FlowCharter Viewer menus

FlowCharter Viewer provides the following commands for the program menus:

Menus	Commands
[File menu](#)	- Open - Opens a previously saved chart, template, or workspace.
	- Close - Closes the active chart.
	- Close All - Closes all of the windows of all charts.
	- Print - Selects print range and other options before printing a chart.
	- Exit - Closes open chart files and the program.
[Edit](#)	- Find - Finds text in shapes.
[View](#)	- Normal - Displays objects at their actual sizes.
	- Entire Chart - Displays the entire chart.
	- Zoom In - Magnifies the chart.
	- Zoom Out - Reduces the magnification of the chart.
[Window](#)	- Arrange All - Arranges all the chart windows so that they can be viewed simultaneously.
[Help](#)	- Viewer Help - Displays an index that lets you find specific information to help you use the program.
	- Micrographx Home Page - Displays Micrografx internet home page.
	- About Viewer - Displays the program's version number, copyright, and licensing information.

{button Related Topics,PI(`',`IDH_RT_FlowCharter_Viewer_menus_Viewer')}

[File menu](#)

[Edit menu](#)

[View menu](#)

[Window menu](#)

[Help menu](#)

File menu

Click a command below to learn more about it.

Open	Opens a previously saved chart, template, or workspace.
Close	Closes the active chart.
Close All	Closes all of the windows of all charts.
Print	Selects print range and other options before printing a chart.
Exit	Closes open chart files and the program.

{button Related Topics,PI(`',`IDH_RT_File_menu_Viewer')}

[Open command](#)
[Close command](#)
[Close All command](#)
[Print command](#)
[Exit command](#)

Opens an existing chart. The shortcut key is: **Ctrl**+**O**.

Open command

The Open command lets you
- Open an existing chart

You can open files with these extensions:
- AF2, AF3 or ABC
- FLO

Tip
- The shortcut key is **Ctrl**+**O**.

{button Related Topics,PI(`',`IDH_RT_Open_command_Viewer')}

[To open a file](#)

[File menu](#)

Open File dialog box

This dialog box lets you open an existing file.

If the file you want to open is not listed:
- Choose another drive and/or folder in the Look in: box.
- Choose the correct file type in the Files of type box.

or
- Enter the exact filename in the File Name box.

{button Related Topics,PI(`',`IDH_RT_OPENDB_Viewer')}

[To open a file](#)

[Open command](#)

[File menu](#)

To open a file

1   On the File menu, click Open.

2   In the Look in box, choose the drive where the file resides.

3   In the box, double-click on folders to open them, until you open the folder where your file resides.

4   Choose the type of file you want to open in the Files of type box, if necessary.

5   Click the file you want to open.

Tips

- You can also use the shortcut key **Ctrl**+**O** or the Open button on the Viewer toolbar.

  Open button
- You can double-click on a filename to open it.
- You can type in the path and filename in File name text box.
- You can select the last four documents you opened or saved from the File menu.

{button Related Topics,PI(`',`IDH_RT_To_open_a_file_Viewer')}

[Open command](#)

[File menu](#)

Closes the active chart.

Close command

The Close command lets you close the active chart.

Tips
- You can also double-click on the Control menu box in the upper-left corner of the chart window.
- You can hold down the **Shift** key when you click Close to close all charts.

{button Related Topics,PI(`',`IDH_RT_Close_command_Viewer')}

[To close the active chart](#)

[File menu](#)

To close the active chart

▶ Click Close on the File menu.

Tips

▪ You can hold down the **Shift** key when you click Close to close all charts.
▪ You can also double-click the Control menu box in the upper-left corner of the chart window.

{button Related Topics,PI(`',`IDH_RT_To_close_the_active_chart_Viewer')}

[Close command](#)

[File menu](#)

Closes all open chart windows

Close All command

The Close All command lets you close all chart windows.

Tip
- You can hold down the **Shift** key when you click Close to close all charts.

{button Related Topics,PI(`',`IDH_RT_Close_All_command_Viewer')}

[To close all chart windows](#)

[File menu](#)

To close all chart windows

▶   On the File menu, click Close All.

