DENEBA
CANVAS™

Professional EDITION

VERSION 6

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INTRODUCING CANVAS

This guide introduces Canvas, an integrated program with powerful features for illustration, precision drawing, painting and image editing, text layout, and web publishing.

This *Getting Started Guide* is divided into sections that highlight a range of Canvas features. A series of lessons present procedures and examples for you to follow. We recommend that you complete as many lessons as possible if you are a new Canvas user. If you've used Canvas before, we recommend that you follow the lessons that describe new features such as transparency, text object attributes, column layouts, and enhanced image editing.

The lessons in this guide are designed to familiarize you with many of the features in Canvas. By working through the lessons, you will gain a basic understanding of the program's capabilities while you learn how to use the Canvas interface. You can complete the lessons in order, or skip to the ones you feel are most relevant to you.

When you want to learn more about a particular feature, refer to the Canvas *User's Guide* and the *Color Printing Guide*. These books provide complete information on how to use the features that are introduced in the tutorial lessons. You can also refer to the on-line Help system for step-by-step instructions while you use Canvas.

Before you begin

The tutorial requires that you understand common terms and procedures for your operating system. You should know how to do the following:

- launch applications
- open and save files
- perform basic actions with the mouse, including clicking and dragging
- move, close, and resize windows
- use menu commands
- use the keyboard, including modifier keys such as the Ctrl key

If you are not familiar with these operations, consult your operating system manual or a basic computing reference book for instructions.

Canvas basics

Canvas integrates a wide range of features under one interface. Unlike separate image-editing, page layout, and illustration programs, Canvas lets you use a core set of tools and procedures to work with all different types of objects.

This section introduces basic procedures, including working with documents, selecting objects, editing objects, and undoing actions. These procedures are used throughout the lessons in this guide.

To learn about Canvas basics, launch Canvas. A new blank document appears. You can work in this blank document, or use the File > Open command to open one of the sample files in the Tutorials folder, which is inside the Canvas application folder.

Selecting and moving objects

Selection tool

Canvas toolbox

To select, move, and edit items in Canvas, you use the Selection tool in the toolbox. When the Selection tool is active, the pointer is an arrow.

Selecting objects is one of the most common operations in Canvas. You select objects when you want to apply commands and attributes, copy, or edit them.

- To select an object, click the object with the Selection tool.
- To select more than one object, Shift-click each object, or drag a selection box around the objects with the Selection tool.

When you select an object, a rectangle called a *bounding box* appears around the object.

To move an object, drag it with the Selection tool. To move multiple objects, first select the objects you want to move, and then drag one of the objects.

You can also use the Selection tool to place objects in *edit mode.* Edit modes let you modify objects in special ways. Edit modes are described on page 7.

◆ **To place an object in edit mode:** Double-click the object with the Selection tool.
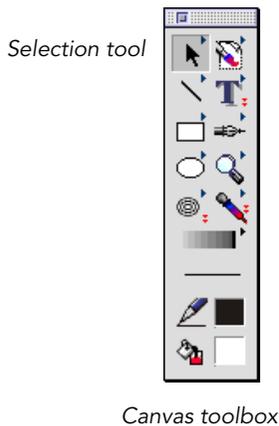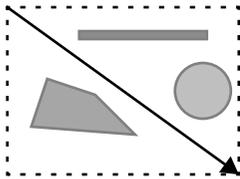
*Drag with the
Selection tool
to make a Selection
box*
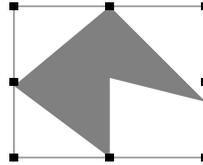
*A bounding box
with handles surrounding
a selected object*

Selecting tools from the toolbox

To use a tool, you select it from the *toolbox*. The toolbox contains all the Canvas tools used for drawing, text, image-editing, and effects. The toolbox displays 10 tools at a time, while the remaining tools are available from toolbars that pop out from the toolbox.

The toolbox can be used as a floating palette that you can place anywhere on screen. You can also dock the toolbox on the Docking bar. To dock the toolbox, drag it onto the Docking bar.

Note: If you ever close the toolbox, you can display it again by choosing Window > Palettes > Show Toolbox.

◆   **To select a tool displayed in the toolbox:** Click the tool's icon.

Selecting tools from toolbars

Try the following procedure for selecting a tool from a toolbar by opening the Rectangles toolbar and selecting the Rounded Rectangle tool.

Macintosh   To select a tool that isn't displayed in the toolbox, press (hold the mouse button down on) the icon of the toolbar that contains the tool. Drag into the toolbar and release the mouse button when the tool you want to select is highlighted.

Windows   To select a tool that isn't displayed in the toolbox, press (hold the mouse button down on) the icon of the toolbar that contains the tool. Click the icon of the tool you want to select.
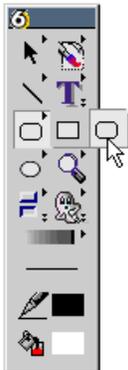
Using edit modes

Canvas has three major types of objects — vector, text, and paint objects. Each of these types has an associated *edit mode*.

Path edit mode   Path edit mode is for editing the paths of vector objects. In path edit mode you can change the shape of a vector object by adding, deleting, and moving anchor points.

*Selecting the Rounded
Rectangle tool*

Text edit mode   Text edit mode is for editing text. In text edit mode you can type text, select specific characters to edit, and place the insertion point in text. In this mode, the pointer is an I-beam. Drag the I-beam over text to select it. Click in a text object to place the insertion point.

Paint edit mode   Paint edit mode is for painting and editing images. In paint edit mode, you can edit the pixels of an image using the painting tools and Image menu commands.

Other edit modes are available for specialized objects, such as extrusions and multigons; see the *User's Guide* for instructions on editing specific objects.

Zooming the document view

You can change the magnification of the viewing area to see specific objects in detail or view the layout of an entire page. This is called *zooming* your view of the document.

Although objects appear to change size and position on screen when you zoom, in reality the objects do not change either size or position in the document.

To change the area and view magnification, you can use menu commands, the Magnifying Glass tool, the Zoom bar, and the Zoom palette.

◆   **To use menu commands to change views:** In the Views submenu in the Layout menu, choose a command to change views:

This command	Does this
Zoom In	Increases screen magnification
Zoom Out	Decreases screen magnification
Fit to Window	Adjusts the magnification to make the entire layout area fit the current window size
Home View	Sets screen magnification to 100 percent, with the layout area in the upper-left corner of the window
New View	Lets you save custom view settings with a name that will appear in the menu
Zoom	Lets you enter a zoom percentage

To use the Magnifying Glass tool

1   Select the Magnifying Glass tool in the toolbox. On Mac, you can press Tab+Option to temporarily select the tool. On Windows, you can press Ctrl+Spacebar to temporarily select the tool.

2   Click or drag over an area to increase magnification. To decrease magnification, press the Shift key as you click or drag.

To use the Zoom bar

The Zoom bar is at the bottom-left of the document window. The center of the bar shows the current magnification percentage.

Zoom-out   *Zoom-in*

◆   **To zoom in or out:** Click the Zoom-in button to increase magnification. To decrease magnification, click the Zoom-out button.

◆   **To select a magnification percentage:** Press the center of the Zoom bar and drag the slider to set the magnification percentage.
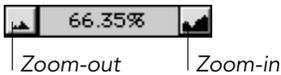
To keep the Zoom palette open, drag it away from the Zoom bar
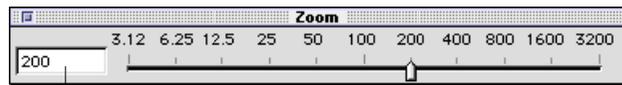
You can type magnification levels here

Scrolling documents

You can use scroll bars or the Hand tool to move to areas of a document that are not visible in the current view.

Vertical scroll bar

To use the scroll bars

Click a vertical scroll arrow to move the view up or down. Click a horizontal scroll arrow to scroll left or right. You can drag the scroll box or click the scroll bar.

Scroll box

Horizontal scroll bar

The position of the scroll box within a scroll bar indicates the location of the current view relative to the entire document area.

To scroll with the Hand tool

Hand tool

You can use the Hand tool to "slide" the document around the screen.

1   Select the Hand tool in the toolbox. Or, press and hold down the Spacebar to temporarily select the tool.

2   Drag in the document to move the document in the direction you drag.
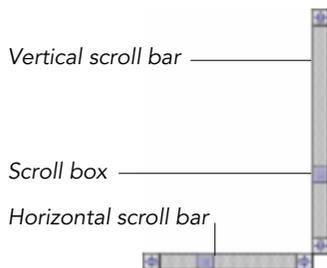
Drag with the Hand tool to slide a document in the document window
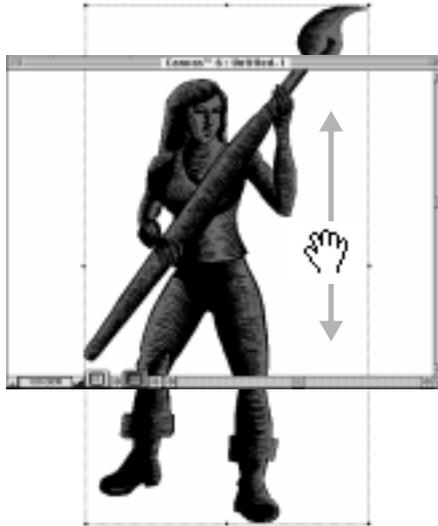
For more information on Canvas interface features, including the Docking bar, Toolbar, Status bar, page icons, and the Layout area, refer to "Overview of the Canvas interface" on page 9 of the *User's Guide*.

Undoing recent actions

Canvas encourages you to experiment because you can reverse actions by choosing Edit > Undo. You can undo as many actions as your system can store in memory. The Undo command reverses actions in the opposite order from which you performed them.

Canvas can't undo actions performed before the last time you saved a document. Also, zooming and scrolling can't be reversed with Undo.

Saving documents

As you work on sample documents while following the lessons in this guide, you might want to save your work and keep the original files. To do this, use the Save As command in the File menu.

Moving on

Now that you've been introduced to some basic procedures in Canvas, you're ready to learn more! Read on and follow the tutorial instructions in the remainder of the guide.

✔ **Tip**

You can set the number of levels of undo with the Preferences command in the File menu.

✔ **Tip**

If you choose Save in the File menu instead of Save As, Canvas replaces the original tutorial files with the new document. If this happens, you can re-install the original files from the Canvas CD-ROM.

NEW FEATURE HIGHLIGHTS

In this chapter, you will learn about some of the key new features in Canvas. If you are familiar with previous versions of Canvas, this section will introduce you to a few of the new capabilities. If you are new to Canvas, you will learn about some of the innovative features that set Canvas apart from other graphics software programs.

In this chapter, you will learn how to do the following:

- customize the Canvas interface
- apply transparency effects to all types of objects
- use new drawing tools

Keep in mind, however, that there are so many additions to Canvas that not all of the new features can be covered in this tutorial. The *User's Guide*, the Deneba web site (www.deneba.com) and the on-line Help system provide complete information about new features.

Customizing the Canvas interface

Canvas 6 has several new options for setting up your working environment to make you more efficient. In this lesson, you will make some changes to the interface to become more familiar with Canvas' capabilities. You will learn how to:

- dock palettes at the top of the window for easy access
- create a custom Toolbar
- assign keyboard shortcuts to commands, attributes, and styles

Using the Docking bar

Any Canvas floating palette can be "docked" in the Docking bar at the top of the window. Palettes that you can dock include tool palettes that you drag away from the toolbox; the Inks, Strokes, Transparency, and Brushes palettes; and command palettes such as Align, Blend, Envelope, Object Specs, and Type.

| Tools | Inks | Strokes | Align | Object Specs | Transparency | Painting | View | Document Layout |

A docked palette appears as a tab on the Docking bar. Clicking the tab opens the docked palette. After you use the docked palette or click away from it, the palette returns to its docked appearance.

The Docking bar is displayed by default the first time you launch Canvas, and you can hide or display the Docking bar at any time.

◆   **To display the Docking bar:** Choose Window > Palettes > Show Docking Bar. The palettes that were docked the last time the Docking bar was displayed appear in the Docking bar; they might not be the same ones as shown below, but that's okay.

After completing this exercise, if you want to hide the Docking bar, choose Window > Palettes > Hide Docking Bar.

To dock a palette

Now try docking some palettes on your own.

1   In the toolbox, press the Strokes icon to open the palette and drag it away from the toolbox so that it is floating.

- If the Stokes palette is already open or docked, this step re-opens it and removes it from the Docking bar.

2   Drag the Strokes palette title bar to the Docking bar and drop the palette when a tab outline appears in the Docking bar.

The Strokes palette is now docked and ready for instant access.

Strokes icon
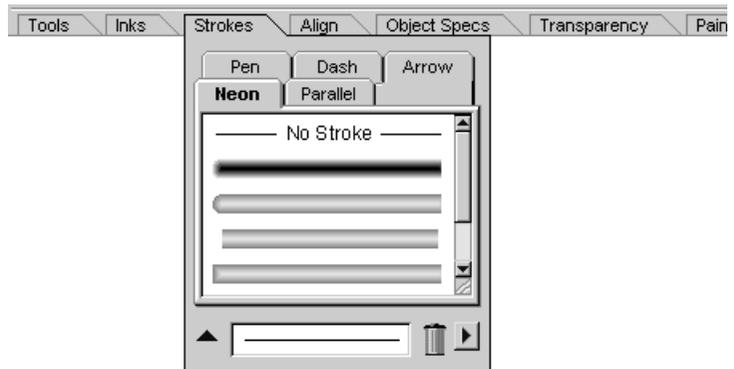
You can dock as many palettes as you can fit on the Docking bar.

Selecting the Oval tool

Using a docked palette

Now you'll use the Strokes palette to apply an outline effect while it is docked.

