











Select Objects to Change





-  Select All Objects
-  Learn About Selecting...

Or Choose a Command

-  Set Page Options...
-  Center Entire Drawing
-  Edit Address List...
-  Set Defaults...
-  Back to Project Wizard...
-  Refresh Screen
-  Refresh at High Quality
-  Project Instructions

{ewc MVMCI, MVMCI, [autostart][noframe] select.avi}

Set Defaults

-  Set Default Properties...
-  Reset Default Properties
-  Set Wizard Defaults...
-  Finished Setting Defaults

Select Objects to Change














 Select All Objects

Or Add Objects to the Group











Use the Insert and Create tools above to add new objects.

← Finished Editing Group

Choose a Command


-  Change Printer...
-  Page Setup...
-  Page Background...
-  Page Boundaries On/Off
-  Rulers On/Off
-  Grid Options...
-  Guide Line Options...
-  Other Tool Options...
-  Layer Manager...
-  Page Manager...
-  Finished

Choose a Command

-  Change Printer...
-  Page Setup...
-  Page Background...
-  Page Boundaries On/Off
-  Rulers On/Off
-  Grid Options...
-  Guide Line Options...
-  Other Tool Options...
-  Layer Manager...
-  Finished

Choose a Command

 New...

 Open...

 Help...

There is currently no document open.

Using the Visual Toolbar

Maximize Window

Hide Visual Toolbar

The Visual Toolbar (what you are reading now) provides feedback about the objects you have selected, the mode you are in, and what your options are. Topics will change frequently to provide this feedback.

Use the “Back” button to return to most topics. Use the “Home” button to cancel all modes and selections.

The Visual Toolbar interface is optimally viewed with a display resolution of 800x600 or higher. If needed, use the Windows Control Panel to change this Display setting.

If you choose “Hide Visual Toolbar,” other toolbars will be made visible to allow inserting and formatting objects. Note that either interface, in combination with the menus, allows access to all of the applications abilities.

Finished Reading

Choose an Object Type

-  Picture File...
-  Image Component Object
-  Other OLE Object...
-  Animated GIF File...
-  A Text File...
-  Field From Address List...
-  Scanner Image...
-  Web Page Object...


Choose a Basic Shape Tool


- Rectangle
- Rounded Rectangle
- Ellipse

More Shape Tools

- Circle
- Square
- Rounded Square
- Polygon
- Smoothed Polygon


Choose a Line Tool

 Straight Line

 Connector Right-Angle


More Line Tools


 Jointed Line

 Arc

 Curve

 Freehand

 Connector Straight Line

 Connector Jointed Line

 Connector Arc


 Connector Curve

 Connector Freehand

Choose an Address Field

- ◀ Complete Address
- ◀ Full Name
- ◀ City, State, Zip
- ◀ Last Name
- ◀ First Name
- ◀ Company
- ◀ Address 1
- ◀ Address 2
- ◀ City
- ◀ State/Province
- ◀ Zip/Postal Code
- ◀ Country
- ◀ Other
- ◀ Finished Inserting Fields

Choose a Scan Option

 Acquire Scanned Image...




 Select Scanner...

 Insert Scanned File...

Use the Acquire button to scan a new image.

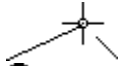
You may need to select your scanner if you have more than one Twain scanner driver installed.

Create Text Object

-  Plain Text
-  Column Text
-  GrafXt

To create wordwrapped text, click Plain Text and drag horizontally to create a text box.

Create Straight Lines



❶ Move the pointer to the page.

❷ Drag in any direction.

Hold **Shift** to snap to an angle.

❸ Release the mouse button.

Repeat these steps to create more lines, or click Finished.

 Finished

Create Jointed Lines

- 1 Move the pointer to the page.
- 2 Drag to draw each segment.

Hold **Shift** to snap a segment to an angle.

- 3 Click without dragging to complete the jointed line.

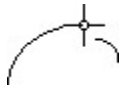
 Show me how

Repeat these steps to create more lines, or click Finished.

 Finished

{ewc MVMCI, MVMCI, [autostart][noframe] polyline.avi}

Create Arcs



- 1 Move the pointer to the page.
- 2 Drag in any direction.

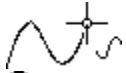
Hold **Ctrl** to reverse the arc.

Hold **Shift** for a circular arc.

Repeat these steps to create more arcs, or click Finished.

 Finished

Create Curves

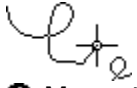


- ➊ Move the pointer to the page.
- ➋ Drag to draw each segment.
Hold **Shift** to snap to an angle.
- ➌ Click without dragging to complete the curve.

Repeat these steps to create more curves, or click Finished.

 Finished

Create Freehand Lines

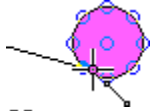



- 1 Move the pointer to the page.
- 2 Drag as if drawing with a pencil. A smooth line will be created automatically.


Repeat these steps to create more lines, or click Finished.


 Finished

Create Straight Connector Lines



 Move the pointer over the first object.

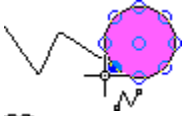
 Drag to the second object.

 Release the mouse button.

Repeat these steps to create more lines, or click Finished.

 Finished

Create Connector Jointed Lines

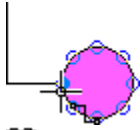





- Move the pointer over the first object.
- Drag to create each segment, ending the last segment over the second object.
- Release the mouse button.

Repeat these steps to create more lines, or click Finished.

Finished

Create Right-Angle Connector Lines

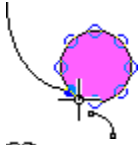


-  Move the pointer over the first object.
-  Drag to the second object.
-  Release the mouse button.

Repeat these steps to create more lines, or click Finished.

 Finished

Create Connector Arcs



- 📄 Move the pointer over the first object.
- 📄 Drag to the second object.
- 📄 Release the mouse button.

Repeat these steps to create more arcs, or click Finished.

📄 Finished

Create Connector Curves






- ☞ Move the pointer over the first object.
- ☞ Drag to create each segment, ending the last segment over the second object.
- ☞ Release the mouse button.

Repeat these steps to create more curves, or click Finished.

