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0b815f5f84012584067f411b312d37OneVision: Introduction to Working ±  
Handling Elements in OneVision

## Handling Elements in OneVision

In OneVision, many different components - text, images, graphics - can be used on the same page. These components are called *elements*. Each element must contain only one specific kind of content: text, bitmapped images, vector graphics, sounds, etc. In OneVision, a tool or application is dedicated to each kind of element.

### Elementrahmen;¬Element Frames

You can recognize an element by its frame and its handles, which become visible after you have selected it. You select an element by clicking inside of it when the cursor is in the shape of an arrow (that is, when you're in the <sup>a</sup>Select Element<sup>o</sup> mode ;Cursorform.rtf;select;¬).

### Handle;¬Element Handles

When selected, each element displays *handles* at its corners and the middle of its sides. These handles are used to change the shape and size of the frame.

Note: There are different kinds of handles. In addition to the standard rectangular ones, there is always at least one triangular handle. This is the anchor or reference point for all specifications

displayed in the Element Inspector regarding the frame's position or angle.

paste.tiff ↵

*Figure: Three selected elements (normal, rotated, skewed).*

You can place as many elements on a page as you wish.

Elements can overlap each other partially or completely.

Elements can be combined to form groups.

Elements can change their shapes (by rotation, skewing, stretching, etc.).

You can only work on elements when your mouse cursor appears in the shape on an arrow; that is, when you're in <sup>a</sup>Select Element<sup>o</sup> mode. You can switch to this mode by clicking the arrow symbol in the Page Director (⌘;Cursorform.rtf;Modus Element Ündern;↵) or by clicking the right mouse button.

### **select;↵Element Selection (Activate Element)**

The terms *select* and *activate* have the same meaning in this manual: to chose an element so it can be acted upon. You select an element by clicking inside of its frame with the left mouse button.

You can select multiple elements by holding down the *Shift* key while clicking on them.

You can also select multiple elements by using the arrow cursor and holding the left mouse button down while dragging a rectangle around them that intersects with any part of their frames. If you hold down the *Alt* key while dragging this rectangle, only the elements completely inside the rectangle will be selected.

When working with more than one selected element at a time, a rectangle with an <sup>a</sup> x<sup>o</sup> from corner to corner will appear, enclosing all of the selected elements.

### **deselektieren; ¬Deselecting Elements**

There are several ways to deselect elements. You can:

- select another element
- click anywhere on the page where no element exists
- hold down the *Shift* key while clicking on an element. This is useful if you have several elements selected and want to deselect just one of them.

### **Preselection; ¬Preselection**

This function tells you which element would become selected if you were to click the left mouse button at the present cursor position. The frame of the corresponding element changes its color as you move the cursor in or out of its area.

Preselecting elements can also be controlled using the arrow keys. If you position the cursor over an area where several unselected frames are layered on top of each other, you can use the *arrow up*

or *arrow down* key to page through the layers one by one. When you reach the bottommost frame, preselection will continue at the topmost frame, and vice versa.

## **Gruppieren;¬Grouping Elements**

It's often useful to gather several elements together so they can be handled as a single object. This process is called *grouping*. A group can be regarded as an element type of its own. For detailed information on this topic, see the chapter, <Element Groups in OneVision> (;Elementgroup.rtf;¬).

## **Selecting an Element Within a Group**

You can select an element within a group by holding down the *Ctrl* and *Shift* keys when selecting it.

## **move;¬Moving Elements**

You can move a selected element by clicking inside of its frame with the left mouse button and holding the button down while dragging the element to its new position. To release the element, release the mouse button. You can move multiple selected objects in the same way.

If you have activated the Preferences option <*Display Elements during Move/Resize*>, the contents of the elements will be visible while moving them. Activating this option will slow down the speed at which you can move the elements.

If you hold down the *Alternate* key while dragging an element, it can

only be moved horizontally or vertically. This is useful if, for example, an element's horizontal position is already correct, but its vertical position must be adjusted.

### *Element Movement using the Keyboard*

Elements can also be moved with the keyboard by holding down the *Alternate* or *Alternate-Shift* key(s) and pressing one of the arrow keys. Depending on the arrow key the element will be moved into the corresponding direction. You can determine the distances by which the element is moved for both shortcuts in the *Element* section of the *Preferences* panel  
(;../MainMenu/Info/Preferences.rtf;keyboard;;↵).

If the elements in your document must be positioned with mathematical precision, you should position them using the <Element Inspector>

(;../MainMenu/Element/ElementInspector.rtf;↵).

### **size;↵Changing the Size of Elements**

When an element is selected and you are in the <sup>a</sup>Select Element<sup>o</sup> mode, you can change its size by dragging its handles.

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.

Holding down the *Alternate* key while dragging a corner handle

maintains the proportions of the frame as it is resized.

Note: When you change the size of an element, the size of its contents will be scaled proportionately (except for text).

You can also enter the size of elements numerically in the <Element Inspector> (;../MainMenu/Element/ElementInspector.rtf;;⌘). Imported graphics will change their sizes when using the commands <Adjust> or <Original> in the Element Inspector's <Size> pull-down list.

Every time you change the size of an element, the area it covers is displayed in the document ruler, if the ruler is activated (see Document Preferences ;../MainMenu/Info/Preferences.rtf;Dokumentenlineal;⌘).

### **drehen;⌘Rotating Elements**

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.

### **scheren;⌘Skewing Elements**

If you hold down both the *Shift* and *Alt* 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.

## **copying;¬Copying Elements**

You can copy an element using the Copy and Paste functions of your NEXTSTEP operating system or by using the equivalent commands in the *Edit* submenu of OneVision's main menu.

## **löschen;¬Deleting Elements**

You can delete elements using the Cut function of your NEXTSTEP operating system. Cut elements will remain available in the pasteboard until its contents have been overwritten by another cut or copy operation. OneVision's *<Delete>* function in its *Edit* submenu removes objects from the page but does not copy them to the pasteboard. You can also use the *Backspace* key to delete selected elements.

Next: ;Elementgroup.rtf;¬ Element Groups in OneVision