

# Index to Using SuperFlow

**SuperFlow** is designed to assist you in designing technical diagrams and presentation materials rapidly. It is powerful, flexible and yet user friendly. With SuperFlow, you are able to create impressive Flow charts, organization charts and presentations with minimum effort. Just concentrate on your presentation idea, SuperFlow will do all the hard work for you.

## Using SuperFlow Topics

Commands

Mouse

# Help on Alignment Tool

## Description

Use Alignment Tool to align objects bounded by Edit Block. Selected Objects can be aligned either vertically or horizontally.

## Using Alignment Tool:

1. Alignment marker can be set optionally by selecting an object and then click on the Align - Marker menu.
2. Create an Edit Block large enough to encompass all the objects to be aligned.
3. Select either Vertical Align or Horizontal Align from the Alignment Tool sub-menu.
4. Objects will be aligned with the marked object. If marker is not set, objects will be aligned using the average center point of the selected objects.

## Comment

Edit Block must be defined to enable this command.

# Help on Center

## **Description**

Use Center to position the entire drawing to the center of the drawing canvas.

## **Using Center:**

1. Simply select Center from Edit Menu and SuperFlow will do the rest!

# Help on Clear

## **Description**

Use this command to remove the selected objects from drawing canvas. The deleted objects can not be recovered.

## **Using Clear:**

1. Select objects to be cleared using Edit Block
2. Choose **Clear** from Edit menu.

## **Comment:**

Unlike Cut and Copy, this command does not transfer the deleted object(s) to the Clipboard.

# Help on Commands

## 1.0 Invoke Commands using Mouse

Position the cursor to the menu bar. Press and hold the mouse's left button. Move the cursor to the desired menu item and release the mouse's button.

## 1.1 Invoke Commands using Keyboard

Press Alt-key to highlight menu bar; Move the cursor using arrow keys to the desired and press ENTER to invoke the command.

### Available Commands

File

Edit

Options

Shape

View

Configuration

Help

# Help on Connector Attributes

## Description

Connection Attributes describe the characteristics of a connection.

## Connection Mode

- Automatic*** SuperFlow connects two objects by their relative position.
- Custom*** User specifies how connection is made by specifying the connection edges.
- Direct*** Connect two objects using a straight line.

## Extend

Number of additional pixels used to extend the angular portion of the connection line. This is only valid if the connection mode is custom. By default, the extend value is set to 20.

## Round

Number of pixels used to round the angular portion of the connection line. By default, this value is set to 0.

## Connector Style

- Style*** Specify the appearance of the Connector. By default, it is set to none.
- Point*** Specify at which the connection is made. The range is from 0 to 10.  
By default, center point (5) is used.
- Edge*** Specify from which edge the connection is made. By default, it is set to automatic.  
This option is selectable only if connection mode is custom.

## Line Style

- Style*** Specify appearance of the connection line.
- Thickness*** Specify the thickness of the connection line.
- Color*** Specify the color of the connection line.

## Text Button

Press this button to attach text to this connection.

## Add Button

Press this button to add additional connections. SuperFlow allows more than one connection per link.

## Delete Button

Press this button to delete the current connection.

## OK Button

Press this button to confirm the changes.

## Cancel Button

Press this button to discard the changes.

## Comment

From Object and To Object is relative. The Object at higher position is referred as From object.

# Help on Connector List

## **Description**

Connector List contains a collection of available connectors that can be used.

## **Customize Connector List**

### ***Add***

Connector List Configuration can be invoked from Configuration menu. The list box on the left contains available bitmap files. Pick one and click on the ADD button to include the bitmap file to Connector List.

### **Delete**

Select Connector to be deleted from the list box on the right. Click on the DELETE button to remove it from Connector List.

### ***Edit***

Select Connector to be edited from the list box on the right. Click on the EDIT button. The following attributes can be changed as desired.

- |                        |  |
|------------------------|--|
| <b><u>Category</u></b> | Use category to group connectors.              |
| <b><u>Name</u></b>     | Name of the Connector shown on Connector List. |

# Help on Configuration

## **Description**

Configuration let you customize SuperFlow environment to your preference.

## **Configure Connection Default**

Use this command to set up default [Connection Attributes](#).

## **Configure Shape Default**

Use this command to set up default [Shape Attributes](#).

