Table of Contents

iGrafx Share Viewer

iGrafx Share Viewer

iGrafx Share Viewer

iGrafx Share Viewer

Welcome to iGrafx Share Viewer

Welcome to Share Viewer

Welcome to Share Viewer, a component of iGrafx Share that works with other iGrafx software.

You can view and add markups to an iGrafx *Designer* drawing, an iGrafx Business *Graphics* drawing, or an iGrafx *Professional* flowchart without installing the software. This lets you collaborate with coworkers easily.

Share Viewer Features

iGrafx Share Viewer contains many features that help you and your coworkers easily collaborate about a drawing.

- Open and view multiple drawings.
- Add comments and markup lines to a drawing.
- Use page tabs to navigate easily in multiple-page drawings.

iGrafx Share Viewer

- View markups by all reviewers, a particular reviewer, or view only your own markups.
- View iGrafx *Professional* flowcharts with their linked shapes retained.
- Edit text and marker colors.
- E-mail a drawing that contains your markups.

Software License Agreement

THIS IS A LEGAL AGREEMENT BETWEEN YOU (AN INDIVIDUAL OR AN ENTITY), THE END USER, AND MICROGRAFX, INC. IF YOU DO NOT AGREE TO THE TERMS OF THIS AGREEMENT, PROMPTLY RETURN THIS PRODUCT AND ACCOMPANYING ITEMS (INCLUDING WRITTEN MATERIALS AND BINDERS OR OTHER CONTAINERS) TO THE PLACE YOU OBTAINED THEM FOR A FULL REFUND. BY INSTALLING, COPYING, DOWNLOADING, OR OTHERWISE USING THE SOFTWARE PRODUCT, YOU AGREE TO BE BOUND BY THE TERMS OF THIS LICENSE.

iGrafx Share Viewer

1. GRANT OF LICENSE. This Micrografx End-User License Agreement ("this License") permits you to use one copy of the Micrografx software product ("the Software") on any single computer. If the Software is permanently installed on the hard disk or other storage device of a computer, then the person authorized to use such computer also may use the Software on a portable computer, laptop or home computer so long as the Software is not used on both computers at the same time. If such person's authorization to use such computer ceases for any reason (e.g. termination of employment), then such person's authority to use the software on a portable computer, laptop and home computer will cease. The Software is licensed as a single unit, and its component programs may not be separated for use on different computers. You must acquire and dedicate a license for each separate computer on which the Software is installed or run from the storage device. A License for the Software may not be shared or used concurrently on different computers. Installation and/or usage on a network server requires a License for every user who accesses the Software at any time.

iGrafx Share Viewer

2. OWNERSHIP. Title, ownership rights, and intellectual property rights in and to the Software will remain in Micrografx and is protected by United States copyright laws and international treaty provisions. There is no transfer to you of any title to or ownership of the Software and this License should not be construed as a sale of any right in the Software. You must treat the Software like any other copyrighted materials, except that you may either (a) make one copy of the Software solely for backup or archival purposes, or (b) transfer the Software to a single hard disk provided that you keep the original solely for backup or archival purposes. You may not copy written materials accompanying the Software. You may use the Software in your own personal and business documents as long as you are not selling the output generated by the Software or any related services. You may modify the Software and/or merge it into another computer program to the extent necessary for your own use on the network or computer, but any portion of the Software merged into another computer program will continue to be subject to this License.

iGrafx Share Viewer

3. UPGRADES. If the Software is labeled as an upgrade, you must be properly licensed to use a product identified by Micrografx as being eligible for the upgrade in order to use the Software. The Software labeled an "upgrade" replaces and/or supplements the product that formed the basis for your eligibility for the upgrade. The upgrade may not be separated for use from the product, or transferred separately or used on more than one computer except as set forth above.

4. OTHER RESTRICTIONS. This License is your proof of license to exercise the rights granted herein and must be retained by you. You may not rent or lease the Software, but you may transfer your rights under this License on a permanent basis provided that you transfer this License, the Software and all accompanying written materials, you retain no copies, and the recipient agrees to the terms of this License. You may not translate, decompile, or disassemble the Software or make any attempt to discover the source code to the Software. If the Software is an update, any transfer must include the update and all prior versions. Further, you may not place the Software onto a server so that it is accessible via a public network such as the Internet.

iGrafx Share Viewer

5. MULTIPLE MEDIA. You may receive the Software in more than one medium. Regardless of the type or size of the medium you receive, you may use only the media appropriate for your single designated computer or network server. You may not use any other media on another computer or computer network, or loan, rent, lease, or transfer them to another user except as part of a transfer or other use expressly permitted by this License.

6. LIMITED WARRANTY. MICROGRAFX WARRANTS THAT THE SOFTWARE WILL PERFORM SUBSTANTIALLY ACCORDING TO THE ACCOMPANYING WRITTEN MATERIALS FOR NINETY (90) DAYS FROM THE DATE OF ORIGINAL PURCHASE. MICROGRAFX DISCLAIMS ALL OTHER WARRANTIES., EITHER EXPRESS OR IMPLIED (INCLUDING WITHOUT LIMITATION, IMPLIED WARRANTIES OR MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE) CONCERNING THIS SOFTWARE AND ITS ACCOMPANYING WRITTEN MATERIALS. Some jurisdictions do not allow limitations on duration of an implied warranty, so the above limitation may not apply to you. This limited warranty gives you specific legal rights. You may have others which vary by jurisdiction.

iGrafx Share Viewer

7. REMEDIES. Micrografx's entire liability and your exclusive remedy will be replacement of the Software by Micrografx that does not meet Micrografx's Limited Warranty and that is returned to Micrografx with a copy of your receipt. This Limited Warranty is void if failure of the Software has resulted from accident, abuse, or misapplication. Any replacement Software will be warranted for the remainder of the original warranty period or thirty (30) days, whichever is longer.

8. LIMITATION OF LIABILITY. In no event will Micrografx or its suppliers be liable for any damages whatsoever (including, without limitation, damages for loss of business profits, business interruption, loss of business information, or other precuniary loss) arising out of the use or inability to use the Software, even if Micrografx has been advised of the possibility of such damages. Because some states do not allow the exclusion or limitations of consequential or incidental damages, the above limitations may not apply to you.

9. EXPORT RESTRICTIONS. You may not export or reexport the Software or any underlying information of technology except in full compliance with all United States and other applicable laws and regulations.

iGrafx Share Viewer

10. U.S. GOVERNMENT RESTRICTED RIGHTS. The Software and documentation are provided with RESTRICTED RIGHTS. Use, duplication, or disclosure by the government is subject to restrictions as set forth in subparagraph (c) (1) (ii) of the Rights in Technical Data and Computer Software clause as DFARS 252.227-7013 or subparagraphs (c) (1), and (2) of the Commercial Computer Software- - Restricted Rights at 48 CFR 52.227-19, as applicable, and any amendments thereto. Contractor/manufacturer is Micrografx, Inc., 1303 Arapaho Rd., Richardson, TX 75081, USA.

