, the edit mode is automatically invoked.

2 Drag the circular handle on the right side of the shape to adjust the height and width.

3 Drag the circular handle on the point of the shape to adjust the height.

4 Drag the circular handle on the curve of the shape to adjust the curve.

5 Click Finished.

Tips

If a shape has been converted to curves, it can no longer as its object type. You can only edit points and curves.

You can use the Edit button  on the Drawing toolbar to select the editing mode for a shape.

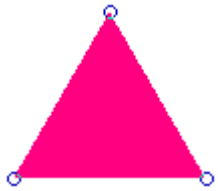
{button Related Topics,PI(`',`editing_rtf_1207412')}

Stars and Regular Polygons

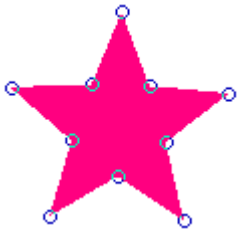
{button Tell me how...,PI(`',`editing_rtf_1207462')}

Stars and regular polygons have similar editing methods. With stars, you can change the number of points, and with regular polygons, you can change the number of sides. Both have editing points that let you adjust the rotation and size.

The regular polygon has editing points on each point of the shape. By moving any one of these points, you can rotate or size the shape.



The star has editing points on each of the inner and outer points of the star. By moving any one of these edit points, you can adjust the size of the points or rotate the star.



{button Related Topics,PI(`',`editing_rtf_1207456')}

Editing Illustrating Shapes

To edit a regular polygon

1 Double-click the polygon to enter the edit mode.

> **Note**
> When you drag a polygon from the Gallery, the edit mode is automatically invoked.

2 Type the number of sides (up to 99) in the Sides box, or use the arrows to set the number.

3 Drag any of the circular handles to change the size or rotation of the shape.

4 Click Finished.

Tips

If a shape has been converted to curves, it can no longer as its object type. You can only edit points and curves.

You can use the Edit button  on the Drawing toolbar to select the editing mode for a shape.

{button Related Topics,PI(`',`editing_rtf_1207480')}

Stars and Regular Polygons

To edit a star

1 Double-click the star to enter the edit mode.

> **Note**
> When you drag a star from the Gallery, the edit mode is automatically invoked.

2 Type the number of points (up to 99) in the Points box, or click the arrows to set the number.

3 Drag any circular handle to adjust the size of the points or rotation of the shape.

4 Click Finished.

Tips

If a shape has been converted to curves, it can no longer as its object type. You can only edit points and curves.

You can use the Edit button  on the Drawing toolbar to select the editing mode for a shape.

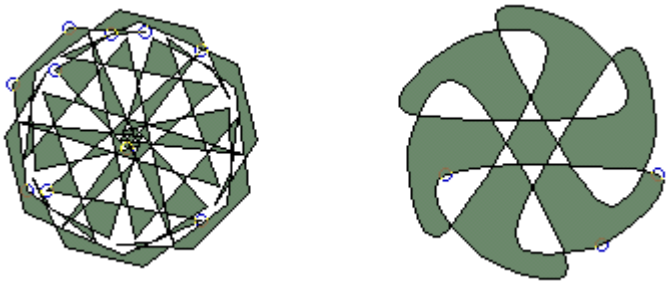
{button Related Topics,PI(`',`editing_rtf_1207480')}

Megagons and Curveygons

{button Tell me how...,PI(`',`editing_rtf_1207518')}

Megagons and Curveygons are shapes containing multiple originating points. Each original point is mirrored around the shape. The number of times a point is mirrored depends on the number of repetitions specified. As you increase the number of repetitions, the shape becomes more complex. The difference between these two shapes is Megagons have sharp points, and Curveygons have smooth points.

When you edit a Megagon or Curveygon, you can change the number of repetitions. Also, there is an edit point for each original point of the shape. Therefore, the number of edit points varies between shapes.



Ten point Megagon has ten edit points. Three point Curveygon has three edit points

{button Related Topics,PI(`',`editing_rtf_1207512')}

Editing Illustrating Shapes

To edit a Megagon or Curveygon

To edit a Megagon or Curveygon

1 Double-click the shape to enter the edit mode.

> **Note**
> When you drag a Megagon or Curveygon from the Gallery, the edit mode is automatically invoked.

2 Type the number of repetitions (up to 99) in the Repetitions box, or use the arrows to set the number.

3 Drag any of the circular handles to change the size or rotation of the original point. The changes are mirrored around the shape.

4 Click Finished.

Tips

If a shape has been converted to curves, it can no longer as its object type. You can only edit points and curves.

You can use the Edit button  on the Drawing toolbar to select the editing mode for a shape.

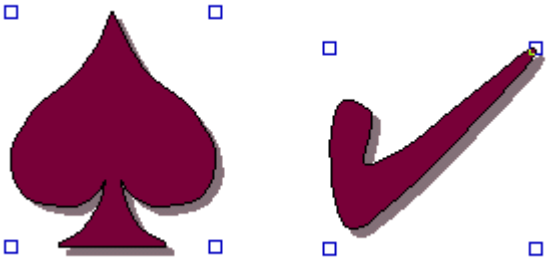
{button Related Topics,PI(`',`editing_rtf_1207532')}

Megagons and Curveygons

Quick Shapes

{button Tell me how...,PI(`',`editing_rtf_1207560')}

Quick shapes are simple shapes that have little editing capabilities. Examples of these shapes are the heart, spade, balloons, and check mark. Quick shapes have four edit points that let you change the size of the shape. All points perform the same editing action.



{button Related Topics,PI(`',`editing_rtf_1207554')}

Editing Illustrating Shapes

To edit a quick shape

To edit a quick shape

1 Double-click the shape to enter the edit mode.

> **Note**
> When you drag a quick shape from the Gallery, the edit mode is automatically invoked.

2 Drag either of the square handles to change the size of the shape.

3 Click Finished.

Tips

If a shape has been converted to curves, it can no longer as its object type. You can only edit points and curves.

You can use the Edit button  on the Drawing toolbar to select the editing mode for a shape.

{button Related Topics,PI(`',`editing_rtf_1207574')}

Quick Shapes

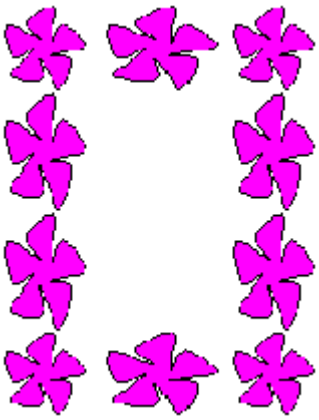
Border Frames and Lines

{button Tell me how...,PI(`',`editing_rtf_1207623')}

When you drag a border frame or line onto the page, you can change the size and width of the border, and change border attributes. You can choose from many types of borders and border lines.

You can create custom borders and border lines using any image or drawing file. When you select a file for a custom border, *Graphics* creates the border using repetitions of the image or drawing.

Contents of file



Custom border created from file

{button Related Topics,PI(`',`editing_rtf_1207617')}

Editing Illustrating Shapes

To edit a border frame

1 Double-click the border to enter the edit mode.

Note
When you drag a border from the Gallery, the edit mode is automatically invoked.

2 To change the style of the border, click the Border Style box beside the folder icon to select a different style of border.

Click the Next and Previous Border buttons to preview the borders in the selected style.

or

Click the Border Menu button (the arrow pointing down) to select a specific border from a style. This allows you to select by name without scrolling through the borders.

3 Drag the Width or Space sliders to adjust the width and spacing of the objects in the border.

4 Click Finished when you finish editing the border.

Note
You can use the circular handle to adjust the width of the border.

Tips

If a shape has been converted to curves, it can no longer as its object type. You can only edit points and curves.

You can use the Edit button  on the Drawing toolbar to select the editing mode for a shape.

{button Related Topics,PI(`',`editing_rtf_1207663')}

Border Frames and Lines

To edit a border line

1 Double-click the border line to enter the edit mode.

Note
When you drag a border line from the Gallery, the edit mode is automatically invoked.

2 To change the style of the border line, click the Border Style box beside the folder icon to select a different style of border.

Click the Next and Previous Border buttons to preview the border lines in the selected style.

or

Click the Border Menu button (the arrow pointing down) to select a specific border line from a style. This allows you to select by name without scrolling through the border lines.

3 Drag the Width or Space sliders to adjust the width and spacing of the objects in the border line.

Note
You can use the circular handle to adjust the width of the border line.

Tips

If a shape has been converted to curves, it can no longer as its object type. You can only edit points and curves.

You can use the Edit button  on the Drawing toolbar to select the editing mode for a shape.

{button Related Topics,PI(`',`editing_rtf_1207663')}

To create a custom border

1 Drag a border onto the page from the Gallery.

2 Click the Border Style box beside the folder icon, and select Custom File.

3 Click the Browse button to select the file you want to use in your border.

4 Drag the Width or Space sliders to adjust the width and spacing of the objects in the border.

5 Click Finished when you finish editing the border.

Tips

If a shape has been converted to curves, it can no longer as its object type. You can only edit points and curves.

You can use the Edit button  on the Drawing toolbar to select the editing mode for a shape.

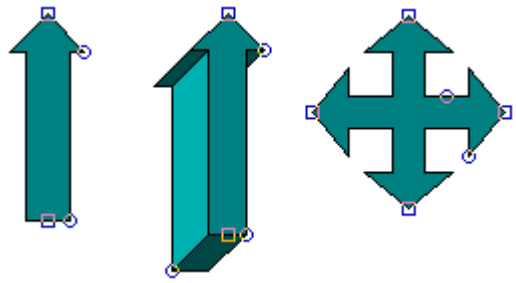
{button Related Topics,PI(`',`editing_rtf_1207663')}

Arrows

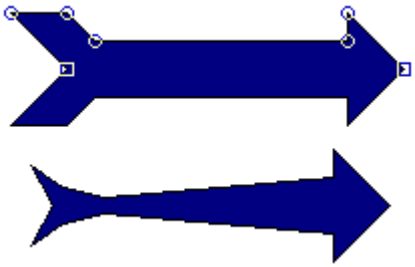
{button Tell me how...,PI(`',`editing_rtf_1207739')}

There are three styles of arrows: plain, 3D, and custom. All arrow styles have edit points that change the length of the arrow, the width of the arrowhead, and the width of the tail. In the case of multi-headed arrows, the lengths can be adjusted separately, but the tail width and arrowheads are all adjusted together. Curved arrows have an extra point that lets you change the curvature.

Plain and 3D arrows have the same edit points, except the 3D arrow has a point that lets you adjust the depth of the extrusion.



The custom arrow has more edit points. These let you adjust all points of the arrow. When you move one point, the corresponding point on the other side of the arrow also moves. In other words, changes you make are mirrored on the other side of the arrow. You can make many different arrow shapes from the custom arrow.



{button Related Topics,PI(`',`editing_rtf_1207733')}

Editing Illustrating Shapes

To edit an arrow

To edit an arrow

To edit an arrow

To edit an arrow

1 Double-click the arrow to enter the edit mode.

> **Note**
> When you drag an arrow from the Gallery, the edit mode is automatically invoked.

2 Drag the square handles to change the length.

3 Drag the circular handle on the tail to change the width of the tail.

4 Drag the circular handle on the head to adjust the size of the head.

5 On angled arrows, drag the circular handle at the curve to adjust the curvature.

6 Click Finished.

Tips

If a shape has been converted to curves, it can no longer as its object type. You can only edit points and curves.

You can use the Edit button  on the Drawing toolbar to select the editing mode for a shape.

{button Related Topics,PI(`',`editing_rtf_1207761')}

Arrows

To edit a 3D arrow

1 Double-click the arrow to enter the edit mode.

> **Note**
> When you drag an arrow from the Gallery, the edit mode is automatically invoked.

2 Drag the square handles to change the length.

3 Drag the circular handle on the tail to change the width of the tail.

4 Drag the circular handle on the head to adjust the size of the head.

5 On angled arrows, drag the circular handle at the curve to adjust the curvature.

6 Drag the circular handle connected to the extrusion to adjust the depth of the extrusion.

7 Click Finished.

Tips

If a shape has been converted to curves, it can no longer as its object type. You can only edit points and curves.

You can use the Edit button  on the Drawing toolbar to select the editing mode for a shape.

{button Related Topics,PI(`',`editing_rtf_1207761')}

To edit a custom arrow

1 Double-click the arrow to enter the edit mode.

> **Note**
> When you drag an arrow from the Gallery, the edit mode is automatically invoked.

2 Drag the square handles to change the length of the head.

3 Drag the circular handles on the tail to change the shape of the tail.

4 Drag the circular handles on the head to adjust the shape of the head.

5 Click Finished.

Tips

If a shape has been converted to curves, it can no longer as its object type. You can only edit points and curves.

You can use the Edit button  on the Drawing toolbar to select the editing mode for a shape.

{button Related Topics,PI(`',`editing_rtf_1207761')}

Converting an Object to Curves

{button Tell me how...,PI(`',`editing_rtf_1207803')}

Converting an object to curves is useful when you want to reshape an object. You can edit the curvature of the lines or change the shape of the line by moving points. You can even add or delete points.

After you convert an object to curves, the object is no longer identified as the object. You cannot use the object specific editing mode after converting to curves. For example, you cannot edit a rectangle as a rectangle. Instead, you must edit the points or curves of the rectangle. An object converted to curves can be changed back by immediately using the Undo command.

Note

An object is automatically converted to curves if you select the object, click Edit  , and choose Edit Points or Edit Curves.

{button Related Topics,PI(`',`editing_rtf_1207809')}

To convert an object to curves

Introduction to Object Editing

To convert an object to curves

1 Select the object.

2 On the Object menu, click Convert to Curves.

You can edit the points or curves of the object. The object specific editing mode is no longer available.

Note

An object is automatically converted to curves if you select the object, click Edit  , and choose Edit Points or Edit Curves.

You cannot convert label text to curves. Convert the object to curves before adding label text.

{button Related Topics,PI(`',`editing_rtf_1207823')}

Converting an Object to Curves

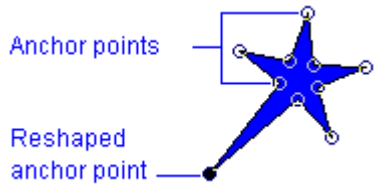
Point Editing

{button Tell me how...,PI(`',`editing_rtf_1207852')}

Point editing (also known as point reshaping) lets you edit an object by dragging its anchor points. Anchor points are mathematically defined points that determine an object's edges.

- If you drag an anchor point connected to a straight edge, the straightness of the edge is maintained.
- If you drag an anchor point connected to a curved edge, the curve is maintained.

An object's edge has just enough anchor points to retain its original shape. If you remove even one point, the shape changes. A simple shape such as a line has only two anchor points. More complicated shapes, such as text that has been converted curves, can have hundreds of points.



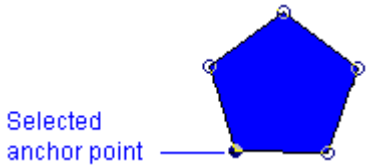
Point editing is available for all objects that are defined internally as vector-based curves. Performing point editing on a shape such as a circle or 3D shape automatically converts the object to a curve. After an object is converted to a curve, it can no longer be edited as its original object type.

{button Related Topics,PI(`',`editing_rtf_1207890')}

Moving an Anchor Point

{button Tell me how...,PI(`',`editing_rtf_1207936')}

Moving an anchor point is the simplest way to edit an object. As you move an anchor point, the lines connecting it to other points move with the point.



{button Related Topics,PI(`',`editing_rtf_1207942')}

To edit an object by moving an anchor point

To edit an object by moving an anchor point

1 Select the object.

2 Click Edit  on the Drawing toolbar. The edit options menu appears.

3 Click Edit Points. The Reshape toolbar appears. Hollow anchor points appear on the selected object.

4 Click an anchor point to select it. It turns solid.

5 Drag the anchor point to a new location. The object's shape changes.

6 Press **ESC**, or click the left mouse button away from the object when you finish editing.

Tips

When you drag an anchor point, *Graphics* shows a preview of the new shape of the object. Watch this preview and release the mouse button when you see the shape you want.

To add anchor points, press and hold **CTRL**, and click where you want to add an anchor point.

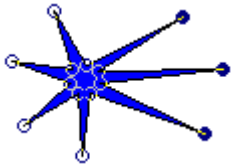
To display a shortcut menu that lets you select point editing, right-click an object.

Moving an Anchor Point
Point Editing

Moving Multiple Anchor Points

{button Tell me how...,PI(`',`editing_rtf_1208016')}

You can simultaneously move multiple anchor points by selecting the points and dragging one of them. Select multiple points by holding **SHIFT** and clicking the points.



Drag one selected point to move all selected points.

{button Related Topics,PI(`',`editing_rtf_1208022')}

To move multiple anchor points

To move multiple anchor points

1 Select the object.

2 Click Edit  on the Drawing toolbar. The edit options menu appears.

3 Click Edit Points. The Reshape toolbar appears. Hollow anchor points appear on the selected object.

4 Click the first anchor point you want to select. The point turns solid.

5 Press and hold **SHIFT**, and click the other anchor points you want to select. Selected anchor points turn solid.

6 Drag any selected point. All selected points follow the movement.

7 Press **ESC**, or click the left mouse button away from the object when you finish editing.

Tips

You can also select anchor points by dragging a bounding box around them.

To select all anchor points, press **CTRL+A**.

To deselect an anchor point, hold **SHIFT** and click the point.

{button Related Topics,PI(`',`editing_rtf_1208056')}

Smoothed and Unsmoothed Anchor Points

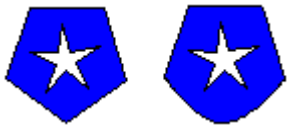
{button Tell me how...,PI(`',`editing_rtf_1208091')}

Anchor points are defined as smoothed or unsmoothed, depending upon whether the edges connected to the point are straight or curved.

- A smoothed anchor point is connected to curved edges.
- An unsmoothed anchor point is connected to one or more straight edges.

Use Smooth  and Unsmooth

 on the Reshape toolbar to convert anchor points to smoothed and unsmoothed points.



{button Related Topics,PI(`',`editing_rtf_1208101')}

To convert an anchor point to a smoothed point
To convert an anchor point to an unsmoothed point

To convert an anchor point to a smoothed point

1 Select the object.

2 Click Edit  on the Drawing toolbar. The edit options menu appears.

3 Click Edit Points. The Reshape toolbar appears. Hollow anchor points appear on the selected object.

4 Click an anchor point to select it. It turns solid.

5 Click Smooth  on the Reshape toolbar to convert the anchor point to a smoothed point.

6 Press **ESC**, or click the left mouse button away from the object when you finish editing.

Tip
Smoothing also works on points that are connected to a curve. Smoothing such a point produces a different curve, depending upon the nearby points.

{button Related Topics,PI(`',`editing_rtf_1208135')}

To convert an anchor point to an unsmoothed point

1 Select the object.

2 Click Edit  on the Drawing toolbar. The edit options menu appears.

3 Click Edit Points. The Reshape toolbar appears. Hollow anchor points appear on the selected object.

4 Click an anchor point to select it. It turns solid.

5 Click Unsmooth  on the Reshape toolbar to convert the anchor point to an unsmoothed point.

6 Press **ESC**, or click the left mouse button away from the object when you finish editing.

{button Related Topics,PI(`',`editing_rtf_1208153')}

Adding and Deleting Anchor Points

{button Tell me how...,PI(`',`editing_rtf_1208186')}

You can add new or delete existing anchor points to help in editing. Use Add Point  and Delete Point

 on the Reshape toolbar to add and delete points.

Anchor point deleted

{button Related Topics,PI(`',`editing_rtf_1208196')}

To add a new anchor point

1 Select the object.

2 Click Edit  on the Drawing toolbar. The edit options menu appears.

3 Click Edit Points. The Reshape toolbar appears. Hollow anchor points appear on the selected object.

4 Click Add Point  on the Reshape toolbar.

5 Point where you want to add an anchor point, and click the left mouse button. A new anchor point appears at that location.

6 Press **ESC**, or click the left mouse button away from the object when you finish editing.

Tips

To stay in Add Point mode so you can add multiple points to an object, press and hold **CTRL** when you click the object (step 5).

You can also add points without clicking Add Point by pressing and holding **CTRL** and clicking where you want to add points.

To delete an anchor point

1 Select the object.

2 Click Edit  on the Drawing toolbar. The edit options menu appears.

3 Click Edit Points. The Reshape toolbar appears. Hollow anchor points appear on the selected object.

4 Click Delete Point  on the Reshape toolbar.

5 Click the anchor point you want to delete. The anchor point is deleted.

6 Press **ESC**, or double-click the left mouse button away from the object when you finish editing.

Tips

You can also delete an anchor point by selecting the point and pressing **DELETE**.

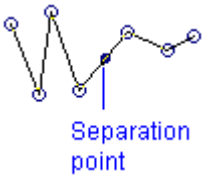
To stay in Delete Points mode so you can delete multiple points, press and hold **CTRL** when you click a point you want deleted (step 5).

Slicing an Object's Line

{button Tell me how...,PI(`',`editing_rtf_1208283')}

The Slice tool severs the line of an object. Slicing opens a closed object and creates two endpoints where the slice occurs. You can cut one line at a time.

You can use Slice  on the Reshape toolbar to slice a line.



You can also slice an object's line specifically at an anchor point. After you slice the line, the single anchor point becomes two anchor points that you can move separately.

Note
You can also slice an object with another object.

{button Related Topics,PI(`',`editing_rtf_1208293')}

To slice an object's line

1 Select the object.

2 Click Edit  on the Drawing toolbar. The edit options menu appears.

3 Click Edit Points. The Reshape toolbar appears. Hollow anchor points appear on the selected object.

4 Click Slice  on the Reshape toolbar.

5 Move the pointer near the line you want to slice.

6 Drag across the line to be sliced.

7 Release the mouse button when you finish. A solid anchor point appears at the sliced location. (This is actually two anchor points, one for each end of the slice.)

8 Drag the anchor point to move the endpoint of one of the slices. Moving the endpoint of one of the slices makes the endpoint for the other slice visible.

9 Press **ESC**, or double-click the left mouse button away from the object when you finish editing.

Note
You can also slice an object with another object.

To slice an object's line at an anchor point

1 Select the object.

2 Click Edit  on the Drawing toolbar. The edit options menu appears.

3 Click Edit Points. The Reshape toolbar appears. Hollow anchor points appear on the selected object.

4 Click the anchor point you want to slice. It turns solid.

5 Click Slice  on the Reshape toolbar. The line is severed at the anchor point.

6 Drag the anchor point to move the endpoint of one of the slices. Moving the endpoint of one of the slices makes the endpoint for the other slice visible.

7 Press **ESC**, or double-click the left mouse button away from the object when you finish editing.

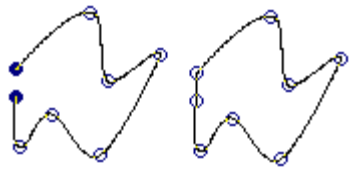
Note You can also slice an object with another object.

{button Related Topics,PI(`',`editing_rtf_1208393')}

Joining Points

{button Tell me how...,PI(`',`editing_rtf_1208426')}

You can join two endpoints on an open object using Join  on the Edit Points dialog box.



Note
You can also join overlapping objects.

{button Related Topics,PI(`',`editing_rtf_1208432')}

To join two endpoints

To join two endpoints

1 Select the object.

2 Click Edit  on the Drawing toolbar. The edit options menu appears.

3 Click Edit Points. The Reshape toolbar appears. Hollow anchor points appear on the selected object.

4 Click Join  on the Reshape toolbar. The two points are joined with a straight line. The object is now closed and filled with the default interior fill.