## **Configure Font Default**

Use this command to set up default [Font Attributes](#).

## **Configure ToolBox**

Use this command to set up [Toolbox's](#) objects to your preference.

## **Configure Object List**

Use this command to set up default [Object List](#) Bitmap Objects can also be import through this option.

## **Configure Connector List**

Use this command to set up default [Connector List](#) Bitmap connectors can also be import through this option.



# Help on Connection

## Description

Connection is used to link two objects together. Object can also be linked by itself. Each connection is represented as vector line in drawing canvas. Connectors can be attached to both connection ends.

## Define/Locate Connection

There are two ways to define or locate a connection. They are described as follows:

### Define directly

Press and hold the mouse's right button while the cursor is at the From object; Move the cursor to the To object and then release the button.

### Define using Connect Object

Select connection from ToolBox. Press and hold the mouse's left button while the cursor is at the From object. Move the cursor to the To object and then release the mouse's button.

## Add Connection

1. Define the connection as described above.
2. Choose appropriated options from Connection Definition Panel.
3. Click on the OK button to add the connection.

## Revise Connection

1. Locate the connection as described above.
2. Revise the options in Connection Definition Panel.
3. Click on the OK button to confirm the revision.

## Delete Connection

1. Locate the connection as described above.
2. Click on the DELETE button from Connection Definition Panel to remove the connection.

# Help on Copy

## Description

Include the to be copied objects using Edit Block. Select Edit - Copy option to place the objects into Clipboard. Copied objects can be pasted back into the drawing canvas using the Paste command.

## To copy objects from the drawing canvas:

1. Define an edit block to include all the to be copied objects.
2. Click on the Edit - Copy command.

Copied objects can be pasted back into the drawing canvas using the Paste command.

## Comment

Edit Block must be defined to enable this command.

**Clipboard**

Storage area provided by windows to be shared with all applications.

# Help on Cut

## Description

Transfer objects bounded by the Edit Block Created by clicking and dragging over an area or objects resulting in a box to be edited from the drawing canvas to Clipboard. Objects can then be placed back onto drawing canvas using the Paste command.

## To cut objects:

1. Define an edit block to include the all the to be deleted objects.
2. Click on the Edit - Cut command.

Deleted objects can be pasted back into the drawing canvas using the Paste command.

## Comment

Edit Block must be defined to enable this command.

# Help on DOS

## **Description**

Use this command to invoke a MS DOS command session without exiting SuperFlow. To return to Windows, type EXIT and press ENTER.

# Help on Edit

## Description

Edit menu includes a set of tools to manipulate the current drawing.

## Cut

Use this option to delete selected object or objects bounded by the Edit Block.  
Deleted object(s) can be pasted back into drawing canvas using *Paste* command.  
Object must be selected or an Edit Block must be defined to enable this command.

## Copy

Use this option to copy selected object or objects bounded by the Edit Block to clipboard.  
Copied object(s) can be pasted back into drawing canvas using *Paste* command.  
Object must be selected or an Edit Block must be defined to enable this command.

## Paste

Place objects from clipboard to the area bounded by Edit Block in drawing canvas.  
An Edit Block must be defined to enable this command.

## Clear

Use this command to delete selected object or objects bounded by the Edit Block. Notice that the deleted object(s) will not be saved in clipboard.  
Object must be selected or an Edit Block must be defined to enable this command.

## Refresh

Due to unpredictable circumstances, drawing may not be redrawn correctly. Use Refresh to repaint the entire drawing unconditionally.

## Center

Use this command to reposition current drawing to the center of the drawing canvas.

## Align

Use this command to align objects bounded by the Edit Block. Objects can be aligned either vertically or horizontally.

You can also mark an object as the alignment base by clicking on the marker object and select the *Align-Marker* option.

An Edit Block must be defined to enable this command.

## Space

Use this option to define an Edit Block that includes all the objects for spacing operation. The included objects will then be spaced evenly within the boundary of the Edit Block. You can choose to space the objects either vertically or horizontally.

## Sizing

Use this option to define an Edit Block that includes all the objects for sizing operation. From the Size Dialog, a combination of sizing options can be specified for horizontal and vertical dimension. For example, to keep the size of the objects unchanged, check on "No Change" button; To size the objects to the smallest object's dimension, check on "Shrink to Smallest" button; To size the objects to the largest object's dimension, check on "Grow to Largest" button; Change the dimension of the object just large enough to hold the specified text, check on "Fit Text" button.