11. MISCELLANEOUS PROVISIONS. This License is governed by the laws of the State of Texas, USA (and not by the 1980 United Nations Convention on Contacts for the International Sale of Goods, as amended). This is the entire agreement between us relating to the Software and supersedes any purchase order, communication, advertising, or representation concerning the Software. No change or modification of this License will be valid unless it is in writing and is signed by Micrografx. If this Software was acquired outside the United States, then local law may apply. If you acquired this Software in Canada, you agree to the following:

The parties to this License have expressly required that the License be drawn up in the English language.

Les parties aux presentes ont expressement exige que las presente convention soient redigees en langue anglaise.

For more information about Micrografx's licensing policies, please call Micrografx Customer Service at 972-234-1769, or write: Micrografx Customer Sales and Service, 1303 Arapaho Rd., Richardson, TX 75081, USA.

Revised 12/97

License Agreement Frequently Asked Questions

What is the significance of the Micrografx software license agreement?

The license agreement is the document under which Micrografx grants you, the end user, the right to use the software product. In addition to the end user license agreement, your use is governed by the U.S. Copyright Act.

How has Micrografx changed its end user licensing policy?

Micrografx has changed its end user license agreement to simplify how its products are licensed for home, portable, and laptop use.

iGrafx Share Viewer

What does the license say?

The underlying principle of Micrografx's licensing policy is that each use of a Micrografx product requires a license. Each license grants you the right to use one copy of the software product on your computer. In addition, the license sets out the rules by which you may use the product on a computer network.

What defines "in use"?

1) Loaded on the hard disk.

2) A single computer accessing the product from a server.

How do I determine how many licenses I need for my company to comply with the Micrografx license agreement?

iGrafx Share Viewer

Starting with the principle that you need one license for each computer that uses the product, there are two basic rules that you need to follow in counting the number of "licenses" in your company. First, each copy of the product that is installed on a hard disk or other storage device of a computer is a "use" that requires one license. Second, if you plan to use the product on a computer network, and you have fewer licenses than the total number of workstations, then you need to determine the maximum number of computers that will use the product. The total number of "uses, " arrived at by adding the number of copies that you will have installed on hard disk plus the maximum number of uses on a network, determines the number of licenses you need.

How do I determine the "maximum number of users" in my company's computer network?

iGrafx Share Viewer

To comply with the Micrografx license agreement, you must have adequate controls and mechanisms in place to ensure that you have at least as many licenses as you have users of the network. While there is no single method that Micrografx requires or prescribes, you must have electronic or manual controls or procedures to justify your calculation of the number of licenses. For example, there are electronic devices and software programs that limit access to particular products running off a network server that would comply with this requirement (see the next question about "electronic token" technologies).

If I load the product on the hard disk of every workstation on the network, can I still count the number of users so I don't have to purchase a license for every workstation? Is the answer different if I use the so-called "electronic token" technology to limit the actual number of users?

No. And no. Loading the product onto the hard disk or other storage device of a network workstation is a "use" that requires a license. It makes no difference if you have an "electronic token" system to regulate use. Of course, if you transfer or "download" the product from the server to a workstation's hard disk, which requires one license, you may later completely delete the product off that hard disk to free up that one license for use elsewhere.

iGrafx Share Viewer

Do I need a separate license for the copy of the product on the server?

No. You need not count the server as one "use, " provided that the server copy is merely accessed by the workstations connected to it and not used separately.

If I have a Micrografx application loaded into the temporary memory (RAM) of my network, but it is iconized and not actively in use, is a license required?

Yes. We consider that you are "using" one of our products whenever it is loaded on your hard disk or in RAM. Thus, a program that is iconized requires a license because it was first loaded into memory, or RAM.

Does Micrografx continue to allow end users to make a second copy of its application for home and laptop use?

iGrafx Share Viewer

Yes. If you have a Micrografx product loaded on the hard disk or other storage device of your computer, then you may make a second copy for home and laptop use so long as the Software is not used on both computers at the same time. The principle here is to allow you to use the Micrografx product even when you are away from work, either at home or while traveling. However, this does not apply to products that are loaded on the network server. (Some companies have their own restrictions on home software use, so you may need to check with your systems administrator on this topic.)

Is this Micrografx license a site license? If not, how does it differ?

This Micrografx end user license is not a site license because each use requires a separate license.

iGrafx Share Viewer

Copyright and Trademark Statements

Information on this document is subject to change without notice and does not represent a commitment on the part of Micrografx, Inc. The software described in this document is furnished under a license agreement. The software may be used or copied only in accordance with the terms of the agreement.

Copyright

Micrografx, Inc.

1303 East Arapaho Rd.

Richardson, TX 75081

Legal Department: (972) 234-1769

iGrafx Share Viewer

Trademark and Copyright Acknowledgements

Micrografx, the Micrografx logo, AdvanEdge Technologies, CoolShapes, Graphics Works, Instant 3D, Living Flowcharts, Micrografx Designer, Micrografx FlowCharter, Micrografx Graphics Suite, PhotoMagic, Picture Publisher, Optima, QuickArt, Simply 3D, Visual 3D Clipart, Visual Font, Visual Image, Visual Software, and Webtricity are registered trademarks of Micrografx, Inc.

ActiveCharts, EnterpriseCharter, iDiagrams, iDrawShapes, iGrids, iGrafx, iGrafx System, intelligent graphics at work, the intelligent graphics framework, ISOCharter, iShapes, Micrografx Chili for Children, Micrografx Clipart, Micrografx Media Manager, Micrografx Viewer, Micrografx Webcharter, Miscellaneous Design (eyeball), NetworkCharter, ProjectBuilder, ProjectCentral, Process Walker, QuickVector, SlideShow, Small Business Graphics & Print Studio, and Unlockables are either registered trademarks or trademarks of Micrografx, Inc.

Portions of the imagery on the disc(s) supplied by Energy Film Library, Digital Energy^{TM} and Timescape^{TM} Interactive. © 1996 Energy. All Rights Reserved.

iGrafx Share Viewer

Digital Energy^{TM} and Timescape^{TM} Interactive are trademarks of Energy Film Library.

ClipArt Copyright 1995-1997 Imageline, Inc.

Animations Copyright 1997 Imageline, Inc.

A portion of the images © 1994-1998 GraphicCorp. Los Angeles, CA USA. All Rights Reserved.

Wood River Gallery images Copyright © 1994-1997. All Rights Reserved.

Ethnic Clipart Copyright © 1997 by CreatiCom Corporation. All Rights Reserved.

Clipart Images Copyright © 1995 by CreatiCom Corporation. All Rights Reserved.