☞ Finished

Create Freehand Connector Lines

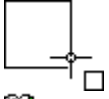





-  Move the pointer over the first object.
-  Drag as if drawing with a pencil, ending over the second object.
-  Release the mouse button.

Repeat these steps to create more lines, or click Finished.

 Finished

Create Squares

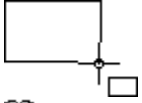



-  Move the pointer to the page.
-  Drag in any direction.
-  Release the mouse button.


Repeat these steps to create more squares, or click Finished.


 Finished

Create Rectangles



 Move the pointer to the page.

 Drag in any direction.


 Release the mouse button.


Repeat these steps to create more rectangles, or click Finished.


 Finished

Create Polygons

 Move the pointer to the page.

 Drag to draw each segment.

Hold  to snap a segment to an angle.

 Click without dragging to complete the polygon.

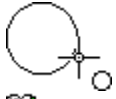





Repeat these steps to create more polygons, or click Finished.

 Finished

{ewc MVMCI, MVMCI, [autostart][noframe] polygon1.avi}

Create Circles

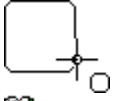





-  Move the pointer to the page.
-  Drag in any direction.
-  Release the mouse button.

Repeat these steps to create more circles, or click Finished.

 Finished

Create Rounded Squares

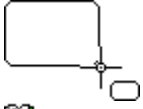


-  Move the pointer to the page.
-  Drag in any direction.
-  Release the mouse button.


Repeat these steps to create more squares, or click Finished.


 Finished

Create Rounded Rectangles



 Move the pointer to the page.

 Drag in any direction.


 Release the mouse button.


Repeat these steps to create more rectangles, or click Finished.


 Finished

Create Smoothed Polygons

 Move the pointer to the page.

 Drag to draw each segment.

Hold  to snap a segment to an angle.

 Click without dragging to complete the polygon.






Repeat these steps to create more polygons, or click Finished.

 Finished

{ewc MVMCI, MVMCI, [autostart][noframe] polygon2.avi}

Create Ellipses



-  Move the pointer to the page.
-  Drag in any direction.
-  Release the mouse button.


Repeat these steps to create more ellipses, or click Finished.

 **Finished**

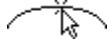
Selecting Objects



To select objects, click an object, or drag a box around multiple objects.

Or hold  while clicking to select multiple objects.

For lines and unfilled shapes, click directly on the line.














For objects behind other objects, just click again until the desired object is selected.











In drawings with layers, you might first need to click on a layer tab below the page.















Change Shape

-  Edit Shape
-  Change Label Text
-  Convert to Image...
-  Color Adjustment...
-  Move or Size...
-  Rotate or Slant...
-  Flip Horizontally
-  Flip Vertically
-  Move to Front or Back...
-  Delete
-  Deselect All Objects













Change Shape

-  Edit Shape
-  Convert to Image...
-  Color Adjustment...
-  Move or Size...
-  Rotate or Slant...
-  Flip Horizontally
-  Flip Vertically
-  Move to Front or Back...
-  Delete
-  Deselect All Objects














Change Shape

-  Edit Shape
-  Change Label Text
-  Disconnect
-  Convert to Image...
-  Color Adjustment...
-  Move or Size...
-  Rotate or Slant...
-  Flip Horizontally
-  Flip Vertically
-  Move to Front or Back...
-  Delete
-  Deselect All Objects















Change Line

-  Edit Line
-  Change Label Text
-  Connect
-  Convert to Image...
-  Color Adjustment...
-  Move or Size...
-  Rotate or Slant...
-  Flip Horizontally
-  Flip Vertically
-  Move to Front or Back...
-  Delete
-  Deselect All Objects














Change Two Objects

-  Align...
-  Blend...
-  Combine...
-  Slice with Front Object
-  Convert to Image...
-  Color Adjustment...
-  Move or Size...
-  Rotate or Slant...
-  Flip Horizontally
-  Flip Vertically
-  Move to Front or Back...
-  Delete
-  Deselect All Objects















Change Two Objects

-  Create Label Text
-  Align...
-  Blend...
-  Combine...
-  Slice with Front Object
-  Convert to Image...
-  Color Adjustment...
-  Move or Size...
-  Rotate or Slant...
-  Flip Horizontally
-  Flip Vertically
-  Move to Front or Back...
-  Delete
-  Deselect All Objects











Change Multiple Objects

-  Align...
-  Space Evenly...
-  Combine...
-  Slice with Front Object
-  Convert to Image...
-  Color Adjustment...
-  Move or Size...
-  Rotate or Slant...
-  Flip Horizontally
-  Flip Vertically
-  Move to Front or Back...
-  Delete
-  Deselect All Objects

















Change Group

-  Edit Group
-  Change Label Text
-  Ungroup
-  Replace with Clip Art...
-  Replace with Picture...
-  Convert to Image...
-  Color Adjustment...
-  Move or Size...
-  Rotate or Slant...
-  Flip Horizontally
-  Flip Vertically
-  Move to Front or Back...
-  Delete
-  Deselect All Objects

Change Text Object


-  Edit Text
-  Check Spelling...
-  Distort Text...
-  Convert to Image...
-  Justify Text...
-  Color Adjustment...
-  Move or Size...
-  Rotate or Slant...
-  Move to Front or Back...
-  Delete
-  Text Properties...
-  Deselect All Objects


Justify Text

-  Top Left
-  Top Centered
-  Top Right
-  Top Justified
-  Middle Left
-  Middle Centered
-  Middle Right
-  Middle Justified
-  Bottom Left
-  Bottom Centered
-  Bottom Right
-  Bottom Justified
-  Justified Left
-  Justified Centered
-  Justified Right
-  Justified Justified

Text Properties









 Font

 Margins/Columns

 Spacing

 Justification














Change GrafXText Object

-  Edit GrafXText
-  Rotate in 3D...
-  Convert to Image...
-  Move or Size...
-  Rotate or Slant...
-  Flip Horizontally
-  Flip Vertically
-  Move to Front or Back...
-  Delete
-  Deselect All Objects

Change GrafXText Object

-  Edit GrafXText
-  Convert to Image...
-  Move or Size...
-  Rotate or Slant...
-  Flip Horizontally
-  Flip Vertically
-  Move to Front or Back...
-  Delete
-  Deselect All Objects

Change Image

-  Warp or Drop Colors
-  Crop Image
-  Edit in Image Editor
-  Convert Image...
-  Change Label Text
-  Color Adjustment...
-  Move or Size...
-  Rotate or Slant...
-  Flip Horizontally
-  Flip Vertically
-  Move to Front or Back...
-  Delete
-  Deselect All Objects

Change Animated GIF



Move






 Move to Front or Back...

