

040b73747265616d747970656481a203840163c48403737373810a0a810b0b815f5f84012584067f411b312d37OneVision: Introduction to Working ± Work Modes and Cursor Shapes

## Work Modes and Cursor Shapes

Please review the chapter about the <Page Director> (;Pagedirektor.rtf;,-) before reading this section.

### Neues Element;-799106\_paste.tiff - **°New Element° Mode**

The icon with the crosshairs indicates that you are in °New Element° mode, used for creating new page elements (each represented by a new frame). The kind of element you create in this mode depends on the module you are currently using. In OneVision-Art, for example, this cursor will create a vector element; in OneVision-Type, it will create a text element.

To create a new element, hold down the left mouse button as you drag the cursor. This action draws a rectangular frame enclosing the area that will be occupied by the new element. When you release the mouse button, the frame is completed, and you can put things inside it. If you press the *Ctrl* key when starting to draw a frame, the frame will be drawn from the center outwards, rather than from one corner.

You can also enter °New Element° mode by clicking the right mouse button when you are in °Select Element° mode. Clicking the right mouse button will switch between these modes.

### selectelement;-paste.tiff - **°Select Element° Mode**

If the icon with the arrow is highlighted in the Page Director, you are in the °Select Element° mode, used for selecting elements (;Elementhandling.rtf;selektieren;-) and changing their frames and positions.

You can activate the *“Select Element”* mode by clicking the right mouse button when you are in the *“New Element”* mode. Clicking the right mouse button will switch between these modes.

You select an element by clicking inside of its frame. You can move an element by clicking inside it and holding down the left mouse button. When you drag the cursor, the frame will follow along.

Each element has eight handles (*;Elementhandling.rtf;Handle;*), which are used to change the size and shape of the frame. Dragging a side handle with the mouse button held down moves only that side of the frame; the other three sides do not move. Dragging a corner handle changes the lengths of all four sides of the frame but leaves the opposite corner in its original position.

*prop;* Holding down the *Alternate* key while dragging a corner handle maintains the proportions of the frame as it is resized. If you click inside an element frame, you can move the element either horizontally or vertically, depending on the direction of your first mouse movement after clicking. When holding down the *Alternate* key, the cursor will take this shape:

*prop.tiff* ↖

*rotate;* If you hold down the *Ctrl* key while dragging a corner handle, the frame is rotated in the direction the handle is dragged, with the opposite corner remaining anchored. If you drag a side handle, the frame will be rotated around its center. When holding down the *Ctrl* key, the cursor will take this shape:

*rotate.tiff* ↖

*skew;* If you hold down both the *Shift* and *Alternate* keys simultaneously while dragging a corner handle, it will skew the

frame. Dragging a side handle will skew the frame without moving the <sup>a</sup>center of gravity<sup>o</sup> of the frame. When holding down both the *Shift* and *Alternate* keys, the cursor will take this shape:

skew.tiff ⇐

center;⇐If you hold down both the *Ctrl* and *Alternate* keys simultaneously while clicking on an element handle you can change the size of an element symmetrically from the <sup>a</sup>center of gravity<sup>o</sup>. The cursor will take this shape:

sympropCursor.tiff ⇐

Note: This function is not available on NeXT hardware.)

group;⇐You can select elements from within groups by holding down both the *Shift* and *Ctrl* keys simultaneously. The cursor will then take this shape and color:

superCursor.tiff ⇐

Note: This cursor is also called <sup>a</sup>Super Cursor<sup>o</sup>. It is very helpful and important for selecting elements.

To position an element over or in front of another one, use the main menu command *<Element/Order Before>*

(;../MainMenu/Element/OrderBefore.rtf;;⇐). For this action, the cursor will take the following shape:

beforeCursor.tiff ⇐

To position an element below or behind another one, use the main menu command *<Element/Order Behind>*

(;../MainMenu/Element/OrderBehind.rtf;;⇐). For this action, the cursor will take the following shape:

*behindCursor.tiff* ⇐

## **Element editieren; ⇐67515\_paste.tiff ⇐ <sup>a</sup>Edit Element° Mode**

The functions available in <sup>a</sup>Edit Element° mode depend on the tools that are installed and the application in which you are working. Elements that are selected for editing will automatically be placed in front of all other elements.

You enter the <sup>a</sup>Edit Element° mode by double-clicking the left mouse button inside a selected element. You can leave this mode in several ways:

- switching to a different work mode
- clicking the right mouse button
- choosing a different element type from the icon bar

## **Zoomen; ⇐280232\_paste.tiff ⇐ <sup>a</sup>Zoom° Mode**

This allows you to see an enlarged view of any part of the page. Clicking this icon changes the cursor's shape to a magnifying glass. Hold down the mouse button, drag a rectangle on the page around the area you wish to appear larger, and this area will be enlarged to fill the document window. Zooming repeatedly will give you a closer and closer view of the page.

zoomcursor; ⇐ You can get the same result by holding down the *Command* key when dragging a frame. Double-clicking an element while holding down the *Command* key enlarges the element to fill the entire document window.

To return to a 100% view of the page, hold down the *Command* key and click anywhere on the page. To switch quickly back and forth between these displays, click the left mouse button while holding down the *Command* key. You can also change the magnification of the screen view by using the Page Director's zoom pop-up list (;Zoom.rtf;;⇐).

Next: ;Textwindow.rtf;;↵ Text Window of Document Pages

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