Digimarc®, MarcCentre®, PictureMarc^{TM}, and MarcSpider^{TM} © Copyright 1996-1997 Digimarc Corporation. All Rights Reserved.

ImageStream^{TM} Graphics and Presentation Filters Copyright © 1991-1995 ImageMark Software Labs, Inc. All Rights Reserved.

iGrafx Share Viewer

iGrafx Share Viewer

DirectX® Media Software Development Kit and DirectX® Media Copyright © 1992-1998 Microsoft Corporation.

Portions Copyright © 1994-1995 Visual Components, Inc.

ImageStream(R) Graphics Filters Copyright (C) 1991-1998 Inso Corporation. All Rights Reserved.

International CorrectSpell spelling correction system © 1993 by INSO Corporation. All Rights Reserved.

International CorrectSpell is a trademark of INSO Corporation.

Web Publishing Wizard Copyright (C) 1995-1997 Microsoft Corporation.

Visio(R) Reader(C) 1998-99 by Access Softek, Inc. All Rights Reserved.

Other products mentioned are trademarks or registered trademarks of their respective companies.

iGrafx Share Viewer

Getting Started

iGrafx Share Viewer Overview

Share Viewer is designed to make it easier to communicate with your coworkers about graphics. You can view and add markups to a drawing without installing the iGrafx application used to create the drawing. This saves time and makes the collaborative process much easier.

Multiple reviewers can add markups to a drawing. As the drawing file is sent from person to person, Share Viewer keeps track of which markups belong to each reviewer.

You have many ways to view the markups. You can view only your markups, the markups of a particular reviewer, or view all markups.

iGrafx Share Viewer

Adding markups to a drawing does not change the original drawing. When the drawing is opened in the iGrafx application, markups appear on a separate layer.

Notes

Share Viewer is designed to work with other iGrafx applications. You can open and view non-iGrafx drawings, but you cannot add markups to them.

Each reviewer must open drawings one at a time and then pass them on to the next reviewer.

The Collaboration Process

So how exactly does Share Viewer work? Suppose that an artist creates a new logo for your company. He or she might e-mail the graphic to you for your review. You can view the file and add markups, such as telling the artist to change the color red to blue. Then you can e-mail the file to another coworker for review.

iGrafx Share Viewer

Share Viewer "remembers" which markups belong to each reviewer. But each reviewer might also use a different color to further differentiate their markups.

After the file is returned to the artist, he or she can open the drawing in the iGrafx application used to create the drawing. Markups appear on a separate layer of the drawing. The artist can delete the markups and make any necessary changes to the drawing.

> **Note**
> You must use Share Viewer to add or edit comments.

Viewer Work Method Versus Markup Work Method

There are two ways to work in Share Viewer. You can choose either the Markup work method or the Viewer work method. The Markup work method lets you add and edit markups. The Viewer work method lets you disable the markup tools and only view a drawing.

iGrafx Share Viewer

The Viewer work method is helpful if you want to work with drawings that contain intelligence, such as jumps to more information. For example, many iGrafx *Professional* flowcharts contain linked shapes. Linked shapes contain hyperlinks to other flowcharts.

If you add a markup on top of a linked shape, it can be difficult to tell whether the markup or the linked shape is selected when you click the shape. This work method lets you disable the markup feature and work only with the *Professional* flowchart. When you click a linked shape, only the linked shape is selected so you can view the flowchart that the linked shape jumps to.

If you want to add markups to the flowchart after viewing the *Professional* document, click the Markup Work Method button on the Markup toolbar.

To select the Viewer work method

▶   On the Markup toolbar, click the Viewer Work Method button.

To turn off the Viewer work method

▶   On the Markup toolbar, click the Markup Work Method button.

iGrafx Share Viewer

To select the Markup work method

▶ On the Markup toolbar, click the Markup Work Method button.

Note

If you open a drawing other than iGrafx *Professional*, iGrafx Business *Graphics*, or iGrafx *Designer*, you cannot add markups. The markup tools are not available.

Using the Markup Toolbar

The Markup Toolbar appears on the left side of the Share Viewer window. The first step in using the toolbar is to choose either the Viewer work method or the Markup work method.

To add or edit markups, click the Markup Work Method button. The markup tools are enabled. You can draw freehand lines or circle areas of a drawing, add comments, and change the text and markup line attributes.

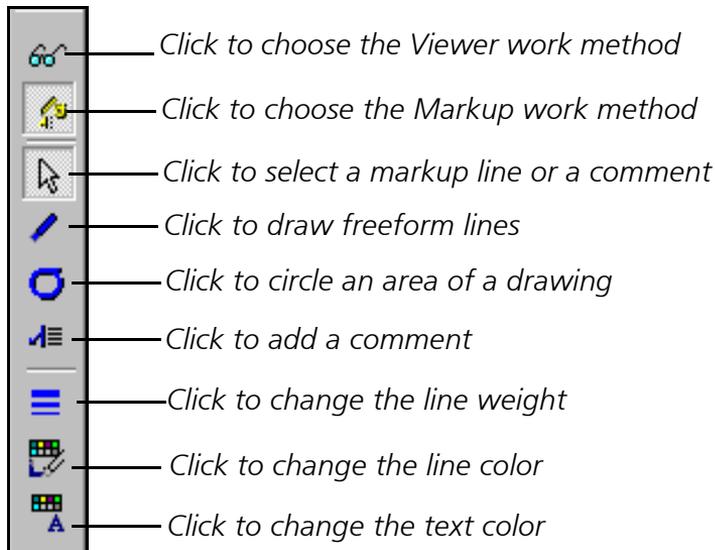# iGrafx Share Viewer

If you want to view a drawing without adding markups, click the Viewer Work Method button. The markup tools are disabled. This work method lets you view and work with a drawing that contains intelligence, such an iGrafx *Professional* flowchart that contains linked shapes. To return to the Markup work method, click the Markup Work Method button.

iGrafx Share Viewer

If necessary, you can drag the toolbar to another location. Click the toolbar on an area other than a button, press and hold down the left mouse button, and drag the toolbar to a new location.

Click to choose the Viewer work method

Click to choose the Markup work method

Click to select a markup line or a comment

Click to draw freeform lines

Click to circle an area of a drawing

Click to add a comment

Click to change the line weight

Click to change the line color

Click to change the text color

iGrafx Share Viewer

Opening Share Viewer

To open Share Viewer

1   On the Windows taskbar, click Start.

2   Point to Programs.

3   Point to iGrafx, and click Share Viewer.

iGrafx Share Viewer

Getting Help

Getting Help as You Work

To get help, click Share Viewer Help on the Help menu.

Troubleshooting: I Cannot Add or Edit Markups

You can view and add markups to an iGrafx *Designer* drawing, an iGrafx Business *Graphics* drawing, or an iGrafx *Professional* flowchart. However, you cannot add markups to an iGrafx Business *Image* picture. You can also view non-iGrafx drawings, but you cannot add markups to them. The markup tools are disabled.