1   Select the Oval tool in the Ovals toolbar and draw an oval in the document. Make sure the oval is selected; you'll apply a stroke to this oval in a moment.
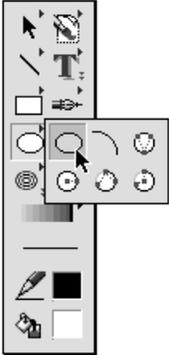
2   Click the Strokes tab on the Docking bar. The palette opens. Click the Neon tab in the palette.

3   Click one of the preset Neon strokes to apply it to the oval you just drew. Canvas applies the Neon stroke. To close the palette, click anywhere outside the palette.

◆   **To change the position of a docked palette:** Drag the palette's tab along the Docking bar. The tab can overlap other tabs or pass them. There's no limit to the number of tabs you can have, but depending on your screen resolution and size, they might overlap.

◆   **To remove a docked palette:** Drag the palette's tab away from the Docking bar.

Customizing the Toolbar

You can create your own set of keyboard shortcuts for commands, tools, colors, and styles to help you work more efficiently. You can also place buttons for these items on the Toolbar at the top of the screen so that the features you use most are always quickly accessible. In this exercise, you'll add a tool to the Toolbar and create a keyboard shortcut.

Before starting this exercise, make sure the Toolbar is displayed at the top of the window.

◆   **To display the Toolbar:** Choose Window > Palettes > Show Toolbar to display the Toolbar.

To customize the Toolbar

You are going to place a button on the Toolbar for the Combine command.

1   Choose File > Customize. The Customize dialog box appears.

- In the Customize dialog box you can create Toolbar sets and your own keyboard shortcuts, which is described in the following exercise.

2   In the Category pop-up menu, choose Menus. You can see there are other options, but you're choosing Menus because Combine is a menu command.

3   In the Sub-Category pop-up menu, choose "Effects." This is the menu that contains the Combine command. The Effects menu commands appear in the scrolling list.

4   Locate "Combine" in the scrolling list and double-click it. Notice the button that is added to the Toolbar for this command.

- If you want to remove the button from the Toolbar, double-click the Command in the scrolling list again.

5   Click the Close button to exit the Customize dialog box.

Double-click a command name to place a button on the Toolbar
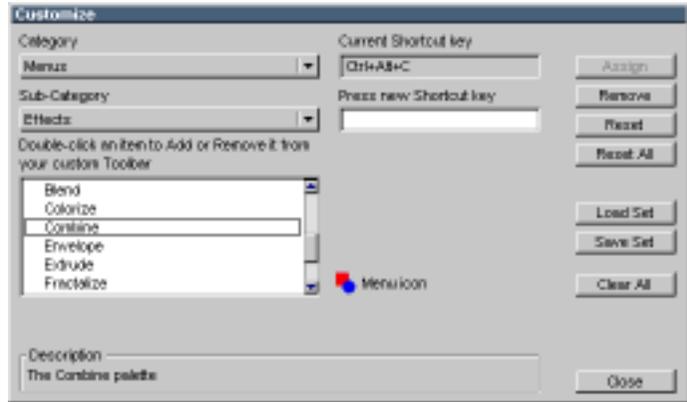
Now try using the new button you just added. Click the Combine button in the Toolbar to open the Combine palette.

After you place buttons on the Toolbar, you can change their arrangement. Try the following:

- Move the Combine button by pressing Shift and dragging it to a new location.
- Add a separator line before the Combine button by Shift-dragging the Combine button slightly to the right.
- Remove the Combine button from the Toolbar by pressing Shift and dragging the button away from the bar.

Customizing keyboard shortcuts

You can easily create your own keyboard shortcuts. In addition to shortcuts for commands, Canvas lets you create shortcuts for colors (inks), strokes, object styles, fonts, and type sizes. In this exercise, you will assign a shortcut key to a color ink.

1   Choose File > Customize. The Customize dialog box appears.

2   In the Category pop-up menu, choose Inks.

3   Press the color icon next to the label, "Add ink to grid." The Inks palette appears.
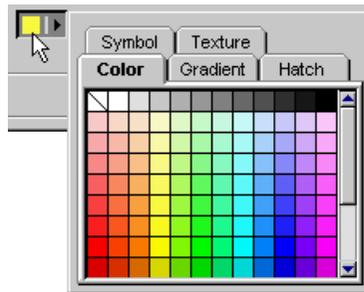
4   Select a color ink on the Color tab. Selecting an ink adds it to the scrolling list, and a button for the ink appears on the Toolbar.

   • If you don't want a selected ink to appear in the Toolbar, double-click the item in the scrolling list.

5   To assign a keyboard shortcut to this ink, click in the text box labeled "Press New Shortcut Key." In this case, you are going to assign "Control+Shift+1" as the shortcut key for this ink. To do this, Press the Control, Shift, and numeral "1" keys simultaneously; you'll see the key names appear in the text box.

6   Buttons labeled "Fill" and "Pen" appear. Select the Fill button. This tells Canvas that the keystrokes you typed are a shortcut for applying a fill ink.

7   Click Assign to assign the keystrokes to the ink. Click Close to close the Customize dialog box.

Now try using the shortcut you just created. Select the Rectangle tool in the Rectangles toolbar, draw a rectangle, and then press Control+Shift+1. The rectangle fills with the color you selected.

Creating transparency effects

Canvas has several new features that make it very easy to apply transparency effects to paint, text, and vector objects. In the next few exercises, you'll become familiar with several types of transparency effects.

Besides the procedures that are introduced here, there are several other methods you can use to create transparency effects. For details, see the "Transparency Effects" chapter in the *User's Guide*.

Changing an object's opacity

The simplest way to create a transparency effect is to change the overall opacity of an object or group of objects.

To see an example of how opacity can make objects transparent, open the document named "Engine.cnv" in the Tutorial folder, then follow these steps:

1　Click the main engine section to select it. The selected object is outlined by a bounding box.

- You should have selected the gray engine cover. Behind the cover is an illustration of the engine's internal parts. Because the opacity of the engine cover is 100%, the illustration behind it can't be seen.

Selecting the engine cover
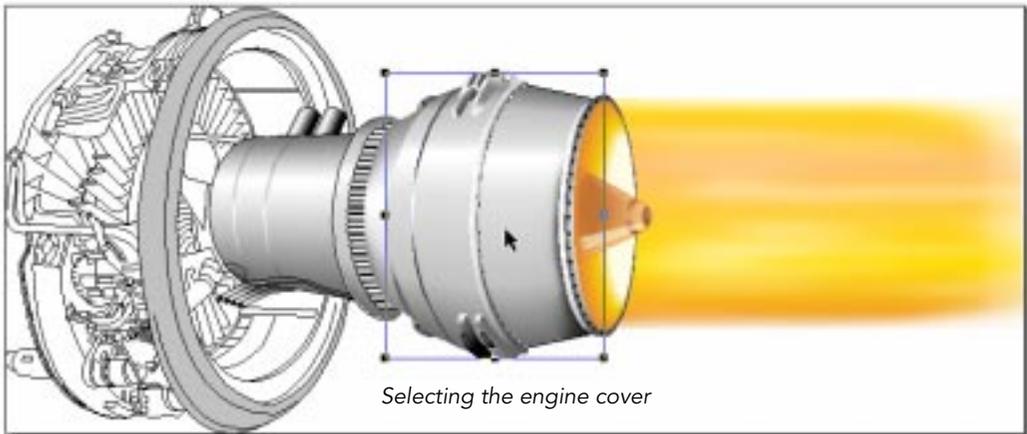
2　Use the Opacity slider in the toolbox to reduce the opacity of the selected objects.

Mac: Press the Opacity icon and drag the Opacity slider to about 40%.

Windows: Click the Opacity icon and then drag the Opacity slider to about 40%.

Reducing the opacity of the selection reveals the vector objects that are in back, producing a cutaway view of the jet engine parts.

Opacity icon

Press the Opacity icon and drag the slider to set the object's opacity
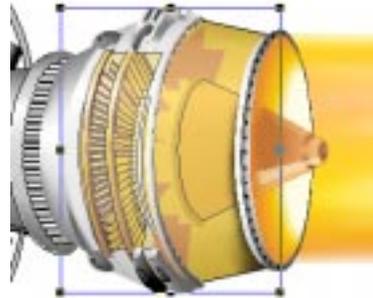
Reducing the Opacity reveals the illustration behind the engine cover

When you finish this exercise, you can choose File > Save As to save a copy of your work in a new file before closing, or just close the original file without saving changes.

Creating transparency with a transfer mode

Canvas lets you apply *transfer modes* to any objects. Transfer modes determine how overlapping colors interact. Try this example of making an object on a map appear transparent so you can see the underlying illustration.

To begin, open the document named "Multiply.cnv" in the Tutorial folder. The document contains a map illustration with a large star covering one area of the map.
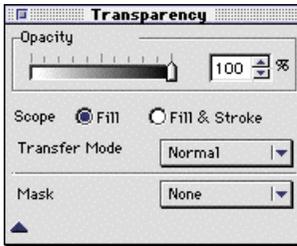
1 Click the star to select it The star is a multigon object drawn in Canvas.

2 Open the Transparency palette by doing either:

- Choose Window > Palettes > Show Transparency.

- Press the Opacity icon in the toolbox and drag the slider away from the toolbox to open the palette.

3 In the Transparency palette, choose Multiply in the Transfer Mode menu. Canvas applies the Multiply transfer mode to the selected object.

- When you choose Multiply, the map behind the star becomes visible, as if the star was part of the original map! This is a great shortcut for adding color and emphasis to scanned images.

- In the Transfer Mode menu, notice the other options for combining the colors of overlapping objects.

Select the star
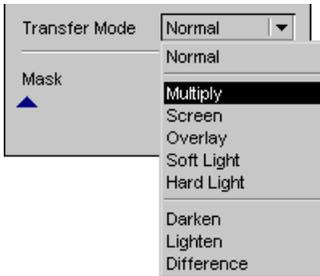
Choosing Multiply in the Transfer mode menu
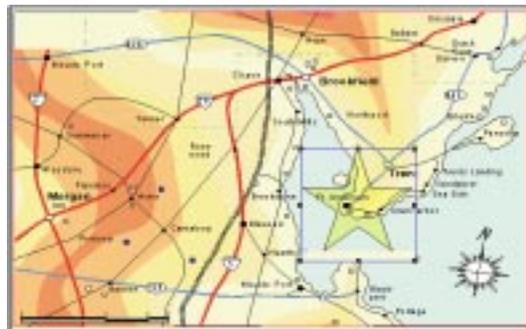
The star appears transparent in Multiply mode

When you finish this exercise, you can choose File > Save As to save a copy of your work in a new file before closing, or just close the original file without saving changes.

Applying vector transparency masks

Transparency *masks* can create transparency in all types of objects. You can use a variety of tools and techniques to apply transparency masks in Canvas.

The Vector Transparency tools let you apply masks the same way you would use similar tools to apply color gradients. However, rather than apply inks that fade from one color to another, the Vector Transparency tools apply masks that fade from opaque to transparent.

Vector Transparency tools are in the Effects toolbar. In the following exercise, you will use a Vector Transparency tool to apply a mask to type, so it appears to fade from opaque to transparent on an illustration.

To begin, open the file named "Cover.cnv" in the Tutorial folder. This document contains an illustration with large colored type near the bottom. (Because the type is made of vector objects and not actual text, the document doesn't require a particular font).

To apply vector transparency masks

1   Tear off the Vector Transparency tools from the toolbox to create a floating palette. This will give you easy access to the whole set of tools.

2   Click the type in the document to select the object. This is a group object.

3   Select the Directional Vector Transparency tool: ↘

4   Drag across the type from the bottom to the top. When you release the mouse, the transparency vector appears. The vector is a line that shows the fade direction and length.

- If you drag to the midpoint of the type, the bottom of the type fades to transparent.
- When the Directional Vector Transparency tool is selected, you can drag the vector handles to adjust the effect. You can move one handle above the other to change the fade direction.

Selecting Vector Transparency tools

Ⓐ **Ⓑ** **Ⓒ** **Ⓓ**
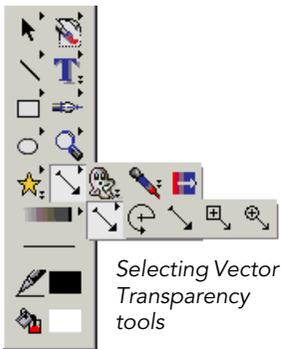
Ⓐ *Radial*
Ⓑ *Directional*
Ⓒ *Rectangular*
Ⓓ *Elliptical*

5   Press Esc when you finish to leave edit mode.

Selecting the type

Dragging the Vector Transparency tool displays the transparency vector. Handles represent the fade start and end. Drag the handles to adjust the fade.

You can use the other Vector Transparency tools to create fades in various shapes. You can experiment with the Elliptical tool to create an oval vignette.

1   Click the illustration of the space craft to select it.

2   Select the Elliptical Vector Transparency tool.

3   Drag across the illustration from the upper-left corner to the lower-right corner. You don't have to be too precise when you drag, because you can easily adjust the effect. After you drag, vector handles appear.

- Drag the handle that is near the upper-left corner towards the center of the graphic. An oval shape encloses the area that will not be transparent.
- Drag the handle that is at the upper-left corner toward the inside oval. The outside oval represents the area where the image becomes completely transparent.

4   Continue to adjust the effect by dragging the handles. When you finish, press Esc to leave edit mode.

Handles

Drag the handles to adjust the fade effect. The handle at the upper-left corner sets the border where the illustration fades out.

Vignette created with transparency mask
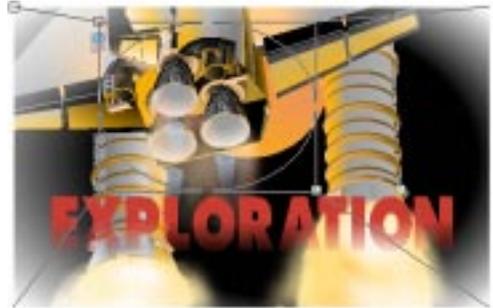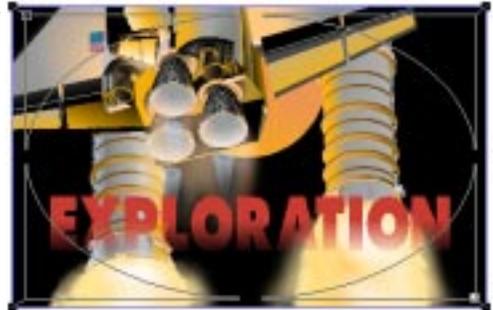
When you finish this exercise, you can choose File > Save As to save a copy of your work in a new file before closing, or just close the original file without saving changes.