Tip

▪   You also can close all chart windows by holding down the **Shift** key and clicking Close.

{button Related Topics,PI(`',`IDH_RT_To_close_all_chart_windows_Viewer')}

[Close All command](#)

[File Menu](#)

Prints your charts and adds them to presentations and reports. You can print all the pages, a range of pages, or only selected objects in the chart. You can also use the shortcut key: **Ctrl+P**

Print command

Use the Print command to print your charts and add them to presentations and reports.

You can print all the pages, a range of pages, or only selected objects in the chart. To print only selected objects, select the objects you want to print before you choose the Print command.

Tip

- You can also use the shortcut key: **Ctrl**+**P.**

{button Related Topics,PI(`',`IDH_RT_Print_command_Viewer')}

Print dialog box

Print Range options
- Click All to print all the pages in the chart.
- Click Selection to print only the objects selected in the chart.
- Click Pages and type starting and ending page numbers to print a range of pages.

Print to File option

Click Print to File if you want to send the output to a file instead of a printer.

Copies text box

Click the up or down arrow to choose the number of copies, or type a number in the text box.

Properties button

Click the Properties button to open the printer's Properties dialog box.

{button Related Topics,PI(`',`IDH_RT_PRINTDB_Viewer')}

- All prints all the pages in the chart.
- Selection prints only the objects selected in the chart.
- Prints a range of pages.

Print Range options

- Click All to print all the pages in the chart.
- Click Selection to print only the objects selected in the chart.
- Click Pages and type starting and ending page numbers to print a range of pages.

To print a chart

1 On the File menu, click Print.   Information about the printer appears at the top of the dialog box. (The printer information is for the printer to which the next print job will be sent.)

2 Choose a Print Range option.

3 Type the number of copies you want in the Copies text box.

4 Click the Print to File box if you want to send the output to a file instead of a printer.

5 Click OK to save the changes in the Print dialog box and to print your chart.

Tips

▪   If you choose the Print to File option, a dialog box opens. Type the filename you want and click OK. The chart information is saved in a file in the current directory.

▪   You can also use the shortcut key **Ctrl**+**P** or the Print button on the Viewer toolbar.

Print button

{button Related Topics,PI(`',`IDH_RT_To_print_a_chart_Viewer')}

[Print command](#)

[File menu](#)

Closes the program.

Exit command

The Exit command closes this program. Use this command when you finish working with the program, or when you want to free memory to work in another program.

{button Related Topics,PI(`',`IDH_RT_Exit_command_Viewer')}

To close this program

File menu

To close this program

- On the File menu, click Exit.

{button Related Topics,PI(`',`IDH_RT_To_close_this_program_Viewer')}

[Exit command](#)

[File menu](#)

Edit menu

Click the command below to learn more about it.

<u>Find</u>   Finds text in shapes.

{button Related Topics,PI(`',`IDH_RT_Edit_menu_Viewer')}

[Find command](#)

Searches for text in the chart.

Find command

The Find command lets you search for text in the chart.

You can search the chart (including shapes, lines, and master Items), in notes, in data fields, or in all of these elements. You can look for the text as a whole word and search for the text exactly as you have entered its case.

{button Related Topics,PI(`',`IDH_RT_Find_command_Viewer')}

[To find text](#)

[Edit menu](#)

To find text

1   On the Edit menu, click Find.

2   Enter the text to find.

3   Select the options you want to use.

Note

▪   The search will find text only in the chart. It cannot search objects inserted via OLE from other programs. To find text in inserted objects, open the object and search for the text within its program.

Tip

▪   You can also use the shortcut key **Ctrl**+**F** or the Find button on the Viewer toolbar.

Find button

{button Related Topics,PI(`',`IDH_RT_To_find_text_Viewer')}

Find command

Edit menu

View menu

Click a command below to learn more about it.

Normal	Displays objects at their actual sizes.
Entire Chart	Displays the entire chart.
Zoom In	Magnifies the chart.
Zoom Out	Reduces the magnification of the chart.