Also, check to make sure the Viewer Work Method button on the Markup toolbar is not selected. If this button is selected, all markup tools are disabled. Click the Markup Work Method button on the Markup toolbar to return to the Markup work method.

iGrafx Share Viewer

You must use Share Viewer to edit or add markups. For example, if you open a drawing with markups in the *Graphics* component of iGrafx Business, you can view and delete the comments and markup lines. But you must open the drawing in Share Viewer to edit or add comments.

Troubleshooting: I Cannot See Markups

On the View menu, point to Markups, and click Select. The Select dialog box opens. Select the reviewers whose markups you want to view.

Contacting Technical Support

Getting the most out of your investment is central to your success. That's why we have developed a fee-based support program for registered users in the U.S. and Canada that delivers fast, flexible, and comprehensive service for the iGrafx products you own. This program is backed by our commitment and all the resources necessary to provide you with the service you expect.

iGrafx Share Viewer

Our staff of experienced technical advisors are specialists in the critical areas and applications important to you. Our experts can assist callers quickly and efficiently.

You will have 30 days of free support following your first call to our technical support staff. Thereafter, whether you want full-service coverage or occasional support for your Micrografx products, you will like the flexibility of choosing only those services you need.

You can receive technical support from a technical support advisor between the hours of 7:00 a.m. and 5:00 p.m. (Central time), Monday - Friday.

Complimentary Support

As a registered iGrafx Share customer, you are entitled to thirty days of complimentary support. Be sure to have your serial number (from the back cover of this user's guide) ready when you call. To contact technical support during this time, call (972) 234-2694.

You may fax your questions to (972) 644-3688.

Contact Micrografx through the Internet as follows:

http://www.mgxsupport.com

iGrafx Share Viewer

Fee-Based Support

If you have an ongoing need for support, Micrografx offers a fee-based support program for registered users in the United States and Canada that delivers fast, flexible, and comprehensive service.

Caller's Choice

Our Caller's Choice Support provides you with a dedicated technical advisor on an as-needed basis. You can choose between paying a flat rate for each call or paying by the minute with our priority access 900-line service. Choose the option that fits your needs by calling (972) 234-2694.

MGX Annual Plans

Our MGX Annual Plans give you priority access and instant answers to your important questions while eliminating toll charges on your phone bill. This is a cost-effective solution for individuals or corporations who need frequent support for Micrografx products. Order these plans by calling (972) 234-2694.

iGrafx Share Viewer

Viewing Drawings and Markups

Viewing Drawings

You can view single page and multiple-page documents. If a drawing has more than one page, tabs appear at the bottom of the drawing area. For example, when you click the Page 2 tab, page 2 appears.

You can also open and view more than one document at a time using the Tile feature.

To view an iGrafx *Professional* flowchart without adding markups, click the Viewer Work Method button on the Markup toolbar. When you click this button, the other tools in the Markup toolbar are not available. This lets you view a flowchart with its intelligence intact. For example, if a flowchart contains a linked shape, the linked shape's hyperlink to another flowchart is retained.

iGrafx Share Viewer

To view a different page in a multiple-page drawing

▶ Click the tab at the bottom of the screen for the page you want to view.

To switch to a different drawing

▶ On the Window menu, click the name of the open drawing you want to view.

To view several drawings at one time

1 On the File menu, click Open to open all of the drawings you want to view.

—Tip —————————————————————
To open multiple drawings, click the first of several adjacent drawings, hold down the **SHIFT** key, and click the last of the adjacent drawings. All drawings in between are selected.

or

Click a drawing, hold down the **CTRL** key, and then click each drawing you want to open.

iGrafx Share Viewer

2 On the Window menu, click Tile.

Viewing Markups

When you open a drawing that colleagues have already reviewed, you can choose which markups you want to view. You can view only your markups, view all markups, hide all markups, or view only the markups of a particular reviewer.

To view markups by reviewer

▶ On the View menu, point to Markups, and click Select. Click the name of each reviewer whose markups you want to view. Only those reviewer's markups appear.

To view only your markups

▶ On the View menu, point to Markups, and click Mine. The markups of other reviewers are hidden.

To view all markups

▶ On the View menu, point to Markups, and click All.

iGrafx Share Viewer

To hide all markups

▶ On the View menu, point to Markups, and click None.

Zooming In and Out

When you are adding markups to a drawing, you might need to get a closer view. For example, you might need to comment on a very small area of a complex iGrafx *Designer* drawing.

There are four zoom options located on the Standard Toolbar:

	The Zoom In button lets you zoom in on the drawing by about 100% with each successive click. Use this button to see more detail.
	The Zoom Out button lets you zoom out of the drawing by about 100% with each successive click. Use this button to see more of the overall picture.

iGrafx Share Viewer

	The Full Page View button shows the entire image on the drawing area.
	The Actual Size button shows the drawing at its exact physical size. If the drawing is large, you might see only a portion of the drawing.

To zoom in

1 On the Standard Toolbar, click Zoom In. The Zoom In cursor appears.

2 Click an area of the drawing until that area reaches the desired magnification.

or

Place the pointer at the top left corner of the area you want to magnify, drag diagonally until a selection box encompases the entire area, and release the mouse button.

iGrafx Share Viewer

To zoom out

▸ On the Standard Toolbar, click Zoom Out until the drawing is at the desired magnification.

To view the full page

▸ On the Standard Toolbar, click Full Page View.

To view the actual size of a drawing

▸ On the Standard Toolbar, click Actual Size.

iGrafx Share Viewer

Opening and Saving Drawings

Opening Drawings

Share Viewer is designed to work with other iGrafx applications, such as iGrafx *Professional*, iGrafx Business *Graphics*, and iGrafx *Designer*. You can also open and view non-iGrafx drawings, but you cannot add markups to them.

You can open more than one drawing at a time.

You can also open a copy of a drawing in a new window. This is useful when working with multiple-page drawings. For example, you might open a copy of a two-page drawing and click the Page 2 tab. In this way, you can see both page 1 and page 2 at the same time.

To open a drawing

1   On the File menu, click Open.

iGrafx Share Viewer

2 Click the Look In box, and select the drive where the drawing you want to open is located. This can be your hard drive, a floppy drive, or a CD-ROM.

3 Select the folder where the drawing is located.

4 Select the drawing.

—Tip —————————————————————

To open multiple drawings, click the first of several adjacent drawings, hold down the **SHIFT** key, and click the last of the adjacent drawings. All drawings in between are selected.

or

Click a drawing, hold down the **CTRL** key, and then click each drawing you want to open.

5 Click Open.

To open a copy of the current drawing

1 The drawing you want to copy should be open in Share Viewer.

iGrafx Share Viewer

2 On the Window menu, click New Window. The original drawing and the copy of the drawing are displayed side by side.

—Tip —————————————————————————

In multiple-page drawings, you might want to open a copy of the document for each page. That way, you can view all of the pages at the same time. However, make sure to add markups to the same file.