## Refer

Select a group of objects by defining an Edit Block. Click on this option to activate the Refer List Dialog. Select a to be referred object by doubling click one of entries. You will be prompted for "Refer object

Shape Only?". If you answer Yes, all attributes of the included objects will remain unchanged; Only the shape of the included objects will be copied; Otherwise, the referred object's attributes will be copied to the included objects.

You can remove an existing referred object from Refer list by double clicking the object's entry and then push on the Delete button.

### **Template**

Use this command to add, delete or paste from a drawing template. Drawing template is used to define a set of most frequently used drawing objects for reusable purposes. Once the drawing objects are defined and included in template list, it can be pasted into drawing canvas whenever you need it.

An Edit Block must be defined to enable this command.

### ***Add Template***

First, define an Edit Block to include all the drawing objects; Then assign a name for the template. Finally, click on the ADD button from Template Panel to add a new template.

### ***Delete Template***

Select the template to be deleted from Template Panel, click on the DELETE button to remove the template.

### ***Place Template***

Select the template to be placed from Template Panel. Click on the OK button to place the template objects into Edit Block.

# Help on Edit Block

## **Description**

Edit Block is a rectangular area defined by user for group operations such as Cut, Copy, Paste, Align, Size, Template, Block Move, Font and Refer.

## **Define**

Press and hold the mouse's left button to initialize the Edit Block upper leftmost position. Move the cursor using the mouse to the desired lower rightmost position and release the button. All objects intersect with the rectangle are selected for further operation.

## **Cancel**

Click the mouse without selecting any operation will cancel the Edit Block.



# Help on Exit

## Description

Use this command to terminate SuperFlow and return to Windows.

# Help on Export

## **Description**

Use this command to convert current drawing into window bitmap format. The converted file can be used by other paint program that support bitmap file format. For example, you can use Paintbrush to redefine the drawing or incorporate the bitmap file into Microsoft Word.

# Help on File Menu

## Description

The File Menu includes commands that will allow you to manipulate current drawings. Examples are creating a new file, opening a file from disk, saving your file to disk, printing, and overall layout of your document.

## Available Commands

New

Open

Save

Save As

Export

Print

Printer Setup

Page Setup

Dos

Exit

# Help on Font Attributes

## **Description**

Font Attributes describe the appearance of the associated text.

## **Type Face**

Use this option to specify the type face of the associated text.

## **Font Size**

Use this option to specify the font size of the associated text.

## **Style**

Use this option to define a combination of font styles for the associated text. Styles that can be specified are Bold, Underline and Italic.

## **Alignment**

Use this option to describe how the associated text is to be aligned. Text can be left aligned, right aligned or center aligned.

## **Position**

Use this option to describe how the associated text is to be positioned. Text can be positioned at the top, at the bottom or at the center.

## **Show**

Use this option to show or to hide the associated text. It is somewhat useful if you intend to use the associated text as comments.

## **Line**

Use this option to specify how many lines the associated text will be broken into. This is valid only if the Auto Line Break option is on.

## **Auto Line Break**

Use this option to turn on and off the automatic line breaking option.

## **Delimiter**

This option is valid only if Auto Line Break option is off. The delimiter specified is treated as end of line character.

# Help on Help

## **Description**

Help commands provide on-line references for SuperFlow.

## **Index**

Display master Index for SuperFlow's on-line help topics

## **Help On Help**

Get Instructions for how to use the Microsoft Windows' help system.

## **About**

Display product information.

# Help on Link

## **Description**

Linkage allows you to link up related drawing to a drawing object.

## **Define Link**

Click on the DEF.LINK button from object Definition Panel; A list of files that can be linked to will be displayed. Select one and press the OK button.

## **Delete Link**

Click on the DEF.LINK button from Object Definition Panel; Press the DELETE button to remove the Linkage.

## **Link to linked file**

Double click the mouse's right button or press the LINK button from Object Definition Panel to invoke the linked drawing.

# Help on Mouse

## General

Left button is used to highlight an item. Double click on an item will select the item immediately.

