

Help Contents

Welcome to *Zoner Callisto 2.0 Help*.

[How to Get Started with Zoner Callisto - Tutorials](#)

[Description of Zoner Callisto Features](#)

[Description of Zoner Callisto Functions](#)

[Description of Zoner Callisto Menus](#)

[Zoner Media Explorer and Zoner Viewer](#)

Zoner Callisto Features

Zoner Callisto will help you produce creative graphic documents of all kinds. You can draw on a surface up to *2.5 m. by 2.5 m* (almost 8 feet by 8 feet) large! And it's no problem to print documents even this large in Zoner Callisto, using billboard printing. Documents can contain *multiple pages*.

A document can be composed of geometric shapes, lines, text, tables, and scanned images.

Zoner Callisto offers special functions for working with *scanned images* you've imported - brightness, contrast, color elements and several other effects.

The variety of *vector graphics tools* for adding geometric objects to your document matches the standards in the field. You can insert rectangles with several choices of corner shapes, circles, pies and arcs, polygons, and stars. Using lines and curves, skilled users can draw any shapes they want.

You can define various fills for objects, as well as the thickness of their outlines.

Zoner Callisto offers *two text tools*, paragraph text, for writing longer texts, and artistic text, which can be fit to curves, converted to curves and then edited, and more.

You can take advantage of Zoner Callisto's *table tool* to create tables.

Zoner Callisto includes a *state-of-the-art environment* with controls and standards similar to Microsoft Office products. A window can show up to four views, each one displaying a different part of the page at a different zoom, or each showing a different page, etc.

Besides Zoner Callisto itself, the package includes *Zoner Media Explorer* and *Zoner Viewer*. Zoner Media Explorer is a graphics version of the traditional Windows '95 Explorer. Zoner Viewer is an image browser. Both programs are tightly integrated into the Windows '95 system.

All these programs support OLE technology. They are all full 32-bit applications, using the latest programming technology. Besides technology from other sources, Zoner Callisto brings its own *SmartFresh* system, which redraws the workspace display exceptionally quickly.

Tutorials

If you are a beginner in vector-based graphics, you will appreciate both of these tutorials. They will familiarize you with Zoner Callisto as you create an imaginary firm's logo and leaflet. These tutorials are especially aimed at beginners without any experience in creating graphic documents.

I. Creating a Company Logo

0. Goal

1. Creating a New Document

2. Toolbars

3. Inserting Rectangles

4. Shaping Objects

5. Moving Objects

6. Duplicating and Mirroring Objects

7. Object Colors

8. Artistic Text

9. Converting Text to Curves

10. Exporting Images

II. Creating a Firm Leaflet

0. Goal

1. Creating a New Document

2. Entering Artistic Text - Header

3. Paragraph Text

4. Inserting Images

5. Editing Bitmaps

6. Rectangles and Object Order

7. Fountain Fills

8. Tables

9. Guidelines

See also:

[How to Master Zoner Callisto](#)

Zoner Callisto Functions

[Drawing and Inserting Objects](#)

[Editing Objects](#)

[Shaping Objects](#)

[Importing and Exporting Images](#)

[Zoom Level](#)

[Working with the Clipboard](#)

[Working with the Grid](#)

[Working with Guidelines](#)

[Working with Layers](#)

[Working with Toolbars and Roll-Up Windows](#)

[Working with Multiple Views](#)

[Working with Document Settings and Environment Settings](#)

Zoner Callisto Menus

Zoner Callisto includes the following menus:

[File](#)

[Edit](#)

[View](#)

[Objects](#)

[Tools](#)

[Window](#)

[Help](#)

See also:

[Toolbars](#)

Editing Tool Options

[Editing Tool - Selecting Objects](#)

[Moving Objects](#)

[Resizing Objects](#)

[Copying Objects](#)

[Making Multiple Copies of Objects](#)

[Rotating Objects](#)

[Skewing Objects](#)

[Mirroring Objects](#)

[Object Groups](#)

[Combining Objects](#)

[Object Order](#)

[Changing Objects' Perspective](#)

[Deforming Multiple Objects](#)

[Unifying Objects' Size and Alignment](#)

[Transformations Roll-Up Window](#)

Zoner Media Explorer and Zoner Viewer

What Are They and What Do They Do?

Zoner Media Explorer and Zoner Viewer are two programs designed to simplify work with graphics and multimedia files.

Imagine that you need to insert an image into a text or graphics document, and you know what folder it's in, but not its name. The typical approach would be to open each image in the folder one by one. *Zoner Media Explorer* will display thumbnails, small versions of the drawings in the folder. You can then easily find the file you want, drag it out, and drop it into your document. If you double-click on a thumbnail, the *Zoner Viewer* program will start up, drawing the image in its full size.

Besides the above-mentioned basic functions, this pair of programs will also help you with converting images to different formats or color depths, and with basic file operations (moving, copying, deleting and renaming files). Zoner Media Explorer can also *project* images in a folder as a "slide show," which you can use for presentations. You can print out the thumbnails of all the drawings in a folder on summary sheets.

Zoner Viewer lets you print out the image currently being viewed. Images can be pasted to the Clipboard from either program.

[Zoner Media Explorer](#)

[Zoner Viewer](#)

Toolbars

View | Toolbars

Zoner Callisto has 7 toolbars. You can turn each one on and off individually, and also anchor them at any edge of the display. Normally you will need to have at least four of them turned on - **Main**, **Alternate**, **Zoom**, and **Text**. The **Layers** toolbar is also often handy. The **Standard** and **Environment** toolbars give access to some frequently-used menu commands

Besides the buttons on the Environment toolbar, you can show and hide toolbars using the items under **View | Toolbars**.

You can also move toolbars by clicking on any part of them that is not a button. Dragging a toolbar off of the edge of the working area will turn it into a floating toolbar. Dropping it at or near an edge will anchor it again, at that edge.

Main

Alternate

Zoom

Layers

Text

Standard

Environment

Tutorial 2/1 - Creating a New Document

Start by creating a new document. Go to the A4 format in the **File | New Custom...** dialog, then switch to the **Margins** tab, set margins of 10 millimeters for each side, and make sure the **Show margins and guidelines on master page** option is checked.

2. Entering Artistic Text

When You Can't Select an Object

There are several possible causes; each demands a different solution.

Cause:

The object is saved on the master page, so though it appears on all other pages, it cannot be edited on them.

Solution:

Switch to the master page and edit the object there.

Cause:

The object is on a layer which has the "locked" property.

Solution:

Unlock the layer in the Layers toolbar or roll-up window.

Cause:

An error occurred when the display was redrawn.

Solution:

Press F5 to redraw the display again.

Drawing Lines And Curves

Zoner Callisto can act as an artist's canvas. Using lines (straight and curved), you can draw practically any object you wish. Individual shapes can be put together from lines and curves and the spaces they enclose.



To draw lines, use the lines/curves tool, available from the main toolbar. The alternate toolbar displays all options available for the given tool. In Zoner Callisto, you can draw straight lines, Bezier curves, and freehand curves.

See also:

[Lines](#)

[Curves](#)

[Freehand Drawing](#)

[Line Connection Mode](#)

[Shaping Lines and Curves](#)

Working with Layers

Once you learn to work with layers, they can help ease your work with documents.

To configure layers, use the [layers toolbar](#) and [roll-up window](#).

The *current layer* is shown on the Layers toolbar, and is highlighted on the list in the Layers roll-up window.

2x Rectangle on Main

To see on which layer an object you've drawn is located, check the *status bar*, all the way at the right.

Layer order:

Layers are shown on the lists in the layers roll-up window and toolbar in reverse order, i.e. the bottom layer is listed first. The remaining layers lie over it.

Tips for working with layers:

- Use an unprintable layer or layers to make lines and symbols that help you as you place objects.
- If you are going to use a series of images for a presentation, and they will be exported to bitmaps, draw the individual images on separate layers, so you can return to them and work with them separately.
- If you are creating a complicated image or a leaflet, place the parts which are already finished on separate layers, and lock them. This will prevent undesired changes (e.g. movement) to those parts.

See also:

[Layers Roll-Up Window](#)

[Layers Toolbar](#)

Layers Roll-Up Window

The layers roll-up window contains the following controls:



Add new layer - Adds a new layer above the current one.



Remove layer - When layers are removed, all objects on them are also removed.



Rename layer - Change the name of the layer directly in the roll-up window.



Move layer up one - Whenever a layer is moved, the objects on that layer are also moved.



Move layer down one



Move layer to top



Move layer to bottom



Change roll-up to [layers toolbar](#).

Main

Secondary

Layer names. You can rename a layer by double-clicking on it or pressing the corresponding button.



Icons indicating whether or not a layer is visible, locked, and/or printable. To change a property, click the corresponding icon. A fully gray icon means the property is turned off. Note that the visibility (first) icon is partly gray even when visibility is turned on.

See also:

[Roll-Up Windows](#)

[Working with Layers](#)

[Layers Toolbar](#)

Layers Toolbar



View | Toolbars | Layers

The Layers toolbar has the following elements:



A drop-down list for *selecting and displaying the active layer* and *icons* for making layers invisible, locked, and/or unprintable, and showing their current setting. Click on the icons to turn these properties on and off.



The **Add Layer** button. This adds a layer above the current layer.



The **Remove Layer** button. When a layer is erased, all objects located on it are also erased.



The **Layers** button This calls up a roll-up window for setting all parameters related to layers, where you get a better overview when working with several layers at once. This window also has several tools for rearranging layers, which are not available on the toolbar.

See also:

[Working with Layers](#)

[Layers Roll-Up Window](#)

Anchoring and Moving Toolbars

To move a toolbar, click on it in an area without a button, then drag it. If you drag it off an edge of the viewing area, it will be anchored on that side. If you drag it into the viewing area, it will become a floating toolbar.

Double-clicking on a floating toolbar will return it to the last place where it was anchored. If it is already anchored, it will become a floating toolbar, positioned at the same place where it was anchored.

To hide a floating toolbar, click the "x" (close) button at its top right.

Fill Roll-Up Window



View | Roll-Up Windows | Fill

This options shows and hides the fill roll-up window.

See also:

[Fill](#)

Tutorial 1/0 - Goal

In this, the first Zoner Callisto tutorial, we will create a simple company logo. It includes practical advice for using the logo created here in other Windows programs, and information on creating other, similar documents.

To give you an idea of what a vector graphic looks like, we created our own logo, shown below. With some practice, you should be able to create similar or even better logos!

Every page of this tutorial includes a link to the [target image](#), for your convenience.



1. Creating a New Document

Tutorial 1/1 - Creating a New Document

target image

Create the document such that its original size is 9x4 cm (3.55 x 1.57 inches). We could start working on our document immediately, without changing the normal page settings - letter size paper, and normal ("portrait") orientation. But instead we'll pick ones that better match this logo.

Go to **New Custom...** in the **File** menu. The **New Document** dialog, with a list of preset pages, will be displayed. Add your own item to this list. Click on the button marked **User Defined....** Enter a name (*logo*, for example) for this page size in the **User Defined Format** dialog and define dimensions of 100 and 50 millimeters (or 4 by 2 inches). Click **OK**, then go to the **Margins** tab of the **New Document** dialog. Set 5-millimeter (3/16 of an inch) margins on each side, make sure **Show margins and guidelines on master page** is checked, and click **OK**.

A new document will be created. The page margins you entered act as guides; they are mainly there for setting off the areas at the edge of the page, where printers cannot print. Most laser printers have margins of about 5 millimeters (3/16 of an inch); ink printers won't print any lower than 1-2 centimeters (half an inch to an inch) from the bottom of the page. For some dot-matrix printers, you can hand-set margins.

2. Toolbars

Tutorial 1/2 - Toolbars

[target image](#)

We will create the object below the logo title by reshaping a rectangle. The second object will be made by copying and mirroring the first one.

Selecting the rectangle drawing tool



First, make sure the toolbar called *Main* is visible. You can show and hide this toolbar using **View | Toolbars | Main**. But normally it should be visible, because it's the most-used toolbar. On this toolbar, click on the button showing a square and circle. You've just selected the tool for drawing rectangles, squares, circles, ellipses, n-polygons, and stars.



Click on the button with a rectangle in the alternate toolbar (if it's not visible, display it by going to the following menu item: **View | Toolbars | Alternate**). This panel has a special status in Zoner Callisto. This panel's configuration depends on the tool selected in the main toolbar. This way the user can always see what options are available for the given tool.

In Zoner Callisto, it's possible to reposition toolbars as you wish. Left-clicking on a toolbar, on a spot without a button, lets you drag that toolbar; if you drag it off the edge, it becomes a "floating toolbar" - one that looks and acts like a little window. Once you drag it back to the edge, it changes its look and becomes "anchored" again.

Besides the above-mentioned menu item, there are other methods for showing and hiding toolbars, these are described elsewhere.

3. Inserting Rectangles



Dragging Objects

Dragging objects is a simple technique for moving objects using the mouse.

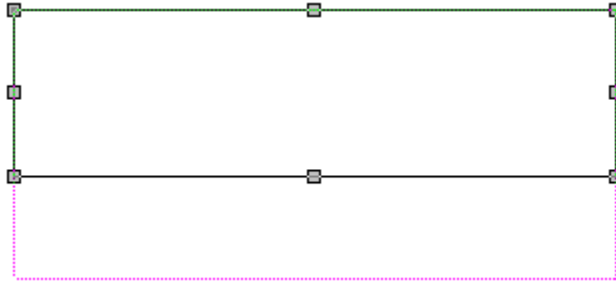
How to drag objects:

Click the mouse button (usually the left button) on the object and hold it. Move the mouse around, and the object will move as well. Once you have the object where you want it, release the button.

Tutorial 1/3 - Inserting Rectangles

target image

Stretching a rectangle is perhaps the simplest operation in Zoner Callisto. Once you've selected the rectangle tool, click on the upper page margin, marked with a colored dotted line. Hold the mouse button and drag down and to the right. You will be able to see the borders of your future rectangle as you drag. Drag it to the right edge and about two-thirds down the page, as shown in the sample below.



4. Shaping Objects

Tutorial 1/4 - Shaping Objects

[target image](#)

Now we'll create the profile of our logo out of the rectangle we just drew. This kind of modification is one of the most interesting features of vector graphics.



Choose the *shape* tool in the *main* toolbar. This tool looks like a blunt arrow. If the rectangle you drew is not selected, that is, if you do not see handles (small boxes) on its edges, click on it.