 Delete

Be careful not to let animated GIF objects overlap with other objects. This will disable the animations when the file is saved as a Web Page.


 Deselect All Objects

Change Placeholder

-  Replace With Picture
-  Move or Size...
-  Rotate or Slant...
-  Move to Front or Back...
-  Delete
-  Deselect All Objects

Change Web Page Object

 Edit Web Page Object

 Move or Size...

 Move to Front or Back...

 Delete

 Deselect All Objects

Change OLE Object

 Edit Object

 Change Label Text

 Convert to Image...

 Move or Size...

 Move to Front or Back...

 Delete

You can also right-click on objects to determine all of the edit modes available.

 Deselect All Objects

Edit Text with Wordwrap

 Select All Text



 Justification

Use **Home**,


End, and arrow keys to position the cursor.

To remove the margins, select Plain Text.

To change to column text, select Column Text.

Drag  to adjust the margins.

Click  to show column and text options.

 Field From Address List...

 Finished Editing


Edit Text

 Select All Text



 Justification

Use **Home**,
End, and arrow keys to position the cursor.
Select Wordwrapped Text to create margins.
Select Column Text to create multiple columns.
Click ▼ to show column and text options.

 Field From Address List...

 Finished Editing

Edit Column Text


 Select All Text




 Justification

Use **Home**,

End, and arrow keys to position the cursor.

Drag  to adjust the margins.

Click  to show column and text options.

 Field From Address List...

 Finished Editing

Choose an Address Field

- Complete Address
- Full Name
- City, State, Zip
- Last Name
- First Name
- Company
- Address 1
- Address 2
- City
- State/Province
- Zip/Postal Code
- Country
- Other
- Finished Inserting Fields

Change Label Text

 Edit Text

 Label Position...

 Separate Label Text...

To create new label text, begin typing now.

To edit existing text, or to change the font of individual words or characters, choose Edit Text.

 Finished Changing Label

Edit Label Text

Use **Home**,
End, and arrow keys to position the cursor.

 Field From Address List...

 Finished Editing

Choose an Address Field

- Complete Address
- Full Name
- City, State, Zip
- Last Name
- First Name
- Company
- Address 1
- Address 2
- City
- State/Province
- Zip/Postal Code
- Country
- Other
- Finished Inserting Fields

Choose Label Alignment



Top



Middle



Bottom

Or Place Label as a Caption



Above Object



Below Object

Or Place Text Along Curve



Outside



Inside

Finished Choosing Position

Choose Label Alignment



Top



Middle



Bottom

Or Place Label as a Caption



Above Object



Below Object

Or Place Text Along Curve



Along Top



Along Bottom

Finished Choosing Position

Choose How To Distort Text

 Separate Each Letter

 Edit As One Shape

 Cancel

Note: When you distort a text object, the letters become curves. They will no longer be editable as text characters, per se, but will be editable one point at a time.


Separate Each Letter allows each character to be formatted separately.

Edit As One Shape allows formatting such as gradient fills to extend across all the letters.


Warp Image



Drag the round handles in any direction to warp the image.

Choose  to reset the warp.

Or Drop Colors

To make a color transparent, choose , then click a color in the image.

Choose  to cancel all drop colors.

 Finished Editing

Crop Image


Drag the side handles in towards the image to crop that side.

To undo a cropping, choose  from the standard toolbar.


 Finished Cropping


Edit Points



Drag  to move a point.

Choose  to remove a point.

Choose  and click on the line to add a point.

Or hold  and click on the line to add a point quickly.

 Select All Points

 Deselect All Points


Or Choose Another Edit Mode

 Edit Curves


 Finished Editing

Edit Curves



Drag  to move a point.

Drag  to reshape a curve.

Hold  while dragging to reshape curves individually.

 Select All Points

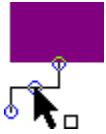
 Deselect All Points


Or Choose Another Edit Mode

 Edit Points

 Finished Editing

Edit Connector Right-Angle Line



Drag  to change length, width, and line routing.

Or Choose Another Edit Mode

 Edit Points...

 Finished Editing

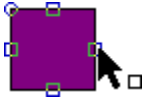
Confirm Conversion to Curves


 Convert to Curves


 Cancel


Note: When you edit a right-angle line as points, it is converted to a curve object. It will no longer be editable as a right-angle line, per se, but will be editable one point at a time.

Edit Rectangle



Drag  to change a side.

Hold  while dragging to maintain proportions.

Drag  to change roundness.

Or Choose Another Edit Mode

 Edit Points...

 Finished Editing

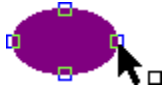
Confirm Conversion to Curves


 Convert to Curves


 Cancel

Note: When you edit a rectangle as points, it is converted to a curve object. It will no longer be editable as a rectangle, per se, but will be editable one point at a time.

Edit Ellipse



Drag  to resize.

Hold  while dragging to maintain proportions.

Or Choose Another Edit Mode

 Edit Points...

 Finished Editing

Confirm Conversion to Curves


 Convert to Curves


 Cancel

Note: When you edit an ellipse as points, it is converted to a curve object. It will no longer be editable as an ellipse, per se, but will be editable one point at a time.

Edit Regular Polygon



Drag  to change the shape.

Hold  to snap to an angle.

Change the number of sides using the Polygon toolbar.

Or Choose Another Edit Mode

 Edit Points...

 Finished Editing

Confirm Conversion to Curves


 Convert to Curves


 Cancel

Note: When you edit a regular polygon coolshape as points, it is converted to a curve object. It will no longer be editable as a coolshape, per se, but will be editable one point at a time.