## Left button

Select Object or Shape

Move Object, Shape or Edit Block

## Right button

Connect two objects

Jump to linked file

Change View Mode

# Help on New

## Description

Use this command when you want to create a new drawing. You will be prompted to provide a new Page Specification for the new drawing.



# Help on Object Attributes

## **Description**

Object Attributes are used to set up an object. They are described in below:

## **Name**

Name is the identifier of an object. It is an optional entry unless you need to add the object to Refer List.

## **Text**

Text defined will be shown on drawing canvas unless the show attribute is checked off.

## **Font**

Define Font Attributes for Text defined.

## **Refer**

This is used to add an object to Refer List or to copy object's attributes from Refer List to the current object.

## **Define Link**

This is to define a link between an object and a drawing. If the link is defined, double click the linked object will invoke the associated diagram.

# Help on Object

## Description

There are two types of drawing items in SuperFlow. Drawing objects are images stored in bitmap format and shapes are pre-defined vector line drawings. Both objects and shapes can be placed into the drawing canvas.

SuperFlow comes with a set of standard objects. Since objects are stored in bitmap format, you can add in new objects or modify an existing one using any paint program that supports bitmap format. In addition, drawing objects can be connected together using connection objects.

## Place Object

There are two ways you can place an object into the drawing canvas. You can select the object to be placed from Object List Panel or you can place the object directly from ToolBox. Both ways will place the selected object into the drawing canvas at current cursor position.

## Revise Object

Move the cursor to the area bounded by the object and double click the mouse's left button to bring up the definition panel for editing.

## Move Object

Move the cursor to the area bounded by the object; Press and hold the mouse's left button while moving the cursor. A black box will be drawn to reflect the new position of the object. Release the mouse's left button to place the object at the current cursor position.

## Delete Object

Double click the mouse's left button within the area bounded by the object to be deleted. Click on the DELETE button from Object Definition Panel to remove it from the drawing canvas.

## Select Object

Single Click the mouse's left button within the area bounded by the object to select the object. Actions like Cut, Copy, Size and set alignment marker can then be operated on the highlighted object.

## Size Object

You can size an object by dragging one of the eight gray rectangles surrounding the objects. To maintain the vertical and horizontal ratio of the object during sizing, hold the shift key while dragging.

# Help on Object List

## Description

Object List contains a list of available objects that can be placed into drawing canvas. You can invoke object windows either using the menu bar or double clicking the mouse's left button on the non-occupied area of the drawing canvas. Object selected is placed into the drawing canvas at current cursor position.

## Customize Object List

### Add

Object List Configuration can be invoked from Configuration menu. The list box on the left contains available bitmap files. Pick one and click on the ADD button will import the bitmap file to Objects List

### Delete

Select the object to be deleted from the list box on the right. Click on the DELETE button to remove the object from Object List.

### Edit

Select the object to be edited from the list box on the right. Click on the EDIT button. The following attributes can be changed as desired.

**Category** Use category to group the objects

**Name** Name of the object shown on Object List.

### Size in Pixels

This is the width and height of the bitmap graphic defined in pixels. You can change the original settings to scale it up or down.

### Reset

Reset Object List to manufacturer's Default.

### Import Foreign Bitmap File:

Windows' Paintbrush program or other bitmap compatible paint programs can be used to design your own drawing object. Belows are some guidelines you should follow when designing your own drawing object:

1. Define the bitmap's dimension as 72 X 72 pixels. (About 1 logical inch)
2. Set bitmap's color to 2 or 16.
3. Save your drawing in bitmap file format (.BMP extension).
4. Bitmap file must be saved in SuperFlow's executable directory.
5. When designing your own object, always align them in center horizontally and vertically. If object does not occupy the whole 72 X 72 area, make sure the left and the right margins are identical. Same rule also applies to set up the top and bottom margin.

# Help on Open

## **Description**

Use this command to retrieve previously saved drawings from hard disk or floppy disk. To retrieve a drawing, first make sure that the correct drive is selected. Next, select the file that you want to open from the the File List box. Click on the OK button to retrieve the highlighted file.

## **Comment**

If you do not see your file in the File List box, check that the correct drive and path are selected and be sure that you have scrolled through the list using either the scroll bars on the right of the box or by using the keyboard's arrow keys.