{button Related Topics,PI(`',`IDH_RT_View_menu_Viewer')}

[Normal command](#)

[Entire Chart command](#)

[Zoom In command](#)

[Zoom Out command](#)

Displays objects at their actual sizes. The shortcut key is **F3**.

Normal command

The Normal command in the View menu displays objects at their actual sizes.

Tip
- You can also use the shortcut key: **F3**

{button Related Topics,PI(`',`IDH_RT_Normal_command_Viewer')}

To view a chart at actual size

View menu

To view a chart at actual size

- On the View menu, click Normal.

{button Related Topics,PI(`',`IDH_RT_To_view_a_chart_at_actual_size_Viewer')}

[Normal command](#)

[View menu](#)

Displays the entire chart for quick viewing. The shortcut key is **F4**.

Entire Chart command

The Entire Chart command in the View menu displays every object in a chart.

Tip

- You can also use the shortcut key: **F4**

{button Related Topics,PI(`',`IDH_RT_Entire_Chart_command_Viewer')}

To view an entire chart

View menu

To view an entire chart

- On the View menu, click Entire Chart.

Tip

- You can also use the short cut key **F4** or the Entire Chart button on the Viewer toolbar.

Entire Chart button

{button Related Topics,PI(`',`IDH_RT_To_view_an_entire_chart_Viewer')}

[Entire Chart command](#)

[View menu](#)

Magnifies the chart in different percentages for you to get a better look at a section or object.

Zoom In command

The Zoom In command in the View menu magnifies a chart.

{button Related Topics,PI(`',`IDH_RT_Zoom_In_command_Viewer')}

[To magnify a chart](#)

[View menu](#)

To magnify a chart

- On the View menu, click Zoom In.

Tip

- You can also use the Zoom In button on the Viewer toolbar.

  Zoom In button

{button Related Topics,PI(`',`IDH_RT_To_magnify_a_chart_Viewer')}

[Zoom In command](#)

[View menu](#)

Reduces the magnification of the chart allowing you to see more objects.

Zoom Out command

The Zoom Out command in the View menu reduces the magnification of a chart.

{button Related Topics,PI(`',`IDH_RT_Zoom_Out_command_Viewer')}

To reduce the magnification of a chart

View menu

To reduce the magnification of a chart

- On the View menu, click Zoom Out.

Tip

- You can also use the Zoom Out button on the Viewer toolbar.

Zoom Out button

{button Related Topics,PI(`',`IDH_RT_To_reduce_the_magnification_of_a_chart_Viewer')}

[Zoom Out command](#)

[View menu](#)

Window menu

Click the command below to learn more about it.

Arrange All   Arranges all the chart windows so that
they can be viewed simultaneously.

{button Related Topics,PI(`',`IDH_RT_Window_menu_Viewer')}

[Arrange All command](#)

Arranges all the chart windows so that they can be viewed simultaneously.

Arrange All command

The Arrange All command arranges all the chart windows so that they can be viewed simultaneously.

{button Related Topics,PI(`',`IDH_RT_Arrange_All_command_Viewer')}

To arrange windows

- On the Window menu, click Arrange All. The windows are arranged in the workspace so that you can view them all.

{button Related Topics,PI(`',`IDH_RT_To_arrange_windows_Viewer')}

[Arrange All command](#)

[Window menu](#)

Help menu

Click a command below to learn more about it.

Viewer Help   Displays an index that lets you find
                     specific information to help you use the
                     program.

Micrografx   Displays Micrografx internet home page.
Home Page

About Viewer   Displays the program's version number,
                     copyright, and licensing information.

{button Related Topics,PI(`',`IDH_RT_Help_menu_Viewer')}

Viewer Help command

Micrografx Home Page command

About Viewer command

Displays an index that lets you find specific information to help you use the program.

Viewer Help command

The FlowCharter Help command displays an index that lets you find specific information to help you use the program.

{button Related Topics,PI(`',`IDH_RT_Viewer_Help_command_Viewer')}

[Help menu](#)

Displays Micrografx internet home page.

Micrografx Home Page command

The Micrografx Home Page command displays Micrografx internet home page.