Edit Star



Drag  to change the shape.

Hold  to snap to an angle.

Change the number of points using the Star toolbar.

Or Choose Another Edit Mode

 Edit Points...

 Finished Editing

Confirm Conversion to Curves


 Convert to Curves

 Cancel

Note: When you edit a star coolshape as points, it is converted to a curve object. It will no longer be editable as a coolshape, per se, but will be editable one point at a time.

Edit Megagon or Curvegon



Drag  to change the shape.

Change the number of repetitions using the Megagon or Curvegon toolbar.

Or Choose Another Edit Mode

 Edit Points...

 Finished Editing

Confirm Conversion to Curves


 Convert to Curves


 Cancel


Note: When you edit a megagon or curveygon coolshape as points, it is converted to a curve object. It will no longer be editable as a coolshape, per se, but will be editable one point at a time.

Edit Arrow



Drag  to change the length and direction.

Hold  to snap to an angle.

Drag  to change the arrow's shape.

Or Choose Another Edit Mode

 Edit Points...

 Finished Editing

Confirm Conversion to Curves


 Convert to Curves


 Cancel


Note: When you edit an arrow coolshape as points, it is converted to a curve object. It will no longer be editable as a coolshape, per se, but will be editable one point at a time.

Edit 3D Arrow



Drag  to change the length and direction.



Hold  to snap to an angle.

Drag  to change the arrow's shape or extrusion.

 Finished Editing



Edit 3D Curved Arrow



Drag  to change the length and direction.
Drag  to change the arrow's shape or extrusion.

Edit Curved Arrow



Drag  to change the length and direction.
Drag  to change the arrow's shape.

Or Choose Another Edit Mode

 Edit Points...

 Finished Editing

Confirm Conversion to Curves


 Convert to Curves


 Cancel


Note: When you edit an arrow coolshape as points, it is converted to a curve object. It will no longer be editable as a coolshape, per se, but will be editable one point at a time.

Edit Custom Arrow



Drag  to change the length and direction.

Hold  to snap to an angle.

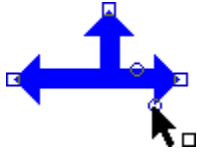
Drag  to change the arrow's shape.



Or Choose Another Edit Mode

 Edit Points...

 Finished Editing

Edit Multi-Headed Arrow



Drag  to change the length of a segment.
Drag  to change the arrow's shape.

Or Choose Another Edit Mode

 Edit Points...

 Finished Editing

Confirm Conversion to Curves


 Convert to Curves


 Cancel

Note: When you edit an arrow coolshape as points, it is converted to a curve object. It will no longer be editable as a coolshape, per se, but will be editable one point at a time.

Edit Cube




Drag  to resize the face or change the extrusion.

Hold  while changing the face to keep it square.

 Finished Editing

Edit Cylinder





Drag  to change the face, width or extrusion.

 Finished Editing

Edit Pyramid




Drag  to resize the face or change the extrusion.


Hold  while changing the face to constrain the triangle.

 Finished Editing

Edit Prism

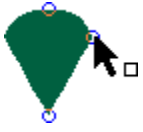



Drag  to resize the face or change the extrusion.

Hold  while changing the face to constrain the triangle.

 Finished Editing

Edit Cone



Drag  to change the height, width, and curve.

Or Choose Another Edit Mode

 Edit Points...

 Finished Editing

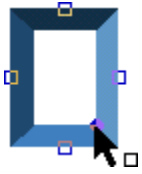
Confirm Conversion to Curves

 Convert to Curves


 Cancel

Note: When you edit a cone coolshape as points, it is converted to a curve object. It will no longer be editable as a coolshape, per se, but will be editable one point at a time.

Edit Border Frame



Drag  to resize.


Drag  to change the border width, or use the Width control on the Border toolbar. The Space control allows you to change the space between patterns, for some designs.

You can also use the Border toolbar to choose a different design.


 Finished Editing

Edit Border Line



Drag  to change the length and direction.

Hold  to allow any angle.


Drag  to change the line width, or use the Width control on the Border Line toolbar.

The Space control allows you to change the space between patterns, for some designs.

You can also use the Border Line toolbar to choose a different design.

 **Finished Editing**

Edit Calendar


Drag  to change the size of the calendar.

Use the Calendar toolbar to change the starting date.

Choose the More Options button to change other attributes of this calendar.

 Finished

Edit Table

Drag  to change the width or height of the table.

Fill in the table cells by clicking the cell and typing.

Press **Tab** to move quickly to the next cell.

 Finished Editing

Edit Comparison Chart

Drag  to change the width or height of the chart.

Change the comparison symbols by clicking the symbol or pressing the spacebar while the cell is selected.

Fill in the table cells by clicking the cell and typing.

Press **Tab** to move quickly to the next cell.

 Finished Editing

Edit Checklist

Drag  to change the width or height of the chart.


Change the symbols by clicking the symbol or pressing the spacebar while the cell is selected.

Fill in the table cells by clicking the cell and typing.

Press **Tab** to move quickly to the next cell.

 Finished Editing

Edit Timeline

Drag  to change the size of the timeline.

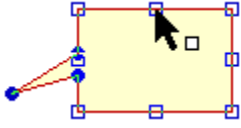
If the timeline is for an extended period of time, use a monthly or weekly project type and select Show Milestone Dates???.



Type dates in any format.

Select Show Countdown to Major Milestones to see the number of days, weeks, or months to the next major milestone.

 Finished Editing

Edit Callout



Drag  to change the size or direction of the callout point.
Drag  to change the size of the text area of the callout.

 Finished Editing

Edit Chart

Drag  to resize the chart.

Fill in or change data by clicking in either the Component or Value column and typing.

With the cursor displayed in a cell, press **Tab** to move quickly to the next cell. Click the Chart Options button to change other attributes of this chart.

 Finished Editing


Edit Chart

Drag  to resize the chart.


Add data by selecting the item to which you want to attach a child, and clicking the Add button. Fill in the labels in the Field boxes.

Change data by selecting the item you want to change, and typing new data in the Field boxes.