Creating transparency with channel masks

You can apply a pixel-based transparency mask, called a channel mask, to any object in Canvas.

Channel masks let you use painting and image-editing tools to define transparent areas in an object. For example, you can use soft brushes to paint faded edges, and use tools like Blend and Rubber Stamp to create special effects.

In the next exercise, you will see how a channel mask lets you "paint" transparent areas in a photograph to reveal an underlying illustration.

To begin, open the file named "Hand.cnv" in the Tutorial folder. This file contains a photograph of a hand, which is positioned over an illustration of the hand anatomy.

1 To create the channel mask on the photograph, do either:

- **Macintosh:** Press Option and double-click (Mac) the photograph.
- **Windows:** Press Ctrl and double-click the photograph.

Canvas creates a channel mask that has the same resolution as the photograph. The channel mask appears in edit mode, as indicated by crop marks at the corners of the image.

2 Select the Paintbrush tool in the Painting Tools toolbar. Notice that the Brush icon appears in the toolbox.

- You can select a brush size by pressing the Brush icon.
- Select black ink from the foreground color icon (if necessary). Painting black in a channel mask produces transparent areas.

3 Drag the Paintbrush tool over the fingers and the back of the hand in the photograph. The areas you paint become transparent.

- If the transparency display is set to No Preview, you see a checkerboard pattern in areas of the photograph that are transparent.
- If the transparency display is set to Background Preview or Total Preview, you can see through transparent areas in the photograph to the illustration in back.

4 When you finish painting in the channel mask, press Esc to leave channel mask edit mode. Canvas displays the final image.

The original photograph covers an illustration of the hand anatomy (far right)

A view of the channel mask alone shows how painting with black (above) creates transparency in the finished photograph (right)

When you finish this exercise, you can choose File > Save As to save a copy of your work in a new file before closing, or just close the original file without saving changes.

Using new drawing features

Canvas 6 has several new drawing features that not only help you create objects more precisely, but also offer you additional creative options, too. In this lesson, you will see how to use the Object Specs palette, the Transform palette, the Knife tool, and the Gradient Vector tool.

Creating objects using the Object Specs palette

You can create and position rectangles, rounded rectangles, ovals, arcs, lines, and polygons with precision by using the Object Specs palette.

The following procedure shows you how to create an oval using the Object Specs palette. To begin, create a new blank document in Canvas by choosing File > New.

1 Choose Object > Object Specs to open the Object Specs palette.

2 On the Data tab, choose the oval from the Object Type palette. Choose Height/Width in the adjacent pop-up menu.

3 To specify the height, width, and placement of the oval, type the following values in the text boxes:

Object Type palette

Top Type "5" in the text box. This is the vertical distance from the ruler's zero point to the top edge of the oval.

Left Type "4" in the text box. This is the horizontal distance from the ruler's zero point to the left edge of the oval.

Height Type "2" in the text box. This is the height of the oval relative to its top edge.

Width Type "4" in the text box. This is the width of the oval relative to the left edge of the oval.

4 Click Create. Canvas creates the oval you specified.

You can experiment now to create other objects according to values you specify in the Object Specs palette.

Using the Transform palette

The Transform palette provides a control center to rotate, scale, skew, or position objects precisely.

To introduce this palette, the following procedure shows you how to move the oval (created in the previous procedure) 1 inch to the right, and then skew the oval 10 degrees.

1 Choose Effects > Transform to open the Transform palette.

2 Select the oval created in the previous exercise.

3 Type "1" in the "ΔX" text box and press Enter. This moves the oval one inch to the right.
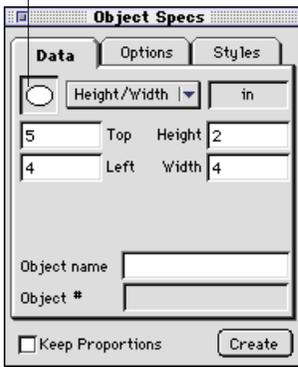
• Type a negative number to move the object to the left.

4   Type "10" in the text box next to the Skew button and press Enter. This skews the object 10 degrees to the right.

Dividing objects with the Knife tool

You can divide vector objects by drawing a freehand cutting path with the Knife tool. To see how this works, you will "shatter" a drawing of a glass.

To begin, Open the document named "Glass.cnv" in the Tutorial folder. This document contains a vector illustration of a glass.

1   Select the Knife tool in the Effects toolbar.

• To set the Knife options, double-click the Knife tool icon. In the dialog box, you can choose Cut All Objects or Cut Only Selected Objects. For this exercise, be sure that Cut All Objects is selected.

2   Drag the Knife tool across the glass illustration to draw a zig-zag line. Don't release the mouse until you draw a cutting path all the way through the glass. When you release the mouse button, Canvas calculates a split through the object.

3   With the Selection tool, you can drag segments of the glass away from their current placement. You'll be left with a broken wine glass!

The Knife path cuts across a glass illustration, with the remaining piece shown (right)

Applying gradient inks across objects and text

With the Gradient Vector tool, you can not only apply gradients directly to an object, you can also apply a gradient across several selected objects or text.

1   Choose File > Open and locate and select the document named "Gradient.cnv" in the Tutorial folder in the Canvas application folder. Click Open. This document contains objects to which you will apply gradients.

2   With the Selection tool, drag a selection box around the random assortment of rectangles to select them all.

3   Select the Gradient Vector tool in Effects toolbar.

4   Drag across the selected rectangles. Notice how the gradient ink fills the objects as though they were all part of one object.

The tool works the same way on text, so you can spread a gradient across an entire text block or a headline.

1   Select the large text in the document.

2   Select the Gradient Vector tool again, and drag across the text.

Notice how the gradient spreads across all the characters in the text object to create a smooth blending effect. The best part is that the text is still editable!

DRAWING BASIC SHAPES

This lesson introduces you to basic drawing techniques, and is good for the beginner or someone learning the Canvas interface. You will learn how to draw lines, rectangles, ovals, and arcs. These objects are called vector objects in Canvas. You can use the same drawing techniques to draw most vector objects, including rounded rectangles, polygons, concentric circles, and spirals.

Throughout the following exercises, you can use any blank document. You will be experimenting with each of the tools. As you draw more and more objects, if you need more space, you can either open another document or select the objects you have already drawn and delete them.

Using drawing tools

When a drawing tool is selected, the pointer changes to a crosshair, indicating that you are ready to draw.

You draw most vector objects by dragging where you want to draw the shape. "Dragging" is defined as pressing and holding down the mouse button while you move the mouse, and then releasing the button.

To set the size of a vector object such as a rectangle, line, oval, or arc, you drag from one corner to the opposite corner of an invisible box. When you finish, the object fits inside the box you have defined. This invisible box is called a *bounding box*. When an object is selected, the bounding box becomes visible.

You can use the Status bar, which is the bar at the bottom of the Canvas window (if you are using Windows) or at the bottom of the screen (if you are using Mac) to see the size of the object you are drawing. The Status bar is always displayed in Canvas for Windows. In Canvas for Mac OS, you can choose Window > Palettes > Show Status Bar if the Status bar is not displayed.

Drawing lines with the Line tool

You can use the Line tool to draw straight lines at any angle. The Line tool lets you choose where to start and where to end the line.

1 Select the Line tool from the toolbox.

2 Place the pointer where you want the first endpoint of the line, and begin to drag to the next point. The line extends from the first point as you drag.

3 Release the mouse button when the line is as long as you want.

The line appears with a handle at each end point. The handles show that the line is selected.

To draw a line, drag from one endpoint to the other

A finished line has handles at its endpoints

You can draw straight horizontal, vertical, and diagonal lines by using a modifier key to limit the movement of the pointer when you drag with the Line tool. You can make the Line tool snap to any 45 degree angle by pressing the Shift key while you drag.

If you press Shift and drag horizontally, you can create straight horizontal lines. If you press Shift and drag vertically, you create straight vertical lines. If you press Shift and drag diagonally, you create straight diagonal lines. Try drawing some of these lines by using the Shift constraint.

Drawing rectangles and squares

You can use the Rectangle tool to draw rectangles and squares. To draw with this tool, you drag from one corner to the other corner of the rectangle you want to create.

1 Select the Rectangle tool from Rectangles toolbar.

2 Place the pointer where you want one corner of the shape and begin to drag diagonally to the opposite corner. The rectangle grows from the first corner as you drag.

✔ **Try this**

To draw a line at any 45 degree angle, press the Shift key while you drag the Line tool.

✔ **Try this**

To draw a square with the Rectangle tool, press the Shift key while you drag.

3   Release the mouse button when the rectangle is as big as you want.

The rectangle appears with a handle at each corner and one at each side. The handles show that the rectangle is selected.

Start here

Drag to here

Drag from one corner to the opposite corner

Handle
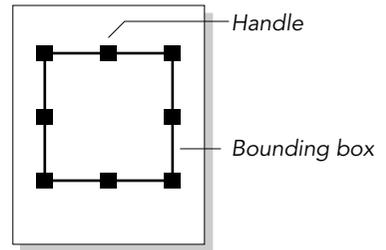
Bounding box

A finished rectangle has handles on its bounding box

You can drag diagonally while pressing the Shift key to draw squares. Try experimenting with the Rectangle tool to create different shapes.

Drawing ovals and circles

You can use the Oval tool to draw ovals and circles. To draw with this tool, you drag from one corner to the opposite corner of an invisible box. This bounding box contains the oval or circle that you're drawing.

1   Select the Oval tool from the Ovals toolbar.

2   Place the pointer where you want one corner of an invisible box containing the oval. Begin to drag to the opposite corner of the box. The oval grows diagonally from the first point as you drag.

3   Release the mouse button when the oval is the size you want. The oval appears with a bounding box and handles at the corners and sides of the box. This shows that the oval is selected.

✔ **Tip**
To constrain an oval to a circle, press the Shift key while you drag.

Start here

Drag to here

Handle
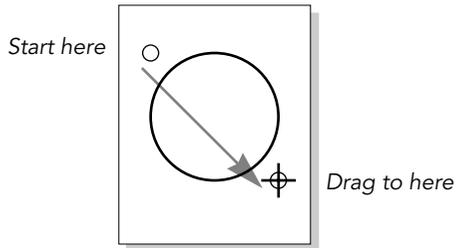
Bounding box

*To draw an oval, drag from one
corner to the opposite corner*
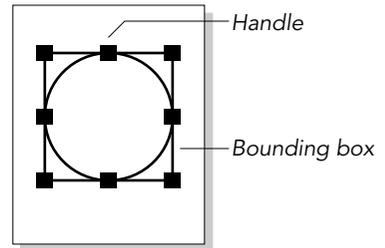
*A finished oval has handles
on its bounding box*

To draw a circle, press the Shift key as you drag the Oval tool diagonally.

You can draw an oval from its center. This means you can place the center of the oval where you begin dragging. Try this method by placing the pointer where you want the center of the oval. If you are using the Mac, press Option and drag away from the center. If you are using Windows, press Ctrl and drag away from the center. Notice that the oval grows outward as you drag. Release the mouse button when the oval is as large as you want. This same modifier key works on other types of vector objects too.

*A tire created from
four ovals*

Drawing arcs

You can use the Arc tool to draw arcs. An arc is a segment of an ellipse or a circle. The Arc tool lets you choose where to start and where to end the arc.

1   Select the Arc tool from the Ovals toolbar.

2   Place the pointer where you want one end of the arc. Begin to drag toward the other end of the arc. The arc grows from the first point as you drag.

3 Release the mouse button when the arc is the length that you want.

The arc appears with a bounding box and handles at the corners and sides. This shows that the arc is selected. Notice that the arc is always one quarter of a complete oval or circle.

When an arc is selected, two small, round handles let you adjust the length of the arc. You can drag a handle to shorten or lengthen the arc.

Start here

Drag to here

Handle

Bounding box

Drag from one end to the opposite end

A finished arc has handles on its bounding box
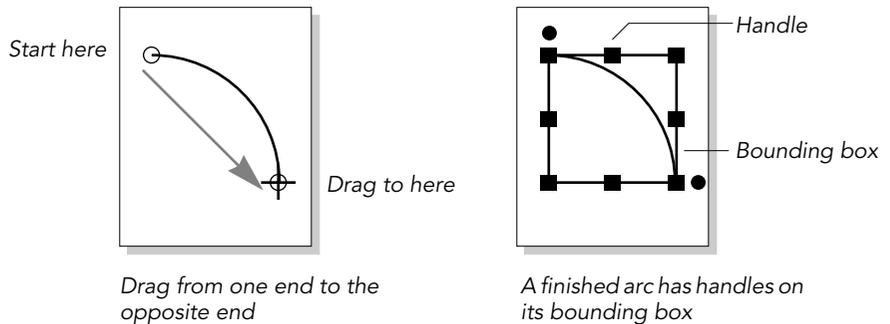
Drawing objects using modifier keys

You can use modifier keys with most drawing tools to help you edit. Modifier keys can be combined (pressed at the same time) to create multiple constraints.

Try drawing an oval, square, or line outward from the center:

- If you are using Mac, press the Option and Shift keys at the same time as you drag the Oval, Rectangle, or Line tool. This lets you draw an object outward from the center and constrains its bounding box to a square.

- If you are using Windows, press the Ctrl and Shift keys at the same time as you drag the Oval, Rectangle, or Line tool. This lets you draw an object outward from the center and constrains its bounding box to a square.

