

This is OC\_DS60.DOC.


This topic is logically part of Designer's "What's New" section. It is in a separate help file per Microsoft requirement.

## Designer Compatibility with Microsoft Office

Micrografx Designer 6.0 is a Microsoft Office Compatible product, which means that its toolbars, menus, and accelerator keys are similar to those used by Microsoft Office. If you are already using Microsoft Office, which includes Microsoft Excel, Word, Microsoft Access and PowerPoint, then many of the tasks you have learned to complete in Office can be completed in a similar manner in Designer. Micrografx and Microsoft hope these similarities will make it easier for you to use our products together and with other Microsoft Office Compatible products.

Look for the Microsoft Office Compatible logo when purchasing software. For more information about the Microsoft Office Compatible program, and for a complete listing of Microsoft Office Compatible products, in the United States call Microsoft Customer Service at 1-800-426-9400. Customers outside the United States should contact their local Microsoft office.

## Office Compatible Features of Designer 6.0

- Includes a Format menu and View menu. The Format menu is familiar for Office users who want to change interior fills, line color, and text attributes. The View menu includes the view options from the Designer 4.1 Display menu.
- Has dockable toolbars like those in Microsoft Office. You can open a document just by clicking the Open button  on the Standard toolbar.
- Uses Tool Tips so you can discover each button's function just by pointing to it with the mouse.
- Lets you add and customize toolbars. You can choose large, small, color or black-and-white buttons for your toolbars.
- Displays a relevant shortcut menu when you click the right mouse button.
- Displays a status bar at the bottom of the Designer window to keep you informed as you work.
- Lets you choose the Microsoft Office dictionary with your spelling checker.
- Lets you send a Designer document as e-mail. If you have Microsoft Mail set up, you will see the Send item in the File menu.
- Works with Microsoft's Office Binder.
- Includes a Windows 95 Quick Viewer.
- Acts as both an OLE client and an OLE server. You can embed or link your Designer objects in documents created with other Office applications, and you can embed or link objects from other applications in your Designer documents.

### Note

- In the current version of Designer, getting help about a control in a dialog box by clicking the right mouse button on the control does not work in all dialog boxes

## Using Designer with other Office applications

### To link a Designer object into a Word document using the keyboard

- 1 In Designer, select the object.
- 2 Press **CTRL+C** to copy the object to the Clipboard.
- 3 Switch to the Word document.
- 4 Press **CTRL+V** to paste the object into Word as a linked Designer object.

### To drag an object from a Designer document to a Word document

- 1 In Designer, select the object.
- 2 Drag the object to the Word button on the taskbar, but do not drop it there. After a moment, the Word window opens.
- 3 Drop the object on the open Word window.

### To link a block of text from a Word document into a Designer document

- 1 In Word, select the text.
- 2 Press **CTRL+C** to copy the text to the Clipboard.
- 3 Switch to the Designer document.

4 Press **CTRL+V** to paste the object into Designer as a linked Word object.