Saving Markups

When you save a drawing to which you have added markups, the drawing is saved in its original file format. This lets you open the drawing in the appropriate iGrafx application for modification.

Markups are saved with the drawing and appear on a layer of the drawing when opened in the iGrafx application.

iGrafx Share Viewer

To rename the drawing, use the Save As feature.

Note

When you save a document, you are essentially saving your markups. The drawing itself is not changed.

To save markups

▶ On the File menu, click Save.

To save markups with a different name

1 On the File menu, click Save As. The Save As dialog box opens.

2 In the Save In box, select the drive.

3 Select the folder in which you want to save the drawing.

4 In the File Name box, type a name for the drawing.

Note

You cannot change the file type of a drawing.

iGrafx Share Viewer

Import/Export Formats

Source	Ext
ABC FlowCharter	.abc
ABC FlowCharter 2.0	.af2
ABC FlowCharter 3.0	.af3
Adobe Illustrator	.ai
Adobe Photoshop	.psd
AutoCAD Drawing	.dwg
AutoCAD DXF	.dxf
CompuServe Bitmap	.gif
CompuServe Portable Network Graphics	.png
Computer Graphics Metafile	.cgm
Corel Clipart Format	.cmx
CorelDRAW! 3.0, 4.0, 5.0	.cdr

iGrafx Share Viewer

Source	Ext
Digital Research GEM	.gem
Encapsulated PostScript/AI EPS	.eps
FlowCharter	.flo
FPX Format	.fpx
HP Graphics Language	.hgl
HP Graphics Language	.plt
IGES Drawing	.igs
iGrafx Business	.drw
iGrafx Designer	.dsf
iGrafx Designer	.ds4
iGrafx Professional	.igx
JPEG File Interchange	.jpeg
JPEG File Interchange	.jpg
Kodak Photo CD	.pcd
Macintosh PICT	.pct
Micrografx Drawing	.drw

iGrafx Share Viewer

Source	Ext
Micrografx Designer File	.dsf
Micrografx Designer 4.x	.ds4
Micrografx Designer 4.x clip art	.mgx
Micrografx Picture Publisher 4.0	.pp4
Micrografx Picture Publisher 5.0	.pp5
Micrografx Picture Publisher	.ppf
Micrografx Simply3D	.s3d
Optima	.pfd
PC Paintbrush	.pcx
PostScript	.prn
PostScript	.ps
Scitex CT	.sct
Sun Raster	.ras
Tagged Image File Format	.tif
Targa Bitmap	.tga
Visio Drawing	.vsd

iGrafx Share Viewer

Source	Ext
Visio Stencil	.vss
Visio Template	.vst
Windows Bitmap	.bmp
Windows DIB	.dib
Windows Enhanced Metafile	.emf
Windows Metafile	.wmf
WordPerfect Graphics 1.0, 2.0	.wpg

iGrafx Share Viewer

Adding Markups to Drawings

Markup Overview

Adding a markup to a drawing involves two steps. First, indicate the area of the drawing about which you are commenting. You can circle an area or draw freeform lines to call attention to an area.

The next step is to add a comment. When you add a comment, a line is drawn from the markup line or circle to the text.

Comment

Circular markup

iGrafx Share Viewer
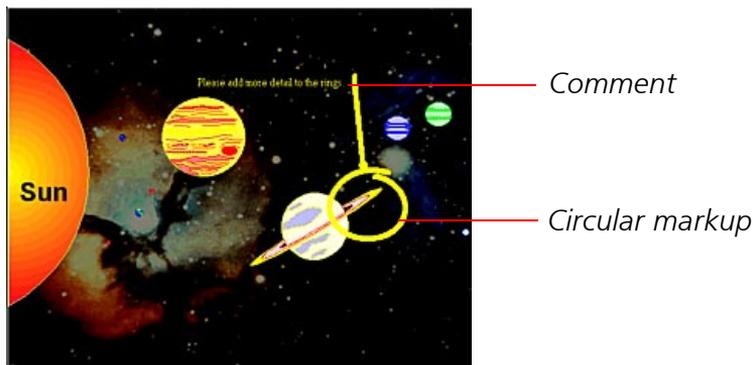
In some instances, you may not want to add a comment. For example, if you want an object in a drawing removed, you might use the Freehand Marker tool to draw an X on top of the object. No text is needed.

To set default marker and comment attributes, click Options on the Tools menu. For example, a previous reviewer may have added markups in red. To make it easier to differentiate your markups, you might set your markup lines and comment colors to be yellow.

Adding Markup Lines and Circles

Marking up an area of the drawing with the Freehand Marker tool or the Circular Marker is the first step in the review process. The second step is to add a comment. Circling an area, for instance, indicates the part of the drawing to which your comments refer.

iGrafx Share Viewer

Drawing a circle is usually the easiest way to designate the area of the drawing about which you are commenting. Freeform lines give you more flexibility in reviewing graphics. For example, you might want to cross out, or draw an X, on an area of the drawing that you want deleted.
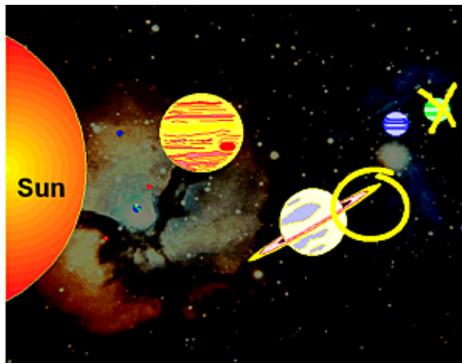
To draw freeform lines

1. On the Markup toolbar, click the Markup Work Method button.

2. On the Markup Toolbar, click Freehand Marker.

iGrafx Share Viewer

3 Draw freeform lines on the desired area of the drawing.

—Tip —————————————————————
If you change your mind and want to reverse your last action, click Undo on the Edit menu.

To circle an area of a drawing

1 On the Markup toolbar, click the Markup Work Method button.

2 On the Markup Toolbar, click Circular Marker.

3 Place the pointer at the top corner of the area of the drawing you want to circle.

4 Press and hold down the left mouse button, and drag the pointer diagonally until you have drawn a circle around the desired area.

5 Release the mouse button.

—Tip —————————————————————
If you change your mind and want to reverse your last action, click Undo on the Edit menu.

iGrafx Share Viewer

Adding Comments

The Comment tool on the Markup Toolbar makes it easy to connect a comment to an area of the drawing. When you click the Comment tool and drag away from a markup line, another line is drawn to connect text to the area you circled or the area on which you drew freeform lines.