Using these modifier keys is one way illustrators achieve precision. Once you are familiar with them, they will help you draw with more control.

Applying inks and strokes

Once you draw vector objects, you can make them colorful and more interesting using *inks* and *strokes*. Inks are colors, or patterns of colors that apply to the fill (inside) or pen (outline) of an object. There are five types of inks:

Color   A solid color

Gradient   A blend of multiple colors

Texture   A tiled pattern of a bitmap picture

Symbol   A pattern created from vector objects

Hatch   A pattern of lines arranged at angles in groups, usually used for technical illustrations to specify material types

Inks

Color   *Gradient*   *Texture*   *Symbol*   *Hatch*
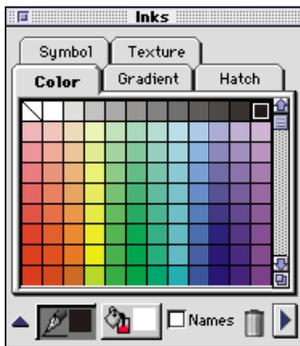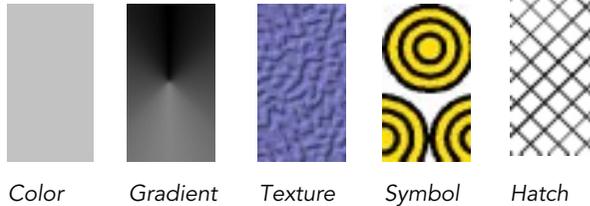
Applying inks

1   Using the techniques you learned earlier, draw a rectangle.

2   With the rectangle still selected, open the Inks palette by pressing (Mac) or clicking (Windows) one of the color icons in the toolbox; when the palette opens, drag to a preset tile on any of the tabs and release the mouse. This applies the ink you selected to the rectangle.

Now try two alternate methods of applying an ink.

To apply ink when the Inks palette is floating

1   Open the Inks palette and drag the palette away from the toolbox to "float" it.

2   Select the rectangle.

3   Click a tile on a tab of the Inks palette to apply an ink to the rectangle.

4   Click a blank area of the document to deselect the rectangle.

To apply ink to an object that is not selected   Drag a tile from the Inks palette onto the rectangle and release the mouse button. This is a useful way to apply an ink quickly without first selecting the object.

Strokes

Strokes are outline effects on vector objects. In other words, they affect what the border of the shape looks like. There are five types of stroke effects.

Pen   A solid outline with a width you choose (you can also create "calligraphic" pens that have variable widths)

Dash   A repeating pattern of lines and spaces

Parallel   A pattern of parallel lines for which you set spacing and colors

Neon   A stroke effect that blends two colors to create a "tube"

Arrow   An object (vector, text, or bitmap) that attaches to the endpoints of lines, arcs, or curve segments

Stroke

Pen   *Dash*   *Parallel*   *Neon*   *Arrows*
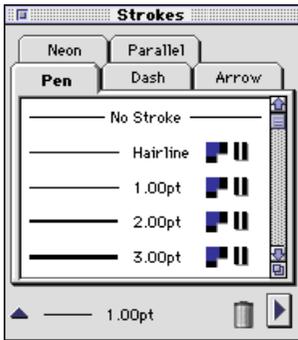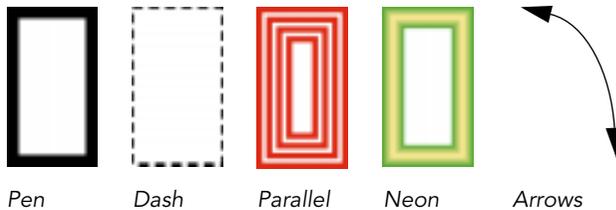
Once you learn to apply inks, using strokes is easy. They operate almost identically. Try applying strokes to a line.

Applying strokes

1   Using the techniques you learned earlier, draw a line.

2   With the line selected, open the Strokes palette by pressing (Mac) or clicking (Windows) the stroke icon in the toolbox; when the palette opens, drag to a preset stroke on any of the tabs and release the mouse. You should see the effect this has on the shape.

Just like with inks, you can also float the Strokes palette and use drag-and-drop to apply the effects.

1 Open the Strokes palette and drag the entire palette away from the toolbox to float it.

2 Select the line.

3 Click a stroke setting on a tab of the Strokes palette to apply it.

4 Click a blank area of the document to deselect the line.

Also, try dragging and dropping a stroke from the palette onto the line (it takes a little more precision to make sure you drop it right on the object).

Setting current inks and strokes

In the previous exercises, you applied inks and strokes directly to objects. You can change the current ink and stroke when no objects are selected. Then, when you draw an object, Canvas applies the current inks and stroke to the new object.

To change the current pen ink or fill ink

1 Deselect all objects (in the Status bar at the bottom right of the Canvas screen, it should say, "No selection").

2 Press the pen ink or fill ink icon and choose an ink from the Inks palette. Notice that this changes the color of the icon.

3 Select the Oval tool and draw an oval. Canvas applies the current ink to the object.

Now you know some of the basics of drawing objects and applying colors and outlines.

DRAWING SIMPLE ILLUSTRATIONS

Canvas is a powerful illustration application, with many features for drawing precise schematics, artwork, and business diagrams. You can use geometric shapes, punch, slice, and combine objects, or draw freehand to create your graphics.

In this lesson, you will create objects and drawings in a blank document. You will learn how to

- start a new Illustration document
- use basic drawing tools
- use alignment aids to help you draw
- use menu commands to edit objects

Starting a new illustration

When creating drawings, especially technical, oversized, or complex drawings, you will probably want to use the *Illustration* document type, as opposed to Publication or Presentation. You can draw in any document type with equally good results, but the Illustration document offers a familiar environment to the artist. The first time you launch Canvas, this is the document type that appears by default.

To create a new Illustration document

1 Choose File > New.

2 In the New dialog box, select Illustration and click OK. Canvas creates a new, untitled Illustration document.

Now you're ready to begin drawing.

Using drawing shortcuts

Canvas has a number of tools that draw basic geometric shapes, such as rectangles, ovals, arcs, and so on. With few exceptions, they operate very similarly. See "Drawing basic shapes" on page 27.

In this lesson, you'll use some basic tools to create a plan view of a chair. You'll see how the tools operate, and learn some shortcuts and guides for making drawing easier.

Creating a chair

To create the plan view of a chair, you'll use the Oval tool, and the Align and Combine palettes.

First you'll create the seat of the chair.

1   Select the Oval tool from the Oval Tools toolbar.

Plan view of a chair

2   Press Shift and drag to create a circle.

3   Using the Oval tool again, draw an oval on top of the circle.

4   To align the objects, choose Object > Align. The Align palette opens.

5   Select both objects. In the Align palette, click the first button in the vertical area and the center align button in the horizontal area. Click Apply to align the objects.
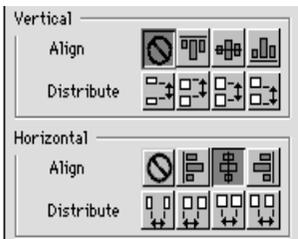
To finish the chair's seat, you'll need to combine the objects.

6   Choose Effects > Combine. The Combine palette opens.

7   Select both objects and choose the Crop command in the Combine palette. Click Apply to combine the objects.

You now have a completed seat.
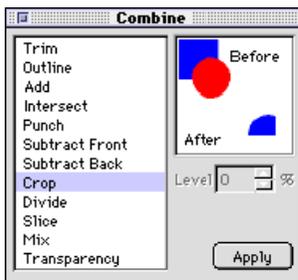
Draw an oval on top of a circle and horizontally align their centers

Choose Crop in the Combine palette to create the chair's seat

Now you'll create the chair's back.

1   Select the Oval tool, and drag to draw an oval.

2   With the Oval tool selected again, press Shift and drag to draw a circle on top of the oval.

3   Select both objects. In the Align palette, click the first button in the vertical area and the center align button in the horizontal area. Click Apply to align the objects.

To finish the chair's back, you'll need to combine the objects.

4   Select both objects and choose the Subtract Front command in the Combine palette. Click Apply to combine the objects.

5   You now have a completed seat.
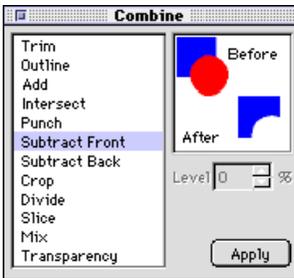
Draw a circle on top of an oval and horizontally align their centers

Choose Subtract Front in the Combine palette to create the chair's back

Once you finish drawing the objects that make up the chair, you can use the Align palette to arrange them.

6   Move the chair back above the chair seat and align the objects horizontally using the same buttons you used in the previous procedures.

You now have a completed plan view of a chair.

Drawing flow charts

In this lesson, you'll learn to use some features to complete projects that are very common in day-to-day business. This short lesson will familiarize you with some of the tools you need to create simple flow charts.

1   Open the file named "Flowchart.cnv."

Text tool

— *Pen*

— *Fill*

Ink icons
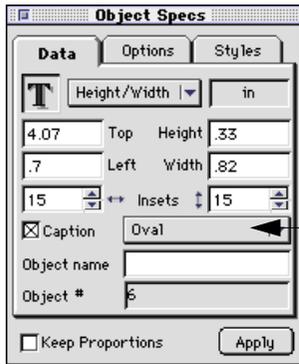
*Use this menu to change
the shape of a text object*

2   Select the Text tool, and click once near the top of the document. Type "Start Procedure," and then press Esc.

3   Apply a black border to the selected text object by pressing Option (Mac) or Ctrl (Windows), opening the Pen ink palette in the toolbox, and choosing the black ink tile in the palette.

4   Apply a blue fill to the selected text object by pressing Option (Mac) or Ctrl (Windows), opening the Fill ink palette in the toolbox, and choosing a blue color tile in the palette.

5   Choose Object > Object Specs to open the Object Specs palette.

6   Make sure the text object is still selected. To make the text object an oval, choose Oval in the pop-up menu next to "Caption." Type 15 in the two text boxes labeled "Insets." Click Apply.

7   Here's a useful shortcut for copying and positioning objects: Press Option+Shift (Mac) or Ctrl+Shift (Windows) and drag the "Start Procedure" text object straight down a short distance. This duplicates the object and places it in line with the original.

8   With the new text object selected, choose Diamond in the pop-up menu next to "Caption" in the Object Specs palette. To change the object's background color, press Option (Mac) or Ctrl (Windows) and choose an ink from the Fill ink icon in the toolbox.

9   A diamond shape signifies a branch in a flow chart. With the text object still selected, type "Decision" to change the existing text in the object.
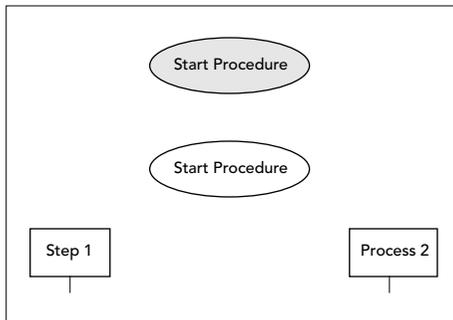
*Press Option+Shift (Mac) or Ctrl+Shift
(Windows) and drag the text object to copy it*
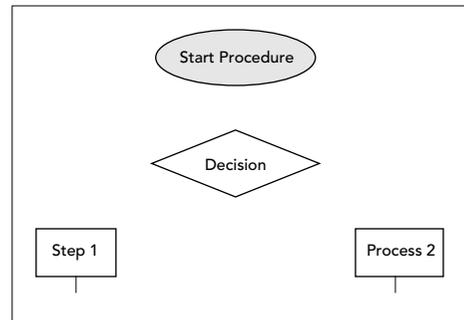
*Make the new text object a Diamond and
apply a background ink*
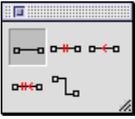
Smart Lines tools

The only thing missing now are the lines connecting the flow chart pieces. For this purpose, Canvas has a feature called Smart Lines. To open up a palette of the Smart Lines tools, press the Line tool in the toolbox to open the toolbar. Drag the pointer to the Smart Lines tool and another toolbar will pop open; without releasing the mouse button, drag away from the toolbox. Now you should have a little palette of tools.

10 Connect "Start Procedure" to "Decision" by selecting the Basic Smart Line tool and dragging from the bottom center of one text object to the top center of the other. Smart Lines will automatically snap to the center of the object.

11 Connect "Decision to "Step 1" by selecting the Kinked Smart Lines tool and dragging from the side of "Decision" to the top of "Step 1." Repeat the procedure to connect "Decision" to "Process 2."
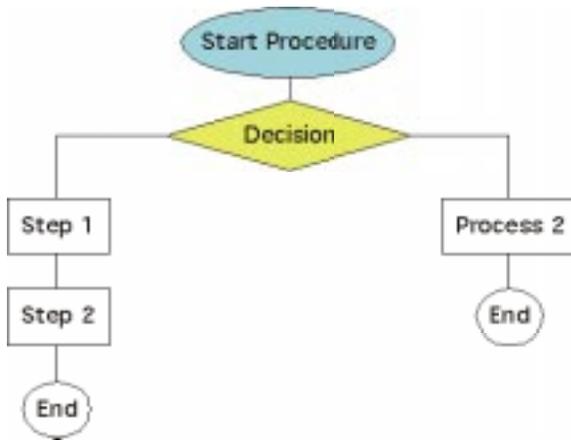
Illustrations using macro objects

Macro objects, sometimes called "library objects" in other programs, are special types of graphics in Canvas that make maintaining consistency and precision simple. You can store graphics in the Macro tab of the Gallery palette, and then simply pick and choose graphics to assemble drawings from pre-made components.

For this lesson, you will put the finishing touches on an office layout.

