File Menu Commands

New	Creates a new document.
Open	Opens a previously saved file.
Close	Closes the active window.
Close All	Closes all open windows.
Recall	Lists the last nine files opened or saved.
Save	Saves the file on which you are working, using the current filename.
Save As	Assigns a name to a file or makes a copy of the file under a new name.
Revert to Saved	Reverts to the last saved version of the file.
Page Setup	Lets you choose options for setting up the document page.
Print	Lets you choose to print the current page, selected symbols, a specific area or view, the entire document, or multiple files, and lets you change the target printer.
Preferences	Lets you choose limits for Undo and other general preferences; options for adding and removing tools from the toolbox; choosing how Designer displays rulers and snap points; rotation preferences; using the right and left mouse buttons; editing the DS41.INI and other INI files; and choosing application profile options.
Custom Units	Lets you create custom units for your rulers and measurements.
ClipArt	Lets you easily locate, access, and organize ClipArt items.
Import	Lets you import graphic and text files into Designer.
Export	Lets you export Designer files for use in other programs.
Exit	Closes Designer.

Related Topics

Choosing menus and commands

New Command

The New command in the File menu opens a new, empty window.

Designer lets you have several files open at one time, each in its own drawing window. You can have up to nine files open. The title bar of a new window displays "Untitled1" until you save the file with a specific filename. If you have more than one unsaved document, they are named Untitled1, Untitled 2, and so forth.

In addition, you can have multiple windows open for the same document to view a different page in each window. You can even view the same page in two different windows.

Related Topics

- Procedure information
- Saving a drawing
- Add View command
- Recall command
- Import command
- Save command
- Save As command

Creating a New Window

To open a new window:

- Open the File menu and choose New. Designer opens a new window with Untitled, followed by a sequence number, in the title bar as the filename.

To give the new file a name, open the File menu and choose the Save or Save As command.

Related Topics

Command information

Open Command

To edit or view a file in Designer, you first open (**Ctrl+O**) the file using the Open command in the File menu.

You can open multiple documents in Designer, up to nine files.

Related Topics

- Dialog Box information
- Procedure information
- Recall command
- Import command
- New command
- Save command
- Save As command

Open Dialog Box

When you choose the Open command (**Ctrl+O**) in the File menu, the Open dialog box opens, and files appear in the list box on the left.

File Name Text Box
Type the name of the file you want to open in the File Name text box.

File Options button
The File Options button lets you copy, delete, rename, and find files without leaving Designer.

Files List Box
Drawings have a DS4 extension. The Files list box displays the filenames in the current directory.


In the Files list box, type the first letter of a filename to move the cursor to the files beginning with that letter.

List Files of Type List Box
The List Files of Type list box contains the file formats that Designer can open (DS4, DRW, MGX). Click the down arrow to the right of the list box to display the file formats, then choose the one you want.

Directories List Box
The Directories list box displays directories on the current drive.

To see the filenames in another directory, choose the directory name or type the directory name separated with backslashes. For example, type **c:\designer\tutorial**, and press **Enter**. The filenames associated with the specified drive and directory appear in the list box.


To quickly back up one or more directories, double click the directory you want.

Drives List Box
The Drives list box displays disk drives. If you choose [-a-], the directories and filenames on the diskette in drive A appear in the Directories list box.


Details Button
You can click the Details button at the top right of the Open dialog box to expand or contract the dialog box. When the dialog box is expanded, extra details such as size (in bytes), time and date, description, and a graphical preview of the first page of the drawing can be seen.

Description
You can enter or edit a description of the file.

Note: The Open dialog box does not show a file preview for DRW files. When you open a DRW file, it is automatically converted to a DS4 file, and the extension is changed to DS4.

Related Topics
- Command information
- Procedure information

Opening a Document

To open a document:

1. Open the File menu and choose Open. The Open dialog box opens.
2. If necessary, click the drive and double click the directory that contains the document you want to open.
3. If you want, click the Details button to expand the dialog box and then highlight a filename to see a preview of the document.
4. Double click the name of the file you want to open. The document appears in the active window.

Related Topics

Command information
Dialog Box information
Recalling a file
Opening multi-page documents

Opening Documents with Multiple Pages

If you open a document with multiple pages that was created with an earlier version of Designer (DRW file type), you receive the following message.

> This document contains multiple pages.

If each page in the original document contains a separate drawing, choose Split Up Pages. Designer retains the contents on multiple pages as they were in the original DRW file.

If a large drawing spans several pages in the original document, choose Enlarge Document. The entire drawing is loaded as a single-page drawing. The page size is enlarged to include all of the used pages of the original drawing.

Related Topics

- Command information
- Add View command
- Recall command
- Import command
- Save command
- Save As command

Close Command

The Close command (**Ctrl+F4**) in the File menu lets you close the active window.

Related Topics

- Procedure information
- Close All command
- Saving a drawing
- Recall command
- Save command
- Save As command

Closing the Active Window

Choose the Close command to close only the active window.

To close only the active window:

- Open the File menu and choose Close, or double click the Control menu box in the upper-left corner of the window.

If the document in the active window contains changes that you have not saved, Designer displays a message asking if you want to save the changes. Respond to the message in one of three ways.

- Click Yes to save the changes. If you saved the document previously, Designer saves the changes and closes the active window. If you have not saved the document yet, the Save As dialog box opens.
- Click No to discard the changes. The active window closes without the changes being saved.
- Click Cancel to cancel the Close command. You return to the active window.

Related Topics

Command information

Close All Command

The Close All command in the File menu lets you simultaneously close all drawings in the Designer drawing area.

Related Topics

- Procedure information
- Close command
- Saving a drawing
- Add View command
- Recall command
- Import command
- Save command
- Save As command

Closing All Documents

Choose the Close All command to close all documents in the Designer main window.

To close all open documents:

- Open the File menu and choose Close All. Designer closes the open documents in the order they are arranged on the screen.

If any of the files you are working with have changes and you have not saved them, the Save Changes dialog box opens and request that you select one of three choices: Yes, No, or Cancel.

- Click Yes to save the changes. If you saved the document previously, Designer saves the changes and closes the active window. If you have not saved the document yet, the Save As dialog box opens.
- Click No to discard the changes. The window closes without the changes being saved.
- Click Cancel to cancel the Close All command. You return to the active window without closing any of the windows.

Related Topics

Command information

Recall Command

The Recall command in the File menu opens a submenu containing the last nine DS4, DRW, and MGX files you opened or saved in Designer. This command lets you quickly access the most recently used files.

If a file is deleted, it may still appear in the list. When you choose a deleted file, Designer displays a message stating that it cannot find the file, then removes the file from the list.

Related Topics

- Procedure information
- Open command

Recalling a File

To recall a file:

1. Open the File menu and choose Recall. The Recall submenu opens, showing a list of previously opened or saved files.
2. Click the file you want to open.

Related Topics

Command information
Add View command

Save Command

After you save a drawing with the Save As command, save changes to it quickly during a drawing session using the Save command (**Ctrl+S**) in the File menu.

Related Topics

- Procedure information
- Save As command

Quickly Saving a File

To save a file quickly:

- Press **Ctrl+S** to choose the Save command.

Related Topics

Command information

Save As Command

The Save As command (**Ctrl+Shift+S**) in the File menu lets you assign a name to a file or make a copy of an existing file by giving it a new name.

Related Topics

- Dialog Box information
- Procedure information
- Save command

Save As Dialog Box

File Name Text Box
Type the name of the file you want to save in the File Name text box.

File Options Button
The File Options button lets you copy, delete, rename, and find files without leaving Designer.

Files List Box
Drawings have a DS4 extension. The Files list box displays the filenames in the current directory.

In the Files list box, type the first letter of a filename to move the cursor to the files beginning with that letter.

List Files of Type List Box
The List Files of Type list box contains the file formats that Designer can save (DS4 and MGX). Click the down arrow to the right of the list box to display the file formats, then choose the one you want.

Directories list box
The Directories list box displays directories on the current drive.

To see the filenames in another directory, choose the directory name or type the directory name separated with backslashes. For example, type **c:\designer\tutorial**, and press **Enter**. The filenames associated with the specified drive and directory appear in the list box.