Click the Options tab to change other attributes of this chart.

 Finished Editing

Edit Diagram

Drag  to resize the diagram.

Add data by clicking the Add button and typing the data.

Change data by selecting the item you want to change, clicking once to display the cursor, and typing new data.

Click the Options tab to change other attributes of this diagram.

 Finished Editing

Edit Diagram

Drag  to resize the diagram.


Add a spoke by clicking the Add button and typing the data.

Change spoke data by selecting the item you want to change, clicking once to display the cursor, and typing new data. Change the Hub data by typing new data in the Center Item (hub) box.

Click the Options tab to change other attributes of this diagram, including the style of the diagram.

 Finished Editing

Edit Shape

Drag  to change the size of the shape.

Or Choose Another Edit Mode

 Edit Points...

 Finished Editing

Confirm Conversion to Curves

 Convert to Curves

 Cancel

Note: When you edit a shape as points, it is converted to a curve object. It will no longer be editable as a shape, per se, but will be editable one point at a time.

Combine Objects

 Group

 Join

 Connect

Group allows several objects to be treated as one, but does not change their appearance.



Join combines the lines of overlapping shapes into one outline shape.



Connect closes open lines, and combines shapes into one interwoven shape.



 Cancel Combining Objects



{ewc MVMCI, MVMCI, [autostart][noframe] group.avi}

{ewc MVMCI, MVMCI, [autostart][noframe] join.avi}

{ewc MVMCI, MVMCI, [autostart][noframe] connect.avi}




Finished Setting Defaults

Align Objects To Each Other

-  Left
-  Center
-  Right
-  Page Center
-  Top
-  Middle
-  Bottom
-  Page Middle


For example, when aligning left, all objects will be aligned to the object that is furthest to the left.

Or Center Objects To Page

-  Center Selected Objects
-  Center Entire Drawing
-  Finished Aligning Objects

Space Objects...


Horizontally

 By Edges

 By Centers

Vertically

 By Edges


 By Centers

Edges and Centers are only different when the objects have different sizes.

 Finished Spacing Objects


Move and Size Tools





Use grid snapping  to modify these commands.


Tips

Drag from the object's center to move.

Use  or

 to size.

Hold  to modify these.

Hold  to copy the object.



Or Specify Exactly

 Move/Size Dialog...


 Finished Moving / Sizing

{ewc MVMCI, MVMCI, [autostart][noframe] size.avi}

Rotate



Or drag  to rotate manually.

To change the pivot point for manual rotation, drag the .



 Rotate By Angle...

Or Slant

Use the  slant handles.


Hold  to restrict the angle.


Hold  to copy the object.


 Finished Rotating / Slanting



```
{ewc MVMCI, MVMCI, [autostart][noframe] rotate.avi}
```

Change Order

 Bring to Front

 Send to Back


 Bring Forward


 Send Backward

The last two commands move the object one position at a time.

 Finished Ordering Objects

Adjustment Colors


 Colorize...

 Lighten


 Darken

 Increase Contrast


 Reduce Contrast


 Add Red


 Subtract Red

 Add Green

 Subtract Green

 Add Blue

 Subtract Blue

 Finished Adjusting Colors

Apply Format Painter

The Format Painter has picked up the style from the object that was selected.

Click on each object that you want to have the same format.

 Finished Applying

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[Animations](#)

[Awards and Certificates](#)

[Banners](#)

[Booklets](#)

[Brochures](#)

[Business Cards](#)

[Business Diagrams](#)

[Calendars Monthly](#)

[Calendars Weekly](#)

[Calendars Yearly](#)

[Comparison Charts](#)

[Computer Screen](#)

[Coupons](#)

[Custom Page Size](#)

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[Flowcharts](#)

[Flyers and Signs](#)

[Greeting Cards](#)

[IGXPlayer](#)

[Images](#)

[Labels](#)

[Letterhead](#)

[Network Diagrams](#)

[Newsletters](#)

[Organization Charts](#)

[Postcards](#)

[Posters](#)

[Printer Sheet](#)

[Space Plans](#)

[Standard Paper Size](#)


[Timelines](#)

[Web Page](#)

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Creating Animations

The Animation page type lets you create animations similar to a flip-book.

Each frame of the animation is a separate page in the drawing area.

To add a new page, click the Add Cell tab in the lower left of the screen. A new cell containing a duplicate of the previous cell is created. This lets you make changes from one cell to the next without redrawing every cell.

To view a particular cell, click the name of the cell on the page tabs.

After saving your work, click Output Wizard to save an Animated GIF file.

Using *Graphics*, you can create a [Web Page](#) project, into which you can insert Animated GIF files as objects.


Keep your original DRW file for easy editing in the future.

To start a new animation, click New on the File menu, click Blank Projects, and click Animation.

 [Close Project Instructions](#)

PROJECT INSTRUCTIONS

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 [Other Project Types](#)

Creating Awards

The Awards page type lets you create awards and certificates of recognition and achievement.

After saving your work, click Output Wizard to print the drawing.

Keep your original DRW file for easy editing in the future.

To start a new award or certificate, click New on the File menu, click Browse Projects, select the Office Communications catalog, and click Awards_Certificates.

 [Page Background](#)

 [Stars](#)


 [Border Frames](#)

 [Quick Shapes](#)

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PROJECT INSTRUCTIONS

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 [Other Project Types](#)

Creating Banners

The Banner page type lets you create banners of any length.

Stick with a small number of fonts to maintain an elegant look.

After saving your work, click Output Wizard to print the banner.

When you print your banner, let *Graphics* print it across multiple pages. After printing, you can trim the edges on one side of each page and tape the pages together. Or, use banner paper that is attached on the ends.

Keep your original DRW file for easy editing in the future.

To start a new banner, click New on the File menu, click Search Projects, and use "banner" as the search word. Or to start with a blank banner, click Blank Projects, and click Banner.

 [Stars](#)


 [Border Lines](#)

 [Quick Shapes](#)

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PROJECT INSTRUCTIONS

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 [Other Project Types](#)

Creating Booklets

The Booklet page type lets you create booklets and pamphlets that can be bound at the spine.

Each booklet page is on a separate page in the drawing area.