1 Open the file named "Office.cnv." This document has most of the basic elements of the office, but you are going to finish it. Also

notice that the grid is displayed. These settings are saved with the document, so that you have a consistent environment that is suited to your project.
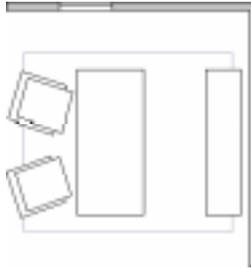
Office layout

Gallery tool
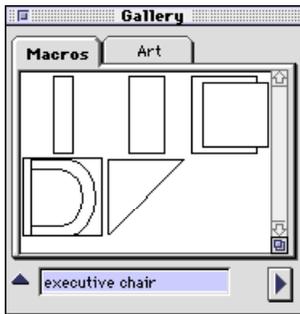
2   Open the Gallery palette by choosing Window > Palettes > Show Gallery (you can also open the Gallery palette by pressing the Gallery tool; the palette opens and you can drag it away from the toolbox).

3   On the Macro tab of the Gallery palette are previews of several typical office furniture items. There are a few items that are missing from the office layout, such as the chair for the desk and one of the corner tables. Simply click the preview of the "executive chair" (you'll see its name appear at the bottom of the palette) and click behind the desk to place it.

4   With the chair still selected, choose Effects > Freeform. You'll notice that the handles change to circles on the corners and squares on the sides, with a crosshair in the middle; this is "freeform" mode. The circles rotate the object around the crosshair (centerpoint), while the squares skew the object around the centerpoint. You can move the centerpoint, too. For now, rotate the chair a little counter-clockwise by dragging any of the circle handles in that direction. This is just one way to rotate an object quickly in Canvas. To return to normal selection mode, simply click the object again.

Executive chair shown in freeform mode

5   In the Macro palette, select the corner table, and click in the document to place it in the corner to the right of the desk. The corner table is facing 90 degrees in the wrong direction. When you know exactly the amount of rotation you need to apply, you can use the Transform palette.

6   Choose Effects > Transform, and make sure you have the corner table selected. In the Transform palette, type "90" in the text box next to the rotate icon and press Enter; after a moment, Canvas applies the rotation.

You can see how Macro objects make it easy to assemble drawings from pre-drawn components. But the real power of a Macro object is the fact that each placed Macro is "linked" to the palette. To see how this works, you will replace the round-back chair in the Macro palette with a new style of chair, and the round-back chair that we placed in the office will change.

To replace the macro object

1   Drag the chair that is outside the office layout on top of the round-back chair in the Macro tab of the Gallery palette.

2   Canvas asks you if you want to replace the Macro; click Yes. Notice that the round-back chair changes to the new type of chair in the document.
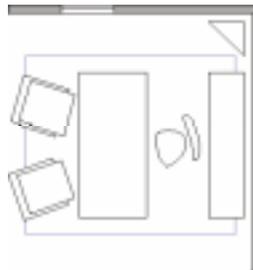
Office with placed macro objects

Before we finish with this drawing, you will add one final touch. The rug under the office furniture needs a border. You can add this very easily with the Offset Path filter.

To offset a path

1   Select the object that represents the rug, and choose Effects > Offset Path.

2   You are going to make the border one inch wide. In the Distance text box, type -1. Click OK to apply the effect. The border appears on the inside of the rug. If you had entered 1 in the text box, the border would have appeared on the outside of the rug.

Now you have a rug with a border in the office plan, and you've quickly seen how you can use Macros to help you assemble illustrations.
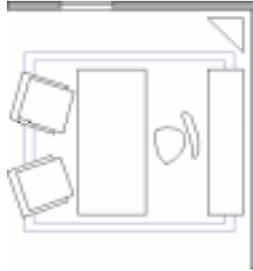
Finished plan

Congratulations! If you want to save your work, use the Save As command to save the document with a new name.

PAGE LAYOUT & TYPOGRAPHY

Canvas has all that you need to design simple or complex page layouts, with complete sets of professional type-handling and document-control features.

The new page layout environment provides the comfort and ease of your word processor. Canvas provides Auto Correct, an interactive spell checker, and a redesigned Text Ruler. You will also find multiple column sections, text repel, master pages, and shared layers.

This tutorial is designed to teach you how to create a brochure using page layout and typography features. You will be working with a Publication document.

In this tutorial, you will learn about master pages, creating headers and footers, placing a graphic, column sections and guides, and printing the publication.

Opening the tutorial document

In the Canvas tutorial folder, open the file named "Brochure.cnv." This starts Canvas and loads the file. You are now ready to get to work.

Setting up the document
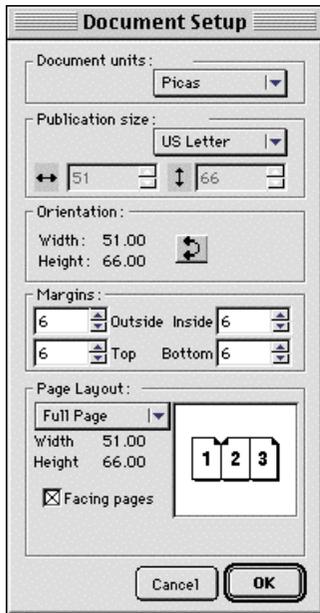
Before you begin this section of the tutorial, you need to become familiar with the setup of this document. This brochure uses left and right pages, which are available only when the Facing Pages option is selected in the Document Setup dialog box. You can also set document units, paper size, paper orientation, sheet layout, and margins in this dialog box. For the purpose of this lesson, please make sure the document has the following settings.

1 Choose Layout > Document Setup to open the Document Setup dialog box.

2 Check that the Document Units pop-up menu shows Picas.

3 Check that the publication size is US Letter.

4 Make sure your page orientation is set to width 51.00 and height 66.00 (portrait). If not, click the Orientation button.

5 Check that Facing Pages is selected. This gives the newsletter separate right and left master and body pages.

6 Click OK when you finish.

Now the brochure is correctly set up for this lesson and you are well on your way to creating a great-looking document.

Moving through your document

To help you navigate quickly through the document, Canvas has several ways to get from one page to another. The most common ways are the Document Layout palette, the page icons, and the arrow buttons. Before you begin working in the document, you might want to take some time to get used to different methods of navigation, and in the process, see what the entire publication looks like.

To switch pages using the Document Layout palette

The easiest way to access the Document Layout palette is to press the number icon near the bottom left-hand corner of the window. The Document Layout palette appears in the scrolling list, then drag it up to expose the full list and click the name of a page to view it.

You can also open the Document Layout palette by choosing Layout > Document Layout.
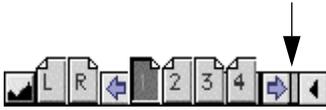
Dragging to the right expands the page number area

To change pages using page icons and arrow buttons

In the lower left-hand corner of the screen, you will find the arrow buttons and page icons. Click the icon representing the page you want to view. To go to the previous page, click the arrow at the left of the page icons; to go to the next page, click the arrow at the right of the page icons.

To view all the page icons at once

Make sure you are on page 1 and drag the space between the page arrow and the scroll bar to the right. This feature allows you to view all page icons at once without having to scroll through the entire list.

Adding and deleting pages

You can use the Document Layout palette to add or delete pages in your document.

To add a page   Click the New Page button in the Document Layout palette.

To delete a page   Select the page that you would like to delete in the Document Layout palette. Then drag the to the trash can in the palette.

Placing headers and footers on master pages

You can use master pages to hold objects that you want to appear on all or most of the pages in your document.

The tutorial document has two master pages, one for left pages and one for right pages.

Typical master pages include objects like headers and footers. In Canvas, headers and footers are special text objects that can contain page numbers, the total page count, the current date, and the current time. In this document you will add headers and footers to the master pages.

Left and right master page icons

To view the master pages   Click the master page icons near the lower-left corner of the window. Canvas displays the document's two master pages.

Adding a header to the left master page

1   Choose Text > Insert > Header. Canvas inserts a header object on the left master page and places the insertion point in the header. You might want to zoom in to see it clearly.

2 Type "Wide Open Spaces" in the header object.

3 Press Esc to end edit mode.

Adding footers to both master pages

First, you'll add a footer to the left master page and insert a page number code in the footer.

1 Choose Text > Insert > Footer. Canvas inserts a footer object at the bottom of the left master page. The insertion point appears in the footer.

2 In the footer, type the word "page" and then type a space following the word.

3 Choose Text > Insert > Page #. Canvas inserts the code *$p* in the footer. This code in the master page footer tells Canvas to insert page numbers throughout the document, so you don't have to number pages yourself.

4 Type a space, then type the word "of" and another space.

5 Choose Text > Insert > Total Page #. Canvas inserts the code *$t.*

6 Press Esc to end edit mode.

Creating the right-page footer

After you create the left footer, it's easy to duplicate it and place a similar footer on the right master page.

1 With the Selection tool (the solid arrow), do either of the following to copy the footer and place it on the right master page:

Mac: Press Option+Shift and drag the footer to the right.

Windows: Press Ctrl+Shift and drag the footer to the right.

Drag the footer into position at the bottom of the right master page.

2 With the footer object on the right master page still selected, choose Text > Justification > Right. This aligns the text in the footer with the right side of the footer. Page numbers will appear at the bottom right of right-hand pages in the document.

Flip through the newsletter to see the page numbering on each page and the header on the left pages.

Placing a graphic

With the Place command, you can insert an image from another document into the current document. You will be inserting a graphic onto the first page, so select the icon for page 1 or select page 1 from the Document Layout palette.

To place a graphic

1   Choose File > Place.

2   In the Tutorial folder, locate the document named "Hill.cnv". If it does not appear in the list, make sure that "all files" is selected in the File Format (Mac) or Files of Type (Windows) box.

3   Select "Hill.cnv" and click Place.

4   The Place icon appears. Position the Place icon just below the second column of text and click the mouse button. Canvas places the graphic.
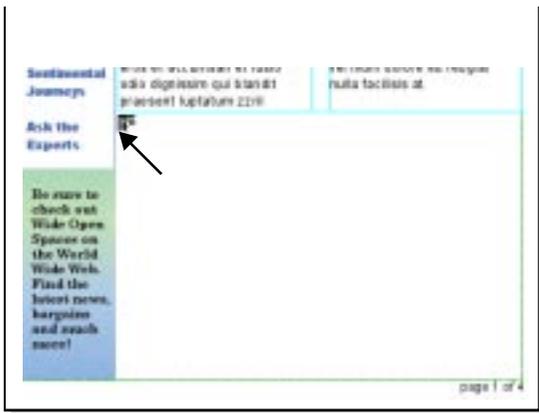
Click to place the top-left corner of the file

Photograph placed on page 1

You have now successfully imported a graphic from another document. The Place command can also be used to import graphics from photo CDs or disks.

Creating columns of text

Section tool

Now you are going to add some columns of text to page 2 of this brochure and flow text between them. Select page 2 by choosing the page 2 icon or selecting Page 2-Page 3 on the Document Layout palette.

To create columns with the Section tool

1   Select the Section tool from the Text toolbar in the Toolbox.

2   Drag the Section tool from the upper-right corner just below the headline "Getting Your Money's Worth" to the bottom right corner of page 2.

3   After you release the mouse button, the Column Guides dialog box appears.

4   In the Apply To pop-up menu select Left Page. This places this section on page 2 only.

5   Press the three-column button, or type "3" in the "Number of Columns" text box.

6   Click OK.

Adjusting column guides

You can reposition column guides with the Section tool by moving them left, right, up or down. To adjust the column guides, select the Section tool in the Text toolbar, then drag the section.

You can also adjust the column guides by double-clicking the section with the Section tool. The Column Guides dialog box opens.
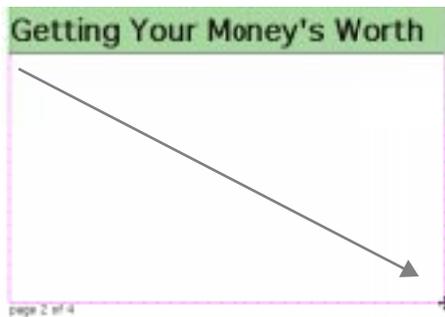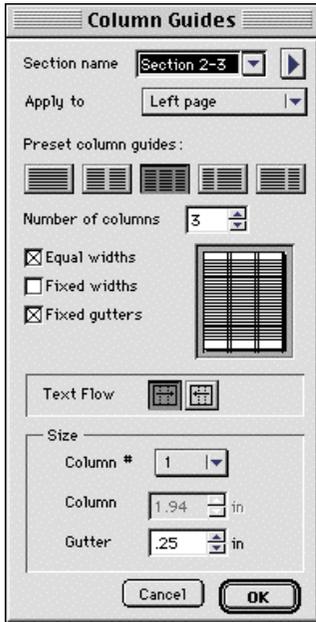
Dragging the Section tool   *Three-column section*

Placing text in a section

After you have created a section, you can begin typing, or you can place existing text in the section. This lesson will teach you to place text in the section you created earlier on page 2 of the brochure.

To place text in a section

1   Select the Text tool and click inside the first column in the section under the headline "Getting Your Money's Worth."

2   Now you are going to import the text from another document into the columns at the bottom of Page 2. Choose File > Place.

3   In the Tutorial folder, you will find the document "Text.txt". If it does not appear in the list, make sure that "all files" is selected in the File Format (Mac) or Files of Type (Windows) box.

4   Select the "Text.txt" document and click Place.

The set of columns should now be filled evenly with text.

Making text run around objects

You can make text "run" around objects with the repel feature. You also can set the amount of space between an object and the text.

An object with a repel setting repels all text; you can move the object and it will repel text wherever you place it in the layout.

You can apply repel settings to objects before any text has been created or placed in a document. You can even apply a repel setting to a text object to make it repel the text in other text objects.

In this lesson, you are going to repel text around the graphic of silverware at the top of page 2.

To make an object repel text

1   Select the graphic at the top of the page with the Selection tool.

2   Choose Text > Wrap > Repel. The graphic should repel any text that surrounds it. Try moving the object around and you will see how it repels text wherever it is set.

Object with repel setting

To adjust the repel setting   Choose Text > Wrap > Repel Options. You can enter values to increase or decrease the amount of space between the object and the text.