{button Related Topics,PI(`',`IDH_RT_Micrografx_Home_Page_command_Viewer')}

[Help menu](#)

Displays the program's version number, copyright, and licensing information.

About Viewer command

The About Viewer command displays the program's version number, copyright, and licensing information.

{button Related Topics,PI(`',`IDH_RT_About_Viewer_command_Viewer')}

[Help menu](#)

Viewer toolbar
{button Tell Me how . . .,PI(`',`IDH_HT_Viewer_Toolbar_Viewer')}

- Open button   Opens a previously existing chart.
- Print button   Prints the active chart.
- Find button   Lets you find text in your chart.
- Zoom In button   Magnifies the chart.
- Zoom Out button   Reduces the magnification of the chart.
- Entire chart button   Displays the entire chart.
- Help button   Displays information about the item you click next.

{button Related Topics,PI(`',`IDH_RT_Viewer_toolbar_Viewer')}

[Open button](#)

[Print button](#)

[Find button](#)

[Zoom In button](#)

[Zoom Out button](#)

[Entire Chart button](#)

[Help button](#)

[To dock a floating toolbar](#)

To dock a floating toolbar

1   Click in a blank area of the toolbar.

2   Drag the toolbar to any side of the program's window.

3   When the border changes from thick to thin, you can drop the toolbar into position.

Opens a previously existing chart.

Prints the active chart.

Lets you find text in your chart.

Magnifies the chart.

Reduces the magnification of the chart.

Displays the entire chart.

Displays information about the item you click next.

Open button

- The Open button opens a previously existing chart.

Tip

You can also use the Open command on the File menu to open a previously existing chart.

{button Related Topics,PI(`',`IDH_RT_Open_button_Viewer')}

[To open a file](#)

Print button

- The Print button prints the active chart.

Tip

You can also use the Print command on the File menu to print the active chart.

{button Related Topics,PI(`',`IDH_RT_Print_button_Viewer')}

[To print a chart](#)

Find button

- The Find button finds text in your chart.

Tip

You can also use the Find command on the Edit menu to find text in your chart.

{button Related Topics,PI(`',`IDH_RT_Find_button_Viewer')}

[To find text](#)

Zoom In button

- The Zoom In button magnifies the chart.

Tip

You can also use the Zoom In command on the View menu to magnify the chart.

{button Related Topics,PI(`',`IDH_RT_Zoom_In_button_Viewer')}

Zoom Out button

- The Zoom Out button reduces the magnification of the chart.

Tip

You can also use the Zoom Out command on the View menu to reduce the magnification of the chart.

{button Related Topics,PI(`',`IDH_RT_Zoom_Out_button_Viewer')}

Entire Chart button

▪ The Entire Chart button displays the entire chart.

Tip

You can also use the Entire Chart command on the View menu to display the entire chart.

{button Related Topics,PI(`',`IDH_RT_Entire_Chart_button_Viewer')}

Help button

- The Help button displays information about the item you click next.

Welcome

FlowCharter Viewer lets you view FlowCharter files without installing the FlowCharter application. Viewing simple, one page organization charts to complex process charts has never been easier. With zoom in and out viewing, a text finding feature, printing capabilities, and the ability to view other charts linked from shapes, FlowCharter Viewer is the perfect way to get the entire picture.

What is FlowCharter Viewer?

FlowCharter Viewer is a utility that allows you to view FlowCharter files without installing the FlowCharter application. This utility was designed to provide a solution for those who are not interested in creating, changing, and saving files, but only in viewing them. Individuals and organizations that do not have FlowCharter can now open charts using the Viewer that chart creators include with their files.

What Types of Charts Can I Open?

FlowCharter Viewer can open charts that include the following extensions:

- AF2
- AF3
- ABC
- FLO

How Can I View Other Charts Linked from Shapes?

In FlowCharter, you   have the ability to link shapes to other charts and even to charts that are on the Internet. Double-clicking on a shape that contains a drop shadow will either take you to another chart, or, if the shape is linked to a chart on the Internet, bring up your Web browser.