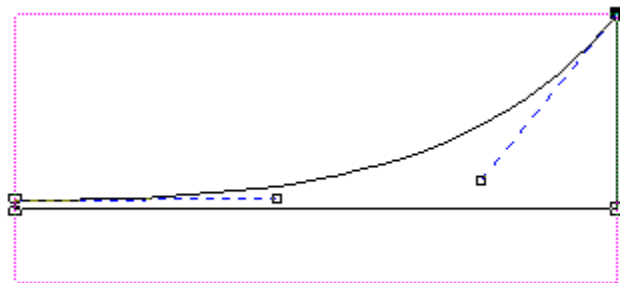
Select the alternate toolbar button for converting an object to curves - the one with a picture of a hammer. Note how the alternate toolbar buttons have changed, and the object has changed into four connected lines. The connection points are marked by small squares.



Drag the object's upper left corner downwards, to about 3 millimeters from the lower left corner. The object will change to an irregular quadrilateral (four-sided object).

Now we'll change the upper node to a curve and reshape it into the form we want. To change a line to a curve, press the button with the small line and yellow arrow symbols. The part of the line to be changed is always the one after the active point (or "node") in the line.

At first sight, it seems that nothing happened to the line. Its shape is still the same, but two new segments have been added to the line - the tangents and guidepoints of a Bezier curve. Dragging these guidepoints will change the shape of the curve. Drag first one and then the other until you get the following shape.



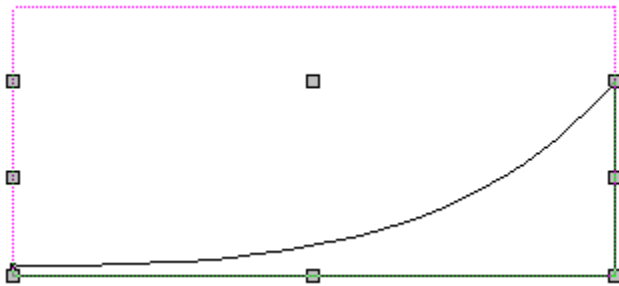
5. Moving Objects

Tutorial 1/5 - Moving Objects

target image

Now we'll place the profile we've drawn at the bottom margin of the document. This is a quite simple operation.

Select the edit tool from the main toolbar. Drag the object downwards. Note how, whenever the object is near the page margins, marked by a dotted line, it tries to "jump" to them. This is the "magnet" effect designed to help with placing objects precisely. This effect is, however, used more often in combination with guidelines.



6. Duplicating and Mirroring Objects

Main Toolbar

View | Toolbars | Main

Make sure the **Main** toolbar is displayed as you work. You can show or hide this toolbar using the above-mentioned menu item. However, you should generally leave it visible, because it is the most-used toolbar.



Editing and selecting objects



Shaping objects



Drawing lines and curves



Drawing rectangles, ellipses and other shapes



Entering paragraph text



Entering artistic text



Inserting (importing) images



Inserting tables



Calling up the undo function



Cancelling the undo function (redo)

See also:

Toolbars

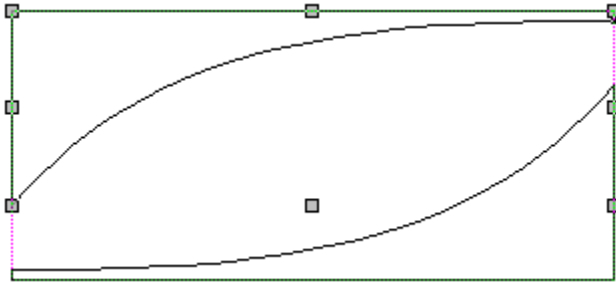
Tutorial 1/6 - Duplicating and Mirroring Objects

target image

Now we'll create the upper profile of our planned logo. This object is almost same as the lower profile. We'll duplicate the object and mirror it twice.

Here's how:

1. *Select the object.* "Selecting" an object means marking it, so handles - small squares - become visible on it. Select the object by clicking on it with the mouse, with the main toolbar's *edit* tool active.
2. *Turn on duplicate mode.* This mode can be turned on and off using a button on the alternate toolbar - it's the one showing a small plus and two tiny squares. Once duplicate mode is turned on, anything you do with an object (moving it, stretching/shrinking it, mirroring it, etc.) will create a copy of it, and the original will remain in place.
3. *Mirror the object vertically.* To mirror an object (that is, to flip it), click on one of the mirroring buttons on the alternate toolbar - these are the ones showing an object flipping across an axis. First we'll mirror the object across the x axis, that is, vertically.
4. *Turn off copying mode.* If you left this mode on, the next operation would copy your object again.
5. *Mirror the object horizontally.* Click on the button showing an object flipping across the y axis..
6. *Place this object at the top document margin.*



7. Object Colors

Tutorial 1/7 - Object Colors

[target image](#)

It's quite easy to change an object's colors in Zoner Callisto.

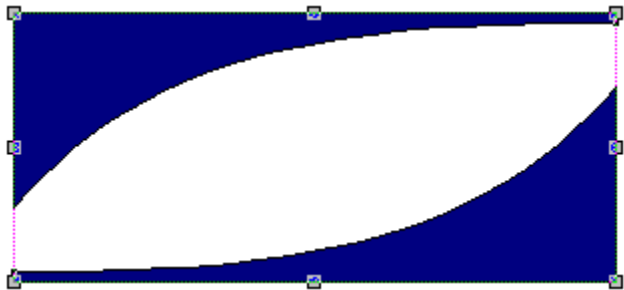
Here's how:

1. Select the object with the editing tool.
2. Right-click on one of the colors in the palette - the object's fill color will change correspondingly.
3. Left-click on the palette - the pen color, that is, the color of the object outline, will change.

Now that you understand the basics of editing objects, we'd like to show you how to change several objects at once. Most object parameters (size, color, angle of rotation, etc.) can be changed for several objects at once.

To select several objects, click on them one by one while holding the **Shift** button. Note how information on the selected objects is shown in the status bar (the line at the bottom of the Zoner Callisto window).

Now enter the colors needed for the objects in our logo - the profiles have a dark-blue inside and black outline (pen color).



8. Artistic Text

Tutorial 2/5 - Editing Bitmaps

Let's use these bitmaps to show another useful ability of Zoner Callisto - the option to *edit imported bitmaps* directly in a document. In our example, we'll change the brightness of the imported images.

Select a bitmap with the shape tool. Handles will appear around it. In the alternate toolbar, all options which can be used with bitmaps will appear. Click on the first button, **Brightness and Contrast**. In the dialog which appears, drag the sliders to set the values you want.

Fine-tune the brightness and contrast for each photograph, one by one. Note however that these settings are quite relative, because the color of the image on the resulting printout depends on the printer you are using, and the monitor also plays a role in what you see.

6. Rectangles and Object Order

Tutorial 1/8 - Artistic Text

target image

Now we'll add text to our logo. Zoner Callisto includes two different text tools, for different needs: artistic text and paragraph text. For titles, etc., like this, you'll generally want to use artistic text.

Select the artistic text tool by clicking the button marked "A" on the main toolbar.

Click and drag in the area between the two profiles to draw the line which will define the baseline (bottom) of the text.

A dialog will appear. In it, write "Eurosoft" and click **OK**.

The look of the text is not yet what we had in mind. We need to set the right text font and size. There are three drop-down lists on the text toolbar (if this toolbar is not visible and you can't make it visible, refer to [section 2](#) of this tutorial, which tells how to turn toolbars on). The first one is for text style; the remaining two are for fonts and text size. Select the Arial font and a size from 36 to 48 points. Besides the preset text sizes, you can select a size directly by writing it in the editing field at the top of the list and pressing **Enter**. The text will automatically change.

Notice how the new text you placed is blue, just like the remaining objects of the logo. This is because Zoner Callisto automatically uses the pen and fill colors you have set. The current colors are indicated in the sample area on the left side of the color palette.



9. Converting Text to Curves

Tutorial 2/0 - Goal

In the first tutorial, we described in detail how to create a company logo, in order to illustrate one of the advantages of vector graphics - working with lines and curves. The next part of the training will focus on positioning objects on the printed page and entering text, which are the most frequent activities you'll undertake when using a vector graphics editor.

The model for this example will be the creation of a travel agency leaflet advertising a tour to California. In chapter 2 of the manual, you can check how the finished leaflet should look.

1. Creating a New Document

Tutorial 1/9 - Converting Text to Curves

[target image](#)

The only thing left before your logo is entirely ready is to color half the text yellow. It's not normally possible to give artistic text two fill colors (except by using a fountain fill, which isn't appropriate for the current case). Therefore we need to break this text into individual letters. In the eyes of the program, the text will no longer be text, but a group of curves. Note that in vector graphics editors like Zoner Callisto, the terms "curve" and "line" are often used to mean both lines and curves.

Here's how to convert text to curves:

1. Select the shape tool on the main toolbar, and click on the text to select it.
 2. Click on the "A" button on the alternate toolbar to display the toolbar buttons dealing with text parameters.
 3. Click on the "hammer" button, on the alternate toolbar. This will break the text into curves. Note how the toolbar has changed - it now offers tools for editing curves. Only one line - the text's previous baseline - is selected. To delete it, press the **Del** key.
 4. Select the editing tool from the main toolbar. With it, select the last four letters. To select multiple objects at once you can, besides the method described in [part 7](#), use "framing." Click and drag with the mouse as if you were drawing a rectangle around the object. You will see a dotted blue rectangle. The objects fully inside of it will be selected.
 5. Change the fill color of the selected objects by right-clicking on the small yellow box in the palette.
- Your logo is ready.



[10. Exporting Images](#)

Tutorial 1/10 - Exporting Images

target image

Your logo, once complete, will become one of your most-used images. For example, you want to include it in most company documents you write.

How do you get an image out of Zoner Callisto and into other Windows programs?

Clipboard:

The simplest method is via the Clipboard. Select the object in Zoner Callisto using the editing tool, press **Ctrl-Ins** to copy it to the Clipboard, and then press and, if necessary, hold **Alt-Tab** to go to the application in which you want to use it. Press **Shift-Ins** there to paste the image.

Export to WMF:

But what if you want to offer your logo to somebody who doesn't have Zoner Callisto? The solution is quite simple. Save your logo in the WMF format. This is a very common format for vector-based images in Windows. Saving to another format than a given program's internal format is called exporting.

Select **Export...** in the **File** menu, and enter *Windows Metafile* as the file format. Write the filename and click **OK**.

You will be able to load this file in Windows-based word processors and other programs supporting this format. It is ready for most uses you might wish to make of it.

[Back to the tutorial contents](#)

File Menu

The **File** menu contains the following items:

New

New Custom...

Open...

Close

Save

Save As...

Save All

Import...

Export...

Document Settings

Print...

Print Setup...

Most Recently Opened Documents

Exit

See also:

Zoner Callisto Menus

Creating a New Document



File | New or **Ctrl-N**

To create a new document with the same parameters as the last one you created, use this item. To create a document with new parameters, use [File | New Custom...](#)

A new document window is then created. The number of documents you can have open at one time depends on the available memory.

See also:

[New Custom...](#)

Creating a New Custom Document

File | New Custom or **Ctrl-Shift-N**

This will call up a dialog with controls for many several document settings. Here you can choose the page size and orientation and the document's measurement system. You can add your own items to the list of page sizes. To do so, click the button marked **User Defined**. In the next dialog, choose and name the new page dimensions. If you do not plan to use the special format again, just write the dimensions in the editing fields at the bottom of the **Format** tab.

In the **Margins** tab, you can set margins - violet dotted lines that generally mark the boundary in which your printer can print. They are not printed in the final document. Unless you want them to be hidden, make sure **Show margins and guidelines on master page** is checked. You can also set the paper color, the start of the coordinate system, and the number of pages here.

Opening Documents



File | Open... Ctrl-O

To open the dialog window for choosing a file to open, use this menu. Zoner Callisto has its own vector-based format, with the ZMF extension.

If you want to have thumbnails of images displayed in this dialog, check the corresponding option. This way, you can see all documents in a folder before choosing one to open. Detailed file information, including short descriptions, is placed in lower part of dialog.

The number of documents you can have open at one time depends on the available memory. To create a new document, use the New or New Custom submenu.

Closing the Current Document

File | Close

To close the current document, use this item.

Saving Documents



File | Save or Ctrl-S

To save the document in the currently active window, use this menu item. If the document is untitled, that is, has a name like "Document1," a dialog for entering the file's name and path will appear. The currently selected filename is highlighted in an editing field in the middle of the window. Zoner Callisto has its own vector-based format, with the ZMF extension.

In the ZMF format, a short description, up to 100 letters, can be attached to a document.

To save a document with a new name, use the Save As... menu item.

See also:

Environment Settings - section on general settings tab

Saving a Document under a New Name

File | Save As...

To save your document with a different name, folder, or format, use this menu item. The program will also start autosaving the document to the new name.

See also:

[Saving Documents](#)

Saving All Open Documents

File | Save All

To save all open documents, use this menu item.

See also:

[Saving Documents](#)

[Saving Documents under a New Name](#)

Shaping Objects

There are two basic ways of editing objects in Zoner Callisto - using the general options available under the [editing tool](#), or the object-specific options available for the shape tool.

The *shape* tool is the second one on the *main* toolbar, indicated by a blunt arrow.

When the shape tool is active, only one object can be selected at a time. The way the selected object is highlighted depends on what type of object it is - all the nodes on a curve will be marked, for example, while only the center and one point on the perimeter of a polygon will be marked.

The options specific to different types of objects become unavailable once those objects are converted to curves. Careful - some operations with the editing tool (stretching a polygon, etc.) will automatically convert objects to curves.

[Shaping Circles and Ellipses](#)

[Shaping Curves](#)

[Shaping Polygons](#)

[Shaping Rectangles](#)

[Shaping Stars](#)

[Shaping Lines and Curves](#)

[Editing Artistic Text](#)

[Editing Bitmaps](#)

See also:

[Alternate Toolbar](#)

Importing Images



File | Import... Ctrl-W

Importing is the main way to bring images created in other documents into Zoner Callisto.

The kinds of images which Zoner Callisto is able to import can be divided into three types: *vector images*, which can be divided into Zoner Callisto objects; *bitmaps*, for which Zoner Callisto has several editing functions; and *OLE objects*, which can be edited in corresponding applications.

VECTOR IMAGES

Zoner Callisto can import vector images in the following formats:

- WMF - Windows Metafile
- DXF - documents traced by CAD programs
- HGL - documents for plotters
- PLT - documents for plotters
- CDR - Corel Draw! v. 3 and 4.documents
- ZBR - Zebra for Windows (a Zoner product)

You can call up the image import dialog in two ways:

- using the import tool on the main toolbar - click the import button
- using the **File | Import...** menu item

After you have selected the object, the cursor changes to a frame tool; by stretching it, you set the image's borders in the document. *ZBR*, *DXF* and *HPG* files are immediately transformed into Zoner Callisto objects. *WMF* and *CDR* files will stay in groups. If you select them with the Shape tool, a button with a hammer on it will be displayed on the alternate toolbar; clicking it will break the group into Zoner Callisto objects.