Formatting text with the Text Ruler

The Text Ruler, located at the top of the page, has been enhanced to provide improved control over text and typography. The ruler's two modes, Type and Styles, organize all text formatting options.

In the Type mode, you can set justification, font, size, styles, leading, kerning, and fill ink. In the Styles mode, you can set tabs and select text styles. Plus, you can apply new color attributes to text by selecting a background color and an outline color.

◆   **To display the Text Ruler:** Choose Layout > Display > Show Text Ruler.

Formatting text characters

The text that appears on the page in this brochure has been typed in the default setting. This can be changed at any time by selecting the

text, and adjusting the settings. However, for this assignment we are going to add a headline to the top of page 3.

To format text characters

1   Make sure that the "T" is selected in the top left-hand corner of the Text ruler for Type mode.

2   Select the Text tool in the toolbox.

3   Click in the top left-hand corner of page 3.

4   Now type "Sentimental Journeys."

5   You are now going to change the font, so highlight the text selection.

6   In the Text Ruler, choose Arial or an available font in the font pop-up menu. The text should now be font you chose.

7   To increase the size of the type, choose 48 in the font size pop-up menu.

To add text color

You are now going to change the color of the text in the headline on page 3.

Text Fill Ink icon

1   Make sure that the text is selected.

2   Select the Text Fill Ink icon located in the Text Ruler.

3   Now click a shade of red in the Color palette and the black text will change to red.

To format paragraphs with the Text Ruler

The next step is to format the text in the caption on Page 3.

1   To change the text justification to the right, click in the text to the left of the picture of the leaves that reads "Many vacationers plan their trips around the changing of the leaves."

Right-justification button selected

2   Press the right-justification button on the Text Ruler. Canvas justifies the text to the right.

Many vacationers plan their trips around the changing of the leaves.

Changing text with paragraph styles

Right-justified text

You can apply paragraph and character styles using the Styles mode in the Text Ruler. A style is made up of several attributes, such as font, type size, leading, and justification.

Canvas stores type styles in individual documents. When you open a document, Canvas loads the associated styles so you can apply them when needed. You can then access the various styles from the Styles button in the text ruler.

For the purpose of this exercise, we are going to use styles that have already been created. To learn how to create your own styles, see the Canvas *User's Guide.*

Make sure you are on page 4 by choosing the page 4 icon or by selecting page 4 in the Document Layout palette.

Applying a paragraph style

1 Click in the first paragraph of text, under the number 1.

2 Click the "S" on the far left-hand side of the Text Ruler.

3 Press the down arrow to the right of the paragraph symbol. Scroll down the list and choose "Body text 1." The style should now be changed.
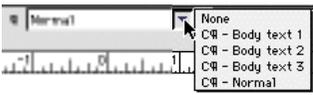
You can experiment by trying some of the other styles that we have provided for you by selecting additional paragraphs and choosing different styles.

You can also use the Type palette to format text. The Type palette is located in the Text menu and contains many of the same features as the Text Ruler. It is used to apply type styles to character settings or paragraphs. You can also use it for spacing, hyphens and indents. It is a comprehensive way of utilizing the many typography and page layout tools within Canvas.

Typing text on a path

When you type text on a path, the text flows along the vector object in the shape of the object. You can use any vector shape with this tool from a straight line to an octagon.

For this exercise, make sure you are on page 4. There is a graphic of a question mark inside a circle at the top of the page.

To type text on a circle

1 Select the Path Text tool.

2 Click to place the cursor on the dashed circle surrounding the question mark.

3 Choose a bold font, such as Arial Black, and a type size of 48.

4 Type "Ask the Experts."

5 To position the text equally around the circle, use the Bind Position handles. See the section on Using the Bind Position handles, below.

6 You can delete the dashed circle and the text will retain its bound shape.
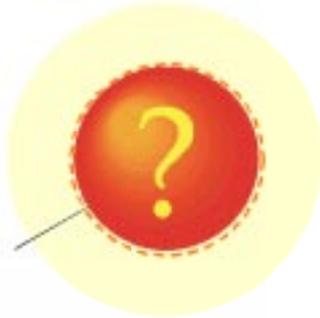
*Click to place the cursor on the dashed circle*

Type the text and use the handles to adjust the position

You can also remove the dashed circle

Using the Bind Position handles

Canvas has three Bind Position handles that you can drag to place text anywhere on, above, or below a circle. The handles appear when you select a bound text object, such as the one you created above.

Drag the Alignment handle to specify the point where you want type to align

Drag the Baseline Shift handle to change the elevation of the baseline relative to the circle
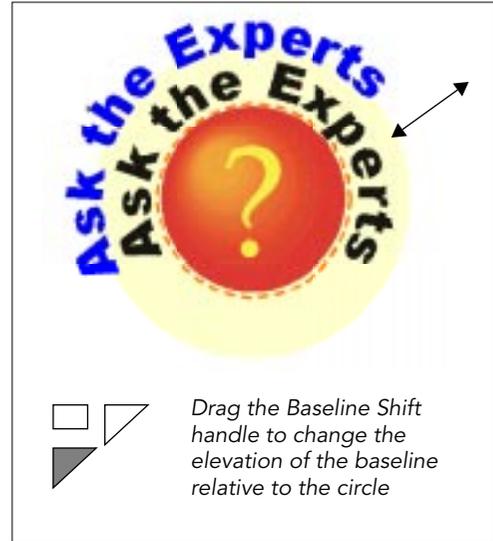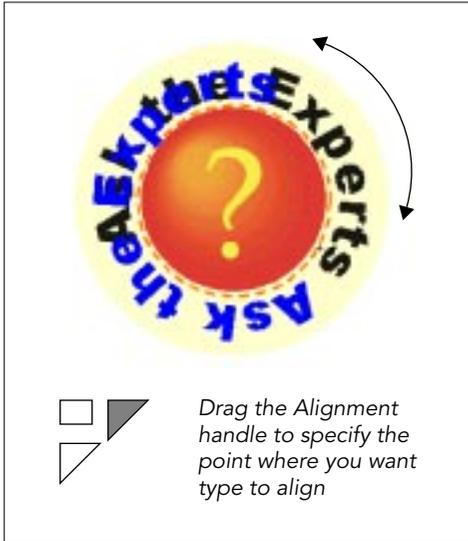
Text inks

In addition to attributes for text characters, you can apply attributes to text objects. You can apply inks, including symbols, textures, hatches, and gradients, to the backgrounds of text objects and text selections. You can apply strokes to the outlines of text objects and outlines around text selections.

The easiest way to apply these attributes is to use buttons on the Text Ruler.

Applying text inks

You've seen how to apply color to text characters on Page 3 in the document. Now, you'll add a gradient ink to the background of the text columns on page 4.

Background Ink button

1   With the Selection tool, Shift-click (press Shift as you click) each of the two text columns to select them.

2   Press the Background Ink button in the Text Ruler and select a gradient ink. You can experiment with different gradients, symbols, and colors. Once you select a background ink that you like, the document is complete.

But, before you congratulate yourself for completing this section of the tutorial, you can learn about printing documents, next.

Printing the publication

After you've made changes to the newsletter, you can print it to see the results on paper. You can also "proof" a document onscreen using the Print Preview feature.

Print Preview

Print Preview lets you see how a document will look before you print it. It reflects the current print settings and the page setup (Mac) or printer setup (Windows). These settings include the type of output (composite or color separations), the pages to print, tiling, centering, printing blank pages, and printing in color.

In the preview, you can see which objects, layers, and pages will be printed and make sure the layout fits in the printable area of the paper.

Using Print Preview

1   Choose File > Print Preview.

2   Click Done if you want to go back to the document.

3   Click Print if you are ready to print the document.

Canvas gives you different options for general desktop printing and for commercial printing.

For general desktop printing, refer to chapter 2, "Document Basics," in the Canvas *User's Guide*.

For commercial printing procedures, refer to the Canvas *Color Printing Guide*.

Congratulations! You have now completed the Page Layout & Typography section of the tutorial.

You can save your work by choosing File > Save As and typing in a file name for your document. If you close the tutorial without saving, your changes will be lost, but you can start the tutorial again.

Now you can design your own brochures, newsletters, and other publications — the sky's the limit!

INTRODUCTION TO IMAGE EDITING

Canvas has all the features of a dedicated image-editing program. You can create image compositions, retouch photos, color correct scanned images, and even paint your own images. In this lesson, you will learn:

- basic image terminology
- how to place and crop paint objects
- how to change the color mode of a paint object
- how to apply transparency effects to paint objects

Basic image terminology

Paint objects, also called image, bitmap, or raster objects, are composed of small squares called pixels.

Every paint object has a specific *resolution*, defined as the number of pixels per inch (ppi). In general, an image with a high resolution has more detail, but will also have a large file size. Likewise, a low-resolution image has less data, so it has lower quality but also smaller file size.

As you get more experienced with images, you will learn what resolution is best suited to your purposes.

Resolving the resolution dilemma

When working with paint objects, it is important to know what medium your final project will be displayed on.

- For web work or for displaying images only on screen, 72 ppi is the standard.
- To achieve good results for printing, 150 to 300 ppi is standard (depending on screen frequency). File sizes at high resolution can be quite large; you might find that lower resolution is adequate for laser or inkjet output.
- Very high resolution (above 300 ppi) is needed only for images such as fine line art that will be output to film for commercial printing.

For this lesson, we will be working with images at 72 ppi resolution.

What's in a file name

One of the most confusing things about working with paint objects is the great variety of file types. The most common image file types are GIF, JPEG, TIFF, PICT, and BMP, as well as EPS (which can contain both paint and vector objects).

GIF and JPEG are compressed formats used heavily on the internet. The compression levels allow these images to achieve small file sizes and as a result they download quickly over the internet. However, file size compression comes at the expense of image and color integrity.

TIFF, PICT, BMP and EPS files have a lower level or no amount of compression. Information for every pixel is recorded, and this can result in large files. Because of the higher resolution and detail needed for printing, these formats are often used for projects that will eventually be printed commercially.

There are a number of ways in Canvas to place an image file in your document. In addition to the Place command in the File menu, there is also the Acquire command in the Image menu.

Finally, you can directly scan into Canvas using any TWAIN compatible scanner, or a scanner with a Photoshop™ compatible acquire module.

Creating a duotone vignette

In this lesson, you will learn how to create a duotone and make a vignette from a photograph. A duotone is a grayscale image printed with black and an additional color. A vignette is a non-rectangular image, usually with a soft edge.

You will also crop the photograph, change the image mode, and apply a vector mask to complete the vignette effect.

To begin, open the file named "Image1.cnv" in the Tutorial folder. You are now ready to get to work.

Trimming the image

The photograph in the "Image1" document has a border of black pixels. You will use the Trim command to quickly remove the black border.

To trim the paint object   Select the paint object and choose Image > Area > Trim.

Canvas determines the unwanted pixels and crops the image accordingly. However, this image still has some areas you might want to remove. For this you will use the Crop tool.

Original

Trimmed

Cropping a paint object

There are two crop modes in Canvas. You can use the Crop tool to select a rectangular part of a paint object and hide the rest. This is called a "soft crop." Or you can permanently remove extra pixels by performing a "hard crop."

Performing a hard crop is easy using a shortcut key. Let's perform a hard crop on this paint object.

1   Click the paint object to select it. Selection handles appear.

2   Point to the lower-right corner handle, press and hold down the Ctrl key, and drag the handle toward the center of the image to crop it slightly. Releasing the mouse button crops the image.

If you crop too much, choose Edit > Undo.

Drag the crop handle

Cropped

Changing the image mode

As we mentioned earlier, there are a number of image file formats. To make things even more interesting, there are also a number of image modes. These include Black & White, Grayscale, Indexed, RGB Color, and CMYK Color modes. The mode of a paint object affects the level of editing that can be performed, the file size of the image, and the file types that you can save the object in.

You can see the mode and the resolution of a paint object by selecting it and looking at the right end of the Status bar at the bottom of the screen. If you select the image you will see that it is (72 dpi) and currently in the RGB Color mode.

For this lesson, you will create a duotone from this image. A duotone is an image made up of screens of two basic colors, usually black and one other ink. To do this you must first remove all color and then select which color to blend into the image.

Creating a duotone

1   Select the paint object.

2   Choose Image > Mode > Grayscale.

3   Canvas asks whether you would like to discard the color information from the image. Click OK. The image is now in grayscale mode.

✔**Tip**

If you want to change the inks used in a duotone, you must select Image > Mode > Duotone Inks. This menu item appears when a duotone image is selected.

A traditional "black and white" photograph is actually a grayscale image to a computer. The computer uses 256 levels of gray to construct the shadows and other features found in a typical black and white image. An image in Black & White mode reduces the number of colors in the image to two. Each pixel is either 100% black or 100% white. Therefore, the Black & White mode is not for black and white photos, but rather for single-color illustrations, logos, or images.

4   Choose Image > Mode > Duotone. The Duotone Options dialog box appears asking you to define your ink colors. *Note*: because only black is in the image, Canvas considers it a monotone image.

5   Select "Duotone" from the Type pop-up menu. This lets you use a second color.

6 Press the Ink 2 color icon. This opens a color palette.

7 Select Custom in the color palette.

8 Using the pop-up menu, select "Pantone® Coated."

9 Select "Red 032 CVC" in the scrolling list. Click OK.

10 In the Duotone Options dialog box, click OK.

The image is now a duotone, using mixtures of black and the color you selected.

Applying a vector mask to a paint object
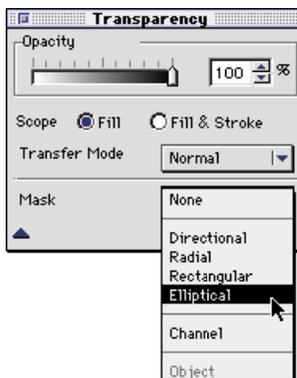
In previous lessons, we applied transparency effects to vector objects. You can apply the same effects, such as vector masks, to paint objects.