When you release the mouse button, the Text dialog box opens so you can type your comment.
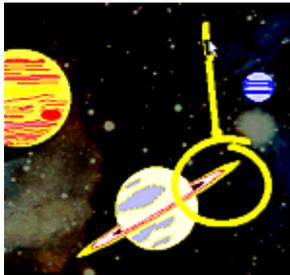
omment line as it's eing drawn

Comment after adding text

iGrafx Share Viewer

To add a comment

1 On the Markup toolbar, click the Markup Work Method button.

2 On the Markup Toolbar, click the Comment button.

3 If you have circled an area of the drawing about which you want to comment, place the pointer anywhere near the markup line or circle.

4 Press and hold down the left mouse button, and drag the pointer outward away from the markup line or circle. A line is drawn as you drag.

5 Release the mouse button. The Text dialog box opens.

6 Type your comment.

7 If necessary, change the font or font size.

—Tip
To change default attributes for comments, click Options on the Tools menu.

iGrafx Share Viewer

Specifying Text and Line Attributes

In addition to setting text and line attributes for a selected markup, you can also set default text and line attributes.

Using the Options dialog box, you can set the text color and line color, the text size, the line width, and the font. All markups created thereafter retain these attributes.

To set default text attributes

1   On the Tools menu, click Options.

2   In Font box, click the desired font.

3   In the Color box under Default Text Settings, click the desired color.

4   In the Size box, click the desired text size.

To set default line attributes

1   On the Tools menu, click Options.

iGrafx Share Viewer

2 In the Color box under Default Marker Settings, click the desired color.

3 In the Width box, click the desired line width.

iGrafx Share Viewer

Editing Markups

Editing Overview

In addition to setting the default text and line attributes using the Options dialog box, you can also change attributes for a single markup.

Before you can edit a comment or markup line, you must first select it.

Share Viewer also offers unlimited Undo functionality.

Note

You can edit only your own markups. You cannot edit comments from other reviewers.

iGrafx Share Viewer

Selecting and Moving Markups

You can move markup lines and circles, as well as comments. Before you can move a comment or markup line, you must first select it.

You must also select a markup before you can change the text or line attributes. When you select an item, a selection box appears.
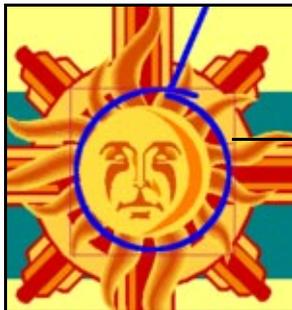
Selection box

Note

You can select or move only your own markups. You cannot select or move markups from other reviewers.

iGrafx Share Viewer

To select a markup

1 On the Markup toolbar, click the Markup Work Method button.

2 On the Markup Toolbar, click Select Markup.

3 Click the comment or markup line that you want to select.

—Note
You can select only your own markups. You cannot select or move markups from other reviewers.

To move a markup

1 On the Markup toolbar, click the Markup Work Method button.

2 On the Markup Toolbar, click Select Markup.

3 Click the comment or markup line that you want to move.

—Note
When you select a comment, the comment line and the text are selected.

iGrafx Share Viewer

4 Press and hold down the left mouse button, and drag the comment or markup line to the desired area.

—Note —————————————————
You can move only your own markups. You cannot move markups from other reviewers.

—Tip —————————————————
To reverse your last action, click Undo on the Edit menu.

iGrafx Share Viewer

Editing Markup Lines and Circles

In addition to setting the default color and line width for markup lines and circles using the Options dialog box, you can also change the line attributes for a selected markup line.
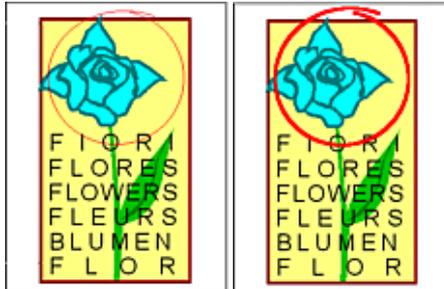
Note

You can edit only your own markups. You cannot edit markups from other reviewers.

To change the line weight

1 On the Markup toolbar, click the Markup Work Method button.

iGrafx Share Viewer

2 On the Markup toolbar, click the Select Markup button, and click the markup line or circle you want to edit.

—Note
You can edit only your own markups. You cannot select or edit markups from other reviewers.

3 On the Markup Toolbar, click the Marker Thickness button, and click the line thickness you want.

—Tip
To refresh the screen during the editing process, click Refresh on the View menu.

To change the markup line color

1 On the Markup toolbar, click the Markup Work Method button.

iGrafx Share Viewer

2 On the Markup toolbar, click the Select Markup button, and click the markup line or circle you want to edit.

—Note
You can edit only your own markups. You cannot select or edit markups from other reviewers.

3 On the Markup Toolbar, click the Marker Color button, and click the desired color.

—Tip
To refresh the screen during the editing process, click Refresh on the View menu.

iGrafx Share Viewer

Editing Comments

In addition to setting default text attributes using the Options dialog box, you can also change the font, text color, and text size for only the selected text.

Note

You can edit only your own comments. You cannot edit comments from other reviewers.

iGrafx Share Viewer

To change the font

1 Double-click the text you want to change. The Text dialog box opens.

—Note —————————————————————————————
You can edit only your own comments. You cannot edit comments from other reviewers.

2 In the Font box, click the desired font.

—Tip —————————————————————————————
To specify the default font for all subsequent text, click Options on the Tools menu.

iGrafx Share Viewer

To change the point size

1   Double-click the text you want to change. The Text dialog box opens.

> —Note —————————————————————————
> You can edit only your own comments. You cannot edit comments from other reviewers.

2   In the Font Size box, click the desired font size.

> —Tip ————————————————————————————
> To specify the default font size for all subsequent text, click Options on the Tools menu.

To change the text color

1   On the Markup toolbar, click the Markup Work Method button.

iGrafx Share Viewer

2 On the Markup toolbar, click the Select Markup button, and click the text you want to change. This selects the text.

Note

You can edit only your own comments. You cannot edit comments from other reviewers.

3 On the Markup Toolbar, click Text Color, and click the desired color.

Tip

To specify the default font color for all subsequent text, click Options on the Tools menu.

Deleting Markups

There are many options for deleting markups. You can delete only the selected comment or markup line. Or, you can delete all of your markups.

iGrafx Share Viewer

In addition, you can delete markups by all reviewers. Use caution in deleting all markups. This action cannot be reversed.

—Note

You cannot delete individual markups by a particular reviewer. You can delete your own markups, or you can delete markups by all reviewers using the Clear All Markups command on the Edit menu.

To delete markups

1   On the Markup toolbar, click the Markup Work Method button.

2   On the Markup toolbar, click the Select Markup button, and click the comment or markup line that you want to delete.

—Note

You can delete only your own comments and markup lines. To delete markups of other reviewers, you must delete all markups by all reviewers. You cannot delete the markups of a particular reviewer.

iGrafx Share Viewer

3   On the Edit menu, click Delete.

Tips

To refresh the screen during the editing process, click Refresh on the View menu.