BITMAP IMAGES

Importing bitmap images is similar to importing vector images; the difference is in their later editing.

Zoner Callisto supports:

- BMP - Windows Bitmap,
- DIB - Windows Bitmap,
- GIF - Compuserve's Graphics Interchange Format,
- ICO - Windows Icons,
- JPG - File Interchange Format
- MAC - MacPaint,
- PNG - Portable Network Graphics,
- RLE - Windows Bitmap,
- TIF - Tagged Image File,
- TGA - TrueVision Targa,
- WPG - WordPerfect Graphics (bitmap).

To import, use the import tool or go to **File | Import...**In the import dialog, select a bitmap file. Click and drag to set the image's borders. Note that the program tries to keep the same proportions as the original image had. If you hold **Ctrl** while you drag, the proportions will not be preserved. Instead of dragging, you can just click on the workspace. In this case, the bitmap is inserted at a 1:1 scale (for 96 dpi resolution).

Other methods of inserting images include the [Clipboard](#) and the [Zoner Media Explorer Gallery](#).

Exporting Images

File | Export...

You can export your completed Zoner Callisto document to a bitmap or a Windows Metafile. Only the current page of the document is exported. If one or several objects are selected with the editing tool, only these objects will be exported.

The export dialog is called up using **File | Export**. Enter the name of the file and the folder in which it should be saved.

If you are exporting to a *bitmap*, another dialog appears for entering the following parameters: dimensions, color depth, conversion type. You can also change the file format and name.

You can set the *dimensions* either directly in pixels or express them in terms of dots per inch.

The *color depth* can be 2-color, 16-color, 256-color, or TrueColor, and depends on the concrete format of the bitmap.

The dialog will not let you choose invalid settings, like TrueColor for the GIF graphics format (GIF does not support this color depth).

If color reduction occurs when you export, you will be offered a choice of color conversion methods (dithering).

The compression method also depends on the concrete graphics format used. For example, the TIF format can handle all compression types; the BMP format is uncompressed. Here too, the dialog offers only those options which are valid for the given format.

If you are exporting to a Windows Metafile, you will be asked how fountain fills should be reproduced, and how bitmaps should be cropped. The most reliable, but slowest method is to break objects into polygons. In time you will see for yourself which setting works best for you. Generally you will get by with the manufacturer's setting. The **Use "Placeable" format** option makes the program attach a file description header to the file.

Document Settings

File | Document Settings or **Ctrl-F**

The **Document Settings** dialog contains four tabs:

Format

In this tab, you can change the size, orientation, and units of measurement for the current document. If you want to create a page size not on the list, and you plan to use it in future documents, click the **User Defined** button, which calls up a dialog for entering the name and dimensions of the new format. It is automatically added to the list, so you don't need to enter it again. If you don't want your user-defined format to be added to the list of formats, write the page dimensions directly into the editing fields under the list of formats.

Margins

Margins are represented in Zoner Callisto by unprintable guidelines. If you are using a laser or inkjet printer, check its documentation to see how wide the printing margins are. Then you can set these values as the margins of your document, so that no objects in it will stay fully or partially unprinted. You can also use margins for unifying the look of all your documents; when creating documents to put in binders, for example, you will want a larger margin on the left side. Make sure the **Show margins and guidelines on master page** option is checked.

Since margins are in essence special guidelines, they share guidelines' magnetic features.

Grid

This tab contains settings related to displaying a grid. See [Working with the Grid](#).

Guidelines

In this tab, you set parameters that affect guidelines. See [Working with Guidelines](#).

Printing Documents



File | Print Ctrl-P

Zoner Callisto offers the standard print options of Windows applications, as well as the option to print selected objects only. You can also center your printout on the page, adjust document dimensions to fill the entire printed page (the **Fit to page** option), and use billboard printing.

What is billboard printing? Zoner Callisto can create a document with dimensions of up to 2.50x2.50 m (. How can you print such large documents? By printing them on individual sheets and pasting them together. When you select billboard printing, Zoner Callisto prints the column and number of every page, so you know which sheet belongs where.

To obtain a dialog for setting additional parameters for professional printing (color separation), click on the **Options** button. You can make Callisto print standard print marks, page information and page margins, using the corresponding check boxes. Use the **CMYK separation** option to create separate color plates, and check the desired colors. When a PostScript file is printed to film by a professional printer, objects with fountain fills can present a problem. In this dialog, you can set by what method such objects should be printed. For normal computer printers, leave the **using regions** option checked. For printing to film, select **break into polygons**. Though this method is slower, it avoids errors in the representation of fountain fills.

Print Setup

File | Print Setup...

To set the printer parameters, use this menu item.

Most Recently Opened Documents

File | names and paths of documents

Towards the bottom of the **File** menu is a list of the most recently opened documents. To open one, click on its name.

Exiting the Program

File | Exit

To exit Zoner Callisto, use this menu item.

Edit Menu

The **Edit** menu contains the following items:

Undo

Redo

Cut

Copy

Paste

Paste As...

Delete

Select All

Invert Selection

Select...

Copy to File...

Paste from File...

Insert New Object...

See also:

Zoner Callisto Menus

View Menu

The **View** menu contains the following items:

Guidelines

Lock Guidelines

Grid

Redraw

Full Screen Preview

Redraw Quality

Roll-Up Windows

Toolbars

Status Bar

Rulers

Full-Screen View

Environment Settings...

Objects Menu

The **Objects** menu contains the following items:

Group

Ungroup

Combine

Uncombine

Clear Rotation

Order

Align...

Size...

Multiple Copy...

Duplicate

Duplicate Mode

Tools Menu

The **Tools** menu contains the following items:

Media Explorer Gallery...

Wizards...

Media Explorer Gallery

Thanks to OLE technology, Zoner Callisto can call up the main section of the Zoner Media Explorer application - this is a list of folders and image thumbnails in its own roll-up window. It's then possible to place the images directly on the page by dragging them out of the roll-up. This method of importing images is quite easy to use.

The Zoner Media Explorer Gallery has buttons for the following tasks:



Going up a level in the folder hierarchy



Bringing up the Favorites Folders list. Zoner Media Explorer lets you place image folders into a list of favorites. This button calls up the list.



Copying a selected image to the Clipboard. When no image is selected, this button is inactive.



Changing thumbnail size settings. Dragging the arrow will change the



Calling up the dialog for setting which file types will be displayed.



Changing settings regarding how much memory will be used for the thumbnail cache.

Dragging the divider bar between the folders list section and the thumbnails section of the roll-up window will resize the sections.

Window Menu

The Window menu contains the following items:

New Window

Split

Cascade

Tile

Arrange Icons

List of Open Documents

Creating a New Window

Window | New Window

Zoner Callisto includes two useful options for the times when you want to have several views of the same document available at the same time.

The *first* of these options is to create a new window, which means the current document will be displayed both in the original window and the new one. Changes to one window will be immediately reflected in the other window.

The *second* option is to split the window.

Note - creating a new window does *not* create a new document.

Working with Multiple Views

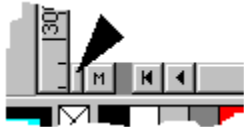
Window | Split

Normally there is only one viewing window. In it, you insert objects into your document, which can have one or several pages. Only one is normally displayed at a time. Around the page there is a pasteboard for putting aside objects you don't currently want to print.

You can, however, create two or four views of the same document in the same window. In each of these views, you can display a different page and/or a different zoom level and position for the same page.

There are several methods for *dividing the workspace*:

- the **Window | Split** menu item. A cross will appear; move it to the desired borders between the views, then left-click. If you move the border all the way the edge in one direction, the screen will only be split in two.



- Dragging the window-splitting icons, which are located in the lower left corner for dividing horizontally, and the upper right corner for dividing vertically.

- Double-clicking on these icons - this will split the window in half in the given direction.

Changes made in one window will automatically be displayed in the others.

To reduce the number of viewing windows, drag one or both of the dividers back to the edge of the display.

See also:

[Creating a New Window](#)

Cascade

Window | Cascade

This option places all open document windows in front of each other, with a slight offset between each one.

See also:

[Tile](#)

[Creating a New Window](#)

Tile

Window | Tile

This command organizes the document windows next to each other.

See also:

[Cascade](#)

[Creating a New Window](#)

Arrange Icons

Window | Arrange Icons

This option organizes all minimized document windows, placing them in the lower left corner of the application window.

List of Open Documents

Window | List of open document names

When you open several documents, and/or create several windows for a document, the names of all these windows will be added to this list.

Clicking on the name of one of the windows listed here will open that window.

Help Menu

The **Help** menu contains the following items:

[Contents](#)

[Tip of the Day...](#)

[About Zoner Callisto](#)

Contents

Help | Contents

This option calls up the table of contents for the Zoner Callisto help system.

Besides this method of searching through help - i.e. starting at the contents and leafing through - Zoner Callisto also offers context-sensitive help when you press **F1**, as long as:

- you have pulled down a menu (using the keyboard) and a certain position on it is highlighted.
- you have opened a dialog.

Tip of the Day

Help | Tip of the Day...

This option calls up a dialog displaying useful information about how to use Zoner Callisto. Zoner Callisto will show tips automatically on startup unless you've told it not to do so. This feature is ideal for those who wish to gradually learn the secrets of the program, and don't have time to study all the features at once.

See also:

[How to Master Zoner Callisto](#)

About Zoner Callisto

Help | About Zoner Callisto

This option calls up a dialog with basic information about the program, its creators, licensing conditions and the serial number.

Transformations



View | Roll-Up Windows | Transformations

You can use this roll-up window to carry out the same operations as are traditionally done using the editing tool. Why use the window, then? It lets you set values with tremendous precision. The roll-up window offers functions for moving, rotating, skewing, and relatively or absolutely changing dimensions for both individual objects and groups.

Any operations you carry out in this window will be affected by duplicate mode, if it is on.



Here you can *change an object's position* precisely, in either of two ways:

- *to a concrete position* - the values set in the boxes will become the new coordinates for the point which you have selected in the nine-point matrix. These points represent the handles and center point of the object. If, for example, you want the upper left corner of an object to be at [5, 5], that is, five millimeters (or inches, etc.) from the upper left corner of the page, set the values 5 and 5, and check the upper left point in the matrix.
- *by a certain amount* - check the relative position box. The object will be moved by the entered amount. In this case, the point selected in the matrix will have no influence.



Another capability of the Transformations roll-up window is rotating objects. Click the corresponding button, then enter the angle and center of rotation in the editing field. If the center is relative, it will match the object's center; otherwise, it will be measured from the beginning of the coordinate set.

The direction of rotation will match the direction shown on button you pressed to get the function.



The third kind of transformation offered in this window is resizing an object, expressed by percentage. If you set a value of 100%, the object will remain the same. Smaller values will shrink the object, larger values will stretch it. In the nine-point matrix, you set which of the points should stay in place during stretching.



The fourth capability is resizing an object, based on absolute size. Click the corresponding button, then enter how many millimeters, inches, etc. wide and high you want the object to be.



The last option is skewing objects. This is the simplest of option in this roll-up. Enter the degree of skewing in the editing field, along with the point which should move, the same as if you were skewing the object visually using the right mouse button.

How to Master Zoner Callisto

Zoner Callisto is a fairly extensive program, with hundreds of options. To use them to their fullest, you'll need to learn them one by one, over time.

The program controls are however quite intuitive. The main reason for this is the use of alternate toolbars, which change configuration to reflect what options are available for the tool currently selected in the Main toolbar.

There is also help available for every toolbar button and menu item. To see the help for a menu item, press **Alt** to select it, move among the items using the arrow keys, then press **F1** to call up help.

Normally, a dialog containing a tip for working with the program will be called up every time you run the program. You can also call up this dialog using the **Help | Tip of the Day...** menu item.

Grouping Objects



Objects | Group or **Ctrl-G**

This option creates a group from the currently selected objects. This group then behaves as a single object, so when you need, for example, to move objects which are gathered in a group, it's enough just to click on one of them and drag it.

You can also join already-created groups with other objects or groups this way.

To break up a group, press **Ctrl-U** or use **Objects | Ungroup**.

Ungrouping Objects



Objects | Ungroup or Ctrl-U

This option divides groups of objects back into individual objects. If the group in question contains other groups, those groups will not be broken up.

See also:

[Grouping Objects](#)

Object Order

Object | Order

You can use this set of menu options to affect the way in which objects cover each other. Normally, they cover each other in the same order in which you drew them. The most recently drawn object is at the top, and will hide any others which it overlaps. If, however, you are using layers, this may not be the case, since you may be drawing on a layer which is located under another layer.

To manage the order of objects, use the following functions, which affect the currently selected object or objects:

Up One Level. The object or objects will be moved up one level.

Down One Level. The object(s) will go down a level.

Move to Top. The object or group of objects will be placed above all other objects.

Move to Bottom. The object or group of objects will be placed below all other objects.

These commands are available under the above-mentioned menu item, or using the corresponding buttons on the editing tool's alternate toolbar.

Moving an Object Forward One Level



Objects | Object Order | Forward One or the **PgUp** key

This option moves the selected object forward one level.

See also:

[Object Order](#)

Moving an Object Back One Level



Objects | Order | Backward One, or the **PgDn** key

This option moves the option back one level.

See also:

[Object Order](#)

Moving an Object to the Front



Objects | Order | To Front or **Ctrl-PgUp**

This option moves the selected object to the front.

See also:

[Object Order](#)

Moving an Object to the Back



Objects | Order | To Back or **Ctrl-PgDn**

This command moves the selected object to the back.

See also:

[Object Order](#)

Duplicating Objects

Objects | Duplicate or **Ctrl-D**

Duplicating objects is the simplest way to create an identical copy of an object. This option will create a copy of the selected object or objects on the screen, without placing it in the Clipboard, and the copy will be inserted almost directly on top of the original, with an offset of a few pixels.

See also:

[Multiple Copies](#)

[Duplicate Mode](#)

Making Multiple Copies

Objects | Multiple Copy... or **Ctrl-Q**

Multiple copies are useful when you need to place several copies of an object at the same distance from each other.

Enter the number of copies of the object which you want in each direction, counting the original, and enter the distance between objects. By this we mean the distance between their beginnings - where the top left of their selection frame would be.

If, for example, you want to create ten copies of one object in a single row, enter the following values: 11 horizontal and 1 vertical.

The default distance between copies is set exactly to their size, so if you don't change this value, they will be right next to each other.