To add a new page, click the Add Page tab in the bottom left of the screen.

To view a particular page, click the name of the page on the page tabs.

After saving your work, click Output Wizard to print the booklet. Or, choose another output type.

Bind the booklet by stapling, or by punching holes in the fold and tying with string or yarn.

Save the booklet as a Web page using the Output Wizard. Each page of the booklet appears as a separate page in the Web browser.


Keep your original DRW file for easy editing in the future.

To start a new booklet, click New on the File menu, click Blank Projects, and click Booklet.

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 [Other Project Types](#)

Creating Brochures

The Brochure page type lets you create one-page brochures with multiple panels, as in a tri-fold.

Each page is on a separate page in the drawing area.

To view a particular page, click the name of the page on the page tabs.

The gray lines around the drawing area indicate the printable area. Be sure all graphics and text fit inside this area. Otherwise, your drawing will be cut off on the edges.

After saving your work, click Output Wizard to print the brochure. Or, choose another output type.

To print brochures on two sides, print the first side, turn the paper over, feed it back into your printer, and print the second side. *Graphics* pauses and lets you continue printing once the paper is turned over.

Save the brochure as a Web page. Each page of the brochure appears as a separate page in the Web browser.

Keep your original DRW file for easy editing in the future.


To start a new brochure, click New on the File menu, click Search Projects, and use "brochure" as the search word. Or, to start with a blank brochure, click Blank Projects, and click Brochure.

 [Double-Sided Document](#)

 [Close Project Instructions](#)

PROJECT INSTRUCTIONS

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 [Other Project Types](#)

Creating Business Cards

The Business Card page type lets you create business cards.

When creating business cards, you can create either a single card, the same card repeated, or different cards on the same page. To change the repeat mode, click Page Setup on the File menu.

If you choose Single card or Same card repeated, you only see one card in the drawing area. If you choose Multiple cards drawn separately, you see gray lines on the page indicating the edges of each card.

You can create a drawing for the back of your business card. To create both a front and a back, click Page Setup on the File menu. On the Business Cards setup dialog box, click Double-sided Business Card, and click Finish. Front and Back page tabs appear on the drawing area.

When you print the business cards, *Graphics* pauses to let you flip the paper before printing the other side.

After saving your work, click Output Wizard to print the business cards.

Keep your original DRW file for easy editing in the future.


To start new business cards, click New on the File menu, click Search Projects, and use "business card" as the search words. Select All Words so only business cards are found. Or, to start with a blank business card, click Blank Projects, and click Business Card.

 [Border Lines](#)

 [Close Project Instructions](#)

PROJECT INSTRUCTIONS

 [Close Project Tips](#)

 [Back to Project Wizard...](#)

 [Other Project Types](#)

Creating Business Diagrams

The Business Diagram page type lets you create several styles of Business Diagrams.

Double-click the diagram to fill in chart data and change chart options.

After saving your work, click Output Wizard to print the diagram. Or, choose another output type.

Keep your original DRW file for easy editing in the future.


To start a new diagram, click New on the File menu, click Browse Projects, select the Charts & Diagrams catalog, and click Business Diagrams.

 [Charts and Tables](#)

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PROJECT INSTRUCTIONS

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 [Back to Project Wizard...](#)

 [Other Project Types](#)

Creating Calendars

The Monthly page type lets you create a calendar for one month.

Stick with a small number of fonts to maintain an elegant look.

After saving your work, click Output Wizard to print the calendar. Or, choose another output type.

Keep your original DRW file for easy editing in the future.

To start a new calendar, click New on the File menu, click Search Projects, and use "calendar" as the search word.


 [Clip Art Subjects](#)


 [Close Project Instructions](#)

PROJECT INSTRUCTIONS

Click one of the following clip art subjects to open the subject.

 Valentine's Day

 Easter

 Thanksgiving


 Christmas

 Hanukkah

 Close Project Instructions

PROJECT INSTRUCTIONS

 [Close Project Tips](#)

 [Back to Project Wizard...](#)

 [Other Project Types](#)

Creating Calendars

The Weekly page type lets you create a calendar for one week.

Stick with a small number of fonts to maintain an elegant look.

After saving your work, click Output Wizard to print the calendar. Or, choose another output type.

Keep your original DRW file for easy editing in the future.

To start a new calendar, click New on the File menu, click Search Projects, and use "calendar" as the search word.


 [Clip Art Subjects](#)


 [Close Project Instructions](#)

PROJECT INSTRUCTIONS


Click one of the following clip art subjects to open the subject.

 Valentine's Day

 Easter

 Thanksgiving


 Christmas

 Hanukkah

 Close Project Instructions

PROJECT INSTRUCTIONS

 [Close Project Tips](#)

 [Back to Project Wizard...](#)

 [Other Project Types](#)

Creating Calendars

The Yearly Calendar page type lets you create a calendar for one year.

Draw different shapes around dates to highlight important events.

After saving your work, click Output Wizard to print the calendar. Or, choose another output type.

Keep your original DRW file for easy editing in the future.

To start a new calendar, click New on the File menu, click Search Projects, and use "calendar" as the search word.


 [Clip Art Subjects](#)


 [Close Project Instructions](#)

PROJECT INSTRUCTIONS


Click one of the following clip art subjects to open the subject.

 Valentine's Day

 Easter

 Thanksgiving


 Christmas

 Hanukkah

 Close Project Instructions

PROJECT INSTRUCTIONS

 [Close Project Tips](#)

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 [Other Project Types](#)

Creating Comparison Charts

The Comparison Chart page type lets you create charts that compare two or more items.

To delete a row or column, double-click the chart, and click the gray button at the left of the row, or top of the column. Click the minus button on the button bar.

To toggle the symbol, click a symbol cell.

To add text to a cell, click the cell and begin typing.

Double-click the chart to set chart options.

After saving your work, click Output Wizard to print the chart. Or, choose another output type.


Keep your original DRW file for easy editing in the future.

To start a new comparison chart, click New on the File menu, click Search Projects, and use "comparison" as the search word.