If you decide not to delete a markup, click Undo on the Edit menu.

To delete just your comments

▶   On the Edit menu, click Clear My Markups.

Note

If you delete your markups in a multiple-page document, your markups are deleted on all of the pages.

iGrafx Share Viewer

To delete all comments

▶ On the Edit menu, click Clear All Markups.

Notes

Use caution in deleting all markups since this action cannot be reversed.

If you delete all markups in a multiple-page document, markups are deleted on all of the pages.

iGrafx Share Viewer

Sharing Your Markups

Printing a Drawing with Markups

In multiple-page drawings you can print selected pages, or you can print all pages.

If you are concerned that markups might not appear in the printable area of the drawing, use Print Preview to see how the drawing will look when it is printed.

To print a drawing

▶   On the File menu, click Print.

To preview a drawing before printing

▶   On the File menu, click Print Preview.

iGrafx Share Viewer

E-mailing a Drawing with Markups

To make collaborating about graphics easy, you can e-mail a drawing with markups to a coworker. Your markups are saved with the file.

If several coworkers need to review a drawing, it's best to send the drawing to one person at a time. This is because multiple markups must be made in the same drawing file. That way, when the drawing is opened in the appropriate iGrafx application, everyone's markups appear on a layer of the drawing.

Before you can use e-mail, you must specify your e-mail system using Options on the Tools menu.

To e-mail a drawing

1 On the File menu, click Send To. Your e-mail program opens.

2 Send the message using your e-mail program.

To specify your e-mail system

1 On the Tools menu, click Options.

iGrafx Share Viewer

2   Click the E-mail tab.

3   If your e-mail system is Microsoft Exchange or Microsoft Outlook, click MAPI.

or

If you use an Internet mail system, click SMTP. Then type your SMTP server address.

—Note
If you don't know your SMTP mail server address, consult the Home page or documentation of your Internet access provider.

iGrafx Share Viewer

Share Viewer Tutorials

Introducing iGrafx Share Viewer

Welcome to Share Viewer, a component of iGrafx Share that works with other iGrafx applications. You can view and add markups to an iGrafx *Designer* drawing, an iGrafx Business *Graphics* drawing, or an iGrafx *Professional* flowchart without installing the software. This lets you collaborate with coworkers easily. Adding markups to a drawing does not change the original drawing.

So how exactly does Share Viewer work? Suppose that an artist is creating a new logo for your company. He or she might e-mail the graphic to you for your review. You can view the file and add markups, such as circling a red balloon and adding a comment to change the color from red to blue. You might then send the file to another coworker for review.

iGrafx Share Viewer

Share Viewer "remembers" which markups belong to each reviewer. But each reviewer might use a different color to further differentiate their markups. After the file is returned to the artist, he or she can open the graphic file in the iGrafx application used to create the drawing. Markups appear on a separate layer of the drawing. The artist can delete the markups and change the drawing as needed.

You can open and view non-iGrafx drawings in Share Viewer, but you cannot add markups to the drawings.

The Share Viewer Window

The Share Viewer window is easy to use. It contains a standard toolbar and markup tools. Markup tools let you draw freeform lines and circles, add comments, and change text and line attributes.

iGrafx Share Viewer

There are two ways to work in Share Viewer. You can choose either the Markup work method or the Viewer work method. The Markup work method lets you add and edit markups. The Viewer work method lets you disable the markup tools and only view a drawing. In these tutorials, you will use the Markup work method.

——Note

For more information on the Viewer work method, click Share Viewer Help on the Help menu. Click the Contents tab, double-click Getting Started, and double-click Viewer Work Method Versus Markup Work Method.
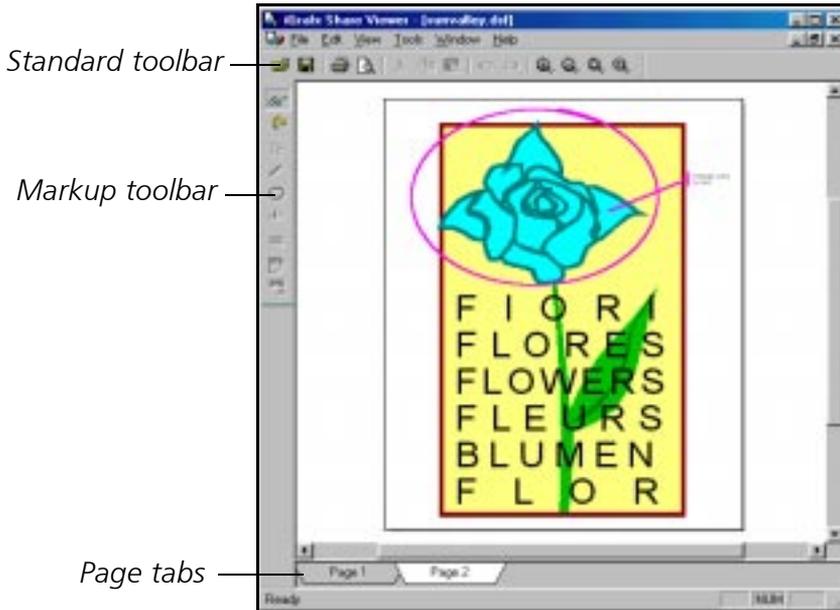
iGrafx Share Viewer

Standard toolbar

Markup toolbar

Page tabs

Opening Share Viewer

To open Share Viewer

1   On the Windows taskbar, click Start.

2   Point to Programs.

iGrafx Share Viewer

3 Point to iGrafx, and click Share Viewer.

Viewing Drawings and Markups

Viewing Drawings

You can view single page and multiple-page documents. If a drawing has more than one page, tabs appear at the bottom of the drawing area. For example, when you click the Page 2 tab, page 2 appears.

To get started, you will open a multiple-page drawing.