See also:

[Duplicating Objects](#)

[Duplicate Mode](#)

Duplicate Mode



Objects | Duplicate Mode or **Shift+Ctrl+D**

If you need to copy an or objects several times in a row, and also want to determine immediately where the copies will go, turn on duplicate mode using the above button, on the alternate toolbar for the editing tool. The button will look "pressed" while duplicate mode is on.

When duplicate mode is on, the original copies of objects and groups of objects will stay in insert when you move them; a copy will be inserted at the new coordinates you give them. Don't forget to turn this mode off when you're done copying, using any of the options that turn it on.

Another useful function for making many copies of an object is the **Multiple Copy...** command.

See also:

[Duplicating Objects](#)

[Making Multiple Copies](#)

Matching Objects' Size

Objects | Size...

This option calls up a dialog in which you can resize selected objects to be of equal thickness or height. There are 15 combinations overall.

The sample box in the dialog shows the effects of the combinations quite clearly, so we will only mention an example here.

If you use the *average* option for both the horizontal and vertical directions, the size of all selected objects will be changed as follows: the program will calculate the average width and height of all objects, and apply these values to all of the objects. If an irregular object like a circle or line is among those selected when using this command, then the width and height of its selection frame will be used as its width and height for calculations.

See also:

[Aligning Objects](#)

Aligning Objects

Objects | Align...

This dialog calls up a dialog in which you can line up objects in a number of ways.

The sample box in the dialog shows the effects of various combinations quite clearly, so we will not describe them here. Let's just look at an example:

Say you want to align all objects such that their lower borders are at the same vertical coordinate. Select the objects you need, making sure the lowest object can serve as the guide for the bottom border of all the objects. Go to **Objects | Align...** and set vertical alignment to **Bottom**. Press OK - the objects will be moved such that their bottom borders are lined up.

See also:

[Matching Objects' Size](#)

Showing and Hiding the Guidelines



View | Guidelines

This item shows and hides the guidelines.

See also:

[Working with the Guidelines](#)

Working with Guidelines

Guidelines help in inserting or moving objects to a precise set of coordinates. They are dotted blue lines, which will not be printed out in the final version. They help not only visually, but also through their "magnetic" nature. If you bring an object near a guideline, it will snap to the guideline's coordinate.

To add a guideline to your document, click on the corresponding ruler and drag to the spot you want. They can be removed in a similar way - drag them off the display back to the rulers.



You can set whether or not guidelines will be displayed using the **View | Guidelines** menu item. When this option is checked, guidelines will be turned on, otherwise, guidelines will be turned off.



You can lock the guidelines, so they cannot be moved by accident, using the **View | Lock Guidelines** menu item. It's most useful when you've set the guidelines for your document and you are about to start inserting objects.

Guidelines can be placed most precisely when you use a high zoom. If you need to work with maximum precision, you can check the correct placement of your guidelines at certain coordinates using the **Guidelines** tab of the [Document Settings](#) dialog. This dialog also contains other settings affecting guidelines.

See also:

[Working with Grids](#)

Working with the Grid



You can use a grid to guide you as you insert and move objects. Turn it on using **View | Grid**; a grid of row and columns of points will appear. This can help you see where to place objects, or even work as a "magnet," like guidelines. In that case, objects will be placed and moved only along these points. Just like the guidelines, the grid does not appear on the final printout.

You can also set the grid parameters on the **Grid** tab of the Document Settings dialog.

Locking the Guidelines



View | Lock Guidelines.

This option keeps the guidelines from moving. If this option is on, it's also not possible to add new guidelines.

See also:

[Working with the Guidelines](#)

Showing and Hiding the Grid



Display | Grid

This item turns the grid feature on and off.

See also:

[Working with the Grid](#)

Redrawing the Display

Display | Redraw or **F5**

This will redraw the currently active window. This command is useful after more complex operations, which can leave traces of selection frames or objects on the display by mistake.

Use this operation whenever you're not sure Zoner Callisto has properly displayed the page, or if you have selected the correct object.

Full-Screen View



View | Full-Screen View or **F9**

This command ensures that you have as much working space as possible. The program's title bar and menus disappear, as well the Windows 95 or Windows NT 4.0 taskbar, if displayed. Even though the menus are invisible, they are still available. For example, press **Alt-F** and the **File** menu will appear. The right and left arrows will then move you among the menus, as usual.

You can free up even more working space by hiding the status bar using **View | Status Bar** and the rulers using **View | Rulers**.

See also:

[Full-Screen Preview](#)

Full-Screen Preview



View | Full-Screen Preview

This option displays the document over the entire screen. To leave the preview, click the mouse or press **Space**.

See also:

[Full-Screen View](#)

Showing and Hiding the Status Bar

View | Status Bar

This item shows and hides the status bar.

See also:

[Status Bar](#)

[Full-Screen View](#)

Status Bar

The information bar at the bottom part of the application is the status bar. It offers you the following information:

- Help for menus when you open them and for buttons when you rest the mouse pointer on them.
- The mouse pointer position in relation to the coordinate system you've set for your document.
- The horizontal and vertical size of the currently selected object(s)
- The angle of rotation, if one object is selected
- The kind and/or number of selected objects, and the layer on which these objects lie.

To show or hide the status bar, use the **View | Status Bar** menu item.

Showing and Hiding the Rulers



View | Rulers

This command shows and hides the rulers at the edges of the display. This option is useful mainly when working with a window split into multiple views, or for getting a maximum workspace, especially when used together with full-screen view.

Undo



Edit | Undo or **Alt-Backspace**

The undo function removes the effects of your last action. You can go back by 20 actions this way. This function does not affect file functions.

If the **Edit | Undo** menu item is grayed, the Undo function cannot be used.

If you called up the undo function by mistake, you can reverse it using the **Edit | Redo** menu option.

Entering Paragraph Text

Besides [artistic text](#), you can insert paragraph text in your document.



Clicking and dragging on the workspace with this tool will give you a frame which acts like an on-the-spot text editor. The editor does not have all the options of a traditional word processor, but it still gives you a solid range of text formatting options. You can write text directly into the editor. You can also paste text from the Clipboard in the traditional way - see [Working with the Clipboard](#).

Besides standard letters, you can insert characters using **Alt**-key sequences. To insert a bullet, for example, you write the code 0149 while holding the left **Alt** key. The most commonly used characters are displayed on the alternate toolbar. Clicking on a sign will insert it at the cursor position.

In the [alternate toolbar for paragraph text](#), you will find some of the most-used characters that cannot be written directly from the keyboard.

To stop editing, select another tool or click outside of the edited text.

If you want to *edit a given piece of text again*, click on it with the paragraph text tool or the shape tool active. The Object will change back into a local text editor.

We recommend you change the [zoom level](#) while editing text, to **Zoom to Selected**. This will give you the most useful view of your text.

See also:

[Formatting Paragraph Text](#)

[Text Toolbar](#)

Redo



Edit | Redo

This function takes back changes caused by using Undo.
As with Undo, this function can "remember" up to 20 changes.

Cutting Objects to the Clipboard



Edit | Cut, Shift-Del or Ctrl-X

This option removes the selected object from the document and inserts it in the Windows Clipboard. If there was something else in the Clipboard, the new object will reinsert it.

See also:

[Working with the Clipboard](#)

Working with the Clipboard

To transfer objects between different Zoner Callisto pages or documents and between Callisto and other applications, use the Windows Clipboard. The Clipboard is also the only method for transferring objects between layers.

Objects are placed in the Clipboard using the standard shortcut keys or using the following commands from the **Edit** menu: **Copy** and **Cut**.

The data in the Clipboard is saved in several formats - in Callisto's ZMF format, and in the Windows Metafile (WMF) format. This means you can insert Callisto objects in any application which can work with WMF objects. If you place a bitmap in the Clipboard, it is saved as a bitmap.

Zoner Callisto can read its own ZMF format, and also the WMF, BMP, and DIB (independent bitmap) formats. To insert (paste) objects from the Clipboard, use the standard shortcut keys or the **Edit | Paste** menu item.

The **Edit | Paste As...** item lets you choose in which format a given object in the Clipboard should be pasted. Use it when an application saves data to the Clipboard in several formats at once, and you want to choose the most appropriate one.

In **Clipboard** tab of the [environment settings dialog](#), you can set what kinds of data should be put into the Clipboard.

See also:

[Pasting with Options](#)

[Cutting Objects to the Clipboard](#)

[Copying Objects to the Clipboard](#)

[Pasting Objects from the Clipboard](#)

Copying Objects to the Clipboard



Edit | Copy, Ctrl-Ins, or Ctrl-C

This copies the select object(s) to the Clipboard. If there was something else in the Clipboard, it will be replaced.

See also:

[Working with the Clipboard](#)

Pasting Objects from the Clipboard



Edit | Paste or **Shift-Ins**

This option inserts the contents of the Clipboard into the document. Be careful - if the object you paste was copied to the Clipboard from Zoner Callisto, it is pasted in the same place it was copied from, so you can easily paste several copies of an object over the original by mistake.

If you paste an object from another application which inserts data in the Clipboard in several formats, you may want to use the special pasting dialog available through **Edit | Paste As...**

See also:

[Working with the Clipboard](#)

Inserting a New OLE Object

Edit | Insert New Object...

This command works with OLE objects, not ordinary ones. The above-mentioned command calls up a dialog listing all OLE objects installed on the computer. Select the one you need from the list, and click and drag to set the frame of the new object. Nothing seems to happen after insertion - only a frame appears. To work with the OLE object, use the popup menu obtained by right-clicking on the OLE object. Working with OLE objects requires quite a bit of experience with the Windows system; we will not describe it here.

Pasting with Options

Edit | Paste As...

This option is an alternative to normal pasting, which pastes data into a document in the form that the Clipboard "prefers."

Many applications (including Zoner Callisto) place data in the Clipboard in several formats; this option gives the user more say as to which of these formats will be used when the object is pasted.

See also:

[Working with the Clipboard](#)

Deleting Objects



Edit | Delete or Del

This option erases a selected object or group of objects.
The deleted object can be restored using the Undo function

Selecting All Objects

Edit | Select All or **Ctrl-A**

This option selects all objects on all unlocked layers on the current page.

Inverting Selection

Edit | Invert Selection

This option deselects all currently selected objects, and those which were not selected before become selected.

This function is useful because it's sometimes necessary to select all object but one. Select one object and then use **Invert Selection**.

See also:

[Selecting All Objects](#)

Copying Objects to File

Edit | Copy to File...

This option lets you place selected objects in a new file without having to open a new document. The standard Windows document saving window will appear, with ZCL as the default format

See also:

[Pasting Objects from File](#)

[Working with the Clipboard](#)

Pasting Objects from a File

Edit | Paste from File...

This option pastes objects from a selected document into the current one, without your needing to open the other document.

See also:

[Copying Objects to File](#)

[Working with the Clipboard](#)

Selecting Objects by Category

Edit | Select...

This function lets you select all objects of a certain type or types on the page.

If, for example, you want to change the font for all artistic text on a page, call up this function, check artistic text in the dialog, and press OK. All objects which are artistic text will be selected. In the text toolbar, set the parameters you want.

See also:

[Selecting All Objects](#)

Alternate Toolbar

Display | Toolbars | Alternate

The alternate toolbar is a special part of Zoner Callisto. Its configuration changes to fit the currently selected tool. This means that the user always see what can currently be done with that tool.

You will usually select tools using the [main toolbar](#).

See also:

[Toolbars](#)

Redraw Quality

View | Redraw Quality

Even though Zoner Callisto includes the new SmartFresh technology, thanks to which the display is refreshed very quickly, it can be made even quicker through wise management of the redraw quality. You can set four levels of redraw quality:

- **Full** - objects are drawn precisely according to their parameters
- **Good** - color fills will show fewer steps
- **Low** - bitmaps and bitmap fills are grayed and fountain fills are reduced to ten steps
- **Wireframe** - only the outlines of objects are displayed.

The quality you set will not affect the resulting hard copy (printout). This is always of the highest quality!

Roll-Up Windows

View | Roll-Up Windows

Zoner Callisto contains 5 roll-up windows, which offer controls not found in the alternate toolbar. The roll-up windows are called up using **View | Roll-Up Windows**, or in the popup menu obtained by right-clicking on any toolbar. One easy option for working with roll-up windows is the use of the environment toolbar.

You can hide roll-up windows entirely, or minimize them by clicking on the minimize button on their title bars. Careful - a roll-up window will not necessarily stay in the same place when minimized. This can seem unpleasant at first, but it is in fact a useful feature. Minimalized roll-up windows can for example be gathered at one point in a corner, while their full forms appear in the middle of the workspace. You can easily tidy up your minimalized windows using **View | Roll-Up Windows | Arrange**.

The **View | Roll-Up Windows | Dialog...** menu item lets you easily show and hide the various roll-up windows in Zoner Callisto.

See also:

Pen

Fill

Transformations

Shadow

Symbols

Pen



View | Roll-Up Windows | Pen

This option calls up a roll-up window for setting parameters for the pen, i.e. the outlines of objects. Here you can set:

- *line thickness* from 0 to 20 millimeters, in the editing field. A line thickness of 0 means that the line will be as thin as possible. That depends concretely on the display/printing equipment you use. This will be one pixel on the screen, so it should be easily visible, but if printed to film by a printing house, this can be just a few hundreds of a millimeter, which may not be enough for your purposes.
- *the kind of line*, i.e. whether it should be full, dashed, dotted, or a mixture of the two, in a drop-down list.
- *pen color* - by clicking on the colored button, you will call up a dialog where the current user palette is displayed. Clicking on a concrete field will call up a new pen color.
- *line endings* - in two drop-down lists. Available line endings include balls, blocks, and arrow beginnings/endings. You can flip the two ends using the button with two arrows on it.

When you click the checkmark button, the program will redraw the object according to the parameters which you just set in the roll-up window.

The pen parameters of any object can be loaded into the pen roll-up window. Click on the roll-up's "eyedropper" button. The cursor will change to an eyedropper. Place its tip on the objects whose parameters you want to use, and click.

Shadow



View | Roll-Up Windows | Shadow

You can give objects shadows using the Shadow roll-up window.

When you create a shadow, you are actually making a permanently attached copy of an object, with a certain offset and color.

There are two types of shadows:

- those determined by the *brightness* of the original object color
- those with a single, concrete *color*.

Shadows based on *brightness* are set in relative terms, from -100 to 100 percent. Negative values means that the shadow is darker than the original; positive values mean the opposite. So a shadow set to -100 will be black, while a shadow set to 100 will be white.

Changes in brightness include changes to object outlines (pen color) and fills.