To quickly back up one or more directories, double click the directory you want.

Drives list box
The Drives list box displays disk drives. If you choose [-a-], the directories and filenames on the diskette in drive A appear in the Directories list box.

Details Button
You can click the Details button at the top right of the Save As dialog box to expand or contract the dialog box. When the dialog box is expanded, you can enter a description of the file for later reference.

Description
You can enter or edit a description of the file.

Related Topics

- Command information
- Procedure information

Naming a Document

To name a document:

1. Open the File menu and choose Save As. The Save As dialog box opens.
2. Type a filename for the document, or accept the name in the text box.
3. Click Save.

When you type an existing filename, the message "Replace existing (filename)?" appears. Designer defaults to the Yes response. You can perform one of the following responses, depending on what you want to accomplish.

- Press N to assign another name to the current document. Type a different name in the Save As dialog box and press **Enter**.
- Press Y to replace the existing document with the current document.

Note: Pressing a character key when a filename is highlighted in the text box makes the name disappear. To edit the filename, press the **Right Arrow** to remove the highlight. Then press the **Right** or **Left Arrow** to move the text cursor. To delete characters to the left of the text cursor, press **Backspace**.

Related Topics

Command information
Dialog Box information

Revert to Saved Command

The Revert to Saved command in the File menu restores the document to the most recently saved version, undoing all changes made since you last saved the file.

Related Topics

- Save command
- Save As command
- Recall command
- Import command
- New command
- Open command

Page Setup Command

The Page Setup command in the File menu lets you change the size, margins, and orientation of the active window's on-screen page. You can change page settings before, during, or after creating a drawing.

Note: If you change the page setup, and you plan to print your work, you should change the printer setup to match.

Related Topics

- Dialog Box information
- Procedure information
- Target Printer

Page Setup Dialog Box

Page Size
Use the Page Size list box to choose the size of the current page. You can choose from standard page sizes or choose Custom Size and create your own by adjusting the Width and Height measurements. If you enter dimensions for width and height that do not match one of the standard page sizes, the selection changes to Custom Size.

35mm
Use this selection when preparing slides rather than paper documents. The page size is set to the proper proportions for slides.

Screen Size
Use this selection when preparing on-screen presentations (slideshows) to be used with the Page Manager tool. Choosing this option sets the page size to match the size, proportions, and resolution of your computer monitor.

Use Master Page
If you choose this option, the page matches the size, orientation, and page fill (if any) of the master page. To edit the master page, you must click the Page button (at the bottom left of the Designer window), and choose Master Page.

Use Printable Area
Choose this option to force the on-screen page to reflect your printer's page size and margins. For example, if your printer uses an 8.5" x 11" page with one-half inch margins, the on-screen page matches it.

Units Button
The Units button is to the left of the Height and Width options, and lets you change the measuring increment to change the page size. The units match the ruler by default.

To change the units, click the Units button. A menu opens, displaying the units available, along with the More Units command.

Height and Width List Boxes
You can change the page size using the scroll arrows in the Height and Width list boxes. When you scroll up or down, the page size option changes to Custom Size.

Tile Print Areas
Tile Print Areas shows the number of columns and rows of tiles used when the current page size is printed to the target printer. If the page size is set to use the printable area and the page orientation matches the orientation of the target printer, no tiling is used, and the numbers for columns and rows are both set to 1.

If you enter new values for columns and rows, the page size changes to match. (See Printer Page Tiles Command for an explanation of tiling.) To display tile lines on your screen as you work, open the Display menu and choose Workspace, and then choose Show Printer Page Tiles from the Workspace submenu.

Page Fill Option
The Page Fill option lets you choose to have a fill for that page. Click the Page Fill button (next to the Page Fill option), and the Fill dialog box opens.

Apply to All Pages Option
Click the Apply to All Pages option to apply all of the page setup options to all of the pages in the document.

Page Orientation Area
The Orientation area lets you change the page's orientation to either portrait (tall) or landscape (wide).

Margins Area
The Margins area lets you choose page margins (border widths). You can use margins as boundary guides for creating drawings. Type the margins you want, or use the scroll arrows to change the widths. The measurement unit used for margins is the unit displayed on the Units button (for example, inches or centimeters).

Most printers do not print to the edge of the paper. Margins include this nonprinting area. For example, if your margin is 1/2 inch and the nonprinting area is 1/4 inch, the margin is 1/2 inch from the edge.

Show Page Crop Marks Option
Click the Show Page Crop Marks option to show the crop marks for that page.

Preview Area
To display a preview of the page and margins, click the Details button at the top right of the Page Setup dialog box. The Preview area shows the results of your page setup changes.

Note: If you change the page setup, and you plan to print your work, you should change the printer setup to match.

Related Topics
- Command information
- Procedure information
- Target Printer

Setting Up a Document

To set up a document:

1. Open the File menu and choose Page Setup. The Page Setup dialog box opens.
2. Choose the page size, orientation, margins, and other options you may want to set up.
3. Click OK.

New page settings are immediately applied to the current page in the active drawing window. (Individual pages in your document can have different sizes and orientations.) Click OK to add the settings to the current page.

Related Topics

Command information
Dialog Box information

Print Command

Choosing the Print command in the File menu opens the Print submenu, displaying the following commands.

Current Page
View
Selection
Document
Multiple
Target Printer

Related Topics

Page Setup command

Current Page Command

The Current Page command (**Ctrl+P**) in the Print submenu of the File menu prints only the currently displayed page, no matter how many pages are in your document.

Related Topics

- Procedure information
- Print command

Printing the Current Page

To print the current page:

- Open the File menu and choose Print, then choose Current Page. The currently displayed page is printed.

Related Topics

Command information
Print command

View Command

The View command in the Print submenu of the File menu lets you print an area that you define (by dragging a rectangle), which is scaled to fit the printable area of the printer page.

Related Topics

- Procedure information
- Print command

Printing a View

To print the view:

1. Open the File menu and choose Print. The Print submenu opens.
2. Choose View. The mouse pointer changes to a Print View icon.
3. Press and hold the left mouse button and drag a rectangle around the portion of the drawing you want to print.
4. Release the mouse button. The portion of the drawing inside the rectangle is printed.

Note: To cancel the Print View procedure, press **Esc** when the Print View mouse pointer is visible. You can also press the right mouse button (without releasing the left mouse button) to reposition the rectangle as you draw it.

Related Topics

Command information

Selection Command

The Selection command (**Ctrl+Shift+P**) in the Print submenu of the File menu prints only the selected symbols on the current page. Selected symbols do not change in size or position in the print-out.

Related Topics

- Procedure information
- Print command

Printing a Selection

To print a selection:

1. Select the symbols on the current page you want to print.
2. Open the File menu and choose Print. The Print submenu opens.
3. Choose Selection. All selected symbols are printed.

Related Topics

Command information

Document Command

The Document command in the Print submenu of the File menu lets you print the document in the active window. You can specify the current page, all pages or selected pages from the document; the number of copies to be printed; whether to collate the copies; whether to include page labels; whether to print a mirror image; whether to use vector clipping (for use with a plotter); whether to reduce the document page to fit on the printer page; and whether to center the document page on the printer page.

You also can choose a different printer and set up the printer.

Related Topics

- Dialog Box information
- Procedure information
- Print command

Print Document Dialog Box

The Print Document dialog box lets you choose a range of pages, the number of copies, and other printing options.

Target Printer Button
Click the Target Printer button to open the Target Printer dialog box.

Printer Setup Button
Click the Printer Setup button to open a dialog box that lets you choose options for the current printer.

Current Option
Select the Current option to print the currently displayed page. If more than one page is displayed, the last page to have a symbol selected is printed.

All Option
The All option prints every page of a document.

Range Option
The Range option lets you print only the pages you need. For example, if you have a ten-page document, you can type 1,3-5,10 to print only pages 1, 3, 4, 5, and 10.

Enter a page number separated by a comma to print a page; enter a range with the first and last pages separated by a hyphen to print a sequence of pages.