5 Press **ESC**, or click the left mouse button away from the object when you finish editing.

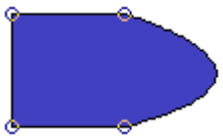
Note You can also join overlapping objects.

Curve Editing

{button Tell me how...,PI(`',`editing_rtf_1208522')}

Curve editing (also known as curve reshaping) lets you edit an object by dragging its Bézier control points. Bézier control points are special points produced by defining the shape of an edge as a Bézier curve. When you edit an edge by moving a control point, you change the shape of the edge, but not the location of its anchor points.

Curve editing always creates curved edges. The more you drag a control point, the more you curve an edge.



Curve editing is available for all objects defined internally as vector-based curves. Performing curve editing on a shape such as a circle automatically converts the object to a curve. After an object is converted to a curve, it can no longer be edited as an object type.
Take some time to practice curve editing. It is a skill that is worth learning if you plan to draw and edit curved objects.

{button Related Topics,PI(`',`editing_rtf_1208528')}

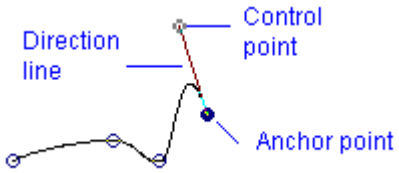
To edit an edge using control points

Using Control Points

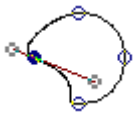
{button Tell me how...,PI(`',`editing_rtf_1208569')}

Control points can be displayed only when curve editing.

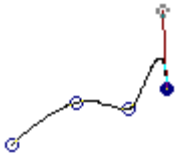
To display an edge's control points, select one of the edge's anchor points, and click again and drag outward. Or, click an anchor point and click Smooth  on the Reshape toolbar. Because there are control points for each anchor point on an edge, you must decide which anchor's control points you want to use to edit the edge. After a little experience with control point reshaping, this choice is usually obvious.



Control points look like small checkerboards. Dragging a control point changes the shape of the edge associated with the point. Control points are always connected to anchor points. Think of a control point as a magnet that attracts the edge. When you drag a control point, the anchor point does not move--it anchors the control point to the object.



Control points control the angle of an edge as it leaves an anchor point. Control points affect both the direction and the distance that the edge travels to the next anchor point.



A control point usually appears above or below the edge it controls. Dragging the control point moves the edge toward the control point's location.

{button Related Topics,PI(`',`editing_rtf_1208575')}

To edit an edge using control points

Curve Editing

To edit an edge using control points

1 Select the object.

2 Click Edit  on the Drawing toolbar. The edit options menu appears.

3 Click Edit Curves. The Reshape toolbar appears. Hollow anchor points appear on the selected object.

4 Select an anchor point on the edge you want to edit. The first time you edit a curve, drag the anchor point and the control point appears. If you edited the curve previously, the checkerboard-shaped control point displays when you select the anchor point.

Tip

To quickly display control points the first time you edit curves, click the anchor point and click Smooth  on the Reshape toolbar.

5 Drag the control point to change the edge's shape.

6 Release the mouse button when you finish.

7 Repeat steps 4 through 6 to edit other edges of the object.

8 Press **ESC**, or click the left mouse button away from the object when you finish editing.

Tips

When you drag a control point, *Graphics* shows a preview of the new shape of the edge. Watch this preview and release the mouse button when you see the shape you want.

To display a shortcut menu that lets you select curve editing, right-click an object.

To change the relative position of a control point, press and hold **SHIFT** while dragging a contol point.

{button Related Topics,PI(`',`editing_rtf_1208602')}

Replacing Clip Art or Pictures

{button Tell me how...,PI(`',`editing_rtf_1208646')}

When you insert clip art into your drawing, you can easily replace the clip art with another piece of clip art or a picture. If you right-click a clip art object, the first two options are Replace with Clip Art and Replace with Picture.

- If you select Replace with Clip Art, Share Media opens.
- If you select Replace with Picture, the Insert Picture dialog box opens.

Note
If you insert a picture that is an image, these options are not available. Instead, the image editing options appear.

When you select the clip art or picture you want as a replacement, you have three options as to how the clip art or picture is placed.

Option	Action
Maintain original size of the object	Places the new object on the page without distorting the size.
Fit object without distorting it	Sizes the new object proportionally to fit in the same space as the previous object.
Distort object to fit frame	Distorts the size of the new object to fit in the same space as the previous object.

{button Related Topics,PI(`',`editing_rtf_1208656')}

To replace with clip art
To replace with a picture

Introduction to Object Editing

To replace with clip art

1 Right-click the object you want to replace. The object must be clip art or a picture inserted either from Share Media or using the Insert Picture command.

> **Note**
> If you insert a picture that is an image, the replace options are not available. Instead, the image editing options appear.

2 Click Replace with Clip Art. Share Media opens.

3 Find a new object as a replacement, and either click Replace or double-click the thumbnail.

> **Note**
> You must have an iGrafx Business CD in the CD-ROM drive or have access to clip art on a network.

4 Click the selection for how you want the new object to be placed on the page.

5 Click OK.

Tips

You can also access the Replace commands by selecting the object and clicking the Edit button  or by selecting the command from the Edit menu.

As with any other object, you can double-click the object to open the default editing mode. In this case, double-clicking the object opens Share Media to let you replace with clip art.

However, if you use any grouping command, Edit Group becomes the default editing mode. In this case, double-clicking on the object lets you edit the group.

{button Related Topics,PI(`',`editing_rtf_1208683')}

Replacing Clip Art or Pictures

To replace with a picture

1 Right-click the object you want to replace. The object must be clip art or a picture inserted either from Share Media or using the Insert Picture command.

> **Note**
> If you insert a picture that is an image, the replace options are not available. Instead, the image editing options appear.

2 Click Replace with Picture. The Insert Picture dialog box opens.

3 Find a new picture as a replacement, and either click the filename and click Open, or double-click the filename.

4 Click the selection for how you want the new object to be placed on the page.

5 Click OK.

Tips

You can also access the Replace commands by selecting the object and clicking the Edit button  or by selecting the command from the Edit menu.

As with any other object, you can double-click the object to open the default editing mode. In this case, double-clicking the object opens Share Media to let you replace with clip art.

However, if you use any grouping command, Edit Group becomes the default editing mode. In this case, double-clicking on the object lets you edit the group.

To zoom in

The Zoom In command (**F6** or **PAGE UP**) on the View menu lets you see and edit objects in finer detail (a closer view). Each time you use Zoom In, you zoom in the current view by a factor of two.

- On the View menu, click Zoom In.

Tips

Use Zoom In as many times as you need to get the view you want.

You can also zoom in by clicking Zoom Tools  and Zoom In  on the Drawing toolbar.

{button Related Topics,PI(`',`view_rtf_1112005')}

To zoom out

The Zoom Out command (**SHIFT+F6** or **PAGE DOWN**) on the View menu lets you see and edit objects at a more distant perspective. Each time you use Zoom Out, you zoom out the current view by a factor of two.

- On the View menu, click Zoom Out.

Tips

Use Zoom Out as many times as you need to get the view you want.

You can also zoom out by clicking Zoom Tools  and Zoom Out  on the Drawing toolbar.

{button Related Topics,PI(`',`view_rtf_1112051')}

To zoom an area

The Zoom Area command on the View menu lets you zoom an area of the active window. You define the area you want to zoom by dragging a rectangle around the area or by clicking the center of the area.

1 On the View menu, click Zoom Area.

2 Drag a rectangle around the area you want to zoom.

or

Click the center of the area you want to zoom.

Tip

You can also zoom an area by clicking Zoom Tools  and Zoom Area  on the Drawing toolbar.

To zoom to the page

The Page command (**HOME**) on the View menu fits the entire page in the active window.

- On the View menu, click Page.

Tip

You can also zoom to the page by clicking Zoom Tools  and Page  on the Drawing toolbar.

{button Related Topics,PI(`',`view_rtf_1112143')}

To zoom to the page width

The Page Width command on the View menu fits the width of the page in the active window.

- On the View menu, click Page Width.

{button Related Topics,PI(`',`view_rtf_1112189')}

To zoom the selection

The Selection command (**F4** or **SHIFT+HOME**) on the View menu displays selected objects so they fit in the active window.

1 Select one or more objects.

2 On the View menu, click Selection.

Tip

This makes it easy to zoom in for detailed work on an object.

{button Related Topics,PI(`',`view_rtf_1112235')}

To zoom the active drawing to actual size

The Actual Size command (**SHIFT+F4** or **CTRL+HOME**) on the View menu displays objects at the same size as they print.

- On the View menu, click Actual Size.

Note
Actual size is the same as 100%.

Tip

You can also zoom to actual size by clicking Zoom Tools  and Actual Size

 on the Drawing toolbar.

{button Related Topics,PI(`',`view_rtf_1112281')}

To display the previous view

The Previous command (**END**) on the View menu restores the last view used.

- On the View menu, click Previous.

Tip

You can also display the previous view by clicking Zoom Tools  and Previous

 on the Drawing toolbar.

{button Related Topics,PI(`',`view_rtf_1112327')}

Refreshing the Screen

{button Tell me how...,PI(`',`view_rtf_1112874')}

The Refresh command (**F3**) or Refresh at High Quality command (**SHIFT + F3**) on the View menu redraws all open windows. This lets you clear the screen of unwanted fragments that sometimes result from manipulating objects.

Refresh at High Quality redraws the objects with smooth lines (anti-aliased). The page appears as if it was converted to an image.

Note
If you refresh the screen at high quality, any guide lines you have on the page temporarily disappear. As you begin working on the drawing again, the guide lines reappear.

{button Related Topics,PI(`',`view_rtf_1112880')}

To refresh the screen

Turning Proof Mode On and Off

To refresh the screen

- On the View menu, click Refresh.

  or

  On the View menu, click Refresh at High Quality.

{button Related Topics,PI(`',`view_rtf_1112894')}

Refreshing the Screen

Turning Proof Mode On and Off

{button Tell me how...,PI(`',`view_rtf_1112913')}

The Proof Mode command on the View menu turns Proof mode on and off. Turning Proof mode off allows a complex object to be redrawn faster because certain elements such as gradient fills are not shown. When Proof mode is turned off, a message on the screen indicates you are in Draft mode.

Draft mode does not affect the way an object prints.

{button Related Topics,PI(`',`view_rtf_1112919')}

To turn Proof mode on or off

Refreshing the Screen

To turn Proof mode on or off

- On the View menu, select or clear Proof Mode.

{button Related Topics,PI(`',`view_rtf_1112933')}

Turning Proof Mode On and Off

To select a target printer

1 On the File menu, click Print. The Print dialog box opens.

2 In the Name box, click the name of the printer you want to use.

Tips

If your printer is not listed in the Name box, open the Windows Control Panel and add it.

You can also use the Print button  on the Standard toolbar to open the Print dialog box.

{button Related Topics,PI(`',`print_rtf_1105289')}

To set up a target printer

To set up a target printer

1 On the File menu, click Print. The Print dialog box opens.

2 Click Properties. The Properties dialog box for the selected printer driver opens.

3 Select the options you want. Make sure the orientation (portrait or landscape) matches the on-screen orientation.

Tips

If your printer is not listed in the Name box, open the Windows Control Panel and add it.

You can also use the Print button  on the Standard toolbar to open the Print dialog box.

To select a target printer

Printing with Layers

If you have multiple layers in your drawing, you can make selected layers printable or nonprintable.

Only printable layers print. To omit certain layers from a printout, open the Layers dialog box by pointing to Layers on the Arrange menu, and clicking Layer Manager. Select the Printable box to make a layer nonprintable.

{button Related Topics,PI(`',`print_rtf_1105318')}

Printable and Nonprintable Areas

Most printers do not print to the edge of the paper. If part of your drawing extends into the nonprintable area, the portion in the nonprintable area is not printed. This is not related to margin settings.

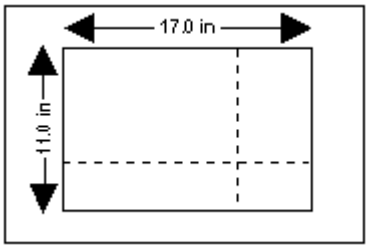
On the View menu, you can select the Page Boundaries option to display gray lines indicating the boundary of the printable area.

Tiling

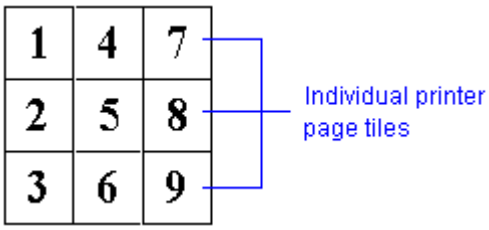
If the current page size is larger than the paper size of your printer or plotter, the entire drawing page is printed with as many printer pages as needed. This process is called tiling.

When the page size is larger than the printer's paper size, the printer pages can be assembled like individual pieces of tile to compose the entire drawing.

Tiling lets you print proofs of a large drawing, such as a B size (11" x 17"), on a printer that uses a smaller paper size, such as an A size (8.5" x 11"). Tiling also lets you print banners that are made up of multiple pages.



The diagram shows how *Graphics* automatically tiles to four printer pages when you print an 11" x 17" drawing page to a printer with 8.5" x 11" paper.
Page tiles are numbered top to bottom beginning at the top left of the drawing page.



You can print selected page tiles by entering a page number range in the Print dialog box.
You can display a preview of page tiles using Print Preview on the File menu.

When you print a tiled drawing, you are prompted to choose whether to print on separate pages or to fit the drawing on one printer page. You can also choose whether to print in order by columns or rows. For example, if you are using banner paper when printing a poster, you should print pages by row.

{button Related Topics,PI(`',`print_rtf_1105400')}

Printing a Drawing

{button Tell me how...,PI(`',`print_rtf_1105432')}

The Print command (**CTRL+P**) on the File menu lets you print the active drawing. You are prompted to select appropriate options before the printing begins.

If the drawing is larger than the paper size of the target printer, you are given the option to print it on tiled pages or to shrink it to fit on the page.

If the drawing is much smaller than the paper size of the target printer, *Graphics* gives you the option to print it on the upper left corner or the center of the page, or to enlarge it to fit the entire page. You can also choose to print crop and registration marks if your drawing is smaller than the printer page.

You can print the entire drawing, a range of tiled pages, or only the currently selected objects. You can specify the number of copies that you want printed.

To print the drawing to a file, select Print to File.

You can also choose a different target printer and set up the printer.

To print a drawing

1 On the File menu, click Print. The Print dialog box opens.

2 Specify the print range and number of copies you want to print.

3 Click OK.

Tips

The selection option in the Print dialog box lets you print only those objects you selected.

You can also print a drawing by clicking Print  on the Standard toolbar.

While a drawing is printing, a printer icon appears next to the clock on the taskbar. When this icon disappears, your drawing has finished printing.

If you are having trouble printing a drawing containing complex graphics, you can convert the graphics to curves by selecting the objects and clicking Convert to Curves on the Object menu.

{button Related Topics,PI(`',`print_rtf_1105459')}

Printing a Drawing

To print a drawing to a file

1 On the File menu, click Print. The Print dialog box opens.

2 Specify the print range and number of copies you want to print.

3 Select Print to File.

4 Click OK. The Print to File dialog box opens.

5 Type a name in the File Name box. You may need to specify the drive or folder in which you want the print file located by clicking the Save In box or using the Up One Level  button.

{button Related Topics,PI(`',`print_rtf_1105480')}

Printing a Drawing

Printing a Double-Sided Drawing

{button Tell me how...,PI(`',`print_rtf_1105519')}

When printing folded sheet drawings, such as tri-fold, z-fold and half-fold cards or brochures, you can print either on two sheets of paper and paste them together, or you can print on both sides of a sheet of paper.

Graphics gives you the option to print on one or two sheets of paper when you print a tri-fold, z-fold, or half-fold page. After the first side is printed, the printing process pauses to let you turn the paper over before printing the other side. If you do not want to print on the other side of the paper, you can print on a second sheet.

The tricky part of this process is knowing which way to turn your paper so the information prints correctly on the other side. Some printers require you to simply turn the paper over, while some require you to flip the paper top to bottom as you turn it over. Check your printer manual for more information. This may also take some trial and error until you learn the correct way to flip the paper.

Following are the procedures for printing two-sided pages on an HP DeskJet™ and a Canon Bubble Jet

™.

HP DeskJet™ (and other front-loading printers)

1 The paper is placed in the front tray. The side facing down is the target print side.

2 The page comes out on top with the printed side up.

3 Take the paper out and slip it back into the tray, printed side up. Do not flip top to bottom.

When printing multiple copies or using print merge, you must reverse the order of the pages before placing them into the tray because the first sheet is on the bottom of the stack.

Canon Bubble Jet™ (and other top-loading printers)

1 The paper is placed in the top with the target print side facing you.

2 The page comes out with the printed side on top.

3 Take the paper out, flip it over top to bottom as you place it back into the printer, so the printed side is facing away from you.

When printing multiple copies or using print merge, take the entire stack, flip it over top to bottom as you place it back into the printer, so the printed side is facing away from you. Do not reverse the order of the pages.

To print a double-sided drawing

To print a double-sided drawing

1. On the File menu, click Print. The Print dialog box opens.
2. Specify the print range and number of copies you want to print.
3. Click OK.
4. After the first side prints, turn the paper over and continue printing. If you want to print the other side on a separate sheet of paper, you can continue printing before waiting for the first page to finish.

Tips

The Selection option in the Print dialog box lets you print only those objects you selected.

You can also print a drawing by clicking Print  on the Standard toolbar.

While a drawing is printing, a printer icon appears next to the clock on the taskbar. When this icon disappears, your drawing has finished printing.

Printing a Double-Sided Drawing

Previewing Before Printing

{button Tell me how...,PI(`',`print_rtf_1105622')}

The Print Preview command on the File menu lets you see how a drawing will look before you print it.

If the drawing is larger than the paper size you have defined for the target printer, *Graphics* breaks the drawing into tiled pages so you can print it.

If the drawing has tiled pages, choose the pages you want to preview with Next Page and Prev Page. You can preview two pages side-by-side with Two Pages. You can change the size of the preview with Zoom In and Zoom Out.

You can print the drawing directly from the Print Preview.

To preview a drawing

To preview a drawing

1 On the File menu, click Print Preview. The Print Preview display opens.

2 If your drawing contains tiled pages, click Next Page and Prev Page to preview them.

To print the drawing you are previewing, click Print.

To exit Print Preview, click Close.

Tip

You can also preview a drawing by clicking Print Preview  on the Standard toolbar.

{button Related Topics,PI(`',`print_rtf_1105657')}

Previewing Before Printing

Creating a Web Page

{button Tell me how...,PI(`',`internet_rtf_1099454')}

Graphics makes creating a Web page very simple! You do not need to know anything about HTML, the code that makes Web pages run. You only need to create a drawing, set up hyperlinks, and save the drawing as a Web page. *Graphics* does the rest!

To begin creating a Web page, use the Web Page setting found in the Blank Drawing project of the Project wizard. You can choose from four screen resolutions and select other page options using the wizard. The Web Page setting allows for multiple pages.

When creating your Web page layout, avoid overlapping objects unnecessarily. *Graphics* converts touching objects into one image when the Web page is saved. This creates larger images which display more slowly in a Web browser.

Hyperlinks

Hyperlinks are areas on the page the user can click to "jump" to a different area or link to a file for downloading. The most common links jump to another page in the Web site or to another Web address, called a URL. Sometimes, the link connects to an e-mail address.

You can create a link from any object. When a user moves the pointer over an object that contains a link, the pointer changes to a pointing hand. When you create a link from a text object, *Graphics* automatically underlines the text when the Web page is saved unless it is converted to an image. It is important to accentuate objects that can be clicked by the user. This can be done with colored text, 3D buttons, or underlined text.

{button Related Topics,PI(`',`internet_rtf_1099480')}

To open a blank Web page

1 On the File menu, click New.

2 Click Blank Projects.

3 Click Web Page, and click the Next button.

4 Click the icon for the screen resolution you want to target.

5 Set the height, width, and number of pages.

6 Click the Finished button.

{button Related Topics,PI(`',`internet_rtf_1099536')}

To add pages

- Click the Add Page tab at the bottom left of the screen. To open a page, click the page tab of the page you want to open.

To create hyperlinks

1 Select the object for which you want to create a link.

2 On the Format menu, click Web Hyperlink. The Hyperlinks panel of the Object Properties dialog box opens.

3 Click the type of link you want to create.

URL--links to another Web page. Type the Web address of the site to which you want to link.

Document Page--links to another page in the Web site. Select the page to which you want to link.

E-Mail Address--links to e-mail. Type the address to which you want to link.

File--links to a file that the user can download. Type the path and filename of the file to which you want to link.

Object--links to an object on the current page. Before you can link to an object, you must name the object by clicking Object on the Format menu.

4 Click Apply to apply the link to the selected object, or click OK to apply the link and close the dialog box.

Note
To test the hyperlink, click Preview All Web Pages or Preview Current Web Page on the View menu. This opens your Web browser where you can click the link to test it.

Tip

You can add a link to an object by clicking Web Hyperlink  on the Web Publishing toolbar.

To preview Web pages

1 Click the page tab to open the page you want to preview.

2 On the View menu, click Preview Current Web Page.

or

On the View menu, click Preview All Web Pages.

Your Web browser opens letting you view the Web page.

Tip

You can preview your Web page by clicking either Preview All Web Pages  or Preview Current Web Page  on the Web Publishing toolbar.

To save Web pages

1 On the File menu, point to Outputs, and click Output Wizard.

2 Click the Next button to continue the wizard and set the options for the Web page.

3 Click Finished.

Once the pages are saved, you can click Preview Your Creation to view your Web pages. You can also view the Web pages by opening your Web browser and opening one of the HTM files saved in the folder you specified.

If you want to post the pages on the Internet, click Post the Pages to Your Web Site. This guides you through the steps of publishing your Web page on the Internet.

Tips

Save any multi-page drawing as a Web page. Each panel of the drawing appears as a separate page.

You can save Web page by clicking Output as Web Page(s)  on the Web Publishing toolbar.

Adding Your Own HTML Code or Scripts

{button Tell me how...,PI(`',`internet_rtf_1099623')}

You can add your own HTML code or scripts to your Web page. When you insert script, a placeholder appears on the page. This placeholder can be positioned anywhere on the page and is like a window where the results of the script appear when you view the Web page. You can use any HTML command or script that can be used in the body section of HTML code. Since you can insert your own code, you can create objects on your Web page such as scrolling marquees, form fields, or new enhancements that are not yet implemented in *Graphics*. This is also a way to add Java™ applets and ActiveX

™ Objects to your Web page.

{button Related Topics,PI(`',`internet_rtf_1099629')}

To add your own code

To add your own code

1. On the Insert menu, click Web Page Object.
2. Type the HTML code or script you want to use on the page.
3. Type the size, in pixels, of the placeholder object that appears on the page.

   The placeholder does not appear on the final Web page. The results of the HTML code or script replace the placeholder. Therefore, use the same height and width as you specify in the code or script.
4. Click Insert.

Note
To edit the HTML code for an object, select the placeholder, and click Edit Web Page Object on the Edit menu. Or, right-click the placeholder and click Edit Web Page Object.

Tips

You can add your own code by clicking Web Page Object  on the Web Publishing toolbar.

You can draw the Web Page Object on the page and the size is automatically filled in for you.

Web Page Tips

Following is a list of categories containing tips. Select a category to find out more information.