# Help on Options

## **Description**

Options Menu includes a set of commands to customize SuperFlow's working environment.

## **Use Default Object definition**

When this option is checked on, double clicking the left mouse's button will place the default object into the drawing canvas directly.

## **Use Default Connection Definition**

Use this command to disable the system from prompting you for new connection attributes. Instead, default connection attributes will be applied.

## **Use Default Shape Definition**

Use this command to disable prompting for new shape attributes. Instead, default shape attributes will be applied.

## **Enable Transparent Text**

Use this command to melt associated text with the attached object. If this option is off, the background of the associated text will cover part of the object.

## **Lock Object Position**

Use this command to inhibit objects' movement. Although the objects are locked, you can still modify the objects' definitions.

## **Show Connection**

Turn on this option if you prefer SuperFlow showing new connection position while objects are moved. Do not turn on this option if performance is your concern.

## **Show Ruler Guide**

Turn on this option if you prefer SuperFlow showing ruler guides while object is moved. This option is allowed only if the rulers are shown. Do not turn on this option if performance is your concern.

# Help on Page Setup

## **Text**

Use text option to define a title for your drawing.

## **Orientation**

Define page mode by selecting either portrait or landscape orientation.

## **Page Size**

Define the size of the drawing canvas. Pick the desired entry from the list.

## **Password**

Passwords can be used to protect your files from unauthorized access. Leave this blank if you do not wish to have a password protecting the current file.

## **Font**

This option is used to define the Font Attributes of the page title.

# Help on Paste

## Description

Place objects from Clipboard to the area bounded by Edit Block into the drawing canvas. Edit Block defined must be large enough to encompass the to be pasted objects.

## To transfer an object from Clipboard into the drawing canvas:

1. Define an Edit Block on the drawing canvas where you want the object(s) to be placed. (Note: Edit Block must be large enough to hold all the objects from the Clipboard.)
2. Choose **Paste** from the Edit menu.

## Comment

Edit Block must be defined to enable this command. Objects remain in the Clipboard until the next Cut or Copy operation. Thus, objects may be placed into the drawing canvas more than once.

# Help on Print

## Description

This command is used to print the current drawing.

By default, SuperFlow will print only one copy of the drawing. To have more than one copy, specify the number of copies you wish to print.

If necessary, click on the PRINTER SETUP button of Print Panel to configure a printer.

To abort printing while printing is in process, click on the CANCEL button of the Print Status Panel.



# Help on Printer Setup

## **Description**

This command is used to select another Windows printer as well as to configure the current printer. Objects such as print quality control, page orientation, and resolution can be maintained. Note that printer orientation and page orientations must be the same as the drawing.

# Help on Refresh

## Description

Using Refresh allows you to reconstruct the drawing on screen.

# Help on Refer

## **Description**

Refer is a powerful tool to copy attributes from one object to another. From reusability point of view, frequently used objects should be added to Refer List. You can refer an object by adopting all attributes from the referred object; Or you can adopt just the appearance of the referred object.

## **Add Object to Refer List**

1. Invoke Object Definition Panel.
2. Make up a descriptive name for the Object.
3. Click on the REFER button.
4. Click on the OK button from the Refer Panel to add the current object to Refer List.

## **Delete Object from Refer List**

Select the entry to be deleted from Refer List. Click on the DELETE button to remove the selected object from Refer List.

## **Refer**

Select an entry from Refer List and click on the OK button.

# Help on Ruler

## **Description**

Turn this option on or off to show or to hide the horizontal and vertical rulers respectively.

Note: This option has to be turned on to enable Show Ruler Guide command.

# Help on Save

## **Description**

Use this command to save current drawing using the name previously given to your drawing. If a name has not yet been defined for current drawing, SuperFlow will prompt you for the file name. We recommend that you save your file as frequently as possible.

# Help on Save As

## Description

Use the Save As command to save the current drawing with a new name.

Note: If you do not select a new path for your drawing, your file will be saved in the default path.

# Help on Shape

## Description

Shapes are pre-defined sizable vector line objects. Usually, shapes are used to highlight a particular section of a drawing. For example, you may want to use a dot lined rectangle to group a set of objects.

To define a shape object, define a rectangular area and pick a shape from the menu. After the shape attributes are specified from the definition panel, the shape selected will be drawn within the defined rectangular area. A rectangular area must be defined to enable the Shape commands.