To open a drawing

1 On the File menu, click Open.

2 Click the Look In box, and select the drive where iGrafx Share is installed.

3 Select the Program Files\iGrafx\Share\Viewer1\Tutorial folder, and click sunvalley.dsf.

Tip

To open multiple drawings, click the first of several adjacent drawings, hold down the **SHIFT** key, and click the last of the adjacent drawings. All pictures in between are selected.

or

Click a drawing, hold down the **CTRL** key, and then click each drawing you want to open. Then click Open.

iGrafx Share Viewer

4 Click Open. Keep the drawing open.

—Note————————————————————

This drawing has two pages. Notice the tabs at the bottom of the drawing area.
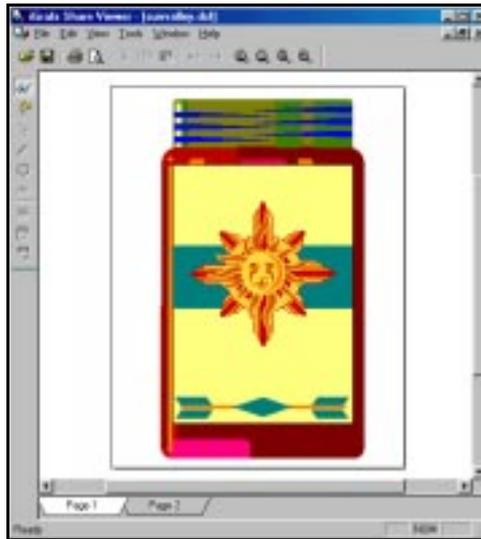
iGrafx Share Viewer

To view a different page

▶ Click the Page 2 tab. The second page appears. Notice that the drawing already contains markups.

iGrafx Share Viewer
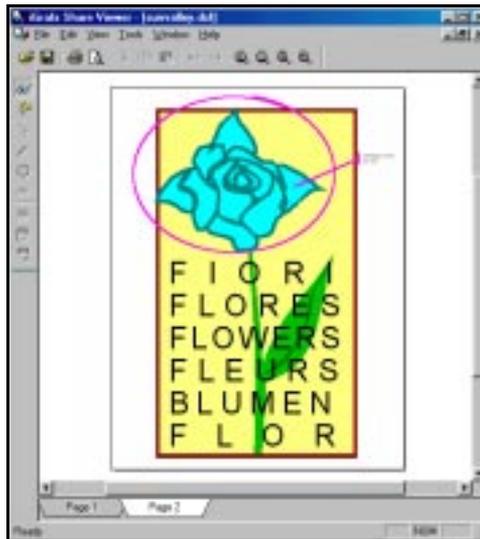
Viewing Markups

Share Viewer also lets you choose which markups you want to view. For example, you can view markups from all reviewers, view the markups of a particular reviewer, or view only your own markups.

iGrafx Share Viewer

To view only your markups

▶ On the View menu, point to Markups, and click Mine. The markups shown in the previous illustration are hidden.

—Note
Because you have not added markups yet, no markups appear.

iGrafx Share Viewer

Adding Markups to a Drawing

Adding markups to a drawing involves two steps. First, indicate the area about which you are commenting. You can circle an area of a drawing or use the Freehand Marker tool to draw freeform lines.

In this tutorial, you will circle an area. Next, you will add a comment.

Notes

Drawings must be opened one at time by each reviewer. Share Viewer keeps track of each person's markups as the file is sent from one reviewer to another reviewer.

To set default line and text colors, click Options on the Tools menu. You can also set the default font and text size in this dialog box.

To circle an area of a drawing

1 Click the Page 1 tab to view the first page.

2 On the toolbar, click the Zoom In button. The Zoom In cursor appears.

iGrafx Share Viewer

3 Place the pointer at the top left corner of the sun and drag diagonally until the selection box encompasses the entire sun.

Start

Finish
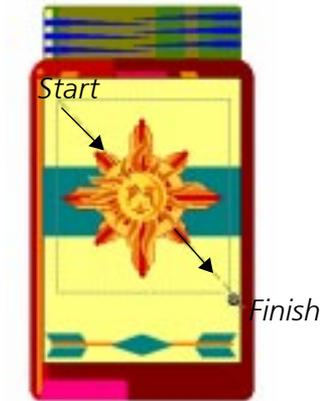
4 Release the mouse button. The view of the sun is enlarged.

5 Click the Markup Work Method button on the Markup toolbar.

6 Click the Marker Color button, and click Blue.

7 Click the Circular Marker button.

iGrafx Share Viewer

8 Place the pointer at the top left corner of the sun's face, and drag diagonally until you have drawn a circle around the sun's face.

To add comments to the drawing

1 Click the Comment button.

iGrafx Share Viewer

2 Place the pointer anywhere near the circle you just drew, and drag outward toward a blank yellow area.

Drag

iGrafx Share Viewer

3 When you have drawn a line to a blank yellow area, release the mouse button. The Text dialog box appears.

.

4 In the Enter Text Message box, type **Please make the face larger**.

iGrafx Share Viewer

5 Click OK.

Editing Markups

Share Viewer makes it easy to change the color of markup lines and comments. Before making changes to markups, you must select the text or markup line.

You will change the color of the circle and the text that you created in the last tutorial.

iGrafx Share Viewer

To edit the circle

1 If necessary, click the Markup Work Method button on the Markup toolbar.

2 Click the Select Markup button, and click the circle around the sun's face. A selection box appears around the circle.

iGrafx Share Viewer

3 Click the Marker Color button, and click the dark green color. The circle changes to dark green.

iGrafx Share Viewer

To edit the comment

1 Click the text you created in the previous tutorial to select it. A selection box appears around the text and the comment line.

—Tip

To edit the text message, double-click the text to open the Text dialog box.

2 Click the Text Color button, and click the dark green. The text changes to dark green.

3 Click the Marker Color button, and click dark green.

iGrafx Share Viewer

4   On the File menu, click Save.

E-mailing Drawings

Now you will e-mail your markups back to the creator of the graphic. When the creator opens the file in the iGrafx application used to create the graphic, markups appear on a separate layer of the drawing.

iGrafx Share Viewer

Before sending e-mail, you must specify your e-mail system.

Note

Markups can be deleted in other iGrafx applications, However, you must use Share Viewer to add or edit markups.

To set up your e-mail system

1   On the Tools menu, click Options. The Options dialog box opens.

2   Click the E-mail tab.

3   If your e-mail system is Microsoft Exchange or Outlook, click MAPI.

    or

    If you have an Internet mail system, click SMTP.

4   Click OK.

To e-mail a drawing

1   On the File menu, click Send To.

iGrafx Share Viewer

2 If you are using SMTP, type your SMTP mail server address.

or

If you are using MAPI, your e-mail program opens with the drawing as an attachment.
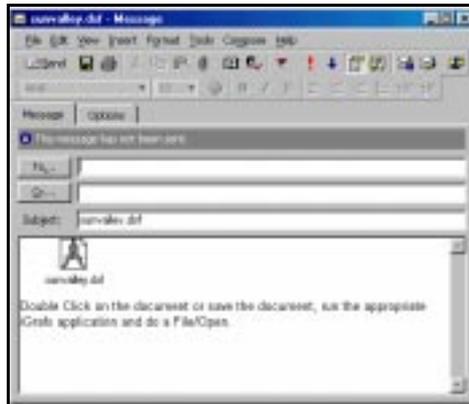
3 Send the message using your e-mail program.

Index

iGrafx Share Viewer

E

iGrafx Share Viewer

F

H

I

iGrafx Share Viewer

L

M

O

iGrafx Share Viewer

P

R

S

iGrafx Share Viewer

iGrafx Share Viewer