You are going to use the Transparency palette this time to create a soft-edge vignette from the photograph of leaves.

1 Select the duotone paint object.

2 To use the Transparency palette, open the Opacity slider in the toolbox, and drag the slider away. The Transparency palette opens.

3 In the Mask pop-up menu, select Elliptical. Vector mask editing handles appear on the paint object.

4 Drag the handles to adjust the position and boundaries of the vector mask. Adjust the handles until you achieve an effect that you like.

If the transparency handles disappear, select the object and click Edit in the Transparency palette.

5 When you finish adjusting the mask, press Esc to end edit mode.
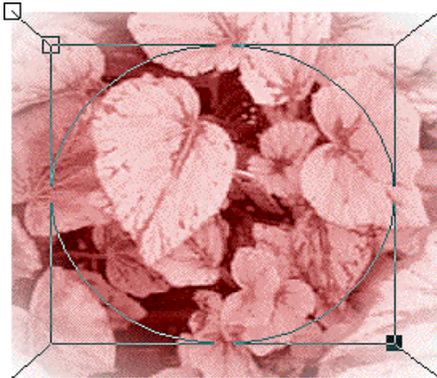
Handles appear on the mask in edit mode
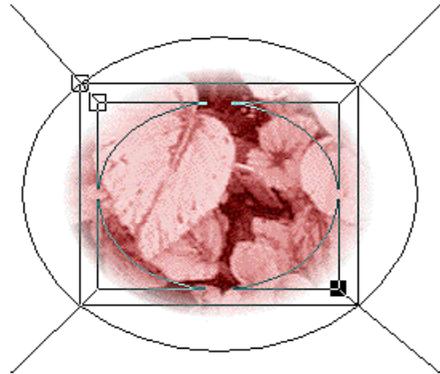
Drag handles to shape the effect
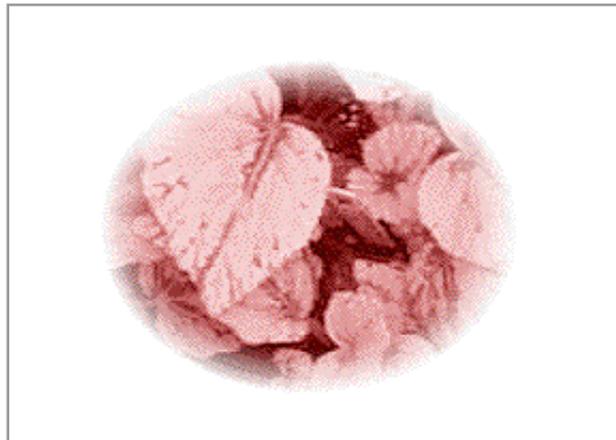
Completed vignette

Creating transparent edges using a channel mask

You've now seen a quick and easy way to add a bit of pizzazz to a photograph. And, because the effect uses transparency, it is easy to place this object in any layout.

This next transparency example shows you how to create a transparent effect around the edges of an image. You can do this by painting in a channel mask.

Let's start off with a different image. This time we will load this object by using the Acquire command.

1   Choose Image > Acquire > TIFF.

2   In the directory dialog box, select the file named "Image2.tif" in the Tutorial folder. Click Add.

3   Click Done.

Note: The Acquire command lets you perform batch importing of image files. Simply select the files and select "Add" or "Add All" until all the files to import are in the lower window. Then click Done.

Canvas places this image in the center of your screen. To help illustrate some of the channel operations, open the Channels palette.
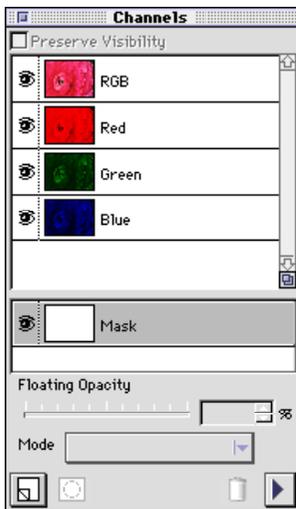
4   Choose Image > Show Channels.

5   To create a channel mask, press Option (Mac) or Ctrl (Windows) and double-click the new paint object.

In the Channels palette, you will see separate Red, Green, and Blue channels, as well as a channel mask in the lower portion of the Channels palette. By pressing Option (Mac) or Control (Windows) and double-clicking an object, you create a channel mask and select it for editing.

6   Select the Airbrush tool. The tool is located in the Painting Tools toolbar. When you work with image-editing functions, it is helpful to tear off this toolbar from the toolbox. To do this, drag the toolbar away from the toolbox. Feel free to reposition or shape the toolbar so as to not obstruct your work space.

Foreground

Background
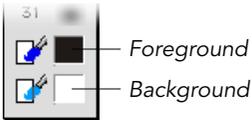
Painting colors
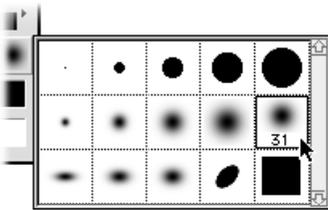
Selecting a brush

Transparent edges can be "painted" in a channel mask.

You can achieve a variety of effects with various painting tools. You can also adjust options for most painting tools in the Brushes palette.

7   Select a black foreground ink in the Inks palette.

Black pixels in a channel mask produce 100% transparency in corresponding areas of the masked object. White pixels in a channel mask produce 0% transparency in the masked object. Gray pixels in a channel mask produce partial transparency in the masked object. Darker grays produce greater transparency than lighter grays.

Now you need to pick a brush for this effect.

8   Press the Brush icon in the toolbox. A default set of brushes appears. Select the largest soft-edge brush.

9   Paint along the edges of the image.

Because you are painting the channel mask, the edges of the paint object become transparent. Continue painting until you have achieved an effect that you like.

Don't forget, if you make a mistake, you can always undo the most recent actions by choosing Edit > Undo, or pressing Command+Z (Mac) or Ctrl+Z (Windows).

10   Press Esc to end edit mode. You now have a nice airbrush effect on your paint object.

The benefits of transparency

We've now seen two ways to enhance photo objects. One of the benefits of transparency masking in Canvas is that original images are not changed permanently. The original pixels of an image are still there and can be easily restored if you change your mind. To demonstrate this point, you can remove the channel mask from the flower image.

1   Double-click the flower image to place the paint object in edit mode.

2   In the Channels palette, drag the channel mask from the lower window to the trash can icon in the palette.

The original image is now restored. Congratulations! Thanks to Canvas, you can turn the simplest photographs into experimental works of art.

Now, you can use the Save As command to save your work, or close the document without saving the changes.

Pixel editing

Canvas has a number of advanced photo-editing features that allow you to manipulate images. In the next exercise, we will use Canvas' Rubber Stamp tool to retouch an image of a landscape.

To begin, open the file named "Image3.cnv" in the Tutorial folder. You are now ready to get to work.

Retouching an image

An image of a landscape is now in your document. You are going to add some clouds to the sky. For retouching an image such as this, you can use the Rubber Stamp tool. But first, let's get a closer look at the pixels we will be affecting.

1   Double-click the paint object to place it in edit mode.

2   Select the Magnifying Glass tool and drag to enlarge the sky.

3   Select the Rubber Stamp tool in the Painting Tools toolbar.

The Rubber Stamp tool takes an area of pixels starting at a reference point you select, and replicates the pixels around that point in another location you select. This is referred to as *cloning*.

Cloning can be tricky, and often requires you to set multiple reference points, and perform multiple clones to totally re-touch or

remove a part of an image. The advantage of using the Rubber Stamp tool over a simple paint brush is the ability to not only ensure color matching, but also replicate subtle textures and color gradients that exist in almost every area of an image.

To add clouds to the sky, you will clone some of the clouds that are already in the image.

4   Select a small soft edge brush from the Brushes palette.

5   Option+click (Mac) or Alt+click (Windows) an area in the clouds.

6   Drag the Rubber Stamp tool to paint a copy of the sampled area around the reference point. Continue dragging until you like the cloud you are creating.

7   *Note*: You might need to select a second reference point to avoid cloning areas with portions of the original image that contain grass. Press Esc to end edit mode.

8   Use the Zoom slider to set magnification to 100%.

As you can see, the Rubber Stamp tool can be a fantastic way to remove unwanted scratches, stains or other imperfections found in a photograph. It is also a great way to duplicate objects from within a paint object.
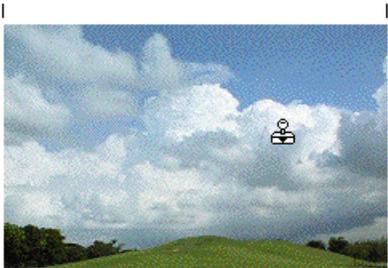
Setting the reference point
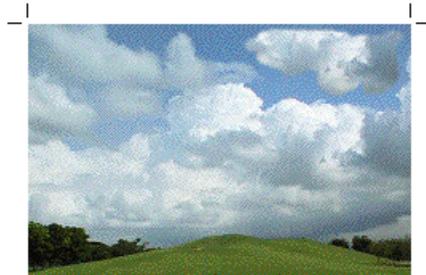
"Cloning" more clouds

Creating glowing text

This next lesson shows you how to add glowing text to an image. Before you begin, make sure there are no selected objects in the document.

1   To change the current text size to 48 point, choose Text > Size > 48.

2   To change the current font to Times, choose Text > Font > Times.

3   Select the Text tool and type the word "Canvas" in front of the hills in the image.

4   To change the color of the text to white, select the text object and select the white fill ink in the Inks palette.

Now we want to create the blurry "glow" that will rest behind our plain text. To do this we must render the text in order to apply the appropriate filter.

Rendering is the process of taking vector-based art and converting it to a paint object. We do not need to create a second text object, because Canvas will create a new rendered version of our text and place it in front of the original text.

5   Select the text object.

6   Choose Image > Area > Render. The Render Image dialog box opens.

- In the Mode pop-up menu select RGB.
- Make sure the Resolution is set to 72 pixels/inch.
- Select Anti-Aliasing, and choose Fine in the pop-up menu. Select the Mask option. Then select the Visibility option.

7   Click OK.

Canvas renders the text according to your specification. By selecting a visibility mask, Canvas renders the pixels with a transparent background.

It is now time to blur the rendered object. You can do this by using another popular filter, Gaussian Blur.

Gaussian Blur

Radius

☑ Preview   [Cancel]   [**OK**]
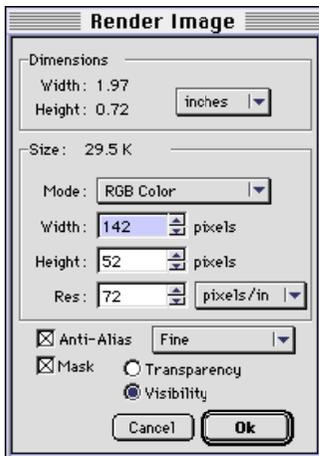
8 Double-click the image to put it in edit mode. Choose Image > Filter > Blur > Gaussian Blur.

Note: You can apply the Gaussian Blur filter to a paint object that is selected and not in edit mode, but then you can't select the Preview option in the Gaussian Blur dialog box.

9 In the Gaussian Blur dialog box, type 2 in the Radius text box. You can select the Preview option to see the effect.

10 Click OK to apply the filter. You now have a blurry highlight in front of the original text object.

11 Press Esc once to end edit mode and leave the paint object selected.

12 Choose Object > Arrange > Shuffle Down to move the highlight object behind the text object.

Text with a glowing highlight

Of course, you could choose to use different ink colors, and even separate ink colors for the text and "glow." The creative avenues are endless. And because you used separate objects to achieve this effect, you could remove the effect from the text by selecting the glow object and then deleting it.

If you want to save your work, use the Save As command to save a copy of the document. Otherwise, you can close the document without saving changes.

WEB PUBLISHING WITH COLADA

Colada is a set of Canvas tools that lets you create web pages from Canvas documents. Colada also creates Java-based animations, buttons, sounds, and encapsulated presentations for web pages.

In order to view Colada web pages, you should have a Java-enabled web browser, such as Internet Explorer 4.0 or Netscape Navigator 4.0 or higher.

In this chapter, you'll learn the basics of creating web pages and Colada objects.

Creating web page buttons

The Colada Button tool creates *Colada buttons* — clickable objects for Colada web pages. A Colada button can change appearance when the pointer touches it and again when someone clicks it.

You can use any objects, including text, illustrations, and images as Colada button components.

To create a Colada button

This lesson shows you how to create a clickable Colada button and place the button on a web page.

To begin, open the document named "Buttons.cnv" in the Tutorial folder. The document contains three numbered illustrations. You'll assemble a Colada button from the illustrations.

1   Select the Colada Button tool. The Colada Button tool is in the Object tools toolbar.

2   Double-click the Colada Button tool icon in the toolbox. This opens the Colada Buttons palette.

3   Click the arrow at the bottom-left of the palette. This expands the palette so you can create buttons.

4   To create a button, you will drag three illustrations into the Colada Buttons palette. The three illustrations will create the three button states.
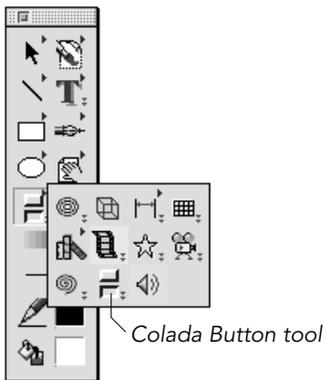
Colada Button tool

- Select the object labeled 1 in the "Buttons" document. Drag this illustration and drop it on the "Up" box in the Colada Buttons palette.

- Select the object labeled 2. Drag this illustration and drop it on the "Over" box.