A shadow set by *color* has only one color, which is not affected by the object's pen or fill colors. Set the shadow color by clicking on the large button in the lower part of the roll-up window.

To set the shadow's *offset* relative to the original, either drag the shadow symbol in the sample area at the top of the roll-up window, or for a more precise setting, use the editing field.

The shadow offset can be set relatively, in percent, or absolutely. Positive values send the shadow to the right or downwards. For example, a shadow with an offset of -3, 3 will be sent down and to the left.

Fill



View | Roll-Up Windows | Fill

You can use any of four types of object fills in Zoner Callisto. Use the **Fill** roll-up window to choose and define fills.

SINGLE-COLOR FILLS

The simplest way of setting a single-color fill for an object is to right-click on a box in the [color palette](#).



In the **Fill** roll-up, use the first button.

FOUNTAIN FILLS

Besides single-color fills, objects can have fills made of bitmaps or fractals, or fountain fills. All of these can be set in the Fill roll-up window. First let's look at fountain fills.

Zoner Callisto can work with 6 kinds of fountain fills: linear, circular, conical, rectangular, and cross-shaped fills, and fills fit to the objects they are in. Select the type of fountain fill using the buttons in the upper part of the Fill roll-up window, which you call up using **View | Roll-Up Windows**.

You can set various parameters for the various types of fountain fill. Besides writing numbers into the editing field, you can use the arrows next to each value to drag that value up or down. Here is how the different mouse buttons affect the different kinds of fill.



• **linear**: angle of rotation - left



• **conical**: angle of starting color - left; center of cone - right



• **circular**: center of circle - right



• **rectangular**: angle of rotation - left; center of rectangle - right



• **cross**: angle of rotation - left; center of cross - right



• **fit to object**: center of fill - right

Another parameter is the number of steps. A large number of steps (over 100) means a high-quality fountain fill, but slows the process of creating the image. We suggest that when designing your document, you enter about twenty steps, and raise the value quite high just before printing.

Another option is the use of several colors for a fountain fill - that is, using one or more extra colors between the end colors. To do this, use the dialog which you get by pressing the **Edit...** button in the Fill roll-up window.

There are two ways of adding colors to this window's preview bar:

- clicking on the **Add** button - the new color will be added in the center of the largest space between two neighboring colors
- double-clicking on the display bar or right above it, whether the arrows for transition colors (if any) appear.

To change the end colors, click on the buttons directly to the right and left of the preview bar.

To change the position of the "color peaks," drag the arrows to the left or right. To set these points precisely, use the **Position** editing field, where you can enter a relative position for the current color. These positions are on a scale from 0-100.

You can edit the color of any given color peak by clicking on its arrow or the **Current color** button, which also affects the currently active peak.

FRACTAL FILLS

You can create some interesting effects using fractal fills - a blue sky with clouds, for example.

To turn on fractal fills, use the **Bitmap** tab of the **Fill** dialog. Check the **Fractal fill** option.

You can set several parameters for this kind of fill:

- the fractal's **resolution**, which determines the size of the bitmap into which the fractal is generated. A smaller bitmap will take up less space and is faster, but for many-colored fractals, or for high-quality printouts, it is often insufficient. Try all three possibilities, to see which one is best for your concrete needs.
- **tiling**. If you turn tiling on, the object will be progressively filled with bitmaps of fractals in such a way that they are right next to each other. In the editing fields, set the size of the individual tiles. If tiling is turned off, the whole object will be filled with a single fractal.

Fractal calculations can demand a good deal of time, so fractals are not recalculated automatically after changes in parameters or colors, as fountain fills are. To recalculate them, use the **Recalc** button.

Fractals are generated more or less at random. To use a different random combination of input values for calculating fractals, press the **New** button.

BITMAP FILLS

An object can be filled with a bitmap, which is cropped in the process so it fits precisely into the object's borders.

This kind of fill is set in the **Fill** dialog which you get by pressing the **Edit...** button in the **Fill** roll-up window.

Select **Bitmap from file** on the **Bitmap** tab of this dialog. Click the **Browse...** button. The standard file selection dialog will be displayed.

Just as with fractal fills, you can set tiling - the object will be filled not with one bitmap, but with images inserted next to each other, according to the value set in the editing field.

Symbols



View | Roll-Up Windows | Symbols

There are two basic ways of inserting symbols:

- dragging them from the roll-up window to the desired position on the workspace
- using the **Place** button, which places the current symbol, the one highlighted in blue, in the middle of the workspace.

Symbols are actually independent characters of ordinary text, and you can even use the artistic text tool on them.

The **C** editing field shows the ASCII value of the current symbol. If you select a font instead of a symbol set in the drop-down list here, you can insert individual text characters.

Unlike the other roll-ups, Symbols can be resized, using the standard method for resizing Windows applications.

Zoom Toolbar



View | Toolbars | Zoom

You'll make considerable use of Callisto's zoom functions as you look over your document. You can freely change the zoom level of any window in the workspace.

There is a special zoom toolbar, which you turn on using **View | Toolbars | Zoom**. It contains these options:



- **zoom in** - clicking this and then on the workspace will double the zoom level. If you want to display only a certain region, click and drag to frame the desired region, which will then be displayed across the whole workspace. This function can be used several times to zoom closer and closer.



- **zoom out** - clicking this and then on the workspace will halve the zoom level. This command, too, can be used repeatedly.



- **previous zoom** - clicking on this button will return you to the last zoom level you used.



- **fit view to page**



- **fit view to objects**



- **fit view to selected**



- **fit view to pasteboard** - this gives you an overview of the whole pasteboard. It is also the widest view possible. Use this display for moving large objects off of pages onto the pasteboard, and vice versa.

Switching Zoom Levels Quickly

It's likely you'll quickly start to appreciate the options for switching zoom levels without clicking on the above toolbar buttons.

The first of these options is to switch between full-page and half-page zoom levels without having to switch tools. To do this, right-click while pressing **Ctrl**. The mouse pointer position when you zoom in will set the center of the new view. If you also hold **Shift** as you do this, you'll switch in and out of quarter-page zoom instead.

Another useful option is to temporarily turn on the zoom tool, using **Ctrl-Space**. The mouse pointer changes to a magnifying glass, and you can click and drag to frame the area for the new zoom. When you let go of these buttons, the tool you were using before comes back. Note - if you are editing paragraph text, this option will not work - the above-mentioned keyboard shortcut is reserved for inserting hard spaces.

Standard Toolbar



View | Toolbars | Standard

The **Standard** toolbar contains mostly items belonging to the **File** menu.



New - creates a new document



Open - opens a document



Save - saves the currently active document



Cut - cuts objects to the Clipboard



Copy - copies objects to the Clipboard



Paste - pastes objects from the Clipboard



Delete - deletes objects



Print - prints objects



Full-Screen Preview



Context-Sensitive Help

Environment Toolbar

View | Toolbars | Environment

The **Environment** toolbar contains buttons for all the functions you would otherwise control through the **View** menu. This means they are always at hand. This panel serves well anchored to the right side (its default position).

The toolbar contains the following icons:



Shows/Hides the guidelines



Locks/Unlocks the guidelines



Shows/Hides the grid



Shows/Hides the rulers



Turns full-screen view on and off



Shows/Hides the zoom toolbar



Shows/Hides the layers toolbar or roll-up window



Shows/Hides the text toolbar



Shows/Hides the standard toolbar



Shows/Hides the pen roll-up window



Shows/Hides the fill roll-up window



Shows/Hides the shadow roll-up window



Shows/Hides the transformations roll-up window



Shows/Hides the symbols roll-up window



Shows/Hides the dialog for environment settings

Text Toolbar



View | Toolbars | Text

This toolbar contains elements for working with the parameters of *paragraph text*, *artistic text*, and *tables*. It contains the following options:



text style



text font



text size



bold



italics



underline



overstrike



align text to the left



center text



align text to the right



justify text



styles dialog

See also:

for artistic text

[Entering Artistic Text](#)

[Editing Artistic Text](#)

for paragraph text

[Entering Paragraph Text](#)

[Formatting Paragraph Text](#)

[Working with Styles](#)

for tables

[Entering Tables](#)

[Editing Tables](#)

Combine

Objects | Combine

A powerful possibility of the editing tool is combining objects. Here's an example: suppose you are preparing a rubber stamp or similar image, and you so need a ring-shaped object.

Draw two concentric circles in a color other than white, first the bigger one and then the smaller one.

Select them. Press **Ctrl-K** or use **Object | Combine** to call up the combine function. Note how the inside of the object has now become transparent.

Two objects have thus become one, or more precisely one combined set of objects.

Uncombine

Objects | Uncombine

To break up a combined group you have created, use **Objects | Uncombine**. Note that using this option on text which has been converted to curves will make the hollow parts of letters like O, D, R, etc. invisible.

Clear Rotation

Objects | Clear Rotation

Zoner Callisto offers the option to clear rotation. Select an object which has been rotated and then the above menu item. You can clear the rotation for several items at once this way, even if they have various angles of rotation.

Tutorial 2/4 - Inserting Images

Let's put three photographs into our model leaflet. These will be bitmap images acquired by scanning. Zoner Callisto knows how to insert many kinds of bitmap images. To bring images into Zoner Callisto, go to **File | Import...** or click on the import tool. Select the desired filename in the dialog, and click **OK**. The mouse pointer will change to a framing tool. Click and drag to lay down the frame into which the bitmap should be drawn. Note how the ratio of the bitmap's sides is retained the same as you stretch out the frame.

Insert all three photographs in this way. Place them approximately where you want them on the page.

Now we'll "recycle" the logo you created in the [first tutorial](#). Open the ZMF file containing the logo, delete the letters "soft" and insert "tour" in their place. (If you created the logo according to the tutorial in the manual instead of the on-line tutorial, this will not be necessary.) Remember that the letters are yellow, and in 40-point Arial font. Save the edited logo in a new file.

You can import the edited logo in the same way as the bitmaps.

5. Editing Bitmaps

Lines



To draw straight lines, select the lines/curves tool in the main toolbar, and the lines tool from the alternate toolbar.

Line drawing works as follows:

Set the line's starting point using the left mouse button, then drag the mouse while holding the button. Let go of the button at the point where you want the segment to end, and it will be drawn.

If you hold **Ctrl** as you set the second point, it will be locked into 15° steps, which can also help with drawing parallel and perpendicular lines.

Like curves, straight line segments can have varying thicknesses and endings, e.g. arrows. You can set these in the pen roll-up window.

See also:

[Line Connection Mode](#)

[Drawing Curves](#)

[Freehand Drawing](#)

[Shaping Lines and Curves](#)

Working with Multiple Pages

While vector graphics editors are generally used for drawing images, they are also used to create leaflets, which can be double-sided if not larger. If you could not work with multiple pages, you would need at least two files for this.

Zoner Callisto lets you create documents with multiple pages, which are saved as one file. You can enter the number of pages in the document when you create it, in the **Margins** tab of the **New Document** dialog.

There are several ways to add pages to a document while editing:

- *adding one page to the beginning of a document* - if the first page of the document is active, click on the button with the + symbol on the left of the large button which shows information on the current page and total number of pages. If the first page is not active, this button will show an arrow and will bring you one page closer to the beginning of the document.
- *adding one page to the end of a document* - as in the previous case, it is possible to add a page to the end of a document when the last page is active.
- *adding any number of pages at any place* - clicking the large button with page information calls up a popup menu; in it, choose **Add Pages**. In the dialog which appears, write how many pages to add and where.

Moving among pages is quite easy. One method is to use the buttons beside the large button with information on pages. The neighboring buttons move one page forward or back, and the ones on the edges move to the first/last page. To reach a particular page, press the page information button, then select **Go to Page** in the popup. Select the page you want in the dialog which appears. You can also move one page backwards or forwards using F11 or F12, respectively. If the current page is the last one in the current direction, you will be offered the option to add a page.

To reach the dialog for *removing a page*, you also use the popup menu available through the large button. Be careful - when removing a page, you also remove any objects it contains.

You can move objects among pages using the Clipboard.

One way to ease work with multiple pages is to use a master page. Say you want to create a catalog of your firm's products, in which the footer of every page contains the firm's contact information and the header contains the logo. Use a master page for this. Every object you place on the master page will be drawn on all other, normal pages. To reach the master page, click on the button with the letter **M**. To return to the last active page, click the same button.

When working with multiple pages, you may also prefer to use multiple views. You can display a different page in each view.

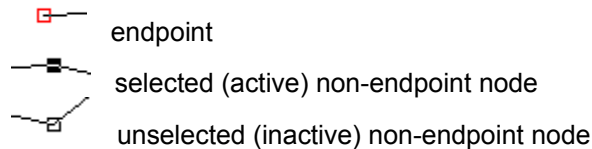
Shaping Lines and Curves

It's rare that you'll get a curve exactly as you wish on the first try, so Zoner Callisto offers a shaping tool, with which you can freely manipulate lines and create practically any shape you want for an object. All kinds of curves can be shaped: single ones, those made up of multiple lines, open and closed curves. (Note that by "curve" here, we mean any number of connected straight lines or Bezier curves.)



The shape tool is the second button on the main toolbar. As you choose various objects with it, the configuration of the alternate toolbar will change.

When you click on a curve with the shape tool active, it becomes selected, and one of its nodes becomes active. Only one node is ever active. All the nodes (also called "points") of the curve are small squares. The active node is a filled square, and the endpoints have a red border. The majority of the shape tool's functions are applied to the active node.



To activate a different node, click on it. If it's hard to reach a node, you can use the node-changing function: click on the alternate toolbar buttons showing arrows. The next or previous node will become active, depending on the direction of the arrow on the button you pressed.



If a curve is made up of several segments, it can be *broken* at the point of the active node by clicking on the button for breaking up curves, in the alternate toolbar. Two independent curves will be created, one of which will remain selected for further shaping.

You can easily *connect* two curves or two ends of one curve - just drag one point to the other. This applies to endpoints only. It's not possible to connect one curve to the middle of another. If you don't really want such a connection, i.e. you want to have two ends of different curves lying next to each other, then immediately use the shape tool's **Break Node** button.



You can change the part of a curve directly after the currently active node from a line to a Bezier curve, and back. To do this, use the corresponding alternate toolbar button. When you change a line to a curve, the guidepoints will start out lying directly on the curve. Drag them to set the new course of the curve.



You can get rid of the currently active node by clicking on the button with a minus sign, or pressing **Del**.



To add a node, click on the button with a plus sign, or press **Ins**. The same kind of curve will be added as the one lying after the active node - if that is a line, then a line will be added; if that is a Bezier curve, then a Bezier curve will be added.

You can edit a curve, once selected, by dragging one of its nodes or, in the case of a Bezier curve, also one of its guidepoints. When you drag a guidepoint, the curve will normally change direction smoothly at that node. If, however, you hold **Shift** as you edit it, only that guidepoint will be moved - the tangents of the two sections of the curve will be independent.

See also:

[Drawing Lines and Curves](#)

Line Connection Mode

Drawing Curves

To draw curves in Zoner Callisto, use the [freehand](#) and Bezier curve tools.



To select Bezier curves, select the lines/curves tool in the main toolbar, then click on the alternate toolbar button showing a simple curve.

Draw curves as follows:

1. Left-click to set the curve's first endpoint.
2. Drag the mouse to set the curve's first set of guidepoints. This will determine the curve's direction and "depth."
3. Set the curve's second endpoint with the mouse, and drag again to set its guidepoints.

If you hold **Ctrl** as you set the curve's basic angle or its incline, the angle will change in 15-degree steps. One important note: If you do not drag, but rather let go of the mouse immediately after setting one of a curve's endpoints, you will not be able to create guidepoints there. They will fall exactly on that endpoint. Depending on the guide settings, a bezier curve can have zero, one or two peaks.

No peaks - straight line: place the curve's guidepoints right on the endpoints.

One peak: drag the guidepoints for one endpoint in the opposite direction from the one for the other one.

Two peaks: drag the guidepoints for the second endpoint in the opposite direction from the ones for the first endpoint.

See also:

[Freehand Drawing](#)

[Line Connection Mode](#)

[Shaping Curves](#)

Line Connection Mode



By pressing the **Connect Mode** button, you turn automatic line connection on and off. When the button is pressed, every line you draw will be connected to the one drawn just before it. When you need to draw other, independent lines, don't forget to turn this mode off. The term "lines" is a bit misleading here, as this mode will also connect curves with each other and with lines.



If you wish to finish a series of connected lines in this mode, and start drawing a new series, use the **New Line** button.



Once you've drawn some connected lines, you can connect the first and last point by clicking on the **Close Curve** button on the alternate toolbar. The result is an object, which can be edited, have [fills](#), etc. like any other.

You can also close a curve by drawing its last point at the exact location of its first point.

See also:

[Lines](#)

[Curves](#)

Freehand Drawing



Turn on the line drawing tool, then press the alternate toolbar button showing a complicated curve. Click and drag the mouse pointer over the workspace. It will leave a "trail" behind itself. When you release the button, a new curve, or more precisely a set of Bezier curves, will be created; you will then be able to work with it using the shape tool.

The resulting curve will always be different from how it looked as you pulled it out over the workspace, because it is recalculated into Bezier curves. A curve composed this way is rarely as perfect as if one drew the same curve by manually connecting individual Bezier curves. It's always possible to erase a number of superfluous points.

To set the parameters of how the set of Bezier curves is composed out of the curve you trace, go to the **Freehand** tab of the dialog you get using **View | Settings...**.

See also:

[Drawing Lines And Curves](#)

Drawing and Inserting Objects

[Drawing Lines And Curves](#)

[Entering Paragraph Text](#)

[Entering Artistic Text](#)

[Inserting Tables](#)

[Importing Images](#)

[Drawing Rectangles, Ellipses, and Other Shapes](#)

Drawing Rectangles, Ellipses and Other Shapes



Using the fourth tool in the main toolbar, you can add geometric shapes to your document. We sometimes call these objects, although this term actually has a somewhat wider meaning.

[Drawing Squares And Rectangles](#)

[Drawing Circles And Ellipses](#)

[Drawing Polygons](#)

[Drawing Stars](#)

Drawing Squares And Rectangles

Zoner Callisto offers a practical tool for drawing squares and rectangles (we will call both "rectangles" here), including key combinations which multiply its possibilities.



Select the objects tool from the main toolbar. Select the corresponding tool from the alternate toolbar. Click and drag the mouse to shape the rectangle.

If you hold **Shift** while shaping a rectangle, it will grow from the center out; this helps you create a number of objects with a common center - mark your intended center using the guidelines. When you have selected the square tool and need a rectangle (or vice versa), Zoner Callisto can help you draw it quickly, without switching icons: left-click while holding **Ctrl**. If the rectangle tool is selected, this will let you draw a square; if the square tool is selected, this will let you draw a rectangle.

See also:

[Drawing Rectangles, Ellipses and Other Shapes](#)

[Rectangle Corners](#)

[Shaping Rectangles](#)

Rectangle Corners

Zoner Callisto offers four shapes for the corners of squares and rectangles. When you have selected the square or rectangle tool, a group of buttons will appear in the alternate toolbar, offering the following types of corners:



Normal Corners



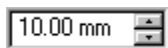
Cut Corners



Round Corners



Round Corners In



Next to this group of buttons there is an editing field for setting the radius of the imaginary circle according to which corners will be cut/rounded. The larger the radius, the stronger the cutting/rounding.

All of these settings can be changed even after the object has been created or edited (moved, rotated, etc.). However, if you have selected multiple objects, or if the rectangle has already been converted to curves, these controls will no longer have an effect.

Select the rectangle you want to change. Select the object drawing tool and press the rectangle button on the alternate toolbar. Again, select the type of corner by pressing one of the four corresponding buttons, and the radius in the editing field.

You can also change a rectangle's corner shape when it is selected with the shape tool.

If you need a precise dimension for rounding, then watch the information in the status bar or the guide marks on the rulers.

See also:

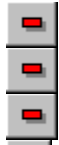
[Drawing Squares And Rectangles](#)

Shaping Rectangles

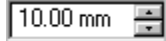


If you have selected a rectangle and the shape tool has been selected on the main toolbar, you can edit the rectangle further. You have the following options:

1. you can distort it, making it no longer a rectangle, by dragging one of its corner handles. However, you can only create convex quadrilaterals; that means that you can never drag a corner past the imaginary line between the corners next to it.
2. you can drag one of its middle handles to stretch and/or skew it.
3. you can drag its midpoint to place it at a new position.



4. you can change the shape of its corners by clicking on one of the corresponding buttons on the alternate toolbar.



5. You can enter a radius for cut or rounded corners.



6. you can convert it to curves by clicking on the button with the hammer symbol, which means you can no longer reshape its corners, but enables you to use the curve-shaping options.

See also:

[Drawing Squares And Rectangles](#)

Drawing Circles And Ellipses

Just as with squares and rectangles, drawing circles and ellipses in Zoner Callisto is simple.



Select the object tool in the main toolbar, and the circle/ellipse tool in the alternate toolbar. Click and drag the mouse to define a circle or ellipse.

In case you need for the object's starting point to be its center as well, hold **Shift** while you shape the object. Move the mouse and the circle or ellipse will grow from the center out to the mouse pointer.

If you chose the circle tool and find you need to draw an ellipse, or vice versa, then left-click while holding **Ctrl** and start shaping the object. Now you will be drawing an ellipse if the circle tool is selected, or a circle if the ellipse tool is selected.

See also:

[Pies and Arcs](#)

[Shaping Circles and Ellipses](#)

Pies and Arcs

Zoner Callisto lets you easily draw pies and arcs. These can even be formed from ellipses.



In the object tool's alternate toolbar, there are two control elements for pies and arcs: two editing fields which determine the starting and ending angle, and a check box

Arc for determining which one you want. In the case of a pie, the endpoints are connected with the center of the circle.

These parameters can be set before the object is placed, or immediately after it is placed.

See also:

[Drawing Circles And Ellipses](#)

Tutorial 2/7 - Fountain Fills

We'll use the next text to show a simple usage of fountain fills. Zoner Callisto includes a wide range of options for the use of these multi-colored object fills. We'll use the fountain fills for the two rectangles which are not too important in the document, and only fill up empty space.

Select both of the rectangles. Call up the roll-up window for fill settings - use **View | Roll-Up Windows | Fill**. In this window, click on the button for linear fountain fills. In the sample window, an example of how the fill should look will be displayed. Clicking the button below that window will call up another dialog in which the current color palette is displayed. Clicking on a given color will select it and close the dialog. If you want to close the window without selecting a color, click outside this dialog. Select blue from the palette.

Then click on the button with a check mark, and the fill you have set will be applied to the objects you have selected.

8. Tables

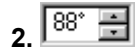
Shaping Circles and Ellipses



Shaping circles and ellipses is similar to shaping rectangles, though circles do not have the special properties of rectangles (cut/rounded corners). To shape them, use the shape tool, available from the main toolbar.

Options:

1. By dragging a corner of the frame drawn around a circle or ellipse, you can distort it.



You can change a circle into a pie by entering starting and ending angles for it.

3. Arc You can change a pie into an arc and back using the **Pie/Arc** box - unlike a pie, an arc does not connect to the center of the circle.



Just as with a rectangle, you can convert an ellipse or circle to curves. Have the object selected with the shape tool on, and click on the button with the hammer, in the alternate toolbar. Four connected Bezier curves will be created.

See also:

[Drawing Circles And Ellipses](#)

Drawing Polygons

Polygons are shapes made up of multiple straight lines.



To activate the polygon tool, click on the button with the triangle symbol, available on the alternate toolbar for the [objects tool](#).



In this editing field, set how many sides the polygon will have. Polygons are drawn in a fashion similar to rectangles and ellipses, that is, by clicking and dragging. They can be rotated as you create them. If you hold **Ctrl** while rotating, the object's axes will rotate in steps of exactly 15°.

You can set how many sides the object has set before it is drawn, or immediately after inserting it. If a polygonal object is selected and the polygon tool is on, you can change the number of the polygon's sides in the editing field.

You can only change the number of sides for one polygon at a time. If you have selected several objects, or the polygon has been broken into lines, the number of sides cannot be changed.

Changing a polygon's dimensions or rotating it with the [editing tool](#) will automatically convert it to curves.

Remember that polygons with many sides will basically look like circles.

See also:

[Shaping Polygons](#)

Shaping Polygons



You can use the shape tool to set a polygon's angle of rotation and the number of its sides. Choose the shape tool and select a polygon with it. The alternate toolbar will be configured for polygons - the following buttons will appear:



a button for converting the polygon to curves.



an editing field for changing the number of its sides

The object itself will have two control points. Dragging the central point will change the object's position, and dragging the point on the perimeter will change the object's size and angle of rotation.

If the object was edited with the editing tool (rotated or stretched, for example), it has already been converted to curves, and so its number of sides can no longer be changed.

See also:

[Drawing Polygons](#)

Drawing Stars



Star-drawing tools are becoming common in vector graphics editors; one is included here. Select this tool in the alternate toolbar for the objects tool. Stars are drawn like circles - by clicking and dragging.

As with polygons, you can rotate the object as you draw it.

When you select the star tool, two numerical editing fields are displayed in the alternate toolbar. In the *first box*, you set the number of points in the star. You can have as few as two points - in other words, a diamond. The *second box* lets you set how sharp the star's points will be. This value is entered in percent, from 1-100. A sharpness value of 100% gives you a regular polygon with twice as many sides as the star would have points. A sharpness value of 1% will give you "rays" - segments radiating from the center of the object.

You can also change the parameters for stars you have already drawn. If a star is selected, then you can change the number and sharpness of its points again by selecting the star tool from the alternate toolbar and using its editing fields. If you have selected several objects, this function will not be available. You can also change parameters using the shape tool.

If a star has already been rotated, skewed, or stretched/shrunk, it will no longer be possible to change its sharpness or the number of its points, because it is automatically converted to curves.

See also:

[Shaping Stars](#)

Shaping Stars

When you select a star object with the shape tool, two editing fields appear in the alternate toolbar, for changing the number and sharpness of the star's points. A button for converting the star to curves also appears.

As when shaping polygons, two control points appear when the object is selected with the shape tool. Dragging the central point changes the object's position, while dragging the point on the perimeter changes its rotation and size.

If the object has been manipulated with the editing tool (rotated, stretched/shrunk, skewed), it has already been converted to curves, and so its sharpness/number of points can no longer be changed.

Editing Tool - Selecting Objects

The options for editing individual objects are among the basic differences between vector and bitmap graphic editors. Whenever you want to edit something, it's necessary to mark it - to select it. Besides the term "select," the terms "mark" or "highlight" are sometimes used. When you select an object, you give the program information as to which object or objects should be affected by changes you request, e.g. changes in color, rotation, duplication, etc.

Objects are selected using the editing tool. In the main toolbar, click on the first button, the one with an arrow; this will select the editing tool. Click on the object and it will be selected. A frame will be drawn around the object, with eight handles.

There are two methods for selecting more than one object:

1. *one by one* - Hold the Shift key and click all the objects you wish to select, one by one.
2. *framing* - Click and drag with the mouse to create a frame around the objects you wish to select. The objects in the frame will be selected. It's not enough for part of an object to fall into a frame in order for it to be selected; the whole object must be inside.

A frame is displayed around all selected objects. Every selected object is also marked with a tiny point, which makes it easier to tell which objects fall inside the selection frame.

You can check the status bar to see how many objects are selected. The message *Rectangle on Main* means that one rectangle is selected, and it is located on the layer with the title Main.

Another selection option is **Edit | Select All**, or more often the keyboard shortcut **Ctrl-A**, which selects all objects.

Using the **Edit | Invert Selection** menu item, you cancel the selection of all currently selected objects, and select all other ones. This is especially useful if, for example, you wish to select all objects but one. First select the one which you do not wish to be selected in the end, and then invert the selection.

Another option is to select groups of objects in a dialog which you can get from the **Edit | Select...** menu. Here, check the kinds of objects you wish to be selected. Note that none of the above-mentioned methods will let you select an object located on a locked layer or on the master page.

It's very easy to unselect all objects - just click outside the frame of the currently selected objects. If you want to reduce the number of currently selected objects, click on the object which should be taken out of the selected while holding **Shift**.

See also:

[Editing Tool Options](#)

Editing Objects

You can edit objects you have drawn in Zoner Callisto using either the Edit tool or the Shape tool. The Shape tool is for editing individual properties of each object, like the corners of rectangles or the shapes of curves, whereas the Edit tool serves for editing properties common to most objects, such as position, size, rotation, etc. Sometimes, however, you can achieve the desired changes to an object using either tool.

See also:

[Shaping Objects](#)

[Editing Tool Functions](#)

Moving Objects

Using the editing tool, you can move objects around the currently displayed page.

To move objects, click on them and drag. Several selected objects can be moved at once. If you wish to place objects precisely on the page, we recommend you make use of the rulers, guidelines, grid, and the Transformations roll-up window.

If you hold **Shift** as you move objects, their outlines will be displayed, which makes movement a bit slower, but also makes it easier to place objects.

There is a *lock* which prevents moving objects less than three pixels, so they are not moved by mistake during selection. If you hold **Ctrl** as you move an object, this lock is removed, and dragging the object even slightly will change its position.

The other ways of moving an object are the Transformations roll-up window and the object alignment dialog.

You can also move most objects using the Shape tool - by clicking the central control point and dragging.

See also:

[Editing Tool Options](#)

Resizing Objects

You can stretch or shrink selected objects using the handles of their selection frames. Place the mouse pointer over any handle.

Dragging the middle handle will stretch the object in only one direction. Dragging a corner handle will make an object grow in both directions, keeping the same proportions.

Most functions which involve pulling an object's corner handles will preserve their same proportions by default. If you want to change the object's proportions, hold **Ctrl** as you drag the object.

See also:

[Editing Tool Options](#)

Copying Objects

If you need several objects which will be exactly the same, it makes sense to create one object and copy it, rather than drawing it again and again. Zoner Callisto offers several copying options, including multiple copying.

The traditional method is to use the Clipboard. You can put a selected object or group of objects onto the Clipboard in any of several ways. The simplest is to press **Ctrl-Ins**. Pressing Shift-Ins will paste the object into the document in the same position as the original object. Be careful - pasting this way can leave you with several identical objects that hide each other.

Perhaps the easiest method for copying an object is to duplicate it. Select the object or objects and call up the duplicate function (press **Ctrl-D** or go to **Objects | Duplicate**). A new copy will be drawn several points down and to the right of the original.

If you are making several copies of the same objects, use duplicate mode, which is toggled using **Objects | Duplicate Mode**, by pressing **Shift-Ctrl-D** or pressing the button with two objects and a plus sign, available on the alternate toolbar for the editing tool.

When you turn on duplicate mode, then every time you move an object or group of objects, the original will remain and a copy will be created at the new coordinates.

When you don't need this feature anymore, turn off duplicate mode - this is done in the same way as turning it on. Duplicate Mode also works for other object operations besides movement: rotation, mirroring, and skewing.

See also:

[Editing Tool Options](#)

Making Multiple Copies of Objects

To place several identical objects at the same distance from each other, use multiple copying. You can call up this function using **Objects | Multiple Copy** or by pressing **Ctrl-Q**. In the dialog which follows, enter the number of objects to be placed in the horizontal and vertical directions. This number includes the original objects, so you cannot enter zero for either of these parameters. Enter the distance which should be between these objects, as well. The default value is equal to the size of the original, so multiple copying will by default place copies right against each other.

See also:

[Editing Tool Options](#)

Rotating Objects

Zoner Callisto provides two fairly simple methods for rotating any kind of object. Select an object, then right-click and drag one of its corner handles to rotate it. This will make it turn *around its own center*.

If you wish to rotate an object around *another point* than its center, use the rotation button in the alternate toolbar for the editing tool. Select the object, click on the rotation button, and click on the page to set the point around which the object should be rotated. Drag with the mouse to set the desired angle of rotation. This requires a bit of dexterity. First, drag an axis out from the center you have set, then drag it around to set the angle of rotation. For both rotation methods, you can see the angle of rotation on the status bar.

Star and polygon objects are immediately converted to curves when you rotate them.

To rotate objects precisely, you can also use the Transformations roll-up window.

Zoner Callisto includes a function for clearing rotation. Select an object which you have rotated and go to **Object | Clear Transformations**.

This command can clear rotation for several selected objects at once, even if they have various angles of rotation.

See also:

[Editing Tool Options](#)

Skewing Objects

You can skew a selected object in the following way: right-click and drag one of its middle handles. The selection frame will tilt and the object's skew angle will be displayed in the status bar.

Note: dragging the object's corner handle will rotate it instead.

Tables, bitmaps, and paragraph text cannot be skewed.

Star and polygon objects are converted to curves when skewed.

See also:

[Editing Tool Options](#)

Mirroring Objects

Zoner Callisto offers three ways to mirror objects:

- *Along the x axis* - flip the object across the x axis (that is, vertically) by clicking the button for this function on the editing tool's alternate toolbar.
- *Along the y axis* - same as for the x axis, but a different button.
- *Along any axis* - press the button for this function on the alternate toolbar. Left-click on the point which should be the beginning of the axis across which the object should be mirrored. . Drag to set the end of this axis.

Text and tables cannot be mirrored.

Star and polygon objects are automatically converted to curves after mirroring.

See also:

[Editing Tool Options](#)

Object Groups

Zoner Callisto lets you join several objects into a group, which you can then manipulate as if it were a single object.

If, for example, you have placed several objects right next to each other, and you want to work with them as a whole, make a group out of them. You will save time you would have otherwise spent selecting the objects again and again.

Making groups of objects is quite simple. Select two or more objects and click on the alternate toolbar button with four arrows pointing to each other. The objects are now grouped. You can also group objects using **Object | Create Group** or the **Ctrl-G** keyboard combination.

Here's how to divide a group you have created: click on the group to select it, then click on the alternate toolbar button with four arrows pointing away from each other.

You can also break up a group using **Object | Ungroup** or by pressing **Ctrl-U**.

Groups can also be grouped with each other.

See also:

[Editing Tool Options](#)

Combining Objects

One useful ability of the editing tool is combining objects. Here's an example. Say you want to create a ring, as part of a stamp-like image.

Draw two concentric circles with a color other than white, first the bigger one and then the smaller one. Select them both.

Press **Ctrl-K** or use **Object | Combine** to call up the combination function. Note how the inside has become transparent.

From the two objects, you have made one object, or more precisely, one combined set of objects.

To divide combined objects, go to **Object | Uncombine**. Note - this will make the hollow parts of hollow letters which have been converted to curves invisible.

See also:

[Editing Tool Options](#)

Deforming Multiple Objects

You can use the editing tool to deform several objects at once. This is often useful for changing objects' perspective.

Select several objects and turn off the alternate toolbar button which shows an object getting narrower. Deformation mode will be turned on.

The selection frame will become a series of dashes, and instead of eight handles, it will have four. Dragging any of them will deform the object or objects. This action can be repeated. Deforming artistic text which is broken into curves can bring interesting results.

When you are done deforming an object, press the corresponding toolbar button again. The normal selection frame with eight handles will again appear around the object.

See also:

[Editing Tool Options](#)

Unifying Objects' Size and Alignment

Unifying the size or alignment of objects in one or both of their dimensions is easy in Zoner Callisto.

To unify their size, use **Object | Size...** to call up the corresponding dialog. You have all in all, up to 15 available combinations, for horizontal and vertical changes.

The sample box in the dialog shows the effects of the combinations fairly clearly, so we will not describe them in detail here, but rather only describe one to help explain the principle:

If you set the "average" value for both the horizontal and vertical directions, the size of all selected objects will be changed such that the average size for each direction will be determined, and this size will be used for all objects. If an irregular object such as a circle or a line is included among those for which size is to be matched, the size of its selection frame is used to calculate its dimensions.

Similarly, objects' alignment can be unified - they will all be aligned to a certain x or y coordinate. Again, the dialog clearly displays the effects of alignment, so we will only give an example:

Say you need to align all objects such that their bottom borders are at the same level. Select the objects you need; do it in such a way that the object with the lowest position can serve as the guide for the bottom border of all the objects. Select **Object | Align...** and set the **Bottom** option for the vertical direction. Leave the horizontal direction unchanged. Click **OK** - the objects will be moved such that their bottom borders are aligned.

See also:

[Editing Tool Options](#)

Working with Tables

One feature that distinguishes Zoner Callisto from other vector graphics editors is the option to insert tables directly into your document. Callisto includes a simple table editor. It does not, however, contain mathematical formulas.

The procedure for inserting a table is very simple. Select the table tool, then click and drag on your document to create a frame. A dialog will appear; in it, enter the parameters of the table, i.e. the number of rows and columns. You can also change the table size here. The values appearing in the dialog correspond to the size of the frame you created. The *grid* option determines whether or not lines should be displayed around individual cells. Once you click **OK**, the table will be drawn.

Now you can start writing text in the table. This works similarly to most Windows spreadsheet programs. Clicking on a given cell will make it active, and then you can write text in it. If you want to go back to editing a cell where you have already written text, select it and press **F2**.

To finish editing the table, click outside the table or select a different tool. The temporary buttons around the table disappear, and the table becomes a normal object in your graphic document.

To go back to editing a table, click on it with the table tool or shape tool. Temporary buttons appear around the table for helping you keep track of where you are in it, and for selecting rows or columns.

You have a number of options for *highlighting (selecting) cells*. You can either click on the cell in question, which will both select it and deselect any previously selected cells, or you can drag the mouse pointer across several cells, which selects a continuous group of cells, or click on individual cells while holding **Ctrl**, which lets you select various cells scattered across the table. To select whole rows or columns, use the buttons at the top and left of the table. To select the whole table, select the button at the top left corner of the table.

You can do the following things with selected cells:

- *edit text*. Click on a cell, then press **F2** and you can edit its text. If you start writing immediately, without pressing **F2**, you will replace the original text in the cell. In the text toolbar, you can change text parameters: size, font, and effects (bold, italics, underline and overstrike).
- *change the cell color*. You can change the text and background colors for the currently active cells. To change the text color, left-click on a color in the palette; to change the background (fill) color of the cells, right-click on the color palette. Changes to text color will be affected by the **Cell Text** button, which determines whether or not cell text color can be changed. This is the **T** button in the alternate toolbar for the table tool.
- change the *alignment* of the text. The text for highlighted cells can be aligned either *vertically* or *horizontally*; to set the alignment, use the buttons in the tables alternate toolbar.
- *add rows or columns*. To add them, press the plus button in the tables alternate toolbar. In the dialog which follows, set how the cells should be added.
- *remove rows or columns*. To remove them, use the minus button in the tables alternate toolbar. If a whole row or column is selected, all the corresponding cells will be removed such that the table is shrunk. If not, only the contents of the cell or cells will be deleted.
- define the *lines between cells*. To set up these lines, use the buttons in the tables alternate toolbar. These buttons determine which lines you want to affect; use the pen settings roll-up window to select the thickness and appearance of the line, and left-click in the color palette to change their color. If you do not want the text color to change at the same time, make sure the **T** button in the alternate toolbar is turned off.

You can use the editing tool and the fill roll-up window to set the fill for the whole table, just as for other graphical objects drawn in Zoner Callisto. You cannot rotate, stretch, skew, or change the perspective of a table.

Tutorial 2/2 - Entering Artistic Text

In the leaflet, there are two artistic text objects: the heading and the price of the trip. If you have already followed the [previous tutorial](#), on creating a logo, it should be no problem to create these objects.

The heading object is in the Arial font, with a size of 40 points. The outline color is 100% red and the color of the text fill is 20% light red. You can check the names of colors and their RGB values in the status bar.

The object used for the price is made up of the same type of text. Choose a size between 36 and 40 points, color the margins black and the inside 100% yellow.

2. Entering Paragraph Text

Formatting Paragraph Text

Once written, text can be formatted. We will describe this very shortly, because text formatting is almost identical to controls for most Windows text editors.

If you want to change the parameters for some piece of text, you must first select that text. To do this, click and drag the mouse over that text, or use the arrows and other movement keys while holding Shift. To select the whole text, press **Ctrl-A** or use the **Edit | Select All** menu item.

The following changes can be made to text.:

- You can change its color by clicking on the corresponding field in the [color palette](#).
- You can change its size by entering the value you want into the box on the [text toolbar](#).
- You can change the font, using the drop-down list on the text toolbar.
- You can use basic text effects - bold, italics, underlined, and overstrike text - either by clicking the corresponding buttons on the text toolbar, or using the traditional keyboard shortcuts (**Ctrl-B**, **Ctrl-I**, **Ctrl-U**).

A section of text between two paragraph marks (created when you press Enter) is called a paragraph, and can behave somewhat independently. You can set the following attributes for it:

- Align text to the left, the right, or center, or justify text (it will be laid out so as to fill the whole line). To set alignment, use the buttons for this on the text toolbar.
- Set the line spacing, in percent. The default value is normally 120%. 100% means that lines are set right next to each other, according to the font size.
- Put spaces before and after paragraphs.
- Indent the paragraph on the right and/or the left.

The last three options (line spacing, paragraph spacing, and indentation) are available in the paragraph settings dialog, which you get by right-clicking on the first button in the alternate toolbar for paragraph text, or by pressing **Ctrl-M**.

See also:

[Alternate Toolbar for Paragraph Text](#)

Pen Roll-Up Window



View | Roll-Up Windows | Pen

This item shows and hides the pen roll-up window.

See also:

[Pen](#)

Tutorial 2/6 - Rectangles and Object Order

Now we'll insert rectangles in the document, both as a black background for the title and as supplementary graphics.

Select the rectangle tool. Insert rectangles under the title, the address and in the empty spaces of the document.

Now we will change the color of the rectangles under the heading and the address and put them below the text. First you need to select both rectangles at the same time. To do this, click on both objects while holding the **Shift** key. To make sure you really have selected two objects, check the status bar.

Change the objects' colors by right-click on a black square in the color palette.

The new objects have covered the text. But this can be fixed quite easily - you just need to change the objects' order. Make sure both rectangles are selected, then click on the button with an arrow pointing downwards and a line. The order of the objects will change, so that both selected rectangles will move to the very bottom - they will be displayed and printed under all other objects.

Note that the address, which is printed in black, is no longer visible. We'll make this text white.

Select the paragraph text tool and click on the text object which contains the address. The object will switch into editing mode. Pressing **Ctrl-A** will select the whole text. Click on a white box in the color palette and the text will turn white.

7. Fountain Fills

Tutorial 2/3 - Entering Paragraph Text

Now we'll fill in the leaflet text. First a short itinerary for the trip and the type of transport. We'll use the paragraph text tool for this. Note how the controls and options for paragraph text differ considerably from those for artistic text.

Clicking on the button with the letter "T" calls up the paragraph text tool. Click and drag on the workspace to create a frame. The frame turns into a local text editor, and you can start writing text. You can also insert text from the Windows Clipboard.

Now we'll highlight a few passages of text. We'll make the title and the closing bold, and increase the font size. The article is written in 11-point text. You can preset the font size for the whole article by entering it in the text toolbar before you start writing text. You can change the size of already-written text passages just as in a normal word processor: select the text by dragging over it with the mouse or using **Shift** with the movement keys, then enter the font size in the text toolbar. Enter a size of 14 points for the heading and the closing slogan. To make the text bold, press **Ctrl-B** or press on the text toolbar button with the letter "B."

When you choose another tool, Zoner Callisto closes paragraph text editing mode, and the text becomes a normal object, which you can move around the workspace. If you change the dimensions of the frame by dragging it with the editing tool by one of its handles, the text is laid out again into the new frame, while the font size stays the same, which is not the case for artistic text.

The first text is ready. Create the second text, on transport, and the third one, with addresses.

If you want to go back to a text and edit it further, click on it with the paragraph text tool or the shape tool. If the object is selected with the editing tool, then you will be switched into editing mode the moment you select the paragraph text tool.

4. Inserting Images

Environment Settings



View | Roll-Up Windows | Dialog... or View | Toolbars | Dialog... or View | Environment Settings...

This dialog contains settings affecting various parameters of Zoner Callisto as a whole. It includes the following tabs:

General

Here there are some controls affecting the program as a whole. You can choose whether right-clicking on the workspace will swap between the two most recent tools, switch automatically to the edit tool, or display a popup menu for selecting tools. Another section contains settings affecting whether and how often Zoner Callisto should automatically save your work. Autosaving may slow you down a bit if your hard drive runs slowly, but it will save you a lot of nerves if the computer crashes. The remaining settings affect where or not page margins and non-printing characters (like paragraph marks) should be displayed.

Clipboard

Here there are controls for controlling in detail how objects should be copied to the Clipboard. The top left section determines which formats are saved to the Clipboard. Normally more than one format is saved. In some cases, saving only the formats you need to the Clipboard can significantly speed up your work. The remaining sections determines how fountain fills and bitmaps will be represented; for more information on these options, see Exporting Images.

Freehand

Here there are controls for setting how the freehand drawing tool should work. Though the default settings should be fine most of the time, we'll describe here how the various parameters are used.

Here we'll briefly describe the meaning of each parameter. It's usually enough, however, to use the default settings.

The first value - **Close node reduction** - is fairly simple; it defines the smallest distance between curve peaks (nodes), in pixels. If your curves have too many nodes, making their future editing more difficult, try raising this parameter.

The second pair of parameters - **Aligned node reduction** - works with points on fairly straight lines. If two segments are contained within an angle smaller than the value you have set, one point will be removed. They will also be removed if they are closer than the distance set in the second box of this pair.

When a curve is changed into a set of Bezier curves, the algorithm recognizes several priorities for nodes, according to the way in which curve direction changes. The last category refers to **Least important nodes**, which can be successfully removed.

Even the best description of these parameters is not as helpful as when you test them yourself. So check for yourself what kinds and quality of curves are created with various settings and curve shapes.

Toolbars

Here there is a checklist for selecting which toolbars are displayed, and whether or not tooltips (the short descriptions that appear in bubbles when you rest the mouse pointer over an object) should be displayed.

Roll-Up Windows

Here there is a checklist for selecting which roll-up windows should be displayed.

Tutorial 2/8 - Tables

The last object which we will insert in this leaflet is a table. Zoner Callisto offers a table tool for inserting tables into documents. This is not a spreadsheet with formulas, but rather a graphics tool. In our example, we will insert the four available terms for the trip.

Select the table tool in the main toolbar. In the place where the table should be, click and drag to make a frame. A dialog appears in which you enter the number of columns and rows for the table. Enter two columns and three rows. Once you click **OK**, the table will be drawn into the document. Temporary gray buttons, to help you find and select the individual rows and columns of the table, are displayed around the table. The table has controls similar to Windows spreadsheets.

Click on the field where you will write the text. A cursor appears, and you can start writing text. The table has many kinds of settings, but for the case of our sample leaflet, the basic settings are enough. We'll only change the text so that it matches the rest of the text in the leaflet. Do this by selecting all the cells and setting the necessary text parameters in the text toolbar.

9. Guidelines

Tutorial 2/9 - Guidelines

Now we have placed all our objects into the leaflet. All we have to do is touch up the overall look of the leaflet, and position all the object exactly as we want them. Guidelines are an aid for easing precisely this kind of work.

To create guidelines, drag from the rulers out into the workspace. Place two vertical guidelines quite close to each other in the middle of the page, such that the page is divided into two columns. The space between these lines will be the space between our columns. Now we'll use the editing tool to align our objects so that they line up nicely into columns. Also note that guidelines and the page margins are magnetic, so objects "jump" to them when they come near.

Your leaflet is ready! Compare it once more with the image in the manual.

[Restart Tutorial](#)

Entering Artistic Text



To insert artistic text, use the artistic text tool - the button with the letter "A" on the main toolbar.

You now can choose either of two methods for entering artistic text:

1. Click on the workspace. A dialog will appear; in it, enter the text and press **OK**. The text will be written horizontally.

2. Drag out a line using the mouse - this will be the baseline of the text. Do this as if you were drawing a normal line. If you hold **Ctrl** while dragging, the line will turn in 15° increments. Enter the text in the dialog and it will be displayed.

In both cases, the text is drawn according to the parameters set in the text toolbar, which is shared between the artistic and paragraph text tools. In this toolbar, set the font and the text size and type (bold, italics, etc.).

These two cases above apply when the text has its own baseline. You can also insert text by clicking with the artistic text tool on an object which will determine the text's baseline. This object must be a curve. But this is not a significant problem, because all shapes you draw in Zoner Callisto can be converted to curves.

See also:

[Editing Artistic Text](#)

[Paragraph Text](#)

[Text Toolbar](#)

EXAMPLE:

How would you go about putting text on a circle?



1. Place a circle on the page.



2. Turn the shape tool on in the main toolbar, and use it to select the circle.



3. Convert the circle to curves by clicking on the hammer button in the alternate toolbar



4. Select the artistic text tool and click on the circle.

5. Then enter the text in the usual way and click **OK**. The text will be drawn around the circle.



6. Now the circle has become the "property" of the text object. Clicking on the last button in the alternate toolbar will hide it without hiding the text.

Alternate Toolbar for Paragraph Text

In the alternate toolbar for paragraph text, there are buttons for entering special characters which would otherwise have to be inserted using **Alt**-sequences. There is also a button for calling up the paragraph settings dialog.



paragraph settings dialog



inserts a hard space



inserts a copyright sign



inserts a registered trademark sign



inserts a trademark sign



inserts opening quotes



inserts closing quotes



inserts an n-dash



inserts an m-dash



inserts a bullet



inserts ellipsis



shows/hides non-printing characters (e.g. paragraph marks)

Editing Artistic Text

There are several options for editing artistic text:

Most often you'll want to change the *size* of text. You can do this using either the settings in the [text toolbar](#), assuming a text object is selected with the shape tool or editing tool, or more simply by dragging it using the [editing tool](#).

Artistic text objects behave similarly to other graphical objects, so you can change their colors, change the nature of their outline (pen) and rotate them.

When you select artistic text with the shape tool, the alternate toolbar will have one of two possible configurations:

1. For work with the text baseline
2. For work with the text itself

To switch between these configurations, use the buttons all the way at the left of the alternate toolbar. *These buttons also determine whether pen and fill settings will affect the text or the baseline.*

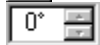
WORKING WITH TEXT

You edit artistic text in a dialog. To bring up this dialog for text, select it using the shape tool, then click the button with the letter "A", in the text settings part of the alternate toolbar. Note that text can be on several lines - though artistic text is mainly used for single-line titles, headings, etc. Unlike normal dialogs, the text entry dialog cannot be closed using **Enter** (this brings you to the next line), but you can use **Ctrl-Enter** instead.

The next two buttons on the alternate toolbar let you set how text should stand in relation to the baseline:



In the first case, the baselines of characters are always the same as the baseline for the whole text. If the object's baseline is a curve, the character's baseline will match the tangent of this curve.



In the second case, you can set the baseline for characters, in degrees, separately from the baseline for the text as a whole. Zero degrees means a horizontal position. Enter the angle in the editing field to the right of the button for this option, on the alternate toolbar.

You can also edit text in other ways, using the [text toolbar](#). It's enough to have the text selected with the editing or shape tool. There you can change text font, size, and type (bold, italics, underline, and overstrike) and alignment.

WORKING WITH THE BASELINE



The baseline is the line which determine the direction and position in which text should be drawn. To turn the display of the baseline on and off, click on the button with a line and three points, all the way on the right of the toolbar for alternate text, in the section with text settings. Note that if the baseline is on, it will also be displayed in the resulting printout.

You can [shape](#) the baseline like any other line, and the text will always be repositioned to follow that line. This means, in short, that you can make text follow any sort of curve.

The options for editing the baseline are as follows:

- changing the path of the line. For straight lines, you can change on the positions of the endpoints; for curves, you can also change the guidepoints used to determine the course of the curve.



- adding a node to the line.



- subtracting a node from the line.



- changing a straight line to a Bezier curve or changing a curve back to a line.



- breaking the baseline into two lines - the text will then begin on the second line, the one after the division point.

See also:

[Entering Artistic Text](#)

Working with Styles

Zoner Callisto lets you define the most-used text settings as a style and then use this style for other text objects with similarly formatted text.

Styles can be applied to the current paragraph by selecting them in the text toolbar.



To manage styles, use the dialog which you get by clicking on the last button in the text toolbar or by pressing **Ctrl-Q**.

You can set the following parameters for individual styles: font, size, and color text, text effects (bold, etc.), indentation, line spacing, alignment, and a shortcut key for applying the style to the current paragraph.

You can set all these parameters in another dialog, which you get by selecting a style and clicking the **Edit...** button.

The dialog has two parts: text settings and paragraph settings.

Inserting Tables

How to insert a table:



Select the table tool, then click and drag to create a frame in the document. A dialog will immediately appear; in it, enter the parameters of the table, that is, the number of rows and columns. You can also resize the table here. The size values which appear in the editing field correspond to the size of the frame you created. The table grid option determines whether lines separating cells in the table will be drawn. Click **OK** and the table will be drawn.

Now you can start writing text into the individual cells. Work with cell text is similar to work in other table-editing programs. Clicking on a cell will make it active, and then you can write text into it. If you want to go back to editing a cell where text has already been entered, select the cell and then double-click on it or press **F2**.

To finish editing a table, click outside of it or select a different tool. The helper buttons around the table will disappear, and the table will become a normal graphics object.

See also:

[Editing Tables](#)

[Text Toolbar](#)

Editing Tables

To edit a table again after you've inserted it, click on it with the table tool or shape tool. Temporary buttons along the sides of the table, for selecting rows or columns and for helping you orient in the table, will appear again.

Highlighting (selecting) cells:

You can either click on the cell in question, which both selects that cell and deselects all others, or you can click and drag across several cells, which selects a block of cells, or click on individual cells while holding **Ctrl**, which selects multiple cells independently of each other. To select a line or column at a time, click on the button at the top left of the table. To select the whole table, click on the corner button above the table, the one without an identifier.

You can do the following things with selected cells:

- *edit text*. Click on a cell and press **F2**. Now you can edit the text. If you start writing immediately, without pressing **F2**, you will replace the original text in the cell. In the text toolbar, you can change the parameters of the text: size, font, and text effects (bold, italic, underlined, and overstrike text).
- *edit cell colors*. You can set the background and text colors for the current cells. To change the text color, click on the left button in the color palette and the background (fill) color by right-clicking on the cell. Changes to the text color will not take place if this change is disabled. To enable/disable changes to text color, use the button with the letter "T" on the alternate toolbar for the table tool.



- change the *text alignment*. For active cells, you can change both the *horizontal* alignment, using the alignment buttons in the text toolbar, and the *vertical* alignment, using the buttons shown above, which are on the alternate toolbar for the table tool.



- change the *cell size*. You can do this either by dragging the borders of the helper buttons on the top and left sides of the table, or by entering a precise value for a selected cell or cells in the dialog which you get by clicking on the button shown above, which is on the alternate toolbar for the table tool.



- *add a row or column*. To do so, click on the plus button in the table toolbar. In this dialog, you also determine how the cells should be added.



- *remove a row or column*. To remove a row or column, use the minus button in the alternate toolbar for the table tool. If only a cell or group of cells is selected, their contents will be erased. If a whole row or column is selected, the corresponding cells will be taken out of the table entirely.



- work with *lines dividing cells*. For this, use the corresponding buttons in the alternate toolbar for the table tool. These buttons determine with which edge of the cell you will work with; then you use the pen roll-up window to determine its thickness, etc. You can also change its color by left-clicking in the color palette.

If, however, you do not want the text color to change at the same time, make sure the "T" button in the alternate toolbar is turned off.

You can set the fill color for the whole table using the editing tool and the fill roll-up window, just as with other graphical objects drawn in Zoner Callisto.


Tables cannot be rotated, skewed, or mirrored, nor can you change their perspective.

Color Palette


The color palette is for choosing objects' colors.


Left-clicking on a color field sets the pen (object outline) color, while *right*-clicking on it sets the fill color.

The color palette contains two color bars: They contain:

- *upper bar* - basic colors.
- *lower bar* - user-defined colors or a color scale. To switch between these two modes, use this button .

To set on of the end colors for a color scale, click on the basic color palette while holding the **Shift** key. Left-clicking will set the color the beginning of the color scale. Right-clicking will set the color for the end.

Clicking this button  will call up the *color mixing dialog*. You can also call up this dialog by double-clicking on a field in the bar with user-defined colors.

A document can contain multiple color palettes. Use the long button  on the color palette to switch between these.

If you wish for an object's fill or pen to have a nil color, click on the white field which is x-ed out. Nil color is entirely transparent.

Converting to Curves



Pressing this button will convert an object to curves. From that point on, you can shape the object as a group of lines and/or curves.

This action is available for:

Rectangles and Squares

Circles and Ellipses

Polygons

Stars

Artistic Text.

Transformations Roll-Up Window



View | Roll-Up Windows | Transformations

This item shows and hides the transformations roll-up window.

See also:

[Transformations](#)

Shadow Roll-Up Window



View | Roll-Up Windows | Shadow

This item shows and hides the shadow roll-up window.

See also:

[Shadow](#)

Symbols Roll-Up Window



View | Roll-Up Windows | Symbols

This item shows and hides the symbols roll-up window.

See also
[Symbols](#)

Wizards

Zoner Callisto includes several "wizards," guides that help you with work that can be automated, or where precise placement of objects is necessary.

Editing Bitmaps

You can edit a bitmap in several ways after inserting it in Zoner Callisto. Select it with the shape tool and select one of the options in the alternate toolbar for bitmaps.



Brightness and contrast



RGB elements



HSV elements



Focus



Soften



Emboss



Find contours



Posterization



Bicolor conversion



Shades conversion



Invert colors

Perspective

You can use the edit tool to change objects' perspective.



Click on the perspective button in the alternate toolbar. A dashed line and four handles will appear around the object or group of objects. Dragging one of the handles will deform the object or objects.

Once you're done, click on the perspective button to turn this mode off again.

See also:

[Editing Tool Options](#)