The following are built in shapes that can be selected.

- Rectangle
- Ellipse
- Diamond
- Hexagon
- Octagon
- Triangle
- Up
- Down
- Right
- Left

## Place Shape

Click and drag using the mouse's left button to define an Edit Block; Select a shape from Shapes menu to placed it into the Edit Block.

## Revise Shape

Double click the shape to be revised to invoke the Definition Panel.

## Move Shape

Move the cursor to the area bounded by the shape. Click and drag the shape to its new position. A dot lined rectangle is drawn to reflect the new position of the shape. Release the mouse's left button to reposition the shape at the current cursor position.

## Delete Shape

Double click on the shape to be deleted. Click on the DELETE button from Shape Definition Panel to remove the shape from drawing canvas.

# Help on Shape Attributes

## Description

Shape Attributes describe the appearance of a shape.

## Frame Style

Define a shape's border style.

## Single Line

Shape's border is a single line.

## Double Lines

Shape's border is a double line.

## Shadow

Define a shadow border. Apply for rectangle only.

## Square Corners

Define a right-angled rectangle. Apply for rectangle only.

## Round Corners

Define a round-corners' rectangle. Apply for rectangle only.

## Line Style

Define the line style of a shape.

## Thickness

Border line thickness can be thin, medium, or thick.

## Type

Border can be either solid or a dotted line.

## Comments

1. Inner line style is available only for Rectangle with double line attribute defined.
2. Line thickness, medium and thick, applies for solid line only.



# Help on Size

## Description

Use this option to define an Edit Block that includes all the objects for sizing operation. From the Size Dialog, a combination of sizing options can be specified for horizontal and vertical dimension.

Using Size:

1. Create an Edit Block large enough to encompass the objects to be sized.
2. Select Size from the Edit menu.
3. Click on the desired sizing options for horizontal or vertical dimension:

## No Change

Size of the object is not changed.

## Shrink to Smallest

Change the size of the selected objects to the smallest object's size.

## Grow to Largest

Change the size of the selected objects to the largest object's size.

## Fit Text

Change the size of the selected objects to the attached text's size.

## Comment

An Edit Block must be defined to enable this command.

# Help on Space

## Description

Use this option to define an Edit Block that includes all the objects for spacing operation. The included objects will then be spaced evenly within the boundary of the Edit Block. You can choose to space the objects either vertically or horizontally.

## Using Space:

1. Create an Edit Block large enough to encompass the objects to be spaced.
2. Select either vertical or horizontal spacing from the Space sub-menu.

## Comment

An Edit Block must be defined to enable this command.

# Help on Template

Use this command to add, delete or paste from a drawing template. Drawing template is used to define a set of most frequently used drawing objects for reusable purposes. Once the drawing objects are defined and included in template list, it can be pasted into drawing canvas whenever you need it.

## ***Add Template***

First, define an Edit Block to include all the drawing objects; Then assign a name for the template. Finally, click on the ADD button from Template Panel to add a new template.

## ***Delete Template***

Select the template to be deleted from Template Panel, click on the DELETE button to remove the template.

## ***Place Template***

Select the template to be placed from Template Panel. Click on the OK button to place the template objects into Edit Block.

## **Comment**

An Edit Block must be defined to enable this command.

# Help on ToolBox

## **Description**

ToolBox contains a collection of most frequently used objects.

Instead of double clicking the mouse's left button to invoke object window, you can select the desired objects from ToolBox.

To select an object from ToolBox, click on the mouse's left button to highlight one of the ToolBox entries. Click on the mouse's left button one more time in the drawing canvas will place the selected object at current cursor position.

## **Customize ToolBox**

1. Select an Object from Object List.
2. Move the cursor to where you want the object to show in ToolBox.
3. Click on the mouse's left button to replace the original object by the selected object.

# Help on View

## **Description**

Use this command to control the appearance of the your drawing canvas.

## **View**

There are two View Modes: 100% Mode and 50% Mode.

100% Mode Display objects in actual logical inches .

50% Mode Display objects in 50% of actual logical inches.

## **Comments**

View can be changed either by accessing the VIEW menu or by double clicking the mouse's right button on a non-occupied area of drawing canvas.