- Select the object labeled 3. Drag this illustration and drop it on the "Down" box.
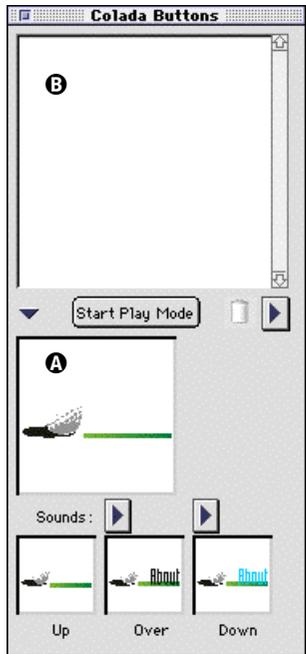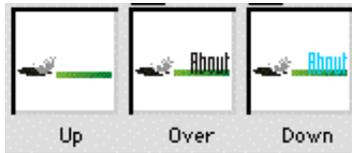

Drag illustrations to the boxes to create button states

Colada Buttons palette

Ⓐ *Preview box*
Ⓑ *Drag from Ⓐ to store buttons*
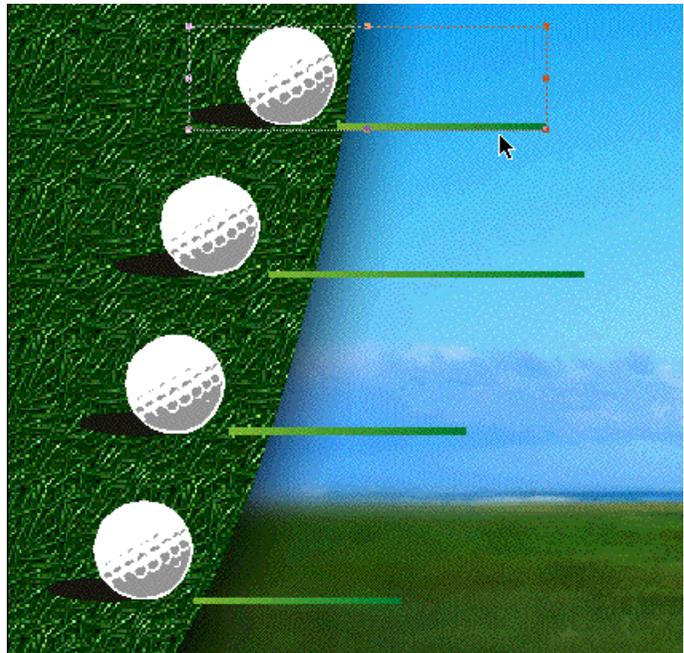
Placing a new Colada button in the web document

Previewing and storing a Colada button

To see the new Colada button in action, move the pointer over the preview box. When the pointer touches the button, it changes to display the "Over" illustration.

Then, press down the mouse button while the pointer is in the preview box. When you do this, the Colada button changes to display the "Down" illustration.

After you create and preview the Colada button, you can store the button in the palette so you can later place it in web pages.

To store the button, drag it from the preview box up to the box at the top of the palette. The button appears in the upper box with any other Colada buttons that are stored in the palette.

If you make a mistake, you can delete a Colada button by dragging it to the trash can icon in the palette.

Placing a Colada button on a web page

You can use the Colada Buttons palette to place Colada buttons in documents that you create in Canvas. Then you can save the documents as Colada Web pages.

Because you stored a Colada button in the Colada Buttons palette in the previous procedure, you can place that button in any Canvas document. Open the document named "Webpage.cnv" in the Tutorial folder. This document contains illustrations for a web page.

1   Open the Colada Buttons palette (if necessary). At the top of the palette, click the button that you stored there in the previous procedure.

2   Place the pointer in the document in the web page illustration, above the three buttons that are already placed on the left of the document.

3   Click to place the new Colada button on the page. You can use the Selection tool to move the button object, or press the keyboard arrow keys to "nudge" it into position while it is selected.

Testing a Colada button

After you place the button in the document, you can test it to see how it will appear on a completed web page.

1   Click the Start Play Mode button in the Colada Buttons palette.

Selecting a stored Colada button

2   Move the pointer over the new Colada button in the document to see how the button changes when you point to it.

3   Press the mouse pointer down on the Colada button to see how the button changes when you press it.

When you finish testing the Colada button, click End Play Mode in the Colada Buttons palette.

Moving on

When you're finished testing the Colada button, you're ready to move on to the other lessons in this chapter.

It's important that you keep this document open because you'll use it again later to learn how to assign hyperlinks and place Colada animations.

Creating a Colada animation

The Colada Animation tool creates Java-based animations that you can place in Colada web pages. Colada animations can include all types of objects, including images, illustrations, text, and Colada sounds.

Colada animations can play when viewers click them on web pages, or they can play automatically when web pages load in their browsers. Animations can play once and stop or play continuously.

Colada animations are made of multiple frames. The frames appear in sequence, as in a movie or cartoon.

The next lesson shows you how to assemble an animation and place it on a Colada web page.

To begin, open the document named "Animation.cnv" in the Tutorial folder. This document contains a series of illustrations that will become the frames of a Colada animation.

Colada Animation tool

To create a Colada animation

1   Select the Colada Animation tool in the Object tools toolbar. Double-click the tool to open the Colada Animation palette.

2   In the Colada Animation palette, click the arrow at the lower-left corner of the palette. This opens the section where you create animations.

Click Play to preview the animation
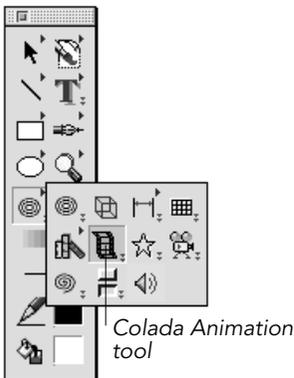
3 Drag illustration 1 from the "Animation" document into the preview box at the bottom-left of the Colada Animation palette.

4 Repeat the previous step with each remaining illustration. Be sure to insert the illustrations in the correct order.

Previewing and storing an animation

After you create an animation, you can preview it in the palette. The preview shows how the animation will look on a completed web page. In addition, you can store the animation in the palette, so you can use it in any Canvas document.

Click the "Play" button in the palette to preview the Colada animation. Canvas plays the animation in the preview box.

After you create and preview the Colada animation, you can store the animation in the palette so you can later place it in web pages. Stored animations are available in all Canvas documents.

To store the animation, drag it from the preview box up to the box at the top of the palette. The animation appears in the upper box with any other Colada animations that are stored in the palette.

If you make a mistake, you can delete a Colada animation by dragging it to the trash can icon in the palette.

Placing a Colada animation on a web page

After you store an animation in the Colada Animation palette, you can place the animation in any documents you design to be Colada web pages.

To begin, switch to the document "Webpage.cvn," which should still be open at this point.

1 Select the golfer animation that you stored earlier in the box at the top of the Colada Animation palette.

2 Click near the top-left corner of the web page layout. This places the animation in the document.

When you place the animation, its white background obscures the document background. However, the animation's white background won't appear when it's viewed with a web browser.

Keep the document open for now so you can use it in the next procedures.
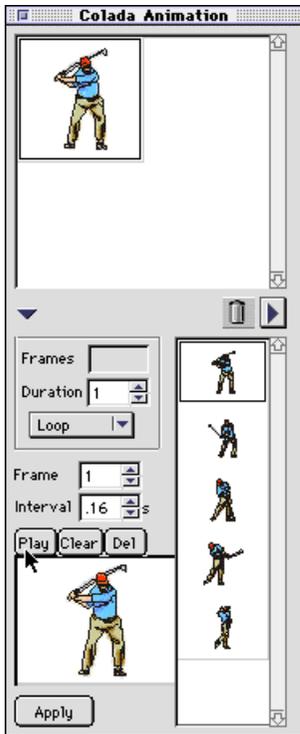
Acquiring animated GIF files

You can use the Colada Animation palette to acquire multi-frame GIF animation files. This makes it easy to convert existing GIF animation files into Colada animations.

You can do the following procedure in any Canvas document.

To acquire an animated GIF

1   Double-click the Colada Animation tool to open the Colada Animation palette, if necessary.

2   Choose Append Animations in the palette's pop-up menu.

3   In the dialog box that appears, select the file named "Movie.GIF" in the Tutorial folder, and then click Open. Canvas inserts the GIF frames into the Colada Animation palette.

4   Click play in the Colada Animation palette to preview the animated GIF.

You can close the palette now and continue to work with the web page layout in the next procedure.
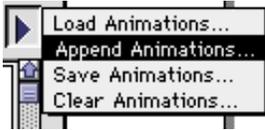
Choose Append Animations to place a GIF animation in the palette

Creating hyperlinks on a web page

When you design Colada web pages, you can make hyperlinks by assigning URLs (*Uniform Resource Locators*) to Canvas objects.

You can set up hyperlinks to "http" and "ftp" addresses on the Internet, and to e-mail addresses with the "mailto" tag.

You will set up some hyperlinks in the "Webpage" document.

To assign a hyperlink

1   Choose Object > URL Tag. The URL Attachment palette appears.

2   With the Selection tool, click the Colada button that you placed on the left of the page.

3   In the URLs pop-up menu, choose "http://www." The text appears in the box at the top of the URL Attachment palette.

4   Type "deneba.com" (or your favorite web address) after "http://www" in the box at the top of the URL Attachment palette.

5   Click the Assign button to assign this URL text to the selected Colada button.

You've now set up the button so you can click it in a web browser to jump to the Deneba Software web site.

Attaching hyperlinks to text

You can select any amount of text — from one character to whole paragraphs or entire text objects — and use the URL Attachment palette to make the text selection a hypertext link.

To create a hypertext link

1   Choose Object > URL Tag to open the URL Attachment palette (if necessary).

2   With the Selection tool, click the text that reads, "Everyday Golfing Equipment."

3   In the URLs pop-up menu, choose "http://www." The text appears in the box at the top of the URL Attachment palette.

4   Type "deneba.com" (or your favorite web address) after "http://www" in the box at the top of the URL Attachment palette.

5   Click the Assign button to assign this URL to the text selection.

Adding style and color to hyperlinked text

At this point, you can add color and formatting styles to the hyperlinked text.

1   In the URL Attachment palette, select the Link Styles checkbox.

2   Click the "B" button for bold, and the "U" Button for underline.

Hypertext color and styles options

3   Select a solid color for the text in the color palette pop-up. By default, Canvas makes hypertext dark blue.

4   Click Assign to assign the URL and the Link Styles you selected to the text selection.

Moving on

You can close the document now. In the next procedure, you'll be able to work with a completed version of this document, which is stored in the Tutorial folder.

Saving Colada web pages

To create Colada web pages in Canvas, you simply save a Canvas document using Colada Web format.

Of course, you should always save your documents in the regular Canvas file format before you export a document in any other format. You should do this so that you can edit the original Canvas documents if you want to make changes.

Now you'll save a Canvas a document in Colada Web format. Then you can view the page in a web browser to see the hyperlinks, Colada buttons, and animation.

To begin, open the document named "Homepage.cnv." Like the document you worked on earlier, this document contains Colada buttons, animation, and hyperlinks. You will use this document to learn about the options for saving Colada web pages.

To save a file in Colada Web format

1 Choose File > Save As.

2 In the directory dialog box, type the file name "Homepage."

3 Choose Colada Web in the File Format (Mac OS) or the "Save as Type" (Windows) pop-up menu.

- If a message asks if you're sure that you want to save in this format, click Yes (Windows) or Save (Mac).

4 Select a folder to save the web page files. All the components of the web page will be stored in a subfolder of the folder you select.

Save Web Document

☒ Create folder

| Java and JPEG | ▼ |

☐ Export all slides (name.htm)

📁 Desktop Folder
└─ 📁 Homepage
     └─ Homepage.CVW
        Homepage.htm

Background Color [|▶]

☐ Update URL folder
☒ Put images in subfolder

Text font [All fonts | ▼]

Text larger than
convert to path. [46] ↕

☐ Set All Text As Keywords

[Cancel] [**OK**]
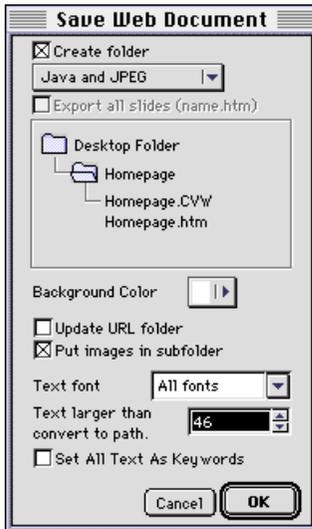
5   Click Save.

6   The Save Web Document dialog box appears. This dialog box presents options for saving web documents. For this exercise, select the following options:

- Select "Create folder." This option creates a folder with the same name as the document to contain all the files associated with the web page or pages.

- Choose "Java and JPEG" in the pop-up menu at the top of the dialog box. This creates a web page that can be viewed in web browsers with Java support, and also includes a JPEG image that can be displayed by browsers that don't support Java.

7   Click OK. Canvas saves the web page in the location you specified.

Viewing Colada web pages

When you create web pages with Colada, you can use your web browser to check the pages before posting them to the Internet.

1   Launch a web browser. If you want to view Colada buttons, animations, and other effects, your browser must support Java (Internet Explorer 4 and Netscape Navigator 4 do).

2   In the browser, choose File > Open Page or File > Open File.

- Locate and select the file named "Homepage.htm." When the file loads, you can view the golf player animation, test the Colada buttons, and hyperlink to the Deneba Software website.

Zooming and panning

When you're viewing a Colada Web document with a web browser, you can adjust the view by zooming and panning. We've supplied a Colada web page so you can try this feature yourself.

1   Launch a web browser.

2   Choose File > Open Page or File > Open File.

3   Select the file named "Viewpage.htm" in the Viewpage folder in the Tutorial folder.

4 After the page loads, select and drag the page around to pan your view.

5 Press the Plus (+) key on the numeric keypad to enlarge the view (zoom in).

6 After zooming in, press the Minus (-) key on the numeric keypad to zoom out. To return to normal magnification after zooming, press the Home key.

Congratulations! You've now learned several techniques to make it easier for you to design web pages using Colada. For complete information on using Colada to develop a website, be sure to read the Colada chapter in the *User's Guide*.

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