 [Close Project Instructions](#)

PROJECT INSTRUCTIONS

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 [Other Project Types](#)

Creating Computer Screen Drawings

The Computer Screen page type lets you create a drawing to be used on a computer screen for wallpaper or on-screen presentations.

Be sure to use the page setting for the screen resolution of the computer on which the file will be displayed. To change the resolution setting, click Page Setup on the File menu.

After saving your work, choose Output Wizard to save the drawing as wallpaper. Or, choose another output type.

Use Display Properties in the Control Panel to set your wallpaper file.

You can import the drawing into a presentation program.

Keep your original DRW file for easy editing in the future.


To start a new computer screen drawing, click New on the File menu, click Blank Projects, and click Screen.

 [Page Background](#)

 [Close Project Instructions](#)

PROJECT INSTRUCTIONS

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 [Other Project Types](#)

Creating Motivational Coupons

The Coupon page type lets you create coupons for employee motivation, or any other type of coupon.

When creating coupons, you can create either a single coupon, the same coupon repeated, or different coupons on the same page. To change the repeat mode, click Page Setup on the File menu.

If you choose Single card or Same card repeated, you only see one coupon in the drawing area. If you choose Multiple cards drawn separately, you see gray lines on the page indicating the edges of each coupon.

After saving your work, click Output Wizard to print the coupons.


Keep your original DRW file for easy editing in the future.

To start new coupons, click New on the File menu, click Search Projects, and use "coupon" as the search words.

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PROJECT INSTRUCTIONS

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 [Other Project Types](#)

Creating Custom Pages

The Custom page type lets you create a page with the dimensions and settings you want.

To add a new page, click the Add Page tab at the bottom of the screen.

To view a particular page, click the name of the page on the page tabs.

After saving your work, click Output Wizard to choose an output type.


Keep your original DRW file for easy editing in the future.

To start a new custom page, click New on the File menu, click Blank Projects, and click Custom.

 [Close Project Instructions](#)

PROJECT INSTRUCTIONS

 [Close Project Tips](#)

 [Back to Project Wizard...](#)

 [Other Project Types](#)

Creating Organization Charts

The Organization Chart page type lets you create several styles of Organization charts.

Double-click the chart to fill in chart data and change chart options.

After saving your work, click Output Wizard to print the diagram. Or, choose another output type.

Keep your original DRW file for easy editing in the future.


 [Other Diagrams](#)

To start a new chart, click New on the File menu, click Search for a Project, and use "organization" as the search word.

 [Close Project Instructions](#)

PROJECT INSTRUCTIONS

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 [Other Project Types](#)

Creating Direction Maps

The Direction Map page type lets you create maps with roads, signs, and landmarks.

Draw lines using the Line tools, and format the lines using the road outline style. Choose the Formatting tab in the Gallery to change the line style.

After saving your work, click Output Wizard to print the map. Or, choose another output type.


Keep your original DRW file for easy editing in the future.

To start a new direction map, click New on the File menu, click Search Projects, and use "map" as the search word.

 [Close Project Instructions](#)

PROJECT INSTRUCTIONS

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 [Back to Project Wizard...](#)

 [Other Project Types](#)

Creating Envelopes

The Envelope page type lets you create an envelope template.

Add your address and logo to the front of the envelope.

After saving your work, click Output Wizard to print the envelope.

Save the envelope as a template so you can use it again.


Keep your original DRW file for easy editing in the future.

To start envelopes, click New on the File menu, click Search Projects, and use "envelope" as the search word.

 [Close Project Instructions](#)

PROJECT INSTRUCTIONS

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 [Other Project Types](#)

Creating Fax Sheets

The Fax Sheet page type lets you create fax sheet templates.

After saving your work, click Output Wizard to print the fax sheet.

After you get the fax sheet the way you want it, save it as a template so you can use it again.


Keep your original DRW file for easy editing in the future.

To start a new fax sheet, click New on the File menu, click Search Projects, and use "fax" as the search word.

 [Close Project Instructions](#)

PROJECT INSTRUCTIONS

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Creating Flowcharts

The Flowchart page type lets you create any type of Flowchart.

Hold  and drag a selected shape to make a copy.

Use the connector right-angle line to connect shapes.

After saving your work, click Output Wizard to print the flowchart. Or, choose another output type.

Keep your original DRW file for easy editing in the future.

To start a new chart, drag flowcharting shapes from the Gallery onto the page.


 [Network Diagrams](#)

 [Organization charts](#)

 [Close Project Instructions](#)

PROJECT INSTRUCTIONS

 [Close Project Tips](#)

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 [Other Project Types](#)

Creating Flyers and Signs

The Flyers and Signs page type lets you create flyers or signs.

After saving your work, click Output Wizard to print the flyer or sign. Or, choose another output type.

Keep your original DRW file for easy editing in the future.

To start a new flyer or sign, click New on the File menu, click Browse Projects, select the Office Communication catalog, and click Signs_Flyers.

 [3D Shapes](#)

 [Arrows](#)


 [Border Lines](#)

 [Border Frames](#)

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 [Other Project Types](#)

Creating Greeting Cards

The Greeting Card page type lets you create cards, invitations, and announcements.

Each card panel is on a separate page in the drawing area.

To view a particular page, click the name of the page on the page tabs.

The gray lines around the drawing area indicate the printable area. Be sure all graphics and text fit inside this area. Otherwise, your drawing will be cut off on the edges.

After saving your work, click Output Wizard to print the card. Or, choose another output type.

To print greeting cards on two sides, print the first side, turn the paper over, feed it back into your printer, and print the second side. *Graphics* pauses and lets you continue printing once the paper is turned over. Alternately, you can print both pages separately and tape or glue them together.

Save a greeting card as an animated GIF. The resulting animation displays each panel of the card, one at a time, creating a special electronic card!

Keep your original DRW file for easy editing in the future.

To start a greeting card, click New on the File menu, click Search Projects, and use "greeting card" as the search words. Select All Words so only greeting cards are found. Or, to start with a blank greeting card, click Blank Projects, and click Greeting Card.

 [Double-Sided Document](#)


 [Clip Art Subjects](#)

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PROJECT INSTRUCTIONS

Click one of the following clip art subjects to open the subject.