Type	To print pages
1,2,6-9	1, 2, 6, 7, 8, 9
6-	6, 7, 8, to the end of the document

Note: If you choose the Reduce to Fit option and the page is tiled, all of the tiles are reduced to fit on a single page rather than the pages you specify.

Copies Option
The Copies option lets you choose the number of copies to print.

Collate Option
The Collate option prints a complete copy of a document before printing the next copy. This option is available only when you print more than one copy of a multiple-page document.

When the Collate option is not selected, Designer prints all copies of the first page, then all copies of the second, and so on.

Note: Collating can slow the print speed on some printers.

Page Label Option
Selecting the Page Label option prints the document's file name, page number, and page name (if any) at the top of the page in the margin.

Mirror Option
The Mirror option flips a drawing so that it prints reversed--as though you were viewing it in a mirror. Use this option to print T-shirt transfers or other drawings that must be given to a print shop reversed.

The Mirror option is available only with certain printer drivers. This option is grayed if the printer driver does not support mirroring.

Vector Clipping Option

The Vector Clipping option improves the output of drawings on plotters. This option does not allow plotted lines to cross, causing the top symbol of overlapping drawings to completely cover the bottom symbol (this is done automatically with non-plotting printers).

Vector Clipping also prevents the damage to plotter pens that can occur when different colors are drawn over each other. For example, a yellow line drawn over a black line can permanently stain the yellow pen.

The Vector Clipping option is available only when you are using a plotter. This option increases the time it takes to plot your drawing.

Reduce to Fit
Selecting this option reduces the drawing proportionately to fit the printout, if necessary. If this option is not selected, the drawing is tiled on as many pages as necessary. **Note:** If you select this option, all pages are printed on a single page rather than only the pages you specify in the Range area.

Center on Page
Select this option to center the document page horizontally and vertically on the printer page. You use this option when you are printing a document page that is smaller than the printer page. If you do not choose this option, the page prints at the upper left of the paper.

Print Button
Click the Print button to print using the options you selected.

Related Topics
- Command information
- Procedure information

Printing a Document

To print the active document:

1. Open the File menu and choose Print. The Print submenu opens.
2. Choose Document. The Print Document dialog box opens.
3. Type the number of copies you want to print.
4. Choose the options you want.
5. Click OK. The document is sent to the target printer.

Related Topics

Command information
Dialog Box information

Multiple Command

The Multiple command in the Print submenu of the File menu lets you specify which documents to print, if you do not want to load all of the documents.

When you print multiple documents, Designer prints one copy of all pages in each selected document. Designer handles mixed page orientations (portrait and landscape) automatically.

Related Topics

- Dialog Box information
- Procedure information
- Print command

Print Multiple Files Dialog Box

The Print Multiple Files dialog box opens when you choose the Multiple command in the Print submenu.

Printer Setup Button
Click the Printer Setup button to open a dialog box that lets you choose options for the current printer.

Target Printer Button
Click the Target Printer button to open the Target Printer dialog box.

Path Name
The current path name is displayed above the File Name text box.

File Name Text Box
Type the name of the file you want to print in the File Name text box.

File Options Button
The File Options button lets you copy, delete, rename, and find files without leaving Designer.

Files List Box
Drawings have a DS4 extension. The Files list box displays the filenames in the current directory.

In the Files list box, type the first letter of a filename to move the cursor to the files beginning with that letter.

List Files of Type List Box
The List Files of Type list box contains the file formats that Designer supports (DS4, DRW, MGX). Click the down arrow to the right of the list box to display the file formats, then choose the one you want.

Directories list box
The Directories list box displays directories on the current drive.

To see the filenames in another directory, choose the directory name or type the directory name separated with backslashes. For example, type **c:\designer\tutorial**, and press **Enter**. The filenames associated with the specified drive and directory appear in the list box.

To quickly back up one or more directories, double click the directory you want.

Drives list box
The Drives list box displays disk drives. If you choose [-a-], the directories and filenames on the diskette in drive A appear in the Directories list box.

Reduce to Fit
Selecting this option reduces the drawing proportionately to fit the printout, if necessary. If this option is not selected, the drawing is tiled on as many pages as necessary.

Related Topics

- Command information
- Procedure information

Printing Multiple Files

To print multiple document files:

1. Open the File menu and choose Print. The Print submenu opens.
2. Choose Multiple. The Print Multiple Files dialog box opens.
3. Change to the desired drive and directory.
4. Choose the name of a file you want to print.
5. Click Print. The selected file is sent to the target printer.
6. Repeat steps 3 through 5 until you have chosen all the files you want to print.
7. Click Close to close the Print Multiple Files dialog box.

Related Topics

Command information
Dialog Box information

Target Printer Command

After you have added a printer, you can select and set up the target (default) printer with the Control Panel, or you can select a printer and change the setup as needed in Designer. Setup choices vary from one printer to another, but common options include changing the orientation (portrait or landscape), paper size, and paper source. The Target Printer command is in the Print submenu of the File menu.

Related Topics

- Dialog Box information
- Procedure information
- Print command

Target Printer Dialog Box

The Target Printer dialog box appears when you choose the Target Printer command in the Print submenu or click the Target Printer button in the Print Document dialog box, and lets you choose printers and options.

Select Printer area
The Select Printer area lists the currently installed Windows printer drivers. Click the name of the printer you want to be the currently active printer. Printer drivers can be added or deleted through the Windows Control Panel as with any other application. Any installed printer driver can be activated and used by Designer.

Setup button
Click the Setup button to open the currently selected printer dialog box. Choose printer options (printer orientation, page size, etc.) and click OK.

Related Topics

- Command information
- Procedure information

Setting up the Printer

To select and setup a target printer:

1. Open the File menu and choose Print. The Print submenu opens.
2. Choose Target Printer. The Target Printer dialog box opens.
3. Select the printer you want to use.
4. Click the Setup button. The dialog box for the selected printer driver opens.
5. Select the options you want. Make sure the orientation (portrait or landscape) matches the on-screen orientation (selected for the page with the Page Setup command).
6. Click OK. The Target Printer dialog box appears again.
7. Click OK.

Note: If your printer is not listed in the Target Printer dialog box, open the Windows Control Panel and add it.

Note: If you are spooling output files that contain color bitmaps, see the entry for PSBmpThreshold in MGX.INI Entries for more information.

Related Topics

Command information
Dialog Box information

Preferences Command

The Preferences command in the File menu lets you customize your working environment. You can set preferences for many aspects of Designer, and you can set and save preferences in a profile or start-up file. You also can access the Preferences dialog box by adding it to the Toolbox.

Related Topics

Dialog Box information

Preferences Dialog Box

The Preferences dialog box contains buttons that, when pressed, change the look of the dialog box. The area that changes is called a panel.


Click the General button to access the Preferences-General panel.


Click the Toolbox button to access the Preferences-Toolbox panel.


Click the Rulers/Snap button to access the Preferences-Rulers/Snap panel.


Click the Rotation button to access the Preferences-Rotation panel.


Click the Input Options button to access the Preferences-Input panel.


Click the INI Settings button to access the Preferences-INI Settings panel.


Click the Profile button to access the Preferences-Profile panel.

Related Topics

Command information
Procedure information

Preferences-Toolbox Panel

You can add, remove, and change the order of the tools in the toolbox. If the number of tools in the toolbox fills up the first column, Designer adds additional tools in a second column.

Available List Box
The tools that can be added to the toolbox are listed in the Available list box, with both the graphical tool and its name included.

Space Button
Use the Space button to add spaces between tools in the toolbox.

In Use List Box
The tools that are currently in the toolbox are shown in the In Use list box.

The following tools cannot be removed from the toolbox:

- Edit tool
- Draw tool
- Dimension tool
- Text tool
- Bitmap tool
- Style tool
- Page Manager tool
- View tool

Append Button
Click the Append button to append the selected tool to the bottom of the toolbox.

Insert Button
Click the Insert button to insert the selected tool.

Space Button
Click the Space button in the In Use area to add a space between the selected tools.

Move Up Arrow and Move Down Arrow
Click these arrows to move the selected tool up or down in the toolbox.