Backgrounds
Text
Scrolling Pages
Icons for Your Home Page
Creating Hotspots on an Image

{button Related Topics,PI(`',`internet_rtf_1099684')}

Creating a Web Page

Web Page Backgrounds

{button Tell me how...,PI(`',`internet_rtf_1099715')}

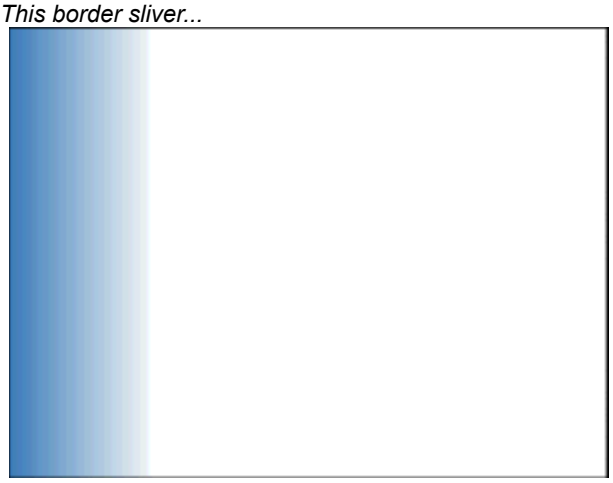
Many Web pages have a tiled background. You can add a background to your Web page using the Page Background command on the Format menu. You can have a solid, gradient, watermark, graphic, or texture on your background.

Any type of background you add to your page will be tiled when you save to a Web page. So, if you add a background to a 640x480 page, and the final Web page is viewed at 800x600, the background will be tiled.

Textures are the best type of background for Web Pages. There are two type of textures that can be created and used for a background in *Graphics*.

- Texture--This is a square graphic that is tiled side by side to cover the entire page.
- Border--This is a long graphic sliver that is tiled down or across to form a border along the side or top of the page

This border sliver...



...Creates this tiled background

{button Related Topics,PI(`',`internet_rtf_1099721')}

To create a border background

Web Page Tips
Creating a Web Page

To create a border background

Follow these steps to create a basic blue border on the left.

1. On the File menu, click New.
2. Click Blank Projects.
3. Click Custom.
4. Select Pixel in the Units of Measure box.
5. Type 1024 in the Width box and 50 in the Height box, and click Finished. A thin sliver of a page appears.
6. Draw a rectangle on the page.
7. With the rectangle selected, click Object on the Format menu.
8. Type 0 in both the Location x and y boxes.
9. Type 100 in the Size x box, and 51 in the Size y box. Click Apply. (Leave the dialog box open.)
10. Click the Line tab, and click No Line.
11. Click the Fill tab, click Solid, and change the color to blue.
12. Click OK.
13. Save the file in the BMP format.

> **Note**
> Always save a DRW file, so the file can be edited later.

14. Add the file as a texture background to your Web page.

Web Page Backgrounds

Web Page Text

When placing text on a Web page, it is important to use a font that most people have on their computer system. A common body text font used on Web pages is Times New Roman. If you want to use fancy fonts for headings, you can convert the text to curves or to an image. However, when you set a point size for text larger than 36 or smaller than 8, or when you use fancy line formatting or shadows, *Graphics* automatically converts the text to an image.

Scrolling Web Pages

There are several ways to create a scrolling Web page. The key is to set the height of the page to more than a standard screen resolution. For example, if you set the page dimensions to 640x1000 pixels, you will have a "tall" page. Remember, landscape and portrait settings have nothing to do with Web pages.

Whether you open a blank Web page and customize the dimensions, or you change the dimensions later, all pages in the Web site are affected. If you change the height of the pages after placing objects on a page, the objects remain in the same positions as before. The extra height is added to the bottom of the page.

There is a way to increase the height of one page without affecting the other pages in your site. Place objects off the bottom of the page. When you output to a Web page, *Graphics* warns you that objects are off the page. You can choose to expand the page size to accommodate the objects that are off the regular page. This way, the page is expanded only large enough to fit the objects. No empty space is created.

Avoid creating Web pages that scroll horizontally. Pages with width greater than 640 pixels will scroll horizontally if viewed at a screen resolution of 640x480. If you know the screen resolution of the target user is greater than 640x480, you can use a larger page size, but do not go wider than the screen resolution of the audience.

Icons for Your Home Page

If you are creating your own home page, chances are that you want to create the same attractive icon graphics you have seen on other home pages. You might have thought that it was difficult to create these icons, or that you need artistic ability to draw them. Fear not. You can scan in images or use clip art symbols to create the icons for your home page.

Bringing Clip Art into iGrafx Business Graphics

With the vast array of clip art symbols available today, you may want to use some of them to spice up your home pages. But clip art symbols are usually in vector-based formats, which are a series of line and curve equations, and HTMLHTML scripts require raster or bitmap formats, which are a set of points and color information.

You can use iGrafx Business Graphics to create your Web graphics. You can bring the clip art into iGrafx Business Graphics and save the file as a GIF, which is a bitmapped or raster format typically used for Internet graphics. So, with iGrafx Business Graphics, you can expand the collection of images, graphics, and drawings available for you to put on your home page.

You can bring clip art into the drawing either using Share Media or by opening files using the Insert Picture command.

Drag and Drop from Share Media

You can use Share Media to drag and drop clip art into *Graphics*. To open Share Media, click the Clip Art tab in the Gallery. Select a clip art subject, and drag the clip art onto the page.

Creating Hotspots on an Image

Some Web browsers, such as Netscape, allow you to use an image such as the one below for your home page. It has button images for links to other pages.

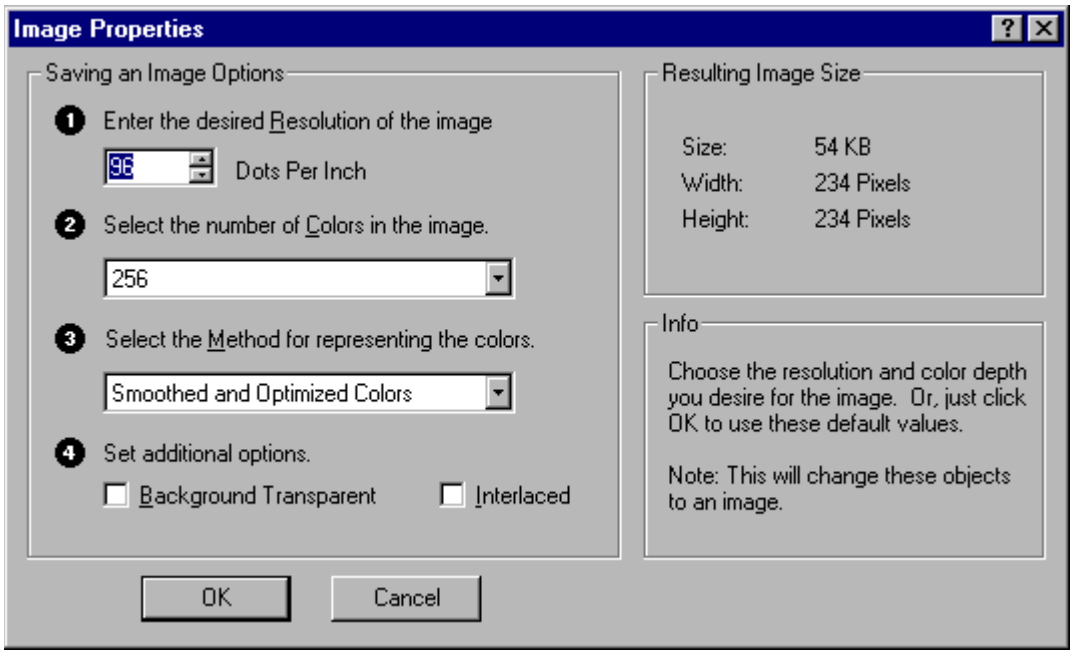
This is very attractive, but how do you get the coordinates of the buttons for your HTML script? You can draw transparent objects around the areas of the image you want to be clickable, or "hot."
Insert the image onto your *Graphics* page. Draw a shape around the area of the image you want to be clickable. Use the shape that will best fit around the object. Once the shape is where you want it, click Fill on the Format menu. Click No Fill. Click the Line tab, and click No Line. Click Apply. The object is still there, but is completely transparent. Click the Hyperlinks tab and assign a link to the transparent object.

Now, when you output your Web page, areas of the image are hot.

Saving a GIF File

Now that the graphic is in *Graphics*, you need to save the graphic as a GIF image, an Internet-friendly file format with transparent drop-out color and interlacing or delayed rendering ability.

Most likely, you want to save only the graphic, not the entire page. To do this, click the object to select it, and click Save Selection on the File menu. Choose CompuServe Bitmap (*.gif) in the Save as Type box, and click Save. The Image Properties dialog box opens where you can set the GIF options.



Resolution

The resolution determines the file size. The higher the resolution, the larger the file size. It is important to keep the file small to reduce the amount of time it takes for someone to download the image file. At the same time, it is important that the image have a high enough resolution to retain the quality.

Tip

An average size for icons ranges from 75x75 pixels to 150x150 pixels. Any larger size can cause delays on the average system when downloading. When setting the resolution for icons, watch the width and height shown on the dialog box.

Number of Colors

You can save both memory and download time by color-reducing your image. When you color-reduce an image, you minimize the number of colors used. For example, the image may start with a palette of 16.7 million colors, but you can reduce it to a 256-color palette. Since the 16.7 million color palette is a 24-bit image, and the 256-color palette is an 8-bit image, the change results in a reduction to one-third the size.

You may think that this reduction will cause the image quality to degrade, but actually your image did not use all of the 16.7 million colors. In fact, most images do not use more than 2,000 colors. To compensate for any color loss, *Graphics* uses a dither pattern, which replaces a color with a scatter of colors to give the illusion of the original color.

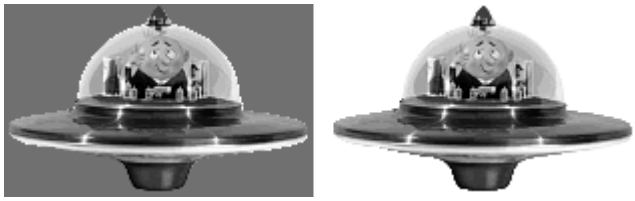
To color-reduce an image to a 256-color palette image, click 256 in the Colors box of the Image Properties dialog box.

Color Method

Select the color palette to use when saving the image. For example, optimized colors use a standard color palette. Internet colors use a palette standard for the Internet.

Background Transparent

You may have noticed Web page icons that are not rectangular. By nature, bitmaps are rectangular, but GIF files allow you to make the background color transparent. As a result, the background drops out.

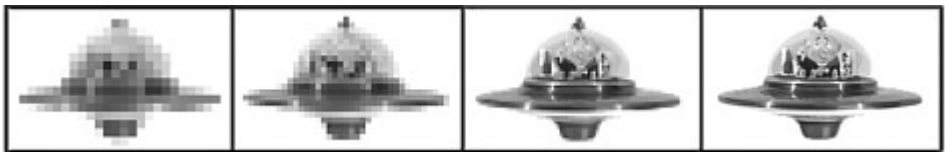


When you save a GIF, you have the option to make the image background transparent. Select Background Transparent to drop out the background color of the image.

Note
Graphics automatically drops out the background color of the image if you select Background Transparent. You do not have the option to select the color that is dropped out. If you want to select a color other than the background to be transparent, you should not select the Transparent option when you save the image. Once the image is saved, open it in *Graphics* and edit the image to drop out the desired colors.

Interlaced

Another important characteristic of a GIF file is that it can be interlaced. In other words, it comes into a browser a little at a time so that you can quickly view pieces of the image, as illustrated in the images below, and determine whether you want to wait for the entire image to load. This feature saves time when you are surfing the Internet.



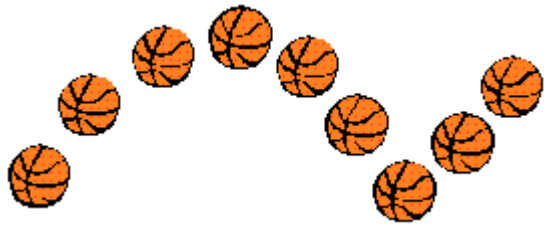
To save an interlaced GIF file, select the Interlaced option.

Creating an Animated GIF

{button Tell me how...,PI(`',`internet_rtf_1099892')}

Animated GIF files can add flair to your Web page. You can use *Graphics* to create these animated graphics. When you create a drawing for an animated GIF, use the Animation page format. This format lets you create the animation in a way similar to cartoon animations or flip book animations.

The Animation page format lets you have multiple pages in the file. You draw an object on the first cell. When you add a cell, an object identical to the one on the previous cell appears on the new cell. You can make changes to the object on each cell. For example, you might want an animation of a ball bouncing. The image below shows the position of the ball on each cell. When the animation is run, the ball appears to bounce.



When you are ready to save the drawing as an animated GIF, use the Output wizard to save the file. Once the file is saved, you can preview the animation using the Preview Animated GIF on the View menu, or view the animation in your Web browser.
Once you create an animated GIF, you can insert it onto your Web page by using the Picture command on the Insert menu. When you insert an animated GIF onto a page, be sure the GIF does not touch any other object on the page. When a Web page is saved, objects that touch are converted into a single image. Therefore, if the animation touches another object, it will no longer be animated when you view the Web page. It will be part of an image.

{button Related Topics,PI(`',`internet_rtf_1099898')}

To create an animated GIF

To create an animated GIF

1. On the File menu, click New.
2. Click Blank Projects.
3. Click Animation, and click the Next button.
4. Select the page options, and click the Finished button.
5. Draw an object on the first cell.
6. Click Add Cell. The object from the previous cell appears on the new cell.
7. Make a slight change to the object.
8. Repeat steps 6-7 until the animation is complete.
9. On the File menu, point to Outputs, and click Output Wizard.
10. Set the animation options, and click the Finished button.

Note
To view the animation, open the file in your Web browser, or click Preview Animated GIF on the View menu. Press **ESC** to close the preview.

Tips

Save the animation as a DRW file so you can open it later in *Graphics* and change it.

Save any multipage drawing as an animated GIF. The resulting animation displays each panel of the drawing, one at a time.

Creating an Animated GIF
Page Manager

Understanding OLE (Object Linking and Embedding)

You may want to move objects from other programs into a *Graphics* drawing. For example, you may want to move an image from the *Image* component of iGrafx Business into the *Graphics* component. You can move the object from the other program into *Graphics* in two ways:

- You can use standard pasting. In standard pasting, you cut (or copy) the object to the Clipboard while you are running the other program. Then, when running *Graphics*, you paste the object into your drawing.
- The alternative to standard pasting is to insert the object as an OLE object. When you insert an object as an OLE object, you also insert information about the program that created the object. This additional information enables *Graphics* to automatically run the source program when you want to edit the object.

In OLE terminology, the program in which you created the object is called the server and the program in which you insert the OLE object is called the client. The OLE object is said to be embedded in the client.

OLE is designed for inserting objects that you expect to update or edit again. When you want to edit an embedded OLE object, *Graphics* passes the OLE object from your *Graphics* drawing to the server program. (If the server program is not currently running, it is launched automatically.) After you finish editing the object with the server program, the modified OLE object is passed back to your *Graphics* drawing.

Thus, OLE passes changes in an OLE object in both directions, from client to server and from server to client.

Notes
Not all programs support OLE. Some programs, like *Graphics*, can function as both client and server; others can function only as server.

When editing *Graphics* objects from other applications you may need to zoom in for easier editing. Because OLE does not allow some programs to zoom during the editing session, you may want to do one of two things:

Zoom in on the object using the client's zoom tools before double-clicking to open the editing session.

or

Use the Open Editing option instead of in-place editing. On the Edit menu, point to iGrafx Business Graphics Object, and click Open. This opens *Graphics* where you can use all the tools, including the Zoom tools. When finished, click Exit and Return from the File menu.

Graphics supports embedding OLE objects, but not linking OLE objects. Linking adds an additional layer of complexity to OLE in which a server file containing the OLE object is linked to the OLE object.

{button Related Topics,PI(`',`ole_rtf_1098198')}

Embedding an OLE Object

{button Tell me how...,PI(`',`ole_rtf_1098233')}

You can embed an object as an OLE object using either the Paste Special command on the Edit menu or the Object command on the Insert menu.

Embedding with the Paste Special Command

The Paste Special command lets you embed an OLE object from the Clipboard.

To embed an object using Paste Special, you copy the object to the Clipboard while you are running the server program. Then, before copying other data to the Clipboard, you return to *Graphics* and click Paste Special on the Edit menu.

Choosing Paste Special opens the Paste Special dialog box, which provides a list of special paste options. If the Clipboard contains data from a program that can be an OLE server, then the name of that program appears in the options list. Choosing the server's name pastes the data from the Clipboard into your *Graphics* drawing as an OLE object.

Embedding with the Object Command

The OLE Object command on the Insert menu lets you create and insert an OLE object, or insert an OLE object from a file.

From the OLE Object command, you can choose to insert an object from iGrafx Image, iGrafx Business Image, or other programs. Selecting More Objects opens the Insert Object dialog box, which contains the Create New and Create from File options.

- To create the object you intend to embed, select Create New and choose the server program from the dialog box list. The server opens so you can create the object. When you exit the server, you return to *Graphics*, and the object you have created is embedded as an OLE object.
- To embed an object from a file, select Create from File and choose the file containing the object. The file data is inserted as an OLE object. The program that created the file is the object's server.

Note
When embedding an OLE object, you can have the object represented as an icon by selecting Display as Icon. Some types of OLE objects, such as those created by nondrawing programs, can be represented only as icons.

{button Related Topics,PI(`',`ole_rtf_1098247')}

To embed an object from the Clipboard

To create and embed an object

To embed an object from a file

To embed an object from the Clipboard

1 With *Graphics* open, start the other program (the server).

2 In the server program, select the object you want to embed in *Graphics* (you may need to create the object or load it from a file).

3 Copy (or cut) the selected object to the Clipboard.

4 Switch back to *Graphics*.

5 If a message appears asking whether you want to keep the data in the Clipboard, answer Yes.

6 On the Edit menu, click Paste Special. The Paste Special dialog box appears.

7 In the As list box, select the name of the server program. If the server program's name does not appear in the list box, then it cannot be an OLE server, or the data on the Clipboard cannot be embedded.

8 Click OK.

Tip

To have the embedded OLE object shown as an icon, select Display as Icon. Some types of OLE objects, such as those created by nondrawing programs, can be represented only as icons in a *Graphics* drawing. If an object must be shown as an icon, you cannot deselect the Display as Icon option.

{button Related Topics,PI(`',`ole_rtf_1098304')}

Embedding an OLE Object

To create and embed an object

1 On the Insert menu, point to OLE Object.

2 Click iGrafx Business Image to open *Image* component tools and create a new image using the *Image* component.

or

Click More Objects to open the Insert Object dialog box.

3 If you chose More Objects, select Create New, select the name of the other program (the server) in the Object Type box, and select Display as Icon if you want the inserted object shown as an icon. When you click OK, the server program opens.

Notes
The Object Type box lists all installed programs that support OLE.

If the server supports OLE 2.0 in-place editing, the server's tools and menus are placed on the *Graphics* workspace.

When you select another program to use as the server, the file type created by the program appears in the Insert Object list. This lets you subsequently open that server program without using the More Objects command.

4 Create the object.

5 If the server provides in-place editing, close the server by pressing **ESC** or clicking anywhere on the page outside the OLE object.

or

If the server does not provide in-place editing, close the server by selecting the Exit and Return command on the server's File menu.

6 If a message appears asking whether you want to update the OLE object, select Yes. The server closes, leaving you in *Graphics*. The newly created object is embedded in your *Graphics* drawing.

Tip

Some types of OLE objects, such as those created by nondrawing programs, can be represented only as icons in a *Graphics* drawing. If an object must be shown as an icon, you cannot deselect the Display as Icon option (step 3).

Embedding an OLE Object

To embed an object from a file

1 On the Insert menu, point to Object, and click More Objects.

2 Select Create from File.

3 Click Browse, and select the file. You might need to locate the drive or folder that contains the file by clicking the Look In box and the Up One Level  button .

> **Note**
> When you select a file associated with a server program other than *Image*, the file type appears in the Insert Object list. This lets you subsequently open that server program without using the More Objects command.

4 If you want the inserted object shown as an icon, select Display as Icon.

5 Click OK. The data from the file is inserted into your drawing as an OLE object.

> **Tip**
>
> Some types of OLE objects, such as those created by nondrawing programs, can be represented only as icons in a *Graphics* document. If an object must be shown as an icon, you cannot deselect the Display as Icon option (step 4).

Embedding an OLE Object

Editing OLE Objects

{button Tell me how...,PI(`',`ole_rtf_1098397')}

To edit an OLE object, select the object and click Edit  on the Drawing toolbar. A menu of editing options appears. For most OLE objects, the editing options are the following:

Edit Method	Definition
Edit Image	Edits the OLE object in *Graphics*, using the tools and commands of the server.
Open Image	Edits the OLE object in the server.
Convert Image	Provides various conversion options, depending upon the server and type of OLE object.
Edit Label Text	Edits an OLE object's label text.

The Edit Image option appears only if a server supports in-place editing and you have selected the Edit Image In-Place option on the Editing panel of the Options dialog box.

In-Place Editing

With in-place editing, a server places its tools and menus directly in the *Graphics* workspace when it opens. You use these tools and commands to edit the OLE object. Because you are still in *Graphics*, you can see your *Graphics* page while you edit the OLE object. After you finish editing the OLE object, press **ESC** or click anywhere on the page that is outside the OLE object. The server closes, removing its tools and menus.

Image is an example of a program that supports OLE in-place editing.

Open Editing

In open editing, *Graphics* opens and passes the OLE object to the server program. After you finish editing the object in the server program using the server's commands and capabilities, the modified OLE object is passed back to your *Graphics* drawing.

Convert

The Convert option lets you convert an OLE object to another type. This is useful if you no longer have the server program that was used to create the object, or if you want to display the object in a different format.

{button Related Topics,PI(`',`ole_rtf_1098407')}

To edit an OLE object using in-place editing

To edit an OLE object using open editing

To edit an OLE object using in-place editing

1 Select the OLE object.

2 Click Edit  on the Drawing toolbar. The edit options menu appears.

3 Click the Edit option. For example, if the server is the Image component, click Edit iGrafx Business Image Object. The server program opens.

Because you are editing the object "in-place," the server's tools and menus are placed on the *Graphics* workspace.

4 Make the changes you want to the object.

5 Close the server by pressing **ESC** or clicking anywhere on the page outside the OLE object.

6 If a message appears asking whether you want to update the OLE object, select Yes. The server closes, leaving you in *Graphics*. The OLE object retains the editing changes you made.

Note

If a server does not support in-place editing, then no Edit option appears when you click Edit  (step 2).

Tip

To display a shortcut menu that lets you edit the OLE object, right-click the object.

{button Related Topics,PI(`',`ole_rtf_1098425')}

Editing OLE Objects

To edit an OLE object using open editing

1 Select the OLE object.

2 Click Edit  on the Drawing toolbar. The edit options menu appears.

3 Click the Open option. For example, if the server is , click Open iGrafx Business Image Object. The server program opens.

4 Make the changes you want to the object.

5 Close the server by selecting the Exit and Return command on the server's File menu.

6 If a message appears asking whether you want to update the OLE object, select Yes. The server closes, leaving you in *Graphics*. The OLE object retains the editing changes you made.

Tip
To display a shortcut menu that lets you edit the OLE object, right-click the object.