 Christmas

 Birthday

 Valentine's Day


 Hanukkah

 Wedding

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Creating IGXPlayer Drawings

IGXPlayer projects let you create drawings for presentations played by IGXPlayer.

When creating a presentation, use a page size that is the same as the resolution of the screen that will display the presentation.

Each frame of the presentation is a separate page in the drawing area.

To add a new page, click the Add Page tab in the lower left of the screen.

To view a particular page, click the name of the page on the page tabs.

You can insert animated GIFs into your drawing.

After saving your work, click Output Wizard to save as an IGXPlayer file. In the Output wizard, you can add sound to your IGXPlayer file.


Keep your original DRW file for easy editing in the future.

Any drawing can be saved as an IGXPlayer file.

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Creating Images

The Image page type lets you create a page size to be used for manipulating or creating bullet, icon, or photographic images.

To add a new page, click the Add Page tab at the bottom of the screen.

To view a particular page, click the name of the page on the page tabs.

After saving your work, click Output Wizard to choose an output type.


Keep your original DRW file for easy editing in the future.

To start an image page, click New on the File menu, click Blank Projects, and click Image.

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Creating Labels

The Label page type lets you create mailing labels.

When creating labels, you can create either the same label repeated, or different labels on the same page. To change the repeat mode, click Page Setup on the File menu.

If you choose Same label repeated, you see only one label in the drawing area. If you choose Multiple labels drawn separately, you see gray lines on the page indicating the edges of each label.

Add names to the address list and add address fields to a drawing to create a mail merge.

Before printing on labels, print a test page on plain paper to be sure the information will fit on the labels.

After saving your work, click Output Wizard to print the labels.


Keep your original DRW file for easy editing in the future.

To start labels, click New on the File menu, click Blank Projects, and click Label.

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Creating Letterhead

The Letterhead page type lets you create letterhead.

After saving your work, click Output Wizard to print the letterhead.

Save the letterhead as a template so you can use it again.

Keep your original DRW file for easy editing in the future.


To start letterhead, click New on the File menu, click Search Projects, and use "letterhead" as the search word.

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Creating Newsletters

The Newsletters page type lets you create multi-page and column newsletters.

To add a new page, click the Add Page tab at the bottom of the screen.

To view a particular page, click the name of the page on the page tabs.

After saving your work, click Output Wizard to print the newsletter. Or, choose another output type.


Keep your original DRW file for easy editing in the future.

To start a newsletter, click New on the File menu, click Search Projects, and use "newsletter" as the search word. Or, to start with a blank newsletter, click Blank Projects, and click Newsletter.

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Creating Network Diagrams

The Network Diagram page type lets you create a diagram of your network system.

Hold  and drag a selected shape to make a copy.

Use the connector right-angle line to connect shapes.

After saving your work, click Output Wizard to print the network diagram. Or, choose another output type.

Keep your original DRW file for easy editing in the future.


To start a new diagram, drag network shapes from the Gallery onto the page.

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Creating Postcards

The Postcard page type lets you create the front and back of a postcard.

You can create a drawing for the back of your postcard. To create both a front and a back, click Page Setup on the File menu. On the Postcards setup dialog box, click Double-sided Postcard, and click Finished. Front and Back page tabs appear on the drawing area. When you print the postcards, *Graphics* pauses to let you flip the paper before printing the other side.

Add names to the address list and add address fields to a drawing to create a mail merge.

After saving your work, click Output Wizard to print the postcard. Or, choose another output type.


Keep your original DRW file for easy editing in the future.

To start a postcard, click New on the File menu, click Blank Projects, and click Postcard.

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Creating Posters

The Poster page type lets you create multipage posters.

On the File menu, click Page Setup to change the size of the poster.

After saving your work, click Output Wizard to print the poster. Or, choose another output type.

Tape the pages together to create the poster.


Keep your original DRW file for easy editing in the future.

To start a poster, click New on the File menu, click Blank Projects, and click Poster.

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Creating with Printer Sheets

The Printer Sheet page type opens a page that matches the page setting of your default printer.

After saving your work, click Output Wizard to choose an output type.


Keep your original DRW file for easy editing in the future.

To start a printer sheet, click New on the File menu, click Blank Projects, and click Printer Sheet.

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Creating Space Plans

The Space Plan page type lets you create a floor plan for a house or building.

On the View menu, click Grid Options to change the scale. Use Snap to Grid to keep objects aligned as you move them.

To rotate a piece of furniture 90 degrees to the left, select the object and press F8. To rotate it 90 degrees to the right, select it and press Shift+F8.

After saving your work, click Output Wizard to print the space plan. Or, choose another output type.


Keep your original DRW file for easy editing in the future.

To start a space plan, click New on the File menu, click Search Projects, and use "space plan" as the search words. Select All Words so only the space plan diagram is found.

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Creating with Standard Sizes

The Standard Paper Size page type lets you create a drawing using a standard paper size.

After saving your work, click Output Wizard to choose an output type.


Keep your original DRW file for easy editing in the future.

To start a standard page, click New on the File menu, click Blank Projects, and click Standard Size.

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Creating Timelines


The Timeline page type lets you create timelines for project milestones.

Double-click the timeline to fill in data and change timeline options.

After saving your work, click Output Wizard to print the diagram. Or, choose another output type.

Keep your original DRW file for easy editing in the future.

To start a new timeline, click New on the File menu, click Browse Projects, select the Charts & Diagrams catalog, and click Time Management.


 [Charts and Tables](#)

 [Business Diagrams](#)

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Creating Your Web Page

The Web Page page type lets you create Web pages.

Each page is on a separate page in the drawing area.

To add a new page, click the Add Page tab at the bottom of the screen.

To view a particular page, click the name of the page on the page tabs.

Include [animated GIF](#) files in your Web page. Use the Animations page setting to create these.

After saving your work, click Output Wizard to save as a Web page.

Contact your Internet provider to publish your Web pages on the Internet.

Keep your original DRW file for easy editing in the future.

To start a Web page, click New on the File menu, click Search Projects, and use "web" as the search word. Or, to start with a blank Web page, click Blank Projects, and click Web Page.

 [Page Background](#)

 [Web Publishing Toolbar](#)

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