Remove Button
Click the Remove button in the In Use area to remove selected tools or spaces.

Move to Toolbox Button
You also can add tools to the toolbox by clicking the Move to Toolbox button (at the bottom left of many dialog boxes). For example, you can click the Move to Toolbox button at the bottom left of the Preferences dialog box. Now you can click the Preferences dialog box tool to open the Preferences dialog box.

Related Topics
Command information
Adding a tool to the toolbox
Changing the order of tools in the toolbox
Removing a tool from the toolbox
Preferences dialog box

Adding a Tool to the Toolbox

To add a tool to the toolbox:

1. Open the File menu and choose Preferences.
2. In the Preferences submenu, choose Toolbox.
3. Select the tool in the Available list box that you want to add.
4. Click Append. The tool is added at the bottom of the toolbox.
5. Click OK to close the dialog box.

You also can add a tool to the toolbox by clicking the Toolbox button that is in the lower left corner of many dialog boxes. Some tools are not listed in the Available list box and must be added in this way.

Related Topics

Toolbox button options

Removing a Tool from the Toolbox

To remove a tool from the toolbox:

1. Open the File menu and choose Preferences.
2. In the Preferences submenu, choose Toolbox.
3. Select the tool in the In Use list box that you want to remove.
4. Click Remove.
5. Click OK to close the dialog box.

Related Topics

Toolbox button options

Changing the Order of Tools

To change the order of the tools in the toolbox:

1. Open the File menu and choose Preferences.
2. In the Preferences submenu, choose Toolbox.
3. Select the tool in the In Use list box that you want to move.
4. Click either the Move Up or Move Down arrows to move the tool up or down in the toolbox.
5. Repeat steps 3 and 4 until the toolbox is in the desired order.
6. Click OK to close the dialog box.

Related Topics

Toolbox button options

Preferences-Rulers/Snap Panel

Horizontal and Vertical Ruler Areas
These areas provide options affecting the two rulers. The rulers are independent, so you can have different options for each if desired.

For each ruler, you can choose the unit of measure used, the number of snap divisions for each ruler unit, and how the ruler is labeled (units per number).

Ruler Unit Option
You can choose the measurement units setting used in the rulers and grid. The grid appears as a pattern of dotted lines that corresponds to divisions in your ruler settings. You can use the grid as a guide for aligning symbols or measuring distances. When you choose settings for the ruler units, all other measurements change as appropriate for your ruler measurements. If necessary, you can change each individual unit measurement to the units you prefer in the appropriate dialog box.

Snaps per Unit Option
You can change the number of snaps per unit used for both the horizontal and vertical rulers. This setting sets the number of divisions per unit, which affects the number of grid dots that appear when the grid is displayed and also affects how symbols snap to the rulers if Snap to Rulers is selected.

Note: To prevent the drawing area from becoming too cluttered, Designer limits the number of grid dots and ruler tick marks that appear at one time. For example, if you have a large number of snaps per unit such as 100 per inch, Designer displays only about 16 per inch at full-page view.

Label Frequency Option
This value specifies the number of units per division in the rulers, which controls how frequently a number appears to label the ruler's units. This option prevents overcrowding the ruler when it is set to small units. For example, when a ruler is set to inches, you might use a value of 1, but when a ruler is set to millimeters, you might prefer a value of 10.

Displayed Precision of Ruler Units
The Displayed Precision of Ruler Units value sets the decimal precision of the coordinates displayed in the status bar. The H list box sets the precision for the Horizontal and X coordinates. The V list box sets the precision for the Vertical and Y coordinates. To change a value, click the down arrow next to the box and choose the desired setting.

Snap Points Option
Snap options lets you select or deselect where Designer places snap points on a symbol when you click the Add Points button in the Edit ribbon. The options include:

- Bounds
- Center
- Pivot
- Vertices
- End Points
- Mid Points
- Control Points

Dragging Snap Option
Ordinarily only the mouse pointer snaps to snap points. Select this option to add having the bounding box of an object snap to snap points as you drag the object.

Related Topics
Command information

Coordinates button
Preferences dialog box

Preferences-General Panel

Auto Scroll Option
When selected, Auto Scroll causes the window to automatically scroll when you drag a symbol beyond the window borders. This is especially useful when you have zoomed in for close work.

Confirm File Delete Option
If you do not want a confirmation message to appear each time you delete files (such as with the Delete command with the File Options button), you can deselect this option. If you turn off the confirmation message, files are deleted as soon as you issue the command.

Make Backups Option
Use the Make Backups option to retain a copy of the previous version of all document files. Designer appends the extension BAK to the filename and saves the backup in the same directory as the original file. When the Make Backups option is selected, you have two copies of the document on disk--the current version and the previously saved version. The backup version is overwritten each time you save the document.

Suppress New On Startup Option
If you do not want Designer to create a new file when you open it, select this option. Suppressing New lets Designer open faster, which saves time when you plan to open an existing document rather than creating a new one.

Undo Event Limit Option
By default, the Undo and Redo commands in the Edit menu reverse (Undo) or repeat (Redo) the most recent five actions. The Preferences dialog box lets you specify that Designer remember from 0 to 100 undo and redo steps since the last save. Setting a higher number of steps gives you the freedom to try multiple changes and the capability to undo those changes if desired, but takes up memory.

Handle Size Option
The Handle Size option lets you select small, medium, or large handles to suit your preference.

Bitmap Editor
The Bitmap Editor option lets you choose the program you typically use for editing bitmap images. The program you select is launched when you click the PhotoMagic button in the Bitmap ribbon or you double click on a bitmap in Designer. The possible choices are PhotoMagic, Picture Publisher (if installed), and Windows Paintbrush.

Related Topics

Command information
Preferences dialog box

Preferences-Input Panel

Left Button Click Area
The Left Button Click area lets you choose the action for a left mouse button click. The options are: Pick or Edit Symbols and Pick Among Overlapping Symbols.

Right Button Click Area
The Right Button Click area lets you choose the action for a right mouse button click. The options are: Display Mouse Menu and assign a command (from a list box).

The default is to open a mouse menu. The mouse menu displays different options depending on the currently selected tool and editing mode.

The default setting for **Alt**+right mouse button is an assigned command or tool.

To	Do this
Open a mouse menu	Click the right mouse button
Use an assigned command	**Alt**+right mouse button

If you prefer, you can change the settings in the Preferences-Input panel to reverse the actions used to access these two functions:

To	Do this
Open a mouse menu	**Alt**+right mouse button
Use an assigned command	right mouse button

Designer 3.x Accelerators
Choose this option to use the keyboard shortcuts from previous versions of Designer instead of the standard Designer 4.1 keyboard shortcuts.

Related Topics
- Command information
- Selecting Symbols with the Select Pointer
- Preferences dialog box

Preferences-INI Settings Panel

INI (Initialization) Files
Windows and some Windows programs save preferences (and other information) in files called initialization files. Windows and Windows programs use the information in these files when the program starts up. Initialization files are also known as INI files because they have an INI extension. For example, Windows reads the WIN.INI file when you start Windows. Similarly, Designer reads the DS41.INI, MGX.INI, and MGXCAT.INI files when you start Designer.

Changes to INI files do not take effect until the next time the program (Windows or Designer, for example) is opened. Normally, you do not have to change an INI file directly with a text editor. For example:

- When you change a setting in the Windows Control Panel, the setting is automatically stored in the WIN.INI file.
- When you first install Designer, settings are automatically stored in the DS41.INI, MGX.INI, and MGXCAT.INI files.
- You can use the INI Settings panel of the Preferences dialog box to change settings in Designer's INI files.

INI files are stored in a plain text format. They contain several sections, each of which consists of a group of related settings. The sections and settings are listed in the file in the following format.

```
[section name]
keyname=value
```

For example, the DS41.INI file has a section called Preferences, where the keyname SaveOnExit may have a value of 1 (1 is selected, 0 is deselected) as follows.

```
[Preferences]
SaveOnExit=1
```

You can use the INI Settings panel of the Preferences dialog box to edit Designer's INI files, which primarily contain settings that customize Designer to meet your system's hardware and operating environment needs. The INI files are created by the Micrografx Installer when you install Designer on your computer.

Related Topics
Command information
MGX.INI entries
DS41.INI entries
Preferences dialog box

Editing the Designer INI Files

Editing the INI files is for advanced users only.

To change the value of a keyname:

1. Open the File menu and choose Preferences.
2. In the Preferences submenu, choose INI Settings. The INI Settings panel is displayed.
3. Choose an INI file from the File list box.
4. Choose a section from the Section list box.
5. Highlight a keyname and value in the Settings scroll box.
6. Edit or type a new value in the Value text box and press **Enter**. The Preferences dialog box closes, and your change to the INI file is saved.

Note: To change multiple settings, click the button at the right of the text box to enter a setting and then choose a new setting to change.

To add a new keyname and value:

1. Open the File menu and choose Preferences.
2. In the Preferences submenu, choose INI Settings. The INI Settings panel is displayed.
3. Choose an INI file from the File list box.
4. Choose a section from the Section list box.
5. Click New Key. The New Key dialog box opens. Type a keyname and press **Enter**.
6. Edit or type a new value in the Value text box and press **Enter**. The Preferences dialog box closes, and your change to the INI file is saved.

To delete a keyname and value:

1. Open the File menu and choose Preferences.
2. In the Preferences submenu, choose INI Settings. The INI Settings panel is displayed.
3. Choose an INI file from the File list box.
4. Choose a section from the Section list box.
5. Highlight a keyname and click the Delete Key. The keyname is deleted from the scroll box.
6. Click OK. The Preferences dialog box closes, and your change to the INI file is saved.

Preferences-Profile Panel

You can manage "preference profiles" (which are PRO file types that contain all of your personal preferences).When you change preferences, they are saved automatically to the DS41.PRO file, which is the standard file that stores your preferences. Designer also lets you save your preferences to other profiles. Unlike an INI file, when you change to a different profile, the changes take effect immediately.

Profiles are a collection of all of your preferences. You may want to use a different profile for different kinds of work (such as graphic design or technical illustration). You may want to change preferences for one particular session or project, and then return to your normal preferences. If more than one person is running Designer from a file server or sharing a computer, each person can save and use his or her own preferences.

In addition, you can share preference files with others. Systems administrators may want to use the same preference file for multiple computers to ensure consistency.

You can use the Profile panel of the Preferences dialog box to choose a different profile, elect to save that choice when you close Designer, and enter or edit a description of a profile. You also can click the File Options button to create a new profile, copy a profile, delete a profile, rename a profile, and update a profile.

Related Topics

- Command information
- Procedure information
- Preferences dialog box

Changing Profiles

To change profiles:

1. Open the File menu and choose Preferences.
2. In the Preferences submenu, choose Profile. The Profile panel is displayed.
3. Choose a different PRO file from the Profile Document list box.
4. Select Save on Exit if you want Designer to use the new profile the next time Designer is opened.
   or
   Deselect Save on Exit if you want Designer to use the previous profile the next time Designer is opened.
5. Click OK. Designer now uses the preferences in the profile to which you changed, and any changes to your preferences are stored there.

Related Topics

Panel information

Setting Preferences

To set preferences:

1. Open the File menu and choose Preferences. The Preferences dialog box opens.
2. Choose the General, Toolbox, Rulers/Snap, Rotation, Input, INI settings, and Profile options that you want.
3. Click OK.

Related Topics

Command information
Dialog Box information

Preferences-Rotation Panel

The Rotation panel lets you set the rotation angle of the **F8** rotation key and constrain rotations to increments of the rotation angle.

Rotation Angle Units
To change the rotation units setting, click the Units button and choose the new unit.

F8 Rotation Increment
You can change the **F8** rotation angle by clicking the arrows beside the text box, entering a new value in the text box, or dragging the red needle in the dial control.

Manual Rotation Increment
This value sets the increments when you rotate by dragging. For example, if you set the rotation angle to 12 degrees, then a symbol rotates in increments of 12 degrees. The minimum rotation amount is 0.1 degrees.

Related Topics

- Rotating a preset amount
- Preferences dialog box

Rotating a Preset Amount

You can rotate a symbol a preset amount by selecting the symbol and pressing **F8**. Each time you press **F8**, the symbol is rotated the preset amount. The initial setting for the **F8** key is 45 degrees.

To change the preset rotation amount, choose Files, choose Preferences, choose Rotation, and type the new rotation amount in the F8 Step Size Angle box.

Related Topics

Dialog Box information

Import Command

The Import command (**Ctrl+1**) in the File menu lets you import graphic and text files into Designer.

You can get specific information on translating certain formats. Click the Translator Help button in the ribbon to open another help window that contains buttons for specific translators. Click one of these buttons to open a translator's help file. The help file may contain dialog box information, compatibility issues, translation and error messages, and limitations of formats.

Related Topics

- Dialog Box information
- Procedure information
- Importing multiple pages and layers
- Export command

Import Dialog Box

File Name Text Box
Type the name of the file you want to import in the File Name text box.

File Options Button
The File Options button lets you copy, delete, rename, and find files without leaving Designer.

Files List Box
The Files list box displays the filenames in the current directory.


In the Files list box, type the first letter of a filename to move the cursor to the files beginning with that letter.

List Files of Type List Box
Click the down arrow to the right of the list box to display the file formats, then choose the one you want. Designer can import the following file types:

Description	Extension
Adobe Illustrator AI	AI
Microsoft Bitmap	BMP
CorelDRAW!	CDR
Computer Graphics Metafile	CGM
Micrografx Drawing	DRW
Micrografx Designer 4.x	DS4
AutoCAD DXF	DXF
Encapsulated PostScript/Adobe Illustrator EPS	EPS
Digital Research GEM	GEM
CompuServe Bitmap	GIF
Micrografx Graph	GRF
IGES Drawing	IGS
JPEG Bitmap	JPG
Micrografx ClipArt	MGX
Kodak Photo CD Bitmap	PCD
Macintosh PICT	PCT
ZSoft Bitmap	PCX
Micrografx Picture	PIC
Hewlett-Packard Graphics Language	PLT
AutoDesk AutoShade	RND
Rich Text Format	RTF
Targa Bitmap	TGA
TIFF Bitmap	TIF
ASCII Text	TXT
Windows Metafile	WMF
WordPerfect Graphics	WPG

Directories list box
The Directories list box displays directories on the current drive.

To see the filenames in another directory, choose the directory name or type the directory name separated with backslashes. For example, type **c:\designer\tutorial**, and press **Enter**. The filenames associated with the specified drive and directory appear in the list box.

To quickly back up one or more directories, double click the directory you want.

Drives list box
The Drives list box displays disk drives. If you choose [-a-], the directories and filenames on the diskette in drive A appear in the Directories list box.

Setup Button
Click the Setup button (if available) to open a dialog box that lets you set options for the format you have chosen.

Related Topics
- Command information
- Procedure information

Importing a File

To import a file:

1. Open the File menu and choose Import. The Import dialog box opens.
2. Click the down arrow in the List Files of Type list box.
3. Select the type of file you want to import in the List Files of Type list box.
4. If necessary, change to the desired drive and directory.
5. Click the file you want to import.
6. If you want to change import settings, click Setup (if available). (If you skip this step, the last settings used are in effect.)
7. Click Import. The dialog box closes and the imported file appears in the drawing area.

Files in the Hewlett-Packard Graphics Language (HPGL) format are sometimes, but not always, named with a PLT extension. Before importing a PLT (plotter) file, make sure it has a PLT extension so that Designer will list it in the Import dialog box. You can click the File Options button and choose the Rename command to rename the file so that it has the correct extension.

Note: The type of available import settings varies depending on the file type you want to import. See the translator's on-line help for more information.

Related Topics

Command information
Dialog Box information
Importing multiple pages and layers

Export Command

The Export command (**Ctrl+2**) in the File menu lets you export Designer files for use in other programs.

You can get specific information on translating certain formats. Click the Translator Help button in the ribbon to open another help window that contains buttons for specific translators. Click one of these buttons to open a translator's help file. The help file may contain dialog box information, compatibility issues, translation and error messages, and limitations of formats.

Related Topics

- Dialog Box information
- Procedure information
- Exporting multiple pages and layers
- Import command

Export Dialog Box

File Name Text Box
Type the name of the file you want to export in the File Name text box.

File Options Button
The File Options button lets you copy, delete, rename, and find files without leaving Designer.

Files List Box
The Files list box displays the filenames in the current directory.


In the Files list box, type the first letter of a filename to move the cursor to the files beginning with that letter.

List Files of Type List Box
Click the down arrow to the right of the list box to display the file formats, then choose the one you want. Designer can export the following file types:

Description	Extension
Adobe Illustrator AI	AI
Microsoft Bitmap	BMP
Computer Graphics Metafile	CGM
Micrografx Drawing	DRW
Micrografx Designer 4.x	DS4
AutoCAD DXF	DXF
Adobe Illustrator EPS	EPS
Encapsulated PostScript No Header No Preview	EPS
Encapsulated PostScript No Preview	EPS
Encapsulated PostScript TIFF Preview	EPS
Encapsulated PostScript WMF Preview	EPS
Digital Research GEM	GEM
CompuServe Bitmap	GIF
JPEG Bitmap	JPG
Macintosh PICT	PCT
ZSoft Bitmap	PCX
Hewlett-Packard Graphics Language	PLT
Rich Text Format	RTF
Targa Bitmap	TGA
TIFF Bitmap	TIF
ASCII Text	TXT
Windows Metafile	WMF
WordPerfect Graphics	WPG

Directories list box
The Directories list box displays directories on the current drive.

To see the filenames in another directory, choose the directory name or type the directory name separated with backslashes. For example, type **c:\designer\tutorial**, and press **Enter**. The filenames associated with the specified drive and directory appear in the list box.


To quickly back up one or more directories, double click the directory you want.

Drives list box
The Drives list box displays disk drives. If you choose [-a-], the directories and filenames on the diskette in drive A appear in the Directories list box.

Setup Button
Click the Setup button (if available) to open a dialog box that lets you set options for the format you have chosen.

Note: If the Designer file has more than one page, only the current page is exported.

Related Topics
- Command information
- Procedure information
- Exporting multiple pages and layers

Exporting a File

To export a file:

1. Select the symbols you want to export. If no symbols are selected, the entire page is exported.
2. Open the File menu and choose Export. The Export dialog box opens.
3. If desired, select a different drive and directory for the exported file's destination.
4. Type a name for the file, using a maximum of eight characters.
5. Click the down arrow in the List Files of Type list box.
6. Select the type of file you want to export in the List Files of Type list box. Designer automatically adds the proper extension to the filename.
7. If you want to change export settings, click Setup (if available). (If you skip this step, the last settings used are in effect.)
8. Click Export. Designer exports the file in the chosen format.

Note: The type of available export settings varies depending on the file type you want to export. See the translator's on-line help for more information.

Note: Encapsulated PostScript files can be exported in several ways: with no preview, with no header or preview, with a TIFF preview, or with a WMF preview. You also can export as Adobe Illustrator EPS. If you plan to export an EPS file and import it into a Macintosh application (which is typical when sending files to a service bureau), you should export with no header or preview.

Related Topics

Command information
Dialog Box information
Exporting multiple pages and layers

Exporting Multiple Pages and Layers

When you export a Designer file with more than one page, only the symbols on the current page are exported. If any symbols are selected on the current page, only the selected symbols are exported.

When you export a Designer file with more than one layer to the DXF, DRW or DS4 file type, selected symbols (even those on multiple layers) are exported to one layer. If no symbols are selected, all layers and symbols are exported, and the multiple layers are retained.

When you export a Designer file to any file type *other* than DXF, DRW or DS4, the symbols on the current page are exported to one layer.

Note: To select symbols on multiple layers prior to export, open the Layers dialog box, select Edit All Layers, close the dialog box, and then select the desired symbols on the desired layers of the current page.

Related Topics

Importing multiple pages and layers

Importing Multiple Pages and Layers

When you import a DRW or DS4 file with multiple pages, only the first page is imported onto the current page in Designer.

When you import a file that contains more than one layer, all symbols on all layers of the imported page are imported onto the current layer in Designer. Layer information is not retained.

By default, if the file to import has more than one layer, Designer appends the layers to the current page. If the imported file has just one layer, Designer imports all symbols into the current layer. For more information, see the CollapseLayers= section of the MGX.INI topic.

Related Topics

Exporting multiple pages and layers

Exit Command

Choose the Exit command (**Alt+F4**) in the File menu to close Designer.

If you have made changes to your work, Designer prompts you to save the file before the window closes.

Related Topics

Procedure information

Closing Designer

To close Designer:

- Open the File menu and choose Exit (**Alt+F4**).

If any of the files you are working with have changes and you have not saved them, the Save Changes dialog box opens and request that you select one of three choices: Yes, No, or Cancel.

- Click Yes to save the changes. If you saved the document previously, Designer saves the changes and closes the active window. If you have not saved the document yet, the Save As dialog box opens.
- Click No to discard the changes. The window closes without the changes being saved.
- Click Cancel to cancel the Close All command. You return to the active window.

Related Topics

Command information

File Tool

The File tool opens a tool set that lets you create a new document, open an existing document, and save a document.

Menu Commands

Click one of the following entries to learn about the menu and its corresponding commands.

File Menu	Contains commands that let you clear the drawing area; open, save, import, export, and print files; change the setup of your page and printer; set preferences; use ClipArt; and close Designer.
Edit Menu	Contains commands that undo operations and transfer symbols to and from the Clipboard, select symbols.
Change Menu	Contains commands that let you align symbols, blend two symbols, transform symbols, reset transformations, combine symbols, change the order of symbols, control text, change text and symbols to curves and reduce the number of points in a symbol.
Symbol Menu	Contains commands that let you copy and apply styles, set symbol properties, list symbols, replace symbols from the Clipboard, paste a symbol inside another symbol, hide symbols, lock symbols, and draw using coordinates.
Display Menu	Contains commands that let you turn on and off display preferences.
Window Menu	Contains commands that let you rearrange the open windows.
Help Menu	Contains commands that let you view the contents of the help system, how to use Designer, Read Me information, and how to use help.

Related Topics

Choosing menus and commands

Contents

Related Topics

- Commonly asked questions
- Micrografx Designer Read Me
- Basics of Windows

Change Menu Commands

Align	Aligns symbols precisely within the bounding box of selected symbols, to the rulers, to the page, to a path, or text on a path.
Blend	Melds one symbol into another.
Transform	Lets you move, scale, reflect, rotate, and skew selected symbols, and remove transformations.
Reset Transform	Reverses all transformations you applied.
Combine	Lets you group and ungroup symbols, and connect and disconnect symbols.
Order	Lets you move symbols to the top or bottom, reverse symbol order, and step up or step down.
Text	Lets you join and split text, flow text shapes, and repel text symbols.
Convert To Curves	Converts the selected symbol to Bézier curves.
Reduce Points	Lets you smooth the appearance of a symbol by eliminating some of its anchor points.

Related Topics

Choosing menus and commands

Align Command

The Align command (**Alt+1**) in the Change menu lets you choose how to align one or more symbols on a page to each other or to the page or rulers, or to a path.

The keyboard shortcuts for aligning symbols are as follows.

Align left	**Alt+3**
Align center	**Alt+5**
Align right	**Alt+7**
Align top	**Alt+4**
Align middle	**Alt+6**
Align bottom	**Alt+8**

Align to page center	**Ctrl+Shift+5**
Align to page middle	**Ctrl+Shift+6**
Align to rulers	**Alt+2**

Related Topics

- Dialog Box information
- Aligning symbols
- Aligning to a page
- Aligning to a path
- Text to Path command

Text to Path Command

The Text to Path command in the Align submenu in the Change menu opens the Choose Position ribbon. You use the Choose Position ribbon to specify how you want to align text to a symbol's path if the quick choice buttons do not provide the text alignment that you want.

Related Topics

- Choose Position ribbon
- Choose Position button

Align Dialog Box

The Align dialog box contains three buttons that, when clicked, change the Align dialog box.


Click the Align Symbol button to access the Align Symbol panel.


Click the Align to Page button to access the Align to Page panel.


Click the Align to Path button to access the Align to Path panel.

Related Topics

- Command information
- Aligning symbols
- Aligning to a page
- Aligning to a path

Align Symbols Panel (Align Dialog Box)

The Align Symbols panel of the Align dialog box lets you use buttons to change the alignment of symbols on the page. When you choose an alignment button, the preview box displays the symbol alignment.

Designer uses the bounding box that surrounds all selected symbols as the basis for alignment. For example, if you select three symbols and align them at top left, they align to the top left corner of the surrounding bounding box.


Reset Align Button
Changes the alignment of the symbols to their original positions.


Align Left Button
Aligns symbols to the left of their bounding box.


Align Center Button
Aligns symbols to the center of their bounding box.


Align Right Button
Aligns symbols to the right of their bounding box.


Equal Spacing (Horizontally) Button
Aligns symbols equally spaced horizontally within their bounding box.


Align Top Button
Aligns symbols to the top of their bounding box.


Align Middle Button
Aligns symbols to the middle of their bounding box.

 **Align Bottom Button**
Aligns symbols to the bottom of their bounding box.

 **Equal Spacing (Vertically) Button**
Aligns symbols equally spaced vertically within their bounding box.

Related Topics

- Command information
- Procedure information

Aligning Symbols

To align symbols to each other:

1. Select the symbols you want to align.
2. Open the Change menu and select Align.
3. Select To Symbol. The Align Symbols panel of the Align dialog box opens.
4. Click a vertical and horizontal alignment button. The preview box shows an example of the alignment.
5. Click Apply to align the symbols.

Related Topics

Command information
Panel information

Align to Page Panel (Align Dialog Box)

The Align to Page panel of the Align dialog box lets you use buttons to change the alignment of symbols on the page. When you choose an alignment button, the preview box displays the symbol alignment.

Reset Align Button
Changes the alignment of the symbols to their original positions.

Align Left Button
Aligns symbols to the left of the page.

Align Center Button
Aligns symbols to the center of the page.

Align Right Button
Aligns symbols to the right of the page.

Equal Spacing (Horizontally) Button
Aligns symbols equally spaced horizontally on the page.

Align Top Button
Aligns symbols to the top of the page.

Align Middle Button
Aligns symbols to the middle of the page.

Align Bottom Button
Aligns symbols to the bottom of the page.

Equal Spacing (Vertically) Button
Aligns symbols equally spaced vertically on the page.

Align Symbols as Group

Select this option to group the symbols before applying the alignment. The symbols are ungrouped after the alignment is complete. You use this option, for example, to put all selected symbols in the center of the page.

Related Topics

- Command information
- Procedure information

Aligning to the Page

To align a symbol to the page:

1. Select the symbols you want to align.
2. Open the Change menu and select Align.
3. Select To Page. The Align To Page panel of the Align dialog box opens.
4. Click a vertical and horizontal alignment button. The preview box shows an example of the alignment.
5. Click Apply to align the symbols.

Related Topics

Command information
Panel information

Align to Path Panel (Align Dialog Box)

You can align text and non-text symbols along the path of other symbols. For example, you can draw a curve and align other symbols along it.

You also can change how text and shapes align to a path with the alignment orientation options.

Note: Text aligned to a curve is treated as a single symbol. To align individual characters to a path, use the Path Fit button.

 **Selecting the Path Symbol: Previous Button and Next Button**
The Select Path for Alignment buttons select the symbol to use as a path for the other symbols. The initial path selection is the symbol that provides the longest path. Each time you click a Select Path for Alignment button, the path symbol changes.

The Previous button cycles through symbols in the opposite order in which they were drawn.

The Next button cycles through symbols in the order in which they were drawn.

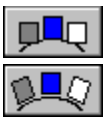
 Justification
The Justification buttons set the position of the aligned symbols in relation to the alignment point.

The Left button positions symbols so the left edge of the left-most symbol aligns to the alignment point (the point on the symbol around which other symbols align, described at the bottom of this topic).

The Center button centers symbols around the alignment point.

The Right button positions symbols so the right edge of the right-most symbol aligns to the alignment point (the point on the symbol around which other symbols align, described at the bottom of this topic).

The Justify button spaces symbols evenly on the path.

 **Pitch**
The Pitch buttons set the orientation, or pitch, of the aligned symbols in relation to the path. Click the current Pitch button to display the other pitch options.

The Follow Path button places symbols along a path without skewing or rotating the shapes.

The Rotate to Path button aligns the symbols along a path by rotating, but not changing the shapes.



Direction

The Direction buttons set the direction in which symbols align along the path.

The Backward button aligns symbols in the opposite direction in which the path was drawn (the alignment direction is endpoint to origin).

The Forward Direction button aligns symbols in the direction in which the path was drawn (the alignment direction is origin to endpoint).

Offset

The Offset % box controls where symbols vertically rest on a path. An offset of 100 aligns the bottom of the symbols to the path, an offset of 0 aligns the middle of the symbols to the path, and an offset of -100 aligns the top of the symbols to the path.

An offset greater than 100 (to the limit of 200) aligns the bottom of the symbols above the path. An offset less than -100 (to the limit of -200) aligns the top of the symbols below the path.

Alignment Point

The Alignment Point buttons set the location on the path of the point used to align the symbols. The alignment point can be set to the fixed locations of left, center, and right for open paths or top, left, right, and bottom for closed paths. To set the alignment point to a custom location, click the Choose Position button and drag the red Alignment Point to the location that you want. To complete the selection of the alignment point, select the Choose Position button a second time to deselect it.

Related Topics

Command information
Procedure information

Aligning Symbols to a Path

To align symbols to a path:

1. Select the symbols you want to align, including the symbol you want to use as a path.
2. Open the Change menu and choose Align. A submenu opens.
3. Choose To Path to display the Align To Path panel.
4. If the Align To Path panel obscures the symbols you want to align, drag it out of the way.
5. Choose the symbol to use as the path by clicking the Previous or Next button in the Align To Path panel until the preview rectangles are shown along the desired path.
6. Choose the Alignment Point that you want.
7. Change the justification, pitch, and direction settings, if you want.
8. Click Apply to align the symbols.

Note: Click Undo to return symbols to their unaligned positions.

Related Topics

Command information
Panel information

Blend Command

The Blend command in the Change menu lets you blend two symbols together. Designer displays a different transformation at each step of the blend.

If you add the Blend tool to the toolbox, clicking it has the same effect as choosing the Blend command.

Related Topics

- Dialog Box information
- Procedure information
- Adding a tool to the toolbox

Blend Dialog Box

You can specify the number of transformations, or steps, between the two symbols in the Blend dialog box. Each step is a different symbol slightly changed to look more like the second symbol. The more steps you use, the closer (and smoother) the transforming symbols are. You can use as many as 1000 steps.

Note: A large number of steps can slow redraw time.

Symbols blend from the top to the bottom symbol (the symbol on top is the one you drew last). Select a symbol and press **F10** to move it to the top. Designer cannot blend patterns, but it blends the pattern color and places the pattern in all the transformations.

If the symbols have different patterns (for example, a hatch and a gradient), Designer places the pattern of the top symbol in all the transformations. Designer does not place bitmap patterns in transformations.


Blending results are usually better with uncomplicated symbols.

Designer cannot blend grouped, bitmap, or text symbols. You can convert text to curves and then blend it.

Reverse Direction Option
You can reverse the way Designer normally compares points if you don't like the results of the blend by selecting the Reverse Direction option in Blend dialog box.

Symbols are drawn either clockwise or counterclockwise from a starting point. For example, closed symbols are drawn counterclockwise. When Designer blends symbols, it matches corresponding points of the two symbols so that the order the points were drawn determines the appearance of the blend.

Choose Origins Button
Designer blends a point on the first symbol to a corresponding point on the second symbol. Use this button to change the default origins.

Related Topics

- Command information
- Procedure information
- Changing the origins

Blending Symbols

To blend symbols:

1. Select the symbols you want to blend.
2. Open the Change menu and choose Blend. The Blend dialog box opens.
3. Choose the blend settings you want.
4. Click Apply to blend the symbols.

Related Topics

Command information
Dialog Box information
Changing the origins

Changing the Origins

To change the origins:

1. Select two symbols to blend.
2. Open the Change menu and choose Blend. The Blend dialog box opens.
3. Click Choose Origins.
4. Point to a hollow box on a symbol and click to select is as an origin.
5. Change the origin in the other symbol, if you want.
6. Click Choose Origins again to deselect it.
7. Click Apply to blend the symbols.

Related Topics

Command information
Dialog Box information
Blending symbols

Transform Command

The Transform command in the Change menu gives you several ways to change the looks of a selected symbol.

Related Topics

- Dialog Box information
- Moving symbols
- Scaling symbols
- Flipping symbols
- Rotating symbols
- Skewing symbols
- Repeat Last command
- Status Bar command

Repeat Last Command

The Repeat Last command in the Transform submenu of the Change menu brings up the Transform dialog box showing the transform that you last applied. You apply a transformation either by using the dialog box or by moving, rotating, or otherwise transforming a symbol.

Related Topics

Dialog Box information

Transform Dialog Box

The Transform dialog box contains five buttons that, when clicked, change the Transform dialog box.

 Click the Move button to open the Move panel in the Transform dialog box and choose options for moving the selected symbol.

 Click the Scale button to open the Scale panel in the Transform dialog box and choose scaling options for the selected symbol.

 Click the Flip button to open the Flip panel in the Transform dialog box and choose reflection options for the selected symbol.

 Click the Rotate button to open the Rotate panel in the Transform dialog box and choose rotation options.

 Click the Skew button to open the Skew panel in the Transform dialog box and choose skewing options.


Click the Details button to apply multiple transformations to a symbol.

Related Topics

- Command information
- Moving symbols
- Scaling symbols
- Flipping symbols
- Rotating symbols
- Skewing symbols
- Repeat Last command

Move Panel (Transform Dialog Box)

The Move button opens the Move panel in the Transform dialog box, which lets you set options for moving selected symbols.

Horizontal and Vertical Option
This option lets you select the distance to move the symbol, or the ruler coordinate on which to place the symbol. The Horizontal entry moves the symbol along the horizontal ruler or horizontally across the page; the Vertical entry moves the symbol along the vertical ruler or vertically up or down the page.

You also can use polar coordinates to move symbols. To change to polar coordinates, click the Units button and click Use Polar Coordinates.

Units Button
The Units button is to the right of the horizontal and vertical options, and lets you change the measuring increment used to move the symbol. You can change the units when you want to move the symbol in units other than those used by the ruler. For example, even if the ruler is shown in inches, you can move the symbol in centimeters.

To change the units, click the Units button. A menu opens, displaying the units available, along with More Units and Custom Units commands.

Move From Current Position Option
Choose this option to base the symbol's movement on its present location. For example, you can move the symbol one centimeter up and two centimeters to the right.

Move Along Ruler Option
Choose this option to move a symbol to a specific ruler coordinate.

Symbol Origin List Box
Use this list box to select a point of reference on a symbol. The default origin is the symbol's pivot point (usually the center of the bounding box). Designer uses the origin as a guide for moving and placing the symbol. For example, if you select the lower right point and move the symbol to ruler coordinate 4 cm horizontal and 3 cm vertical, the lower right point positions itself on (4,3).

Note: In the Move panel, this list box is only available when the Move Along Ruler option is selected.

Copies Area
Type the number of copies to make while moving a symbol. If the number of copies is 0, then the original symbol is affected. Each copy is spaced from the previous copy as defined in the panel.

Group Copies Option
Choose this option to automatically group the copies, but not the original.

Details Button
Click the Details button to show the Multiple Transforms area.

Multiple Transforms Area
The Multiple Transforms area contains the Add, Delete, Empty, and Modify buttons, and a list box showing the current transform and remembered transforms.

Add Button
Click the Add button to apply multiple transformations to a symbol.

Delete Button
Click the Delete button to delete the highlighted transform.

Empty Button
Click the Empty button to delete all remembered transforms.

Modify Button
Use the Modify button to update remembered transforms based on the current settings. Choose the remembered transform you want to change in the Transform dialog box, make the changes you want, and click Modify. The new settings appear.

Related Topics

- Command information
- Procedure information
- Transform dialog box

Applying Multiple Changes to a Symbol

You can use the Transform dialog box to make a series of changes to a symbol by recording each individual change, then applying them all at the same time.

For example, you can move a symbol to 2-centimeters right, 1-centimeter down, then make it twice as large. You also can apply these movements to other symbols, if you want (see Applying the Last Used Transformation).

To apply multiple transformations to a symbol:

1. Open the Change menu and choose Transform.
2. Click the Details button to show the Multiple Transforms area.
3. Select a symbol to apply the changes to, if you want.
4. Click a transform button (the Rotate button, for example) and select the transformation amounts, origin, and the number of copies.
5. Click Add in the Multiple Transforms area. The transform type and amount appear.
6. Repeat steps 4 and 5 to add more transformations to the list.
7. Click Apply to apply the same changes to the transformed symbol
   or
   Select a symbol and click Apply to apply the same changes.

Note: If you want to undo a transformation choose the Undo command or the Reset Transform command.

Related Topics

Command information
Dialog Box information

Moving a Symbol Numerically

To move a symbol numerically:

1. Select the symbol to move.
2. Open the Change menu and choose Transform.
3. Choose Move. The Transform dialog box opens to the Move panel.
4. Select a movement option, if necessary, to move the symbol relative to the ruler or its current position.
5. Select the origin of the movement in the Origin list box, if you want.

Note: In the Move panel, the Origin box is only available when the Move Along Ruler option is selected.

6. Type a number in the Horizontal and Vertical boxes. An outline of the symbol movement appears in the drawing area.
7. Click Apply to move the symbol.

Note: If you want to undo a transformation choose the Undo command or the Reset Transform command.

Related Topics

Command information
Move panel (Transform dialog box)

Scale Panel (Transform Dialog Box)

You can use the Scale panel in the Transform dialog box to precisely resize a selected symbol. This method lets you resize a symbol proportionally or nonproportionally.

Horizontal and Vertical Setting
These numbers define the percentage change in the current size of a symbol. The current size is 100%. A number below 100% decreases the symbol size, and a number above 100% increases the size.

The horizontal number affects the side-to-side size; the vertical number affects the top-to-bottom size. The horizontal and vertical sizes are the same unless you deselect the Proportional Scale option.

Proportional Scale Option
This option lets you choose between proportional and nonproportional resizing. Proportional scale is selected by default. Deselect the Proportional Scale option to resize a symbol nonproportionally. For example, you can increase the vertical size without automatically increasing the horizontal size.

Origin List Box
The Origin list box lets you specify where the resize originates. The default origin is the pivot point (usually the center of the bounding box). Designer uses the origin as a guide for resizing the symbol.

Copies Area
Type the number of copies to make while scaling a symbol. If the number of copies is 0, then the original symbol is affected. Each copy is resized from the previous copy as defined in the panel.

Group Copies Option
Choose this option to automatically group the copies, but not the original.

Details Button
Click the Details button to show the Multiple Transforms area.

Multiple Transforms Area
The Multiple Transforms area contains the Add, Delete, Empty, and Modify buttons, and a list box showing the current transform and remembered transforms.

Add Button
Click the Add button to apply multiple transformations to a symbol.

Delete Button
Click the Delete button to delete the highlighted transform.

Empty Button
Click the Empty button to delete all remembered transforms.

Modify Button
Use the Modify button to update remembered transforms based on the current settings. Choose the remembered transform you want to change in the Transform dialog box, make the changes you want, and click Modify. The new settings appear.

Related Topics

- Command information
- Procedure information
- Transform dialog box

Scaling Symbols

To resize a symbol numerically:

1. Select the symbol to resize.
2. Open the Change menu and choose Transform.
3. