

OC\_S3D2.DOC.

This Simply 3D topic is kept in a separate help file per Microsoft requirement.


## Simply 3D Compatibility with Microsoft Office

Micrografx Simply 3D version 2 is a Microsoft Office Compatible product, which means its toolbars, menus, and accelerator keys are similar to those used by the Microsoft Office applications such as Excel, Word, and PowerPoint. Micrografx and Microsoft hope these similarities will make it easier for you to use our products together and with other Microsoft Office Compatible products.

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


### Office Compatible Features

#### Toolbars

Simply 3D has a Standard toolbar that is similar to the ones in Microsoft Office programs. For example, you can save a file just by clicking the Save button . You can discover each tool's name by pointing to it with the mouse pointer. Simply 3D's Standard toolbar contains buttons for many of the functions used to create and render 3D scenes.

Simply 3D's toolbars can be hidden, allowed to "float" in the main window, or docked at the top, bottom, left, or right sides of the main window. When you exit Simply 3D, the positions of the toolbars are saved.

#### Context-Sensitive Help

Simply 3D provides context-sensitive Help. Click the Help button  on the Standard toolbar to change the mouse pointer to a '?'. Then, click on a tool or menu item to see "pop-up" information about how to use the item.

For more comprehensive help in Simply 3D, press the **F1** key.


#### OLE 2.0 Compliance

Simply 3D is a fully compliant Object Linking and Embedding (OLE) server. OLE lets you drag items from window to window within Simply 3D. You can also embed or link your Simply 3D scenes in OLE 2.0 container programs such as Microsoft Word 7.0.

#### Using Simply 3D with Microsoft Office

You can edit a Simply 3D scene embedded in a Word document without exiting Word. A linked scene automatically reflects any changes you make to the scene's Simply 3D file.

#### To embed a Simply 3D scene in an Office document

- 1 In Simply 3D, click the Render button  to render the scene.
- 2 On the Edit menu, click Copy.
- 3 Switch to the Office program.
- 4 Place the cursor where you want to insert the image in the Office program.
- 5 On the Office program's Edit menu, click Paste. The scene is pasted as an embedded OLE object.

#### To edit an embedded scene in a Word document

An embedded scene does not reflect changes that you make to the Simply 3D file. However, you can edit the scene in-place (within the Office program).

- 1 Double-click the embedded scene in the Word document. A temporary border appears around the scene, and the Simply 3D menu bar and toolbars appear.
- 2 Use the Simply 3D tools to edit and render the scene.
- 3 When you finish editing, click outside the temporary border, or press **ESC**. The border disappears, and the Word menu bar and toolbars reappear.

#### To link a Simply 3D scene in an Office document

- 1 Place the cursor where you want to insert the image in the Office program.
- 2 On the Insert menu, click Object. An Object dialog box appears.
- 3 Click the Create from File tab.

- 4 Click the Link to File option, and then click the Browse button.
- 5 Locate and select the Simply 3D S3D file for the scene that you want to link. The scene appears in the Office document at the cursor location.

**To edit a linked scene in a Word document**

- 1 Double-click the linked scene in the Word document. Simply 3D starts, and opens the scene's Simply 3D project.
- 2 Use the Simply 3D tools to edit and render the scene.
- 3 When you finish editing, save the project. When you return to the Word document, you see the changes you made.

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