Editing OLE Objects

To convert an OLE object to an icon

1 Select the OLE object.

2 Click Edit  on the Drawing toolbar. The edit options menu appears.

3 Click the Convert option. For example, if the server is the Image component, click Convert iGrafx Business Image Object. The Convert dialog box appears.

4 Select Display as Icon.

5 Click OK.

Tip
The Object Type box lists the available conversion options. For a brief description of the function of an option, select the option and read the Result description.

{button Related Topics,PI(`',`ole_rtf_1098466')}

Editing OLE Objects

Opening a New Window for the Active Drawing

{button Tell me how...,PI(`',`window_rtf_1111321')}

The New Window command on the Window menu lets you open a new window for the active drawing. The main benefit of opening a second or third window for a drawing is that you can set the view differently for each window. For example, you can have one window set to page view, so you can see the entire drawing; and one window zoomed in, so you can see your current work in detail.

You can close the active window by clicking the Close button on the top right corner of the Window. If you have multiple windows open for one drawing, the selected window is closed, but the remaining open windows for the drawing stay open. To close all open windows for the active drawing, click Close on the File menu.

Note
Other than changing the view, all other drawing settings apply to all windows open for the drawing.

To open a new window for the active drawing

To open a new window for the active drawing

- On the Window menu, click New Window.

{button Related Topics,PI(`',`window_rtf_1111335')}

Opening a New Window for the Active Drawing

To cascade windows

- On the Window menu, click Cascade.

Tip

To switch from the cascade arrangement to a maximized view of a window, click the Maximize button  of the window you want to view.

To tile windows horizontally

- On the Window menu, click Tile Horizontally.

Tip

To switch from the tiled arrangement to a maximized view of a window, click the Maximize button  of the window you want to view.

To tile windows vertically

- On the Window menu, click Tile Vertically.

Tip

To switch from the tiled arrangement to a maximized view of a window, click the Maximize button  of the window you want to view.

To iconize a window

- Click the Minimize button  on the window.

{button Related Topics,PI(`',`window_rtf_1111383')}

To arrange window icons

To arrange window icons

- On the Window menu, click Arrange Icons.

{button Related Topics,PI(`',`window_rtf_1111397')}

To iconize a window

To switch between windows

- On the Window menu, click the name of the window to which you want to switch.

Tip

You can also switch to a window by clicking it.

Troubleshooting

Following is a list of topics that people commonly have questions about. Select a topic to find out more information.

Error message when trying to start a project

You must have the Content 1 CD-ROM in the drive or have access to iGrafx Business content on a network to open the templates used in the projects. It is also necessary to have any iGrafx Business CD-ROM in the drive to use the clip art provided. Or, you must have acces to iGrafx Business content on a network.

{button Related Topics,PI(`',`troubles_rtf_1108562')}

Troubleshooting Index

Accessing project templates on a network

When you open a project that uses a template, you are asked to insert the Content CD-ROM. Select Cancel, since you're not accessing the CD on your local machine. You are given the option to browse for the project templates. Use the Browse button to find the machine containing the project templates. Select the Template folder, and click OK. You only have to specify the template location the first time you try to access templates.

{button Related Topics,PI(`',`troubles_rtf_1108562')}

Installing templates to my hard drive

You can copy the Template folder with all its contents from the Content CD-ROM to any location on your hard drive. To have *Graphics* access this new folder, remove the CD-ROM from the drive and try to access a project. Select Cancel, and you are given the option to browse for the project templates. Use the Browse button to locate the new project template folder, and click OK. You only have to specify the template location once.

{button Related Topics,PI(`',`troubles_rtf_1108562')}

Templates that appear to be blank or incomplete

Some templates are intentionally left as blank pages, with the page setup and grid settings appropriate for the template. Also, some templates have an associated clip art subject that opens when you open the template. For the correct clip art subject to open, you must have the Content 1 CD in the CD-ROM drive, or have access to iGrafx Business clip art on a network.

Icons subject in Share Media

If Share Media cannot locate the iGrafx Business clip art, a default subject, "Icons," opens. To access other subjects, place any iGrafx Business CD-ROM in the drive or make sure you have access to iGrafx Business clip art on a network. If you are accessing the clip art from somewhere other than your local CD-ROM drive, you must indicate the path to the clip art. To do so, open Share Media either from the Clip Art tab in the Gallery in *Graphics* or from the Start menu. Click Options, and click Properties. Click the CD-ROM tab, and type the path to the clip art. The path is either the root of the CD-ROM, or wherever the Collection (ECF) files are located.

{button Related Topics,PI(`',`troubles_rtf_1108562')}

Unable to select some text objects

Graphics has a label text feature. Label text is treated more like a property of another object than an object on its own. Therefore, to modify label text, you can select the object containing the label, and choose text formatting commands from the Format menu or Formatting toolbar. To edit the text or format a section of the label, select the object containing the label text, choose the Edit button  on the Drawing toolbar, and click Edit Label Text.

{button Related Topics,PI(`',`troubles_rtf_1108562')}

Unable to select some objects

Drawings can have more than one layer. If an object is on a layer that currently is inactive, you cannot select that object. The tabs at the bottom left of the drawing area display the names of the layers. To switch to a different layer, click once on a layer tab (the layer becomes highlighted). You can then select objects on that layer. If you want to edit everything at the same time, point to Layers on the Arrange menu, and click Edit All Layers.

Missing text objects when printing

Using the Windows Control Panel, select Properties for your printer driver. Turn on the option for printing TrueType fonts as Graphics.

{button Related Topics,PI(`',`troubles_rtf_1108562')}

Missing objects when printing to PCL printer

Using the Windows Control Panel, select Properties for your printer driver. Turn on the option for printing Vector objects as Raster.

{button Related Topics,PI(`',`troubles_rtf_1108562')}

Missing object when printing to PostScript printer

Using the Windows Control Panel, select Properties for your printer driver. If there are options that might affect how complex graphics are treated, give those options a try. If changing such options does not improve printing, you can use the Convert to Image command in *Graphics* to translate your objects into a single image. To convert all objects to images, save your file, then click Select All on the Edit menu. On the Object menu, click Convert to Image.

Note
If your drawing is on multiple layers, point to Layers on the Arrange menu, and click Edit All Layers before selecting all objects.

Once you convert to image, you should be able to print. However, you cannot edit the file as before. Either save the image version as a different filename, or do not save the image version.

{button Related Topics,PI(`',`troubles_rtf_1108562')}

General printing problems

Some printers may not have enough memory to print complex graphics. If you have complex graphics in your drawing and have tried the other printing suggestions in the Troubleshooting section, you can try simplifying or deleting complex objects.

Also, make sure you have the latest version of the Windows printer driver for your printer model. You can often download these from the Internet or get an update by contacting the manufacturer of your printer.

Background does not center in Web page

When you output to a Web page, you have the option to center a page in the browser. However, your background does not center. Backgrounds are tiled, and therefore are not centered. When you choose the Center Page in Browser option, the text and objects on the page are centered. The background remains tiled.

{button Related Topics,PI(`',`troubles_rtf_1108562')}

Intersecting objects and animations in Web pages

When objects intersect, the HTML code creates one large, rectangular bitmap from the intersecting objects. Objects intersect when their selection handles touch. Objects on your drawing page may not look like they intersect, but the selection handle of multiple objects may touch. Intersecting objects should generally be avoided because intersecting objects take much longer to load. Especially avoid intersecting the following object types with other objects.

- JPEGs--If a JPEG touches another object the JPEG will be converted to a GIF, which lowers the image resolution, and cause longer load times due to increased file size.
- Animated GIFs--If an animated GIF touches another object, it will not animate.

You can use intersecting objects to your advantage if using a font different than Arial or Times New Roman. Have the text intersect an object so the font looks the same on all computers. Be aware that the font will become a bitmap when it is output to a Web page.

Nothing happens when importing a text file

If you import a text file, but nothing happens, try decreasing your default font size. On the Format menu, click Default Properties, and click the Text tab. Type **12** in the Size box, and click Set Defaults. Try importing the file again.

{button Related Topics,PI(`',`troubles_rtf_1108562')}

Background texture has white space around it

If you create an object in *Graphics* that you want to use as a background, be sure you select the object and choose Save Selection on the File menu. This saves the object on a page size that is the same size as the object. If you choose Save on the File menu, all the white space of the page around the object will be part of the background image.

Keyboard Shortcuts

Help	Help	**F1**
	Context-sensitive help	**SHIFT+F1**
File Operations	Close active window	**CTRL+W**
	Exit *Graphics*	**ALT+F4**
	New document	**CTRL+N**
	Open document	**CTRL+O**
	Print document	**CTRL+P**
	Save active document	**CTRL+S**
Editing	Copy	**CTRL+C (OR CTRL+INSERT)**
	Cut	**CTRL+X**
	Default edit action for selected object	**ENTER**
	Delete	**DELETE**
	Open Object Properties	**ALT+ENTER**
	Paste	**CTRL+V (OR SHIFT+INSERT)**
	Redo	**CTRL+Y**
	Undo	**CTRL+Z**
Selecting	Deselect all objects	**CTRL+F2**
	Select all objects	**CTRL+A (OR F2)**
	Select all objects except those currently selected	**SHIFT+F2**
	Select object currently under the pointer	**SPACEBAR**

Viewing	Redraw screen	**F3**
	Redraw at high quality	**SHIFT+F3**
	Scroll down	**SHIFT+PAGE DOWN**
	Scroll up	**SHIFT+PAGE UP**
	Switch Window	**CTRL+SHIFT+F6 (OR CTRL+TAB)**
	View actual size	**SHIFT+F4**
	View page	**HOME**
	View previous view	**END**
	View selection	**F4**
	Zoom in	**F6 (OR PAGE UP)**
	Zoom out	**SHIFT+F6 (OR PAGE DOWN)**
Ordering Objects	Bring forward	**SHIFT+F10**
	Bring to front	**F10**
	Send backward	**SHIFT+F9**
	Send to back	**F9**
Layers	Move back one layer	**CTRL+F9**
	Move forward one layer	**CTRL+F10**
	Layer Manager	**CTRL+SHIFT+M**
Grouping	Group objects	**F5**
	Ungroup objects	**SHIFT+F5**

Connecting	Connect closed	**F11**
	Connect open	**CTRL+F11**
	Disconnect	**SHIFT+F11**
Flipping	Flip horizontally	**F7**
	Flip vertically	**SHIFT+F7**
Rotating	Rotate left	**F8**
	Rotate right	**SHIFT+F8**
	Rotate with pointer on rotate handle	**SPACEBAR+ARROW KEYS**
Text Aligning	Center align text	**CTRL+E**
	Left align text	**CTRL+L**
	Right align text	**CTRL+R**
	Justified text	**CTRL+F**
	Top align text	**CTRL+SHIFT+L**
	Middle align text	**CTRL+SHIFT+E**
	Bottom align text	**CTRL+SHIFT+R**
	Vertically justified text	**CTRL+SHIFT+F**
	Caption above	**CTRL+SHIFT+A**
	Caption below	**CTRL+SHIFT+B**
Text Editing	Insert/overtype toggle	**INSERT**
	Move cursor to line end	**END**
	Move cursor to line start	**HOME**
	Move cursor to start of text block	**CTRL+HOME**

	Move cursor to end of text block	**CTRL+END**
	Move cursor to the right one word	**CTRL+RIGHT ARROW**
	Move cursor to the left one word	**CTRL+LEFT ARROW**
	Increase character spacing	**CTRL+ADD (+)**
	Decrease character spacing	**CTRL+SUBTRACT (-)**
Text Highlighting	Highlight all of block	**CTRL+A**
	Highlight to left of cursor	**SHIFT+LEFT ARROW**
	Highlight to right of cursor	**SHIFT+RIGHT ARROW**
	Highlight to start of line	**SHIFT+HOME**
	Highlight to end of line	**SHIFT+END**
	Highlight to previous line	**SHIFT+UP ARROW**
	Highlight to next line	**SHIFT+DOWN ARROW**
Text Styles	Bold/remove bold	**CTRL+B**
	Italics/remove italics	**CTRL+I**
	Underline/remove underline	**CTRL+U**
Other	Object properties dialog box	**CTRL+D**
	Options dialog box	**F12**
	Page Manager	**CTRL+SHIFT+P**
	Snap to grid on/off toggle	**CTRL+G**

Move pointer	**ARROW KEYS**
Move object with pointer on the object	**SPACEBAR+ARROW KEYS**

Glossary

To scroll quickly to a term in this glossary, click the applicable letter.

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Title bar
Toggle
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W

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Active window

The window in which you work is the active window. The active window receives the next action. Generally, the active window has a different title bar color than other windows. A window can be a program's main window, a dialog box, a floating window (like a toolbar), or Share Media.

Anchor point

A point through which a line or curve passes. Anchor points define the shape of an object. An anchor point can form a corner or a curve. You can view and drag anchor points during Point or Curve Editing.

Animated GIF

A file type that can be viewed in Web browsers. Animated GIFs contain movement much like a cartoon or a flip book. Objects are changed slightly from page to page to simulate movement.

Back up

To make a duplicate copy of a file, ensuring that the previous version of the file is not overwritten by the newer version.

Bézier curve

A curve that can be reshaped with control points. All anchor points on an object also have control points.

Bitmap

An image composed of individual pixels (dots) on the screen.

Bleed

An image that extends beyond the edge of the paper (bleeds off) after the final trim.

Blend

Transforming one object into another object by averaging the shapes, sizes, and colors of the two objects.

Bounding box

The invisible rectangle that encloses a selected object. When you select an object, handles display on the corners and sides of the bounding box.

Bounding box also revers to a method of selecting objects. Drag the pointer from one corner to the opposite corner of objects you want to select.

Byte

A common unit of computer measurement consisting of eight bits. Information stored on the computer is stored in bytes.

Cancel

A command button used to close a dialog box without saving any changes. The **ESC** key also closes a dialog box without saving any changes.

Cartesian coordinates

A coordinate system based on vertical and horizontal axes. The vertical axis is Y, and the horizontal axis is X.

Cartridge

A small box you can plug into some printers to provide the printer with additional fonts.

Cascade windows

A command that stacks windows in a stair-step fashion so the title bars show.

Check box

A square box in a dialog box that can be toggled on or off.

Click

To quickly press and release the left mouse button. When you click the mouse button, you should hear and feel an actual click.

Clip art

A collection of already drawn objects. These objects are available using the Gallery in *Graphics*. You can also create objects and add them to new or existing subjects in Share Media.

Share Media

The organizer in iGrafx Business for all picture files including clip art and photographic images.

Clipboard

A temporary storage area for cut or copied data. You can paste the contents of the Clipboard into a *Graphics* document or into another Windows program. The Clipboard contains only the last data cut or copied.

Color model

A method of representing the color spectrum. Two of the most common primary color models are the RGB (red, green, blue) and HSL (hue, saturation, luminosity) models.

Color palette

A collection of commonly used colors, similar to an artist's palette.

Command

A word or phrase usually found in a menu that opens a dialog box, enters a mode, or carries out an action.

Control menu

A menu common to most windows. You can use the Control menu to resize, move, minimize, maximize, or close the windows in *Graphics*. The Control menu is accessed by clicking the icon in the upper left corner of the window.

Control menu icon

The icon, located in the upper left corner of a window, that opens the Control menu.

Control panel (Windows)

A Windows tool containing commands for installing printers and fonts, setting up printers and ports, and choosing program options.

Control points

Pairs of points attached to each anchor point along the edge of an object. Control points act like magnets, influencing the curve of the object's edge where it passes through the anchor point. You can view and drag control points only during curve editing.

Copy

An Edit menu command that copies the selected objects to the Windows Clipboard. Copy does not change the appearance of the drawing.

Crop marks

When you create a drawing using a page size smaller than a printer sheet, you can print crop marks that indicate the size of the page. Crop and registration marks are generally used when printing art to be sent to a commercial printer for duplication.

Cursor

The entry point for placing text.

Cut

An Edit menu command that removes a selected object and moves it to the Windows Clipboard.

Default settings

The current settings for properties such as fill and text font. The default settings apply to new objects you create. To change a default property setting, deselect all objects, and set the property.

Deselect

To cancel the selection of an object, so that the surrounding handles disappear. Commands and tools no longer affect the object because the object is not selected.

Dialog box

A window that appears when the program needs information from you before it can carry out an action.

Disabled

An option or command that appears in gray type and is not available.

Dither

To create the illusion of a color by placing dots of other colors very close together.

Technically, on palette-based devices, such as 256-color displays, colors are dithered using a sweeping palette (a palette of colors evenly spaced through the color spectrum). Only colors that are in the sweeping palette are not dithered.

Double-click

To rapidly press and release the mouse button twice without moving the mouse.

DPI

The number of dots (pixels) per inch on the display or hard copy. Most laser printers print at 300 or 600 dpi. High-resolution phototypesetters provide 1270 and 2540 dpi.

Drag

To move or draw objects using the mouse. For example, to drag a selected object, point to the object with the mouse, press and hold the left mouse button, and move the mouse. Other examples of dragging are drawing a bounding box to select a group of objects, moving a handle to resize an object, and inserting clip art from Share Media into your document.

Driver

A program that translates data from software for use with a specific hardware device.

Gallery

Contains formatting styles for text, objects, lines, fills, and shadows. You can also access clip art, charts and diagrams, and illustrating shapes from the Gallery. Select Gallery on the View menu to open the Gallery.

Extension

The period and one to three characters at the end of a filename that identify the kind of information in the file. For example, DRW is the extension for *Graphics* drawing files.

File type

A method of classifying files based upon the format of the data in the file. *Graphics* recognizes different file types such as text, Windows Metafile (WMF), Computer Graphics Metafile (CGM), TIFF, BMP, Targa (TGA), GIF, and EPS.

Font

A specific set of characters in a typeface design.

Plain text

Stand-alone text that is treated as an independent object by *Graphics*. Sizing a plain text object changes the font size of the text. Plain text has no margins by default. However, you can create margins by dragging a text box before typing text. This creates wordwrapped text.

Gradient

A gradual fade in color intensity or a gradual fade from one color to another.

GrafxText

Text that conforms to a shape, can be 3D, or both. You can select from preset styles, select a shape to which your text will conform, or add 3D depth to your text.

Gray value

The amount of gray in an image, where a gray value of 100% is black and a gray value of 0% is white.

Grayscale

An image having multiple shades of gray. Also, the ability of a scanner to capture more than just the values of white and black.

Grid

A series of horizontal and vertical dots that criss-cross the drawing area. You can snap objects to the grid for more exact placement.

Guide lines

Lines you can position at ruler settings to help you align objects. You can snap objects to guide lines for more exace placement.

Gutter

The space between text columns.

Halftone

An image made of tiny dots of different sizes (like a photograph in a newspaper). The dots in a halftone are equally spaced, so larger dots compose the shadows and smaller dots create the highlights. Halftones can be color or black and white.

Handles

Small boxes that appear on the corners and sides of the bounding box of an object when selected. You use handles to resize or slant an object.

Highlight

The change in color used to indicate that certain text characters are selected.

Hint line

A one-line message that provides information about a command, control, or toolbar button. Hint lines are shown on the status bar at the bottom of the iGrafx Business Graphics window.

HSL

Hue, saturation, luminosity. See also Color model.

HTML

HTML (HyperText Markup Language) is the code that makes Web pages work. When you save a Web page using *Graphics*, the HTML code is created for you.

Hourglass cursor

The pointer changes to an hourglass symbol to indicate the program is performing an operation, such as saving a file. When the hourglass returns to a pointer, you can continue working.

Hue

The quality of a color that makes it different from other colors. For example, an apple's hue is red even though its color value might not be 100% red. The color you use to describe an object is its hue. Saturation and luminosity, the two other components of color in the HSL color model, do not affect the hue. See also Saturation and Luminosity.

Hyperlink

A hyperlink is a spot on a Web page that you can click to "jump" to another area. You can assign a hyperlink to any object on your Web page. A hyperlink can jump to another page in your Web site, another Web address, an object on your Web page, a file for downloading, or an e-mail address.

Icon

A small graphic symbol. Icons are used to represent many elements in Windows, including folders, programs, and objects.

Image

Also called a bitmap or raster image. Images are composed of thousands of tiny dots called pixels.

Irregular polygon

A closed object composed of straight lines of different lengths.

Kern

To adjust the spacing between pairs of text characters that tend to overlap. Common pairs that are kerned are LA, P.,To, Tr, Ta, Tu, Te, Ty, Wa, WA, We, we, Wo, Ya, Yo, and yo. The need for kerning is often determined by the font being used.

Layer

A plane of a drawing that can be stacked on other planes. A drawing with three layers is like three overhead transparencies stacked on one another.

Drawing window

A window that displays your drawing. Drawing windows are displayed in the working area of *Graphics* and can be manipulated like any window.

Luminosity

The amount of white or black in a color. Luminosity of 100% and 0% creates white and black, respectively. Luminosity is one of the three components of perceived color. Hue and saturation are the others. See also Hue and Saturation.

Lightness (Luminosity)

The amount of white or black in a color. Luminosity of 100% and 0% creates white and black, respectively. Luminosity is one of the three components of perceived color. Hue and saturation are the others. See also Hue and Saturation.

Line end

A marker at the end of a line. For example, an arrowhead is a line end.

Line style

The pattern used to draw a line. For example, solid and dashed are line styles.

Linear gradient

A gradual fade or color transition in a single direction from one side of an object to the other side.

List box

A box containing a list of names. List boxes usually appear in dialog boxes or windows within a program.

Menu

A list of commands organized under a title in the menu bar. For example, the Help menu lists commands that provide online help.

Menu bar

The bar at the top of *Graphics* (under the title bar) containing menu titles.

Minimize, Maximize, and Close buttons

The Minimize  , Maximize

 , and Close
 buttons located in the upper right corner of a window are used to reduce, enlarge, and close the window. (Not all windows have Minimize and Maximize buttons.)

Monochrome

A single color. Monochrome typically refers to the color black on a white background.

Nonproportional resize

To resize an object using the side handles so that the original proportions change.

Outline fonts

Fonts that produce text on the screen as it appears when printed (WYSIWYG, or What You See Is What You Get).

Output device

Any device that accepts a printed document from *Graphics*. For example, a printer, plotter, and imagesetter.

Output wizard

Lets you output or save your drawing in a format other than DRW. The wizard walks you through the steps to saving as another file format, sending a drawing as e-mail, creating animated GIFs or AVI, saving as HTML, creating an executable slide show, or printing.

Page orientation

The position of an image on paper. Portrait (vertical) orientation displays a page taller than it is wide. Landscape (horizontal) orientation displays a page wider than it is tall.

PaperDirect®

Select blank PaperDirect® templates when you want to lay out a project to be printed on the corresponding paper design purchased from PaperDirect. A nonprinting image of the paper design appears on the page to help you lay out your project. The PaperDirect template collection contains paper sizes standard in the United States.

Paste

An Edit menu command that inserts the data stored in the Windows Clipboard into the active document.

Paste embed

To insert the data stored in the Windows Clipboard as an OLE object.

Pica

A measurement of line length. There are six picas in one inch.

Pivot point

In Rotate/Slant mode, the point around which an object is rotated. The pivot point can be moved by dragging the point.

Pixel

The smallest unit (dot) of an image.

Point size

A measurement of the height of characters in a font. There are approximately 72 points in an inch, or 12 points per pica.

Pointer

A graphic symbol used to show the current screen location of the mouse. You move the pointer by moving the mouse. The pointer's appearance changes depending on the action being performed.

Polygon

A closed object made of straight lines, such as a square, triangle, or hexagon.

Printable area

The area of a page that can be printed. There is an area around each page on which the printer does not print. This nonprintable area is determined by the printer being used and is not related to margin settings.

Print spooler

A Windows accessory that creates a print file before printing begins.

Property

An attribute of an object such as size, color, or fill.

Proportional resize

To resize an object using the corner handles so the object's proportions do not change.

Proportional typeface

A typeface in which the widths vary from character to character. For example, a w is wider than an l.

Radial gradient

A gradual fade or color transition in all directions, from a central point to the outer edges of an object. The result is a concentric, circular pattern.

Refresh

To redraw the active document. This lets you clear the screen of unwanted fragments that can sometimes result from manipulating objects. Press **F3** to refresh the screen in *Graphics* (or **SHIFT+F3** to refresh at high-quality).

Registration marks

When you create a drawing using a page size smaller than a printer sheet, you can print crop and registration marks that indicate the size of the page and file information. Crop and registration marks are generally used when printing art to be sent to a commercial printer for duplication.

Regular polygon

A closed object composed of straight lines of equal length.

Size

To change the size of an object. In Select mode, dragging a corner handle changes the size proportionally, while dragging a side handle changes the size nonproportionally. Dragging a handle toward the middle of an object makes it smaller; dragging a handle away from an object makes it larger.

Resolution

A measurement of data for monitors (usually expressed as pixels per inch) and printers (dots per inch).

RGB

Red, green, blue color model. See also Color model.

Rulers

Measuring guides at the top and left of the *Graphics* window that allow precise placement of objects.

Saturation

The intensity or purity of a color. For example, a "reddish" apple is not as saturated as a "red" apple. Zero saturation means that the color has been replaced by its corresponding gray value (black-and-white television images are good examples of colors with zero saturation). Pure saturation (100%) means the color contains no gray. Saturation is one of the three components of color; hue and luminosity are the others. See also Hue and Luminosity.

Scanner

A device that transfers images from video or paper into the digital format used by computers.

Screen fonts

Fonts specially created to appear correctly on screen.

Scroll

To move the visible portion of the drawing area or option list.

Scroll bars and scroll arrows

The bars and arrows at the right side and bottom of windows that allow you to travel vertically and horizontally across the window.

Select

To choose an object. A selected object displays handles.

Keyboard shortcuts

A function key or a mnemonic key, often used with **ALT**, **CTRL**, or **SHIFT**, that executes a command quickly. If a command has a keyboard shortcut, it appears beside the command on the menu. The mnemonic key used to access a menu option is underlined. For example, press **ALT+F** to access the File menu. On the menu bar, the F in File is underlined to indicate the mnemonic key.

Simple line

A linear object made of only one line or curve.

Skew

To slant a selected object horizontally or vertically. You can skew selected objects in Rotate/Slant mode.

Slant

To skew a selected object horizontally or vertically. You can slant selected objects in Rotate/Slant mode.

Snap points

Points on an object that attract Connector lines as you draw or move the Connector line toward an object.

Snap

An option that causes the grid or guide lines to attract the mouse and the bounding box of selected objects that you drag close to the grid or guide line. The mouse and bounding box are attracted to the grid or guide lines only if you select Snap to Grid on the View menu. Snapping helps you align objects easily.

Slider

A bar in a dialog box that you can drag to change an option.

Spool

To send a page to a file before printing. When spooling is complete, the page begins to print and you can work in the document window again or select another print operation.

Square gradient

A gradual fade or color transition in all directions, from a central point to the object's outer edges. The result is a concentric, rectangular pattern.

Status bar

A bar located at the bottom of the *Graphics* workspace that provides current information about your drawing and quick access to various commands such as line weight and object fill.

To turn the status bar on, select Status Bar on the View menu.

Submenu

A submenu opens when you point to a menu command with an arrow to the right of it. Submenus provide commands related to the primary menu listing.

Text block

A unit of text that can be selected with the Select pointer.

Text cursor

A blinking vertical bar that indicates where to begin entering or editing text.

Title bar

A horizontal bar at the top of a window, dialog box, or toolbar that shows the window's name. The title bar contains the window's Close button .

Toggle

To alternately turn a function on and off.

Toolbar

A bar with buttons you can click to perform commands. For example, the Standard toolbar contains buttons for New, Save, and Print. A toolbar can be free-floating (you can move the toolbar around the window) or docked (positioned in one place, often across the top of the main window).

To display a list of the toolbars available in *Graphics*, click Toolbars on the View menu.

TrueType font

An outline font that displays correctly on screen and prints on almost any printer.

Type 1 font

An outline font designed specifically for PostScript printers.

Type style

A standard variation within a typeface family. Common styles include roman (also called plain, normal, or regular), italic, bold, and bold italic. Each style within a typeface family is a unique typeface design.

Typeface

The design of a set of characters. Bitstream Charter Roman and Bitstream Charter Italic are examples of typefaces. They share a common typeface family: Bitstream Charter; and they each have a particular style: roman (also called plain, normal, or regular) and italic.

Vector-based drawing

A type of drawing that uses lines and mathematical calculations to create drawings. Vector drawings are more precise, usually create smaller file sizes, and are generally better for computer-based drawing because they always appear (in print and on screen) at the highest possible resolution.

Visual Toolbar

Opens on the left side of the *Graphics* drawing area. The Visual Toolbar lets you easily perform tasks to complete a project without searching for tools in the menus or on the toolbars. Simply click the icon or text indicating the task you want to perform. The Visual Toolbar then leads you to the next set of available options, and even shows you how to use the selected tool.

To open the Visual Toolbar, click Show Visual Toolbar at the bottom left of the drawing area.

Window

A rectangular area on the screen that displays the *Graphics* component. The *Graphics* window can contain several different drawing windows within its working area.

WYSIWYG

A close similarity between the screen image and the printed output of that image. WYSIWYG is an acronym for What You See Is What You Get.

Client program

A program capable of accepting objects from OLE-compatible server programs.

Embedded object

An object containing a graphic representation of the object and all the information required by the server program to recreate the original object.

Server program

A program capable of passing OLE-compatible objects to another program. The program that receives the OLE object is called the client program. The OLE object can be passed by means of the Clipboard, a file, or inserted directly into the client.

Active document

The document in which you are working. The window containing the active document has a different title bar color than other windows. You can open the active document in more than one window by clicking New Window on the Window menu.

Folder

A subdivision of a disk that helps you organize files. Folders are also called directories or subdirectories.

Embed

To insert data created by another program into a *Graphics* document. Once embedded, the data is treated as an object by *Graphics*.

Locked layer

A layer preserved from change. Locking a layer ensures that you do not accidentally add, delete, move, or in any other way modify the objects on the layer.

Overtype

An option that lets you type over existing text as you enter new text. Press the **INSERT** key to switch between inserting text and overtyping.

Scaling

To define a ratio of one unit to another so one object can proportionally represent another object. For example, you can define a scale of 10 feet per inch and draw a landscape at that scale, or define a scale of 2 weeks per centimeter and draw a timeline chart at that scale.

Template

A predefined design document that contains the basic layout and formatting for a specific type of drawing, such as a business card or letterhead. Templates can have an associated clip art subject, so when you load a template, the Clip Art Gallery also opens with that subject already selected.

Zoom

Magnifying or reducing the view of a document. For example, zooming in gives you a closer view and zooming out gives you a more distant view.

Label text

Text that is attached or fit to an object. You can add label text to all *Graphics* objects, including shapes, images, and OLE objects.

Connector line

A line type that automatically displays and snaps to points on closed shapes as you draw it. The line is drawn using smart routing, which means the line remains attached when you move the object. After placing a Connector line, you can easily detach it and reattach it to a different snap point.

Layer tab bar

A bar at the bottom of each document window that shows a tab for each layer defined for that document. The tabs show the names of the layers and the order in which the layers are arranged. The current layer is indicated by a white tab. If a layer is hidden or locked, the name on that tab is gray.

Scroll arrows appear at the left of the layer tab bar when the tab bar contains more tabs than can be shown at once.

Dock

To anchor a toolbar to the left, right, top, or bottom border of the *Graphics* workspace.

To dock a floating toolbar, drag the toolbar to a border. To undock a toolbar (make the toolbar float), point to the double bar handle at the end of the toolbar and drag the toolbar away from the border.

Dropout color

A color in an image that has been made transparent so objects (and text) behind or in front of that part of the image are not obscured by the image.

Hairline

A line with a thickness of zero. A hairline is the thinnest line that can be displayed or printed.

Line thickness

The point size or weight of a line. The line thickness can range from 0 to 72. A line with a thickness of 0 is a hairline.

Line cap

One of three ways to set the appearance of a line end that does not have an end marker. Line caps have an obvious effect only on thick lines.

- The Round line cap places the center point of a circle at the end point of the line. The diameter of the circle matches the thickness of the line.
- The Flat line cap ends the line at the end point of the line.
- The Square line cap places the center point of a square at the end point of the line. The width of the square matches the thickness of the line.

Line corner

One of three ways to set the appearance of the corner intersection of lines that join. Line corners have an obvious effect only on thick lines.

- The Rounded corner places the center point of a circle at the vertex of two line ends.
- The Mitre corner creates a pointed intersection that is the true intersection of two lines.
- The Bevel corner averages the angles of the two lines, creating a blunt intersection.

Taskbar

The bar on your screen that shows the Start button and the programs you are currently running. The taskbar is normally located at the bottom of the screen, but it can be dragged to a vertical position.

Text pointer

A pointer that is shaped like an I-beam. The text pointer is used for positioning the text cursor.

Shortcut menu

A menu that pops up when you right-click an object or screen element. This menu contains commands that you can use on the item you clicked. For example, clicking a toolbar with the right mouse button displays a shortcut menu that lets you show or hide any toolbar.

Slice

You can slice an object or line into separate pieces. When in the Edit Points or Edit Curves mode, you can slice an object's line as if you are cutting the line with scissors.

You can use a line or another object to slice an object into pieces. Draw a line through an object, and click the Slice Object command on the Object menu. Or, place an object on top of the object you want to slice and use the Slice Object command. The top object acts as a "cookie cutter" and slices the bottom object.

Eraser

You can use the Slice Object command on the Object menu as an eraser. Use a line or another object to slice an object into pieces, and delete the unwanted pieces.

Join

You can join an objects or lines into one object or line. When in the Edit Points or Edit Curves mode, you can join the endpoints of lines.

You can join overlapping objects into one object. Select overlapping objects, and click the Join Objects command on the Object menu.

Flip

You can flip an object either horizontally or vertically. When you flip horizontally, the object is turned over so the right side is now on the left. Likewise, when you flip an object vertically, the object is turned over so the bottom is now on top.

Connect Open

The Connect Open command on the Arrange/Combine menu combines two or more objects with open endpoints. The Connect Open command joins selected objects by drawing a line between the open endpoints, leaving the largest gap open.

Connect Closed

The Connect Closed command on the Arrange/Combine menu closes objects with open endpoints, or connects closed objects. You can use Connect Closed with one or more objects.

On selected objects with open endpoints, the Connect Closed command draws a line between all endpoints, creating a completely closed shape. Let iGrafx Business Graphics fill in gaps precisely rather than trying to close them yourself.

Disconnect

The Disconnect command on the Arrange/Combine menu disconnects an object to return it to its original, disconnected state.

Border

A border is a frame around your drawing or certain objects. You can select frames or border lines from the Illustrating tab in the Gallery. Border lines are fancy lines you can use at the bottom of your page, for example.

Intersection

The intersection is the common area of two or more overlapping objects. The overlapping area is the intersection.

Curveygon

A Curveygon is a shape that begins with a specified number of sides. You can change the number of repetitions, and the number of sides is repeated evenly around the shape. A Curveygon has curved points.

Megagon

A Megagon is a shape that begins with a specified number of sides. You can change the number of repetitions, and the number of sides is repeated evenly around the shape. A Megagon has sharp points.

Nonprintable Areas

The nonprintable area is the area around the edge of the paper on which the printer does not print. The size of this area depends on your printer. This is not related to margin settings.

Margins

The margin is a setting identified with text. When you type text on a drawing, you can set the margin which is the edge of the text block.

This is different than the area around the edge of a page on which a printer does not print. This area is the nonprintable area and varies depending on the printer being used.

Interlaced

An interlaced file stores the graphic in stages of completeness. When the graphic is displayed, it begins to appear a little at a time. This option is available only when saving 256 color GIF files, which are used mostly as Internet or Web page graphics.

Sometimes you may want a nice background for your entire page. You can easily create a background for your drawing using the Page Background command. You have several types of background types from which to choose.

Background Type	Description
No Background	Leaves the background white
Simple Color Fill	Lets you select a solid color or set a gradient or pattern background
Background Graphic	Lets you select a graphic to be placed on the background.
Texture	Lets you choose a texture file as the background.
Watermark	Lets you type your own text as a watermark. You can change the text attributes, as well as rotate and space the text.

The Page Background dialog box works like a wizard. As you make selections, you continue to the next screen. A preview shows you what the page background will look like once you finish.

Click this button to continue to more background options.

Click this button to go back to the previous background options.

Click this button when finished selecting background options.

Leaves the background white.

Lets you select a solid color or set a gradient or pattern background.

Lets you select a graphic to be placed on the background.

Lets you choose a texture file as the background.

Lets you type your own text as a watermark. You can change the text attributes, as well as rotate and space the text.

The controls on this screen set the fill style of the background.

The fill styles are as follows:

Fill Style	**Action**
Solid	Fills the background with a solid color.
Pattern	Fills the background with a pattern.
Gradient	Fills the background with a gradual fade from one color to another.

Sets the background fill style to a solid color.

Sets the background fill style to a solid color.

Sets the background fill style to pattern.

A background with a pattern has two interior colors: one for the lines, dots, or shapes that make the pattern (foreground) and one for the background.

Sets the background fill style to pattern.

A background with a pattern has two interior colors: one for the lines, dots, or shapes that make the pattern (foreground) and one for the background.

Sets the background fill style to gradient.

A gradient is a fill that makes a gradual transition between colors. Gradients can add more realistic depth to a drawing and provide a less mechanical feel to many illustrations.

Sets the background fill style to gradient.

A gradient is a fill that makes a gradual transition between colors. Gradients can add more realistic depth to a drawing and provide a less mechanical feel to many illustrations.

Lets you select either a solid color, a pattern foreground color, or a gradient start color. Expand this box to display the color menu.

Lets you select either a solid color, a pattern foreground color, or a gradient start color. Expand this box to display the color menu.

Lets you view the results of your selections.

Lets you select either a pattern background color or a gradient end color. Expand this box to display the color menu.

Lets you select either a pattern background color or a gradient end color. Expand this box to display the color menu.

Sets the style of the pattern or gradient. A pattern style consists of a regular arrangement of lines, dots, or shapes. A gradient style consists of radial, linear, or square gradients.

Click a style to select it.

Sets the style of the pattern. A pattern style consists of a regular arrangement of lines, dots, or shapes.

Click a style to select it.

Sets the style of the gradient.

Click a style to select it, or click Edit to create a custom gradient style.

Lets you create a custom gradient style.

Deletes the currently selected style from the gradient gallery.

Applies the background to all pages in a multipage drawing.

The controls on this screen let you select a graphic file for the background.

Click the tabs to select the style of graphic you want to use. Click the file and view the preview area to see which file you want to use.

Click this tab to view the files in this category.

Click the file you want to use as the background. Watch the preview area to see which file you want to use.

Lets you view the results of your selections.

Type the path and filename of the graphic file you want to use as the background.

Click the Browse button to find the file.

Click this button to find the folder and file you want to use as the background.

The controls on this screen let you stretch the graphic to fit the page and adjust the lightness of the color.

Option	Description
Stretch Graphic to Fit Page	Stretches the graphic nonproportionally to fit the entire page
Keep Graphic Proportional	Sizes the graphic proportionally to fit on the page. The graphic may not fill the entire page.

Stretches the graphic nonproportionally to fit the entire page.

Sizes the graphic proportionally to fit on the page. The graphic may not fill the entire page.

Lets you adjust the lightness or darkness of the texture colors. Drag the slider to the left to darken the colors. Drag to the right to lighten the colors.

Lets you adjust the lightness or darkness of the texture colors. Drag the slider to the left to darken the colors. Drag to the right to lighten the colors.

Lets you view the results of your selections.

The controls on this screen let you select the texture file you want to use for the background.

Click the tabs to select the style of graphic you want to use. Click the file and view the preview area to see which file you want to use.

Click this tab to view the files in this category.

Click the file you want to use as the background. Watch the preview area to see which file you want to use.

Click this button to find the folder and file you want to use as the background.

Lets you view the results of your selections.

The controls on this screen let you customize the way the texture looks.

You can tile or center the texture graphic or stretch the graphic to fit the page. You can also adjust the size of the texture, and either lighten or darken the colors.

Repeats the texture graphic to fill the page.

Centers the texture graphic on the page.

Stretches the texture graphic nonproportionally to fit the entire page.

Sizes the texture graphic proportionally to fit the page. The graphic may not fill the entire page.

Lets you adjust the size of the texture. Drag the slider to the left to decrease the size. Drag to the right to increase the size.

Lets you adjust the size of the texture. Drag the slider to the left to decrease the size. Drag to the right to increase the size.

Lets you adjust the lightness or darkness of the texture colors. Drag the slider to the left to darken the colors. Drag to the right to lighten the colors.

Lets you adjust the lightness or darkness of the texture colors. Drag the slider to the left to darken the colors. Drag to the right to lighten the colors.

Lets you view the results of your selections.

Applies the background to all pages in a multipage drawing.

The control on this screen lets you type the text you want to use as the watermark.

There is no limit to the number of characters you type.

Type the text for the watermark. There is no limit to the number of characters.

The controls on this screen let you set the text attributes of the watermark.

The text properties are as follows:

Text Property	Action
Font	Sets the text font.
Size	Sets the text size in points.
Font Style	Sets the font style. The style options are bold, italic, underline, and emboss.
Text Color	Sets the text color.
Rotation Angle	Rotates the text by the specified degree.
Spacing	Adjusts the spacing between each repetition of the text.

Sets the font.

Sets the font size in points.

You can select a font size by clicking the desired point size in the size list, or you can type a point size in the text box. The maximum point size is 3000 points.

Sets the text color.

Select this to set the font style to bold.

Select this to set the font style to italic.

Select this to set the font style to underline.

Select this to set the font style to emboss.

Sets the angle of rotation for the watermark text.

Use the arrows to increase or decrease the angle, or type a specific angle in the box. Watch the preview area to see the results of your selection.

Adjusts the spacing between text repetitions.

The watermark text is repeated over the entire page. Use this slider to adjust the space between the repetitions. Drag the slider to the left to decrease the space. Drag to the right to increase the space.

Lets you view the results of your selections.

Lists the categories in the catalog called My Catalog. Select the category where you want to place the template. If you need to add a new category, type a name in the box below this list and click Add Catagory.

Lets you give the template a name.

Lets you provide a description of the template.

Select this to include the currently displayed clip art subject with the template.

If you include a clip art subject with a template, then *Graphics* automatically opens the Clip Art Gallery with that subject selected when you open the template.

Lets you add a new category for your templates. Type a name in the box to the right, and click Add Category to add the category to the list.

Lets you type in a name for a new category. After you type a name, click Add Category to add it to the category list.

The View Toolbars dialog box lets you specify which toolbars you want displayed on your workspace.

You can configure your toolbars by choosing colored or uncolored buttons or large or normal buttons; and by choosing whether the buttons display Tool Tips when you point to a button with the mouse.

Once you display a toolbar, you can move it to any location on the screen.

Lets you show or hide the Gallery. Select Gallery to display it. To close the Gallery, clear the selection.

Lets you show or hide the Visual Toolbar. Select Visual Toolbar to display it. To close the Visual Toolbar, clear the selection.

Lets you specify which toolbars you want displayed on your workspace. The toolbars contain buttons that give you quick access to *Graphics* commands.

To display a toolbar, select it. To remove a toolbar, deselect it.

Resets *Graphics* to the installation toolbar settings.

Select this option to show colored buttons on the toolbars. Deselect this option to show black-and-white buttons on the toolbars.

Select this option to show large buttons on the toolbars. Deselect this option to show smaller buttons on the toolbars.

Select this option to turn on Tool Tips.

When the Tool Tips are turned on, you can display the name of a toolbar button by simply pointing at the button with the mouse for about two seconds.

Applies the current settings in the dialog box.

The controls on this panel set the fill style of objects. The fill style of an object determines the appearance of the object's interior.

The fill styles are as follows:

Fill Style	**Action**
None	Removes all interior fill from the object.
Solid	Fills the object with a solid color.
Pattern	Fills the object with a pattern.
Gradient	Fills the object with a gradual fade from one color to another.

The controls on this panel set the style, thickness, caps, corners, and color of lines. These properties apply to lines, connector lines, and the borders of shapes.

The line properties are as follows:

Line Property	**Action**
Line Style	Selects a hairline, wide line, fancy outline, or no line.
Style	Selects a solid line, or a pattern of dots and dashes.
Thickness	Sets weight or thickness in points.
Caps	Sets the appearance of ends without line end markers. Caps are only available with the Wide line style.
Corners	Sets the appearance of the corner intersection of lines that join. Corner styles are only available with the Wide line style.
Color	Sets the color of lines.

The controls on this panel set the style of line ends. The line ends include arrowheads, lines, squares, circles, and triangles. These properties apply to lines and connector lines.

The ends styles are as follows:

Ends Style	**Action**
Start	Sets the starting end of the line.
End	Sets the end of the line.
Both Same	Sets both the starting and ending style to the selected start style
Line End Size	Sets the size of the line end.

The controls on this panel let you set the shadow type, position, depth, and color. These properties apply to any object.

The shadow properties are as follows:

Shadow Property	Action
Style	Sets the style to either no shadow, simple, block, or soft.
Color	Sets the color of the shadow. If you choose the Soft style, which is like a gradient, you can set the blend color.
Position	Sets the position to either lower left, lower right, upper left, or upper right.
Depth	Sets the depth of the shadow.

The controls on this panel let you set the font, font size, style, and color of text. These properties apply to both plain, column, and label text.

The text properties are as follows:

Text Property	Action
Font	Sets the text font.
Size	Sets the text size in points.
Font Style	Sets the font style. The style options are bold, italic, underline, and strikeout.
Text Color	Sets the text color.
Background Color	Sets the text background color.

A text block can contain any combination of fonts, font sizes, styles, and colors.

The controls on this panel let you set the general properties of objects.

The general properties are as follows:

Property	Action
Name	Assigns identifying text to the object.
Location	Shows and lets you change the location coordinates of the object.
Size	Shows and lets you change the size coordinates of the object.
Layer	Shows and lets you change the layer on which the object is located.

Click this tab to display this panel of the Object Properties dialog box.

Shows a sample of the currently defined fill style.

Shows a sample of the currently defined fill style.

Sets the fill style to no fill.

If an object is selected already, choosing none removes the object’s fill. If no object is selected, choosing No Fill sets the default fill style to none.

Sets the fill style to no fill.

If an object is selected already, choosing None removes the object's fill. If no object is selected, choosing No Fill sets the default fill style to none.

Sets the fill style to a solid color.

If an object is selected already, choosing Solid sets the object’s fill style to solid. If no object is selected, choosing Solid sets default fill style to solid.

Sets the fill style to a solid color.

If an object is selected already, choosing Solid sets the object’s fill style to solid. If no object is selected, choosing Solid sets default fill style to solid.

Lets you select either a solid color, a pattern foreground color, or a gradient start color. Expand this box to display the color menu.

Lets you select either a solid color, a pattern foreground color, or a gradient start color. Expand this box to display the color menu.

Lets you select either a solid color, a pattern foreground color, or a gradient start color. Expand this box to display the color menu.

Sets the fill style to pattern.

Objects with patterns have two interior colors: one for the lines, dots, or shapes that make the pattern (foreground) and one for the background.

If an object is selected already, choosing Pattern sets the object's fill style to pattern. If no object is selected, choosing Pattern sets default fill style to pattern.

Sets the fill style to pattern.

Objects with patterns have two interior colors: one for the lines, dots, or shapes that make the pattern (foreground) and one for the background.

If an object is selected already, choosing Pattern sets the object's fill style to pattern. If no object is selected, choosing Pattern sets default fill style to pattern.

Lets you select either a pattern background color or a gradient end color. Expand this box to display the color menu.

Lets you select either a pattern background color or a gradient end color. Expand this box to display the color menu.

Lets you select either a pattern background color or a gradient end color. Expand this box to display the color menu.

Sets the style of the pattern or gradient. A pattern style consists of a regular arrangement of lines, dots, or shapes. A gradient style consists of radial, linear, or square gradients.

Click a style to select it.

Sets the style of the pattern. A pattern style consists of a regular arrangement of lines, dots, or shapes.

Click a style to select it.

Sets the fill style to gradient.

A gradient is a fill that makes a gradual transition between colors. Gradients can add more realistic depth to a drawing and provide a less mechanical feel to many illustrations.

If an object is selected already, choosing Gradient sets the object’s fill style to gradient. If no object is selected, choosing Gradient sets default fill style to gradient.

Sets the fill style to gradient.

A gradient is a fill that makes a gradual transition between colors. Gradients can add more realistic depth to a drawing and provide a less mechanical feel to many illustrations.

If an object is selected already, choosing Gradient sets the object’s fill style to gradient. If no object is selected, choosing Gradient sets default fill style to gradient.

Sets the style of the gradient.

Click a style to select it, or click Edit to create a custom gradient style.

Lets you create a custom gradient style.

Deletes the currently selected style from the gradient gallery.

The Edit Gradient dialog box lets you define a custom gradient by specifying a gradient type and adjusting the gradient's attributes.

Tip

You can set the origins of a custom gradient style by clicking the Sample box. For example, to set the center point for a radial gradient, just click the Sample box where you want the center point to appear.

Selects a linear gradient to use as the basis for your custom gradient.

A linear gradient gradually fades from one color to another in a specified direction.

Selects a radial gradient to use as the basis for your custom gradient.

A radial gradient fades in a circular pattern from one color in the inner part of the fill to another color in the outer part of the fill.

Selects a square gradient to use as the basis for your custom gradient.

A square gradient fades in a square pattern from one color in the inner part of the fill to another color in the outer part of the fill.

Sets the x origin of the center point of a radial or square gradient.

The valid range for this value is from 0 to 100. A setting of less than 50 moves the center point to the left of the center of the object being filled. A setting of more than 50 moves the center point to the right of the object being filled.

Sets the starting point of a linear gradient or the y origin of the center point of a radial or square gradient.

The valid range for this value is from 0 to 100. A setting of less than 50 moves the starting or center point above the center of the object being filled. A setting of more than 50 moves the center point below the object being filled.

Sets the degree of rotation of a linear or square gradient. The valid range for this value is from 0 to 360.

Shows a sample of the custom gradient.

Tip

You can set the origins of a custom gradient style by clicking this Sample box. For example, to set the center point for a radial gradient, just click the Sample box where you want the center point to appear.

Shows a sample of the custom gradient.

Tip

You can set the origins of a custom gradient style by clicking this Sample box. For example, to set the center point for a radial gradient, just click the Sample box where you want the center point to appear.

Adds the custom gradient to the existing gradients in the gallery.

Replaces the gradient in the gallery that was selected before you defined this custom gradient.

Determines whether a line is hairline, wide, or a fancy outline. You can also choose to have no line at all.

Line styles apply both to open objects such as straight lines and arcs, and to the borders of closed objects. You can apply a line style to a line of any thickness.

If an object is already selected, choosing a line style applies the style to the selected object. If no object is selected, choosing a line style sets the default line style.

Select this option if you want no line around the object.

Select this option if you want a very thin line around the object. Hairline has a thickness of 0.

Select this option if you want a very thin line around the object. Hairline has a thickness of 0.

Select this option if you want a thick line around an object. The Wide Line setting lets you set caps and corners.

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Select this option if you want special outlines around an object. For example, there are several outlines that can look like neon, depending on the color you select.

Select this option if you want special outlines around an object. For example, there are several outlines that can look like neon, depending on the color you select.

Sets the point size or weight of a line. The line thickness can range from 0 to 72. A line with a thickness of 0 is a hairline. A hairline is the thinnest line that can be displayed or printed.

Line thickness applies both to open objects such as straight lines and arcs, and to the borders of closed objects.

If an object is already selected, choosing a line thickness applies the thickness to the selected object. If no object is selected, choosing a line thickness sets the default line thickness.

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Line thickness applies both to open objects such as straight lines and arcs, and to the borders of closed objects.

If an object is already selected, choosing a line thickness applies the thickness to the selected object. If no object is selected, choosing a line thickness sets the default line thickness.

Lets you select a cap and corner style for wide lines.

Lets you set the appearance of line ends and the appearance of the corner intersection of lines that join. Line ends and corner styles have an obvious effect only on wide lines.

Sets the appearance of line ends without line end markers. Line caps have an obvious effect only on wide lines.

- The Round cap places the center point of a circle at the end point of the line. The diameter of the circle matches the thickness of the line.
- The Flat cap ends the line at the point of the line.
- The Square cap places the center point of a square at the end point of the line. The width of the square matches the thickness of the line.

If an object is already selected, choosing a line cap applies the cap to the selected object. If no object is selected, choosing a line cap sets the default line cap.

Tip

Experiment with the rounded cap option and a line style of short dashes to achieve a dotted (rather than dashed) line style.

Sets the appearance of line ends without line end markers. Line caps have an obvious effect only on wide lines.

- The Round cap places the center point of a circle at the end point of the line. The diameter of the circle matches the thickness of the line.
- The Flat cap ends the line at the point of the line.
- The Square cap places the center point of a square at the end point of the line. The width of the square matches the thickness of the line.

If an object is already selected, choosing a line cap applies the cap to the selected object. If no object is selected, choosing a line cap sets the default line cap.

Tip

Experiment with the rounded cap option and a line style of short dashes to achieve a dotted (rather than dashed) line style.

Sets the appearance of the corner intersection of lines that join. Corner styles have an obvious effect only on wide lines.

- The Rounded corner places the center point of a circle at the vertex of two line ends.
- The Mitre corner creates a pointed intersection that is the true intersection of two lines.
- The Bevel corner averages the angles of the two lines, creating a blunt intersection.

Tip

When you select the Mitre corner option, lines that meet at angles sharper than 11 degrees are drawn with beveled corners. This prevents objects from having extremely pointed corners.

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Tip

When you select the Mitre corner option, lines that meet at angles sharper than 11 degrees are drawn with beveled corners. This prevents objects from having extremely pointed corners.

Sets the color of the line.

If an object is already selected, the line color applies to the selected object. If no object is selected, the line color becomes the default line color.

Sets the color of the line.

If an object is already selected, the line color applies to the selected object. If no object is selected, the line color becomes the default line color.

Sets the color of the line.

If an object is already selected, the line color applies to the selected object. If no object is selected, the line color becomes the default line color.

Shows a sample of the currently defined line style.

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Sets the style of the line to either dotted, dashed, or solid.

Click a style to select it.

Sets the style of the line to either dotted, dashed, or solid.

Click a style to select it.

Sets the style of the outline. Click a style to select it.

Sets the style of the outline. Click a style to select it.

Sets the marker that appears at the starting end of a line. The start end of a line is the starting point at which the line is drawn.

If an object is already selected, choosing a line end applies the end to the selected object. If no object is selected, choosing a line end sets the default line end.

Sets the marker that appears at the starting end of a line. The Start end of a line is the starting point at which the line is drawn.

If an object is already selected, choosing a line end applies the end to the selected object. If no object is selected, choosing a line end sets the default line end.

Sets the marker that appears at the end of a line.

If an object is already selected, choosing a line end applies the end to the selected object. If no object is selected, choosing a line end sets the default line end.

Sets the marker that appears at the end of a line.

If an object is already selected, choosing a line end applies the end to the selected object. If no object is selected, choosing a line end sets the default line end.

Sets both line ends to the Start line end setting.

If an object is already selected, the line ends apply to the selected object. If no object is selected, the line ends becomes the default line ends.

Sets the thickness of the line ends.

If an object is already selected, the line end thickness applies to the selected object. If no object is selected, the line end thickness becomes the default line end thickness.

Sets the thickness of the line ends.

If an object is already selected, the line end thickness applies to the selected object. If no object is selected, the line end thickness becomes the default line end thickness.

Sets the thickness of the line ends.

If an object is already selected, the line end thickness applies to the selected object. If no object is selected, the line end thickness becomes the default line end thickness.

Shows a sample of the currently defined line ends.

Shows a sample of the currently defined line ends.

Lets you select the style of the shadow. You can have a simple, block, or soft shadow. You can also choose to have no shadow at all.

If an object is already selected, the shadow style applies to the selected object. If no object is selected, the shadow style becomes the default shadow properties.

Select this option if you want the object to have no shadow.

If an object is already selected, the shadow style applies to the selected object. If no object is selected, the shadow style becomes the default shadow style.

Select this option if you want the object to have no shadow.

If an object is already selected, the shadow style applies to the selected object. If no object is selected, the shadow style becomes the default shadow style.

Select this option if you want a simple shadow. This type of shadow offsets the object.

If an object is already selected, the shadow style applies to the selected object. If no object is selected, the shadow style becomes the default shadow style.

Select this option if you want a simple shadow. This type of shadow offsets the object.

If an object is already selected, the shadow style applies to the selected object. If no object is selected, the shadow style becomes the default shadow style.

Select this option if you want a block shadow. This type of shadow is attached to the object and extends from the object.

If an object is already selected, the shadow style applies to the selected object. If no object is selected, the shadow style becomes the default shadow style.

Select this option if you want a block shadow. This type of shadow is attached to the object and extends from the object.

If an object is already selected, the shadow style applies to the selected object. If no object is selected, the shadow style becomes the default shadow style.

Select this option if you want a soft shadow. This type of shadow is like a gradient.

If an object is already selected, the shadow style applies to the selected object. If no object is selected, the shadow style becomes the default shadow style.

Select this option if you want a soft shadow. This type of shadow is like a gradient.

If an object is already selected, the shadow style applies to the selected object. If no object is selected, the shadow style becomes the default shadow style.

Shows a sample of the currently defined shadow.

Shows a sample of the currently defined shadow.

Sets the shadow color.

If an object is already selected, the shadow color applies to the selected object. If no object is selected, the shadow color becomes the default shadow color.

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If an object is already selected, the shadow color applies to the selected object. If no object is selected, the shadow color becomes the default shadow color.

Sets the shadow color.

If an object is already selected, the shadow color applies to the selected object. If no object is selected, the shadow color becomes the default shadow color.

Sets the position of the shadow to either upper left, lower left, upper right, or lower right.

If an object is already selected, the shadow position applies to the selected object. If no object is selected, the shadow position becomes the default shadow position.

Sets the shadow position to the lower right of the object.

Sets the shadow position to the lower left of the object.

Sets the shadow position to the upper right of the object.

Sets the shadow position to the upper left of the object.

Sets the shadow depth. Drag the slider to the left to decrease the depth or drag to the right to increase the depth.

If an object is already selected, the shadow depth applies to the selected object. If no object is selected, the shadow depth becomes the default shadow depth.

Drag the slider to the left to decrease the shadow depth.

Drag the slider to the left to decrease the shadow depth.

Drag the slider to the right to increase the shadow depth.

Drag the slider to the right to increase the shadow depth.

Drag the slider to the left to decrease the shadow depth. Drag to the right to increase the shadow depth.

Sets the shadow blend color for the soft shadow option. The shadow color fades into the blend color.

If an object is already selected, the shadow blend color applies to the selected object. If no object is selected, the shadow blend color becomes the default shadow blend color.

Sets the shadow blend color for the soft shadow option. The shadow color fades into the blend color.

If an object is already selected, the shadow blend color applies to the selected object. If no object is selected, the shadow blend color becomes the default shadow blend color.

Sets the shadow blend color for the soft shadow option. The shadow color fades into the blend color.

If an object is already selected, the shadow blend color applies to the selected object. If no object is selected, the shadow blend color becomes the default shadow blend color.

Sets the font.

If text is already selected (or highlighted), the font applies to the selected text. If no text is selected, the font becomes the default text font.

Sets the text color.

If text is already selected (or highlighted), the text color applies to the selected text. If no text is selected, the text color becomes the default text color.

Sets the text color.

If text is already selected (or highlighted), the text color applies to the selected text. If no text is selected, the text color becomes the default text color.

Sets the text color.

If text is already selected (or highlighted), the text color applies to the selected text. If no text is selected, the text color becomes the default text color.

Sets the text background color.

If text is already selected (or highlighted), the background color applies to the selected text. If no text is selected, the background color becomes the default text background color.

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Sets the text background color.

If text is already selected (or highlighted), the background color applies to the selected text. If no text is selected, the background color becomes the default text background color.

Sets the font size in points.

You can select a font size by clicking the desired point size in the size list, or you can type a point size in the text box. The maximum point size is 3000 points.

If text is already selected (or highlighted), the font size applies to the selected text. If no text is selected, the font size becomes the default font size.

Sets the font style.

If text is already selected (or highlighted), the font style applies to the selected text. If no text is selected, the font style becomes the default font style.

Select this to set the font style to bold.

If text is already selected (or highlighted), the bold style applies to the selected text. If no text is selected, the bold style becomes the default font style.

Select this to set the font style to italic.

If text is already selected (or highlighted), the italic style applies to the selected text. If no text is selected, the italic style becomes the default font style.

Select this to set the font style to underline.

If text is already selected (or highlighted), the underline style applies to the selected text. If no text is selected, the underline style becomes the default font style.

Select this to set the font style to strikeout.

If text is already selected (or highlighted), the strikeout style applies to the selected text. If no text is selected, the strikeout style becomes the default font style.

Shows a sample of the currently defined text style.

Shows a sample of the currently defined text style.

Lets you assign a name to the selected object. Type the name in the text box.

Names let you describe, classify, and provide other information about objects.

Lets you assign a name to the selected object. Type the name in the text box.

Names let you describe, classify, and provide other information about objects.

Shows the coordinate location of the selected object.

You can change the object’s location by changing these coordinates.

The coordinates give the location of the top left corner of a closed object or the endpoint of an open object.

Shows the x coordinate of the selected object.

You can change the object's x coordinate location by clicking the arrows beside the control, or you can type a value in the box.

The coordinate gives the x coordinate location of the top left corner of a closed object or the endpoint of an open object.

Shows the y coordinate of the selected object.

You can change the object’s y coordinate location by clicking the arrows beside the control, or you can type a value in the box.

The coordinate gives the y coordinate location of the top left corner of a closed object or the endpoint of an open object.

Shows the width and height of the selected object.

You can change the object's size by changing these values.

The x value gives the width of the object, measured where it is widest. The y value gives the height of the object, measured where it is tallest.

Shows the width of the selected object.

You can change the object’s width by clicking the arrows beside the control, or you can type a value in the box.

The width of the object is measured where the object is widest.

Shows the height of the selected object.

You can change the object’s height by clicking the arrows beside the control, or you can type a value in the box.

The height of the object is measured where the object is tallest.

Select this option to keep changes to the height or width proportional. For example, if you change the height, the width changes automatically to keep the size proportional.

Shows the layer on which the object is located.

To move the object to a different layer, expand the control, then select a different layer.

Shows the layer on which the object is located.

To move the object to a different layer, click the box, then select a different layer.

The controls on this panel let you set Web hyperlinks to objects.

The hyperlink properties are as follows:

Property	Action
None	Assigns no hyperlink.
URL	Links an object to a Web address.
Document Page	Links an object to another page in your Web site.
E-Mail Address	Links an object to an e-mail address.
File	Links an object to a specified file. The file opens when the object is clicked by the user.
Object	Links an object to another object on the same page. The object being linked to must be named using the General tab of the Object Properties dialog box.

Select this option if you want an object to have no Web hyperlink.

Select this option to link an object to another Web address.

Type the Web address to which you want the selected object to link.

Lets you select a Web address from the bookmarks you set in your Web browser.

Lets you select a Web address from the sites you visited using Internet Explorer.

Select this option to link an object to another page in your Web site.

Select the page in your Web site to which you want the selected object to link.

Select this option to link an object to an e-mail address.

Type the e-mail address to which you want the selected object to link.

Select this option to link an object to a file for downloading.

Type the name of the file to which you want the selected object to link.

Lets you browse your system for the file to which you want to link the selected object.

Select this option to link an object to another object in your Web page. The object you want to link to must be named.

To assign a name to an object, use the General Panel of the Object Properties dialog box.

Select the name of the object to which you want the selected object to link.

To assign a name to an object, use the General Panel of the Object Properties dialog box.

The Blend dialog box lets you specify the number of transformations, or steps, between the two objects you are blending. Each step is a different object slightly changed to look more like the second object. The more steps you use, the closer (and smoother) the transforming objects are. You can use as many as 100 steps.

After you create a blend, all the transformations between the two objects are grouped as a single object. To ungroup the transformations, select the grouped object and press **SHIFT+F5** to ungroup it.

Objects blend from the front to the back object (the front object is the one you drew last). Select an object and press **F10** to move it to the front.

Graphics cannot blend patterns, but it blends the pattern color and places the pattern in all transformations. If the objects have different patterns (for example, a hatch and gradient), *Graphics* places the pattern of the front object in all transformations.

Tip

Blending results are usually better with uncomplicated objects.

Specifies the number of transformations, or steps, between the two objects you are blending. Each step is a different object, slightly changed to look more like the second object. The more steps you use, the closer (and smoother) the transforming objects are. You can use as many as 100 steps.

After you create a blend, all the transformations between the two objects are grouped as a single object. To ungroup the transformations, select the grouped object and press **SHIFT+F5** to ungroup it.

Lets you reverse the way *Graphics* normally compares points if you dislike the results of a blend.

Objects are drawn either clockwise or counterclockwise from a starting point. For example, closed objects are drawn counterclockwise. When *Graphics* blends objects, it matches corresponding points of the two objects, so the order in which the points were drawn determines the appearance of the blend.

Lets you enter name and address information into a database which you can merge into a drawing.

Click this button to see the previous record in the address list.

Click this button to see the next record in the address list.

Drag the slider to navigate through the records in the address list.

Clears the fields so you can add a new record to the address list.

Deletes the current record from the address list.

Lets you enter the information for a new record in the address list.

Type the first name of the person you are adding to the address list.

Type the last name of the person you are adding to the address list.

Type the company name of the person you are adding to the address list.

Type the first address line of the person you are adding to the address list.

Type the second address line of the person you are adding to the address list.

Type the city of the person you are adding to the address list.

Type the state or province of the person you are adding to the address list.

Type the ZIP or Postal Code of the person you are adding to the address list.

Type the country of the person you are adding to the address list.

Type additional information for the person you are adding to the address list.

Lets you sort the records in the address list by any field.

Select a field as the primary sorting order for the records.

Sorts the records in ascending order.

Sorts the records in descending order.

Lets you set the secondary sorting order of the records in the address list.

Sorts the records in ascending order.

Sorts the records in descending order.

Lets you start a new address list. The list is named Untitled.txt until you save the file with a name.

Lets you open an existing address list so you can add, delete, or edit records.

Lets you save the changes made to the current address list.

Lets you save the address list to a different filename.

Lets you enter your personal address information.

When you use the Project wizard, some projects ask for your address information. The information entered in the Wizard Defaults dialog box appears automatically in the wizard.

Lets you enter your business address information.

When you use the Project wizard, some projects ask for your address information. The information entered in the Wizard Defaults dialog box appears automatically in the wizard.

Click this tab to open this panel of the Wizard Defaults dialog box.

Type your first name.

Type your last name.

Type your first address line.

Type your second address line.

Type your city name.

Type your state or province.

Type your ZIP or Postal Code.

Type your country name.

Type your phone number.

Type your fax number.

Type your e-mail address.

Type your business name.

Type your business first address line.

Type your business second address line.

Type your business city name.

Type your business state or province.

Type your business ZIP or Postal Code.

Type your business country name.

Type your business phone number.

Type your business fax number.

Type your business e-mail address.

The controls on this panel set the general preferences of *Graphics*.

The general options are as follows:

Option	**Action**
Object Sizing	Sets preferences for sizing label text, line width, line ends, and shadows when an object is sized.
Show Startup dialog	When checked, displays Welcome screen when starting the program.
Block select	Sets the action taken when you point and drag over an unselected object
Undos and Redos	Sets the number of undos and redos available

This panel lets you specify the *Graphics* Templates directory and the preferences for saving a DRW file.

This panel lets you select the application used for editing bitmap objects.

You can also set the option to use the text tool to create and edit label text by default.

The controls on this panel set preferences for the drawing tools.

The drawing options are as follows:

Option	**Action**
Rotating/Slanting	Sets the steps for angle rotation.
Display "Finished" button...	When selected, displays a Finished button to press when you finish drawing an object.

The controls on this panel let you set the scale of the page. This automatically adjusts the measurements on the rulers.

Select a unit and what one unit represents on the page.

The controls on this panel set preferences for the grid, which is used to help align objects.

The grid options are as follows:

Option	Action
Grid Units	Sets the number of grid units per unit of measurement.
Grid Snapping	Sets the option to snap to the grid and when the grid is displayed.

The controls on this panel let you manage guide lines and set guide line options.

The guide line options are as follows:

Option	Action
Location	Sets the location of a guide line. The Add Vert. or Add Horiz. buttons let you add the guide line to the page.
Guide Line List	Lists all guide lines currently in use. Horizontal are notated with "Horiz" and Vertical are notated with "Vert."
Guide Line Snapping	Sets the option to snap to guide lines and when guide lines are displayed.
Guide Line Options	Sets guide line color and whether guide lines are locked into place.

Click this tab to display this panel of the Options dialog box.

Select this option if you want label text to size proportionally as you size the object to which it is attached.

Select this option if you want line thickness to size proportionally as you size an object.

Select this option if you want line ends to size proportionally as you size an object.

Select this option if you want shadow thickness to size proportionally as you size an object.

Select this option if you want the Welcome screen displayed whenever you run *Graphics*.

Select this option if you want *Graphics* to prompt you to save a copy of your document in DRW format when you save a document in another format. For example, with this option selected, if you save a document in BMP format, you are prompted to save a copy in DRW format also.

Select this option if you want *Graphics* to automatically save a copy of your document in DRW format when you save a document in another format.

Select this option if you do not want *Graphics* to prompt you to save a copy of your document in DRW format when you save a document in another format.

Sets the level of undos and redos.

The maximum setting for this option is 50. The higher the undos/redos setting, the more memory required by *Graphics*.

This option determines the way *Graphics* interprets your action when you point to an unselected object with the Select cursor and start dragging.

- If this option is cleared, *Graphics* assumes that when you point to an unselected object with the Select cursor and start dragging, that you want to select and move the object.
- If this option is selected, *Graphics* assumes that you always want to draw a bounding box to select objects when you point and drag, even if you happened to be pointing to an unselected object when you started dragging.

Note that this option affects the behavior of *Graphics* only when you begin dragging with the Select cursor pointing to an unselected object. For either setting, if you point to an empty area on your document and drag, you draw a bounding box for selecting objects. Also, for both settings, if you point to a selected object and drag, you move the object.

Sets the Rotation/Slant angle.

The Constraint Angle determines the way objects are constrained when drawn, rotated, or slanted with the **SHIFT** key held down. For example, setting the angle constraint to 10 constrains manual rotations to angles that are multiples of 10 degrees while the **SHIFT** key is held down.

Select this option if you want a Finished button displayed when you use a drawing tool. This button lets you indicate when you finish drawing an object.

If a tool has options connected to the Finished button, the Finished button appears with or without this option selected. The Text tool, for example, has options connected to the Finished button.

Sets the page measurement unit for scaling.

Sets the scale ratio value for the drawing.

Sets the drawing measurement unit for scaling.

Describes the current drawing size.

Select this to turn on Snap to Grid.

Turning on this option causes objects to snap to the closest grid unit during actions such as drawing or moving.

Sets whether grid dots are always shown, always hidden, or shown only when Snap to Grid is turned on.

Sets the number of grid units per page measurement unit.

Sets the page measurement units used for calculating grid units.

Sets the ruler position of a guide line. Use this box to add a guide line or change the position of an existing guide line.

To add a guide line, type a position and click either Add Vert. or Add Horiz. To change the position of an existing guide line, select the guide line in the list and type a new position.

Unit of measurement to use when entering a location for the guide line.

Lists the guide lines currently in use. Horizontal guide lines are marked with "Horiz" and vertical guide lines are marked with "Vert."

Select a guide line in the list to change its position or clear it.

Click to add a vertical guide line. You must first enter a position in the Enter Location box.

Click to add a horizontal guide line. You must first enter a position in the Enter Location box.

Click to remove the selected guide line from the list.

Click to remove all guide lines.

Select this to turn on Snap to Guide Lines.

Turning on this option causes objects to snap to the closest guide line during actions such as drawing or moving.

Sets whether guide lines are always shown, always hidden, or shown only when Snap to Guide Line is turned on.

Sets distance from a guide line that an object snaps to the guide line.

Unit of measurement to use when entering the snap range.

Select this to lock guide lines so they cannot be moved.

Sets the color of guide lines. The default color is blue.

Click this tab to display this panel of the Text Properties dialog box.

The controls on this panel let you set the font, font size, style, and color of text. These properties apply to plain text, column text, and label text.

The font properties are as follows:

Font Property	Action
Font	Sets the text font.
Size	Sets the text size in points.
Font Style	Sets the font style. The style options are bold, italic, underline, and strikeout.
Text Color	Sets the text color.
Background Color	Sets the text background color.

A text block can contain any combination of fonts, font sizes, styles, and colors.

Sets the font.

If text is already selected (or highlighted), the font applies to the selected text. If no text is selected, the font becomes the default text font.

Sets the text color.

If text is already selected (or highlighted), the text color applies to the selected text. If no text is selected, the text color becomes the default text color.

Sets the text color.

If text is already selected (or highlighted), the text color applies to the selected text. If no text is selected, the text color becomes the default text color.

Sets the text color.

If text is already selected (or highlighted), the text color applies to the selected text. If no text is selected, the text color becomes the default text color.

Sets the text background color.

If text is already selected (or highlighted), the background color applies to the selected text. If no text is selected, the background color becomes the default text background color.

Sets the text background color.

If text is already selected (or highlighted), the background color applies to the selected text. If no text is selected, the background color becomes the default text background color.

Sets the text background color.

If text is already selected (or highlighted), the background color applies to the selected text. If no text is selected, the background color becomes the default text background color.

Sets the font size in points.

You can select a font size by clicking the desired point size in the size list, or you can type a point size in the text box. The maximum point size is 3000 points.

If text is already selected (or highlighted), the font size applies to the selected text. If no text is selected, the font size becomes the default font size.

Sets the font style.

If text is already selected (or highlighted), the font style applies to the selected text. If no text is selected, the font style becomes the default font style.

Select this to set the font style to bold.

If text is already selected (or highlighted), the bold style applies to the selected text. If no text is selected, the bold style becomes the default font style.

Select this to set the font style to italic.

If text is already selected (or highlighted), the italic style applies to the selected text. If no text is selected, the italic style becomes the default font style.

Select this to set the font style to underline.

If text is already selected (or highlighted), the underline style applies to the selected text. If no text is selected, the underline style becomes the default font style.

Select this to set the font style to strikeout.

If text is already selected (or highlighted), the strikeout style applies to the selected text. If no text is selected, the strikeout style becomes the default font style.

Shows a sample of the currently defined text style.

Shows a sample of the currently defined text style.

The controls on this panel let you set margins, indents, and column properties. The options change depending on whether Plain Text, Wordwrapped Text, or Column Text is selected.

The Margin/Column properties are as follows:

Text Type	**Options**
Plain Text	There are no margins for Plain Text.
Wordwrapped Text	Set the first line indent, and left and right margins.
Column Text	Set first line indent, left and right margins, number of columns, and gutter width.

Removes any margins from text. The text does not wrap unless you press **ENTER** at the end of a line.

Lets you set left and right margins for text.

Lets you create columns that are linked like newspaper columns.

Lets you set an indent for the first line of text.

Lets you set an indent for the first line of text.

Specifies the measurement to use when entering the first line indent.

Lets you specify a ruler position for the left margin.

Lets you specify a ruler position for the left margin.

Specifies the measurement to use when entering the left margin.

Lets you specify a ruler position for the right margin.

Lets you specify a ruler position for the right margin.

Specifies the measurement to use when entering the right margin.

Lets you specify the number of columns.

Lets you specify the number of columns.

Lets you specify the width of the space between columns.

Lets you specify the width of the space between columns.

Specifies the measurement to use when entering the gutter width.

The controls on this panel let you set paragraph, line, and character spacing.

The Spacing properties are as follows:

Spacing Property	Action
Paragraph Spacing	Sets the space before or after paragraphs.
Line Spacing	Sets the space between lines.
Character Spacing	Sets the space between characters.

Sets the space between characters. Select characters to adjust, or place the cursor between the two characters you want to adjust.

Select the spacing unit, either Font Character or % of EM. Then, type the amount of space you want between characters.

If you use Font Character, spacing is measured by the width of the letter M of the current font. Therefore, 1 is equal to the width of an M. If you use % of EM, the letter M is broken into 1000 units. Therefore, to increase the spacing half the width of the letter M, type 500.

Sets the unit for setting character spacing. Select characters to adjust, or place the cursor between the two characters you want to adjust.

Select the spacing unit, either Font Character or % of EM. Then, type the amount of space you want between characters.

If you use Font Character, spacing is measured by the width of the letter M of the current font. Therefore, 1 is equal to the width of an M. If you use % of EM, the letter M is broken into 1000 units. Therefore, to increase the spacing half the width of the letter M, type 500.

Sets the amount of space between lines. Line space units depends on the current ruler unit setting.

Sets the amount of space before paragraphs. Paragraph space units depends on the current ruler unit setting.

Sets the amount of space after paragraphs. Paragraph space units depends on the current ruler unit setting.

The controls on this panel let you set horizontal spacing between left and right margins, and vertical spacing between top and bottom margins of column text.

Aligns text with the left margin.

Aligns text with the left margin.

Centers text between the left and right margins.

Centers text between the left and right margins.

Aligns text with the right margin.

Aligns text with the right margin.

Spreads text between the left and right margins so there are no ragged edges.

Spreads text between the left and right margins so there are no ragged edges.

Places first line of column text at the top of the column.

Places first line of column text at the top of the column.

Centers text vertically between the top and bottom margins.

Centers text vertically between the top and bottom margins.

Places last line of column text at the bottom of the column.

Places last line of column text at the bottom of the column.

Spreads text evenly between the top and bottom margins.

Spreads text evenly between the top and bottom margins.

Places text above the object as a caption.

Places text above the object as a caption.

Places text below the object as a caption.

Places text below the object as a caption.

Specifies the drive and folder containing the *Graphics* templates. To change this setting, use Browse to find the templates or type a drive and folder in this box.

Click this to find the drive and folder containing the template files.

Double-click a folder to open the folder and locate a template file.

Select this option to set your image editor to iGrafx Business Image.

Select this option to set your image editor to iGrafx Image.

Select this option if you want to be able to edit an OLE object in-place.

If an OLE server program supports the in-place editing feature of OLE 2.0, then the server places its tools and menus directly in the *Graphics* workspace when it opens. You use these tools and commands to edit the OLE object. Because you are still in *Graphics*, you can see your *Graphics* page while you edit the OLE object.

If this option is cleared, then you cannot choose in-place editing for OLE objects.

Select this option if you want to create or edit label text by clicking an object with the Text tool. Otherwise, you must create label text by selecting the object and typing text, or by choosing Edit Label text from the menu.

If this option is not selected, the Text tool only creates freeform text.

When selected, this option always positions new label text in the center of an object. If this option is not selected, label text is positioned at the label alignment that was set when the object was created.

Lets you set the resolution and color depth to use for an image.

The resolution determines the number of pixels per inch. The color depth determines the maximum number of colors.

Sets the number of pixels per inch in the image. The higher the resolution, the larger the file size of an image.

Sets the maximum number of colors in the image. The higher the color depth, the larger the file size of an image.

Size of file resulting from the number of colors and resolution selected.

Width of file in pixels resulting from the resolution selected.

Height of file in pixels resulting from the resolution selected.

Select this option to set the square area around the image to transparent. This option is only available when saving 256 color GIF images.

Sets the compression percentage of the file.

Note
High compression can sometimes create noise in the graphic.

Select the compression percentage of the file.

Note
High compression can sometimes create noise in the graphic.

Sets the number of pixels per inch in the image. The higher the resolution, the larger the file size of an image.

Sets the maximum number of colors in the image. The higher the color depth, the larger the file size of an image.

Select this option to save stages of the image. When an interlaced image is drawn on screen it appears a little at a time. This option is only available when saving 256 color GIF files.

Size of file resulting from the number of colors and resolution selected.

Width of file in pixels resulting from the resolution selected.

Height of file in pixels resulting from the resolution selected.

Select the way you want colors to appear in the image.

Select this option to set the square area around the image to transparent.

The Spelling dialog box gives you options for handling a misspelled or unrecognized word in your text.

Graphics checks spelling by comparing words in your document with words in its dictionary. If *Graphics* finds a word in your drawing that is not in the dictionary, the word is displayed as a possible misspelling.

Shows possible correct spellings. You can edit the word in this box.

Shows possible correct spellings. You can edit the word in this box.

Shows words similar to the misspelled word.

Shows words similar to the misspelled word.

Skips the word in the Change To box without changing it.

Skips all occurrences of the word in the Change To box without changing them. You are not prompted for a response on subsequent occurrences of this word.

Changes the highlighted word to the word in the Change To box.

Changes all occurrences of the highlighted word to the word in the Change To box. You are not prompted for a response on subsequent occurrences of this word.

Adds the word in the Change To box to the current dictionary.

Reduces a window to an icon.

Returns a window to its previous size and position.

Enlarges a window to fill the screen.

Closes a window or application.

Moves a window. When you choose Move, the cursor becomes a four-headed arrow. You can then use the arrow keys to move the window. When the window is in the location that you want, press **ENTER**.

This command is unavailable if you maximize the window.

Changes the size of a window. When you choose Size, the cursor becomes a four-headed arrow. You can then use the arrow keys to select the window border you want to move. When the border is in the position you want, press **ENTER**.

This command is unavailable if you maximize the window.

Makes the next open window the active window. The windows are selected in the order in which they were opened.

Lets you scroll a document horizontally or vertically. Scroll bars are located at the right and bottom edges of the document window.

You can scroll documents by clicking the arrows at either end of the scroll bar, dragging the button on the scroll bar, or clicking the scroll bar.

The current layer is indicated by an arrowhead in this column. The current layer is the layer on which new objects are placed and the layer being edited, unless the Edit All Layers option is selected.

To make another layer the current layer, double-click the layer's name or drag the arrowhead to the layer.

The names of the layers are listed in this column.

The visible setting of a layer is indicated by the box in this column. If the box is selected, the layer is displayed. If the box is clear, the layer is hidden.

Hiding a layer does not affect its print property.

The print setting of a layer is indicated by the box in this column. If the box is selected, the layer is printable. If the box is clear, the layer is nonprintable.

The lock setting of a layer is indicated by the box in this column, If the box is selected, the layer is locked. If the box is clear, the layer is unlocked.

Lists the layers defined for the active document.

The current layer is indicated by the arrowhead in the Current column. The Visible, Printable, and Locked columns indicate whether a layer is visible or hidden, printable or nonprintable, and locked or unlocked.

To make another layer the current layer, double-click the layer's name or drag the arrowhead to the layer.

To select a layer for deleting, renaming, or moving, click its name.

Select this option to turn on Edit All Layers.

Editing all layers lets you select, move, and edit all objects in the active document, regardless of the layer on which they are located. When editing all layers, you cannot move an object on a lower layer in front of an object on a higher layer.

Tips

New objects are always placed on the current layer, even when you are editing all layers.

To switch back to editing just the current layer, deselect Edit All Layers.

Lets you add a new layer to the active document. The new layer becomes the current layer.

New layers are added at the end of the layer list.

Deletes the selected layer.

To select a layer for deleting, click its name.

Lets you rename the selected layer.

To select a layer for renaming, click its name.

Moves the selected layer one level toward the top of the layer list.

To select a layer for moving, click its name.

Moves the selected layer one level toward the bottom of the layer list.

To select a layer for moving, click its name.

This dialog box lists the layers defined for the active document and lets you perform layer operations.

- The current layer is indicated by an arrowhead in the Current column before the layer's name. The current layer is the layer on which new objects are placed and the layer being edited, unless the Edit All Layers option is turned on.
- The visible setting of a layer is indicated by the box under the bulb icon. If the box is selected, the layer is displayed. If the box is clear, the layer is hidden.
- The print setting of a layer is indicated by the box under the printer icon. If the box is selected, the layer is printable. If the box is clear, the layer is nonprintable.
- The lock setting of a layer is indicated by the box under the lock icon. If the box is selected, the layer is locked. If the box is clear, the layer is unlocked.

Besides letting you change the visible, print, and lock properties of layers, the dialog box lets you select the current layer; add, delete, and rename layers; change the order of layers; and specify whether you want to edit the current or all layers.

Note
The Layer Manager will not close if you have selected a hidden, locked layer as the current layer. To close the Layer Manager, you must change the current layer to a layer that is not hidden or locked.

The Layer Name dialog box lets you specify the name to assign to this layer.

Specifies the name to assign to this layer.

Lists the layers defined for the active document. Click the name of the layer to which you want to move the object.

Select this box to make the selected layer the active layer.

This dialog box lists the pages defined for the active document and lets you perform page operations.

The current page is highlighted when you open the Page Manager. You can add, remove, rearrange, or rename a page.

If you remove a page, all objects on the page are deleted.

Note
You cannot manipulate pages of projects that have default page names other than Page 1, Page 2, etc.

Lets you add a new page to the active document.

New pages are added at the end of the page list.

Deletes the selected page.

To select a page for deleting, click its name.

Lets you rename the selected page.

To select a page for renaming, click its name.

Moves the selected page one level toward the top of the page list.

To select a page for moving, click its name.

Moves the selected page one level toward the bottom of the page list.

To select a page for moving, click its name.

Click OK (or Yes) to close the dialog box and save selections.

Click Cancel (or No) to close the dialog box without saving changes.

Click Help (if available) to read general help about the dialog box.

Lists the pages defined for the active document.

To select a page for deleting, renaming, or moving, click its name.

The Rotate by Angle dialog box lets you rotate selected objects by a specified amount.

Set the rotation amount in degrees using the Angle control. Set the rotation direction by selecting the Clockwise or Counter-Clockwise option.

Sets the amount of rotation in degrees.

Sets the rotation direction. Select this option to choose a clockwise rotation.

Sets the rotation direction. Select this option to choose a counter-clockwise rotation.

Deletes the layer you were pointing to when you opened the shortcut menu.

Lets you rename the layer you were pointing to when you opened the shortcut menu.

Sets the visible property of the layer you were pointing to when you opened the shortcut menu.

A check mark indicates the layer is visible.

Sets the print property of the layer you were pointing to when you opened the shortcut menu.

A check mark indicates the layer is printable.

Sets the lock property of the layer you were pointing to when you opened the shortcut menu.

A check mark indicates the layer is locked.

Lets you set the properties of the object you were pointing to when you opened the shortcut menu.

Adds a blank page to the end of the page list.

If you are using the Animation page type, the new page contains a copy of the contents of the previous page.

Deletes the page you were pointing to when you opened the shortcut menu.

Lets you rename the page you were pointing to when you opened the shortcut menu.

Lets you select the name of a page to open.

Moves the page you were pointing to one place closer to the end of the page list.

Moves the page you were pointing to one place closer to the front of the page list.

Displays gray lines that indicate the nonprintable area of the page. Also, if you are printing projects like labels or business cards, the gray lines indicate how the page is divided into labels or cards.

Opens the Background dialog box where you can select a background for the page.

Opens the Print Setup dialog box where you can change your printer settings.

Click OK (or Yes) to close the dialog box and save selections.

Click Cancel (or No) to close the dialog box without saving changes.

Click Help (if available) to read general help about the dialog box.

Opens the Files panel of the Options dialog box letting you select the options for saving in a format other than DRW.

Places a new graphic on the page and maintains the original proportions of the new graphic.

Places a new graphic on the page, and resizes the new graphic proportionally to fit in the same area as the previous graphic.

Places new clip art on the page, and resizes the new graphic nonproportionally to fit in the same area as the the previous graphic. The new graphic may look strteched.

Displays how the graphic will be sized according to the option selected.

Type the drive letter to the CD-ROM drive or the path on the network where you can access the file.

Lets you select the path to the CD-ROM drive or the path on the network where you can access the file.

Closes the active drawing. If you have made changes to the drawing that you have not saved, you are prompted to save the changes.

Closes all open windows and drawings.

If a drawing contains changes that you have not saved, you are prompted to save the changes before the window closes.

Lets you assign a name to a drawing, or make a copy of an existing drawing by giving it a new name.

This command also lets you save a drawing in a different format. This process is often called exporting.

Lets you save the active drawing as a template file.

You probably want to make a template for any drawing you create on a regular basis. Once you have saved a basic design as a template, you can create a new drawing quickly by simply adding the current text and clip art.

Lets you save only the objects on your drawing that are selected. When you save selected objects, the page size of the new file automatically changes to fit the size of the selected objects.

Opens your mail program with the drawing as an attachment.

Opens the Output Wizard letting you save the file as an AVI. Once the AVI is created, your mail program opens with the AVI as an attachment.

Opens the Output Wizard letting you save the file as an animated GIF. Once the GIF is created, your mail program opens with the GIF as an attachment.

Opens the Output Wizard letting you save the file as an AVI.

Opens the Output Wizard letting you save a drawing as an executable file that can be viewed without having iGrafx Business installed. Using the IGXPlayer, you can create an automatic or manual slide show presentation that contains animated GIFs and sound..

Opens the Output Wizard and lets you set options and save an animated GIF. To create an Animated GIF, you should use the Animation page type, or any other page type that can contain multiple pages.

Lets you change the layout, size, and orientation of the page in the active drawing. You can change page settings before, during, or after creating a drawing.

Note
If you change the page setup, and you plan to print your work, you need to change the printer setup to match.

Opens the Output wizard where you can choose from several ways to output your drawing. You can print to your printer, create a Web page, create an animated GIF, create an AVI, create Windows wallpaper, save as another file type, transport to another application, send via e-mail, or save an executable file.

Lists the four drawings you have used most recently so you can access them quickly.

Note
If a file is deleted or is on a drive that is not currently available, it may still appear on the File menu. When you choose one of these files, *Graphics* displays a message stating that it cannot find the file.

Closes all open windows and quits *Graphics*.

If you have made changes to any open drawing, you are prompted to save the drawing before the program quits.

Lets you choose the way you want to paste objects from the Clipboard.

Lets you paste an object from the Clipboard onto a new, blank page.

Deletes the selected objects.

Deletes all objects on the page. If you have multiple layers, all objects on all layers are deleted.

Selects all objects and text on the current layer in the active drawing.

When multiple objects are selected, actions such as copying, moving, filling, and editing apply to all of the selected objects.

Tip

If the Edit All Layers option of the Layers command is turned on, then Select All selects all objects on all layers, except objects located on hidden or locked layers.

Deselects all objects and text in the active drawing.

Lets you quickly replace a clip art object with clip art from Share Media.

Lets you quickly replace a clip art object with clip art using the Insert Picture command.

Lets you edit the selected text, object, clip art, bitmap, or OLE object.

If more than one method is available for editing the selection, then choices for those edit methods appear on this section of the menu.

Lets you edit the objects within a group.

Lets you edit the selected object without changing its object type. The way in which you edit a particular object depends upon its type.

Lets you edit the selected object without changing its object type. The way in which you edit a particular object depends upon its type.

Lets you edit the selected object without changing its object type. The way in which you edit a particular object depends upon its type.

Lets you edit the selected object by dragging its anchor points. Anchor points are mathematically defined points that determine an object’s edges.

- If you drag an anchor point connected to a straight edge, the straightness of the edge is maintained.
- If you drag an anchor point connected to a curved edge, the curve is maintained.

Lets you edit the selected object by dragging its control points. Control points are special points produced by defining the shape of an edge as a Bézier curve. When you edit an edge by moving a control point, you change the shape of the edge, but not the location of its anchor points.

Displays the text cursor so you can change text.

Lets you enter or edit label text for the selected object.

Lets you edit an image by warping, or dropping out colors.

Lets you edit an image using the image editor you set as the default on the Editing panel of the Options dialog box.

Lets you crop an image by dragging the sides inward.

Lets you edit the code or script of a Web page object.

Displays the page so that the full width of the page fits the window.

Displays the selection so that it fits in the active window.

Lets you preview the animation before you save it as an animated GIF. Press **ESC** to close the preview.

Redraws all open windows. This lets you clear the screen of unwanted fragments that sometimes result from manipulating objects.

Redraws all open windows with smoother lines (anti-alias). This lets you clear the screen of unwanted fragments that sometimes result from manipulating objects.

Toggles between proof and draft mode. Draft mode allows a complex object to be redrawn faster because certain elements such as gradient fills are not shown.

Proof mode does not affect the way an object prints.

Lets you specify which toolbars you want displayed on your workspace. The toolbars contain buttons that give you quick access to *Graphics* commands.

Once you display a toolbar, you can move it to any location on the screen.

Shows or hides the status bar.

The status bar shows information about your drawing that lets you quickly determine current settings.

Shows or hides the Visual Toolbar. The Visual Toolbar guides you through drawing and changing objects.

Shows or hides the Gallery. The Gallery lets you select from chart and diagram palettes, illustrating palettes, clip art, or apply formatting attributes to objects.

Shows or hides the rulers.

The rulers help you measure and position the elements of your drawing. The current location of the cursor is indicated by red and blue lines on the rulers, and the dimensions of objects are indicated by black lines on the rulers.

Opens the Insert Picture dialog box so you can select a picture file to insert.

Lets you create a new OLE object using iGrafx Image. The iGrafx Image tools automatically open letting you create a new image.

Lets you create a new OLE object using the *Image* component of iGrafx Business. The *Image* tools automatically open letting you create a new image.

Lets you create a new OLE object using the *3D* component of iGrafx Business. The *3D* tools automatically open letting you create a new image.

Opens the Insert Object dialog box, which lets you insert an OLE object into the active drawing.

You can

- Create an OLE object from an existing file.
- Open an OLE compatible program, create the object in the program, and close the program and automatically insert the object into *Graphics*.

Note
If you want to insert an OLE object that you have copied to the Clipboard, use the Paste Special command on the Edit menu.

Lets you scan a picture into *Graphics* using a TWAIN device. The scanned image appears in *Graphics* as an image.

Lets you select a scanner or other TWAIN device for use in scanning images into *Graphics*.

Opens the Open dialog box so you can select a text file to insert.

Lets you insert placeholders for the complete address of a person in the address list.

When you print the drawing, the information from a selected address list is printed in place of the placeholder.

Lets you insert placeholders for the full name of a person in the address list.

When you print the drawing, the information from a selected address list is printed in place of the placeholder.

Lets you insert placeholders for the City, State, and ZIP of a person in the address list.

When you print the drawing, the information from a selected address list is printed in place of the placeholder.

Lets you insert a placeholder for the Last Name field in the address list.

When you print the drawing, the information from a selected address list is printed in place of the placeholder.

Lets you insert a placeholder for the First Name field in the address list.

When you print the drawing, the information from a selected address list is printed in place of the placeholder.

Lets you insert a placeholder for the Company field in the address list.

When you print the drawing, the information from a selected address list is printed in place of the placeholder.

Lets you insert a placeholder for the Address 1 field in the address list.

When you print the drawing, the information from a selected address list is printed in place of the placeholder.

Lets you insert a placeholder for the Address 2 field in the address list.

When you print the drawing, the information from a selected address list is printed in place of the placeholder.

Lets you insert a placeholder for the City field in the address list.

When you print the drawing, the information from a selected address list is printed in place of the placeholder.

Lets you insert a placeholder for the State/Province field in the address list.

When you print the drawing, the information from a selected address list is printed in place of the placeholder.

Lets you insert a placeholder for the ZIP/Postal Code field in the address list.

When you print the drawing, the information from a selected address list is printed in place of the placeholder.

Lets you insert a placeholder for the Country field in the address list.

When you print the drawing, the information from a selected address list is printed in place of the placeholder.

Lets you insert a placeholder for the Other field in the address list.

When you print the drawing, the information from a selected address list is printed in place of the placeholder.

Lets you insert your own HTML code or other script into a Web page. When you insert a Web page object, a placeholder box appears, indicating the "window" where the code will be executed when you view the Web page.

Lets you decorate the background of your drawing with color fills, graphics, textures, or watermarks as if you are using decorative paper.

Lets you set the interior fill of objects.

If an object is already selected, choosing a fill applies the fill to the selected object. If no object is selected, choosing a fill sets the default fill.

Lets you set line properties such as the style, thickness, ends, caps, corners, and color of lines.

If an object is already selected, choosing a line property applies the line property to the selected object. If no object is selected, choosing a line property sets that property as a default line property.

Lets you set line end properties for the beginning and end of a line.

If an object is already selected, choosing line ends applies the ends to the selected object. If no object is selected, choosing line ends sets that property as a default line ends.

Lets you set shadow properties such as the type of shadow, position, color, and depth.

If an object is already selected, choosing a shadow property applies the shadow property to the selected object. If no object is selected, choosing a shadow property sets that property as a default shadow property.

Lets you set text properties such as font, size, style, and color of text.

If an object is already selected, choosing a text property applies the text property to the selected object. If no object is selected, choosing a text property sets that property as a default text property.

Shows and lets you change the name, location, size, and layer of selected objects.

Lets you set the properties applied to new objects by default. These properties are Fill, Line, Line Ends, Shadow, Text, and General.

Resets the properties applied to new objects to the default properties set at installation. These properties are Fill, Line, Line Ends, Shadow, Text, and General.

Lets you set text properties such as font, size, style, and color of text.

If an object is already selected, choosing a text property applies to the selected object. If no object is selected, choosing a text property sets that property as a default text property.

Lets you set right and left margins and first-line indents for text. For column text, you can set the number of columns and the gutter width.

- The right and left margins determine the location and width of the text block.
- The first-line indent moves the start of the first line of a paragraph to the left or right of the left margin.

Notes
Margins and indents apply to text only when Wordwrap is turned on.

Unless you specify a right margin when you begin entering plain text by dragging a text box, plain text has no right margin.

You can give different paragraphs in a plain text object different margins and indents.

Lets you set spacing between paragraphs, lines, and characters.

Lets you set text alignment between left and right margins. For column text, you can set vertical alignment between top and bottom margins. Or, set the position of label text to either above or below the object.

Creates a freeform text object from label text attached to an object.

Positions label text to the top of an object.

If an object is already selected, choosing this command positions the label text for the selected object. If no object is selected, choosing this command sets Top as the default Label Position.

Positions label text to the middle of an object.

If an object is already selected, choosing this command positions the label text for the selected object. If no object is selected, choosing this command sets Middle as the default Label Position.

Positions label text to the bottom of an object.

If an object is already selected, choosing this command positions the label text for the selected object. If no object is selected, choosing this command sets Bottom as the default Label Position.

Positions label text above an object.

If an object is already selected, choosing this command positions the label text for the selected object. If no object is selected, choosing this command sets Above Object as the default Label Position.

Positions label text below an object.

If an object is already selected, choosing this command positions the label text for the selected object. If no object is selected, choosing this command sets Below Object as the default Label Position.

Aligns label text to an object's edge.

To set the position and orientation of the text, click the  button on the Formatting toolbar.

If an object is already selected, choosing this command aligns the label text for the selected object. If no object is selected, choosing this command sets the default Label Position.

Copies the fill, line, and shadow properties of a selected object or text, or picks up the default object properties.

Note
You cannot pick up the style of selected objects with different properties.

Applies to a selected object or text the properties picked up by the Pick Up command on the Format menu.

Opens the EffectsBrowser dialog box and lets you choose from the many different effects supplied with *Graphics*.

Effects can only be applied to an image. If you select an object that is not an image, the object is converted to an image using the default resolution setting (usually 96 dpi). If you want the object to be converted to an image at a different resolution, use the Convert to Image command before applying an effect.

Opens the Color Adjustment toolbar, which lets you colorize, adjust brightness and contrast, and adjust the amount of red, green, and blue in selected objects.

Converts the selected object to curves. When you convert an object to curves, the object editing mode, such as Edit Rectangle, is eliminated. You can only edit points and curves.

Once you convert text to curves, it cannot be edited as text. Each character becomes a separate object and the characters are grouped into one object. Converting text to curves lets you slant the text using the Rotate/Slant tool or edit points and curves of individual characters.

Converts the selected object to an image.

Lets you enter name and address information which you can merge into a drawing.

Lets you enter your personal and business address information.

When you use the Project wizard, some projects ask for your address information. The information entered in the Wizard Defaults dialog box appears automatically in the wizard.

Lets you sets various general, file, drawing, grid, guide line, and scaling options.

Lets you set grid unit and snapping options.

Lets you add and remove guide lines and set snapping and other guide line options.

Lets you snap objects to guide lines. A check mark indicates that snapping is on.

Turns on and off the Edit All Layers feature.

Editing all layers lets you select, move, and edit all objects in the active drawing, regardless of the layer on which they are located. When editing all layers, you cannot move an object on a lower layer in front of an object on a higher layer.

Tip

New objects are always placed on the current layer, even when you are editing all layers.

Adds a new layer to the active drawing. The new layer becomes the current layer.

New layers are added at the end of the layer list.

Lets you move the selected objects to a different layer. The layer to which you move the objects becomes the new current layer.

Moves the selected objects back one layer. The layer to which you move the objects becomes the new current layer.

Moves the selected objects forward one layer. The layer to which you move the objects becomes the new current layer.

Aligns the selected objects to the left edge of the bounding box surrounding the objects.

Aligns the selected objects between the left and right edges of the bounding box surrounding the objects.

Aligns the selected objects to the right edge of the bounding box surrounding the objects.

Aligns the selected objects between the left and right edges of the page.

Aligns the selected objects to the top edge of the bounding box surrounding the objects.

Aligns the selected objects between the top and bottom edges of the bounding box surrounding the objects.

Aligns the selected objects to the bottom edge of the bounding box surrounding the objects.

Aligns the selected objects between the top and bottom edges of the page.

Horizontally spaces the selected objects equally from each other, using the edges of the objects.

Vertically spaces the selected objects equally from each other, using the edges of the objects.

Horizontally spaces the selected objects equally from each other, using the centers of the objects.

Vertically spaces the selected objects equally from each other, using the centers of the objects.

Centers the active drawing to the page.

Centers selected objects to the page as a group.

Lets you rotate an object by a specified angle.

Lets you set the Constraint Angle.

The Constraint Angle determines the way objects are constrained when drawn, rotated, or slanted with the **SHIFT** key held down. For example, setting the Constraint Angle to 10 constrains manual rotations to angles that are multiples of 10 degrees while the **SHIFT** key is held down.

Opens another window for the active drawing.

The main benefit of opening a second or third window for a drawing is that you can set the view differently for each window.

Closes the active window. If you have multiple windows open for one file, only the active window is closed. The other windows for the same file remain open.

Arranges all open windows so that they overlap in a stair-step fashion.

After cascading the windows, you can resize them by dragging their borders, and rearrange them by dragging their title bars. To iconize a window, click its Minimize button . To close a window, click its Close button

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Arranges all open windows top to bottom as nonoverlapping tiles.

After tiling the windows, you can resize them by dragging their borders, and rearrange them by dragging their title bars. To iconize a window, click its Minimize button . To close a window, click its Close button

 .

Arranges all open windows side to side as nonoverlapping tiles.

After tiling the windows, you can resize them by dragging their borders, and rearrange them by dragging their title bars. To iconize a window, click its Minimize button  . To close a window, click its Close button

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Arranges all window icons at the bottom of the workspace.

Lists all open windows, so you can access them quickly. The active window is shown with a check beside it.

Displays a list of Help topics for iGrafx Business *Graphics*.

Opens a comprehensive online user’s guide in Adobe® Acrobat®.

Lets you register iGrafx Business if you did not register during installation.

Opens the Micrografx Home Page on the Internet using the HTML-compatible Web browser currently installed.

Displays a read-me file of last-minute changes and additions to *Graphics*.

Shows the version number and version date of your copy of *Graphics*.

Contains buttons that let you create, open, save, print, and print-preview drawings; spell-check text; copy, cut, and paste objects and text; copy and apply styles; undo and redo actions; turn Snap to Grid on and off; open the Layer Manager; zoom the view; and display context-sensitive help.

Contains buttons and controls that set text font, size, style, alignment, and color; fill and line color; and line thickness, style, and ends.

Contains tools for selecting, editing, and inserting text and objects.

Contains buttons that let you align objects, space objects, group objects, ungroup objects, connect open objects, connect closed objects, disconnect objects, flip objects, rotate objects, change the order of objects, and blend objects.

Contains buttons that let you save a drawing as a Web page, preview the current Web page, preview all Web pages, create a hyperlink, and insert a Web page object.

Contains buttons that let you colorize; increase and decrease brightness; increase and decrease contrast; and add or subtract red, green, and blue from an image or object.

Contains buttons that let you draw various shapes.

Contains buttons that let you draw various types of lines.

Contains buttons that let you change the view.

Changes to Select mode so you can select objects. Before you can apply an action to an object, you must select it. For example, to copy an object, you select it and choose the Copy command.

When you select an object, handles appear around the object, indicating that the object is selected.

Changes to Rotate/Slant mode.

When you select an object in Rotate/Slant mode, rotate and slant (skew) handles appear around the object.

Lets you edit the selected text, object, clip art, bitmap, or OLE object.

If more than one method is available for editing the selection, then a menu of edit choices appears. When only one edit method is available, clicking this tool allows you to go directly to that editing method.

Displays buttons that let you change your view of a document.

Lets you enter and edit text. You can enter text as plain, wordwrapped, column, or label text.

- Plain, wordwrapped, and column text are stand-alone and treated as independent objects.
- Label text is text that is attached or fit to another object. Label text is well suited for attaching text to forms, diagrams, and other drawings requiring labels.

Lets you enter plain text. Plain text has no margins. Just click and begin typing. However, if you drag a text box, you can create word-wrapped text.

Lets you enter column text. Column text has left, right, top, and bottom margins. You can specify the number of columns and the space between columns. If you click the page, the column text box automatically fits the size of the page. To set the margins of the columns, drag a column text box on the page.

Lets you enter GrafxText, which is text that can either conform to the inside of a shape, can have 3D attributes, or both.

Lets you draw rectangles.

To constrain the shape to a square, hold down **SHIFT** while drawing the shape.

Lets you draw rectangles with rounded corners.

To constrain the shape to a rounded square, hold down **SHIFT** while drawing the shape.

Lets you draw ellipses.

To constrain the shape to a circle, hold down **SHIFT** while drawing the shape.

Lets you draw circles, squares, rounded squares, polygons, and rounded polygons.

Click this tool to display buttons of the shapes, and click the shape you want to draw.

Lets you draw straight line segments.

To constrain the line to angles that are a multiple of the Constraint Angle, hold down **SHIFT** while drawing the line. You can set the Constraint Angle on the Drawing tab of the Options dialog box.

Lets you draw connector lines that contain a right angle.

Connector lines automatically display and snap to points on closed shapes. The lines are drawn using smart routing. After placing a connector line, you can easily detach it and reattach it to a different snap point.

Lets you draw nonconnector and connector polylines, arcs, curves, freehand lines, and straight connector lines.

Click this tool to display a menu of the line types, and click the line type you want to draw.

Opens the Welcome screen where you can open a blank page or search or browse for a project.

Lets you open an existing document. You can open multiple documents, up to the limit of your computer's memory.

Besides opening files that are stored in *Graphics* formats, you can open files in many standard formats.

Tip

On the Open dialog box, you can open more than one document at a time by holding down **CTRL** as you click each filename.

Saves the active document to disk, using the current filename.

If the document is untitled, the Save As dialog box opens to let you give the document a name.

Lets you print a document or selection.

If the document is larger than the paper size of the target printer, you are given the option to print it on tiled pages or to shrink it to fit on the page.

Lets you preview a document before you print it.

You can print the document directly from the Print Preview.

Lets you check the spelling of text.

You can check the spelling of all text in the active document, or just the text that you highlight. Text that has been converted to curves cannot be spell-checked.

Removes selected objects or text blocks and places them on the Clipboard.

Copies selected objects or text to the Clipboard.

Inserts a copy of the contents of the Clipboard into the active document. The selection is pasted into the center of the view.

Lets you copy the fill and line properties of a selected object, and apply those properties to other objects.

Reverses the last change you made to an object. The number of changes you can undo is set by the Options command on the Tools menu.

To reverse an Undo, use Redo.

Reverses the last undo that you made. The number of changes you can redo is set by the Options command on the Tools menu.

Turns the Snap to Grid feature on and off.

Snap to Grid causes objects to snap to the nearest grid unit when you perform actions such as drawing or moving. Snap to Grid makes it easy to position and align objects.

Opens the Layer Manager.

The Layer Manager lists the layers defined for the active document and lets you perform layer operations such as inserting, deleting, renaming, and locking layers.

Opens the Page Manager.

The Page Manager lists the pages in a multipage document and lets you perform page operations such as inserting, deleting, renaming, and rearranging pages.

Opens Share Media. Share Media provides a convenient and easy-to-use interface for inserting clip art into a document.

Lets you zoom your view to page or page width, or to a specified percentage.

Lets you display a brief description of the purpose and use of screen elements, menu commands, toolbar buttons, and dialog box controls.

Displays the name of the current font, or the font of the text that contains the text cursor. Click the down arrow next to the box to display a list of the available fonts. Click on a font name to choose a font.

To locate a font in the Font box quickly, expand the box and type the first letter of the font name.

Shows the current point size, or the point size of the text that contains the text cursor. Type a point size in the box, or click the arrow next to the box to display a menu of sizes.

Applies bold to or removes bold from selected or highlighted text.

Applies italic to or removes italic from selected or highlighted text.

Applies underline to or removes underline from selected or highlighted text.

This button is enabled if you choose a font with a corresponding font that supports vertical text. This is typically available only on far east systems.

Displays buttons that let you horizontally and vertically align text and label text.

Displays buttons that let you align label text to an open or closed curve in a variety of ways.

Lets you set the color of text.

If text is selected or highlighted, choosing a color applies the text color to the selected or highlighted text. If no text is selected or highlighted, choosing a color sets the default text color.

Lets you set the interior fill of objects.

If an object is selected, choosing a fill applies the fill to the selected object. If no object is selected, choosing a fill sets the default fill.

Lets you set the color of an object's shadow.

If an object is selected, choosing a shadow color applies the color to the shadow of the selected object. If no object is selected, choosing a shadow color sets the default shadow color.

Lets you set the line color of objects.

If an object is selected, choosing a color applies the line color to the selected object. If no object is selected, choosing a color sets the default line color.

Opens a menu that lets you set the thickness of lines.

If an object is selected, choosing a thickness applies the line thickness to the selected object. If no object is selected, choosing a thickness sets the default line thickness.

Opens a menu that lets you set the line style.

If an object is selected, choosing a style applies the line style to the selected object. If no object is selected, choosing a style sets the default line style.

Opens a menu that lets you set the type and placement of line ends.

If an object is selected, choosing a line end applies the line end to the selected object. If no object is selected, choosing a line end sets the default line end.

Lets you see and edit objects in finer detail (a closer view). Each time you click Zoom In, you zoom in the current view by a factor of two.

Lets you see and edit objects at a more distant perspective. Each time you click Zoom Out, you zoom out the current view by a factor of two.

Lets you zoom an area of the active window. You define the area you want to zoom by dragging a rectangle around the area, or by clicking the center of the area.

Restores the view before the current view.

Fits the entire page in the active window.

Displays objects at the same size as they print.

Opens the Output wizard and lets you set options for saving a drawing as a Web page. *Graphics* creates the HTML code for you.

Opens your Web browser and lets you view all pages of a drawing as a Web page.

Opens your Web browser and lets you view the current page of a drawing as a Web page.

Opens the Hyperlink panel of the Object Properties dialog box. You can assign a Web hyperlink, to any object.

You can link to another Web address (URL), another page in your Web page, an e-mail address, a file for downloading, or another object in your Web page.

Lets you draw lines that contain connected line segments.

To constrain the line segments to angles that are a multiple of the Constraint Angle, hold down **SHIFT** while drawing the segments. You can set the Constraint Angle on the Drawing tab of the Options dialog box.

Lets you draw an arc that is one-quarter of an ellipse.

To reverse the bowing direction of the arc, hold down **CTRL** while drawing the arc.

To constrain the arc to a quarter-circle shape, hold down **SHIFT** while drawing.

Lets you draw curved lines.

To constrain the curve to angles that are a multiple of the Constraint Angle, hold down **SHIFT** while drawing the curve. You can set the Constraint Angle on the Drawing tab of the Options dialog box.

Lets you draw freehand lines.

Lets you draw connector straight line segments.

Lets you draw connector lines that contain multiple line segments.

Lets you draw a connector arc that is one-quarter of an ellipse.

To reverse the bowing direction of the arc, hold down **CTRL** while drawing the arc.

To constrain the arc to a quarter-circle shape, hold down **SHIFT** while drawing.

Lets you draw curved connector lines.

Lets you draw freehand connector lines.

Lets you draw squares.

To constrain the shape to a rectangle, hold down **SHIFT** while drawing the shape.

Lets you draw polygons.

To constrain a polygon side to an angle that is a multiple of the Constraint Angle, hold down **SHIFT** while drawing the side. You can set the Constraint Angle on the Drawing tab of the Options dialog box.

Lets you draw circles.

To constrain the shape to an ellipse, hold down **SHIFT** while drawing the shape.

Lets you draw squares with rounded corners.

To constrain the shape to a rounded rectangle, hold down **SHIFT** while drawing the shape.

Lets you draw an irregular polygon with smoothed corners.

To constrain a polygon side to an angle that is a multiple of the Constraint Angle, hold down **SHIFT** while drawing the side. You can set the Constraint Angle on the Drawing tab of the Options dialog box.

Opens a menu that lets you align selected objects to each other or to the page.

- In aligning objects to each other, *Graphics* uses the bounding box that surrounds the selected objects as the basis for the alignment.
- In aligning objects to the page, *Graphics* uses the page margins for the alignment.

Opens a menu that lets you space objects equally from each other. The objects can be spaced horizontally or vertically, using the edges of the objects or the center points of the objects.

Graphics uses the bounding box that surrounds the selected objects as the basis for the spacing.

Groups the selected objects into one object. After objects are grouped, they can be manipulated as one object.

You can return grouped objects to their original ungrouped state by ungrouping them.

Breaks grouped objects into individual objects.

Closes objects with open endpoints, or connects and fills closed objects.

You can return objects to their original shapes by disconnecting them.

Combines two or more objects with open endpoints. The objects are joined by drawing a line between the open endpoints, leaving the last side open.

You can return objects to their original shapes by disconnecting them.

Disconnects an object to return it to its original disconnected state.

Joins multiple overlapping objects into one object by merging areas that do not overlap with areas that do.

Lets you slice an object into pieces either by using lines as a "knife" or by using shapes as a "cookie cutter."

Flips an object across an imaginary horizontal axis so that the new object is a mirror image of the original.

Flips an object across an imaginary vertical axis so that the new object is a mirror image of the original.

Rotates an object to the left by 90 degrees.

Rotates an object to the right by 90 degrees.

Moves the selected object in front of all other objects on the current layer.

As you draw objects, they are put in a stacking order. The last object you draw is always at the front of the stack.

Moves the selected object behind all other objects on the current layer.

As you draw objects, they are put in a stacking order. The last object you draw is always at the front of the stack.

Moves the selected object one level toward the front on the current layer.

As you draw objects, they are put in a stacking order. The last object you draw is always at the front of the stack.

Moves the selected object one level toward the back on the current layer.

As you draw objects, they are put in a stacking order. The last object you draw is always at the front of the stack.

Lets you create a series of transformations that blend one object and color into another. Each transformation is changed slightly to look more like the second object.

You can specify the number of transformations, or steps, between the two objects. The more steps you use, the closer (and smoother) the transformations are. You can use up to 100 steps.

Opens the Colorize dialog box where you can choose a color. Colorizing changes the colors in the object or image to shades of the selected color.

Click once or multiple times to lighten all colors in the object or image.

Click once or multiple times to darken all colors in the object or image.

Click once or multiple times to increase the difference between light and dark colors.

Click once or multiple times to decrease the difference between light and dark colors.

Click once or multiple times to increase the amount of red in the image or object.

Click once or multiple times to decrease the amount of red in the image or object.

Click once or multiple times to increase the amount of green in the image or object.

Click once or multiple times to decrease the amount of green in the image or object.

Click once or multiple times to increase the amount of blue in the image or object.

Click once or multiple times to decrease the amount of blue in the image or object.

Click an "Insert" or "Create" button to display the corresponding commands in the Visual Toolbar.

Click Home to deselect everything on the page and return to basic commands. Click Back to view the previous Visual Toolbar topic.

Click Output Wizard to output your drawing. The Output wizard opens, letting you choose from several output options.

On the Charting & Diagramming, Illustrating, and Clip Art tabs, drag objects onto the page. You can select from different palettes by clicking the selection box at the top of the Gallery and selecting a different palette.

On the Formatting tab, click a tab at the top of the Gallery, and click a predefined format to apply the format to the selected object. Click the buttons at the bottom of the Gallery to customize object properties.

Click the tab for the type of objects you want to place on the page, or to format any object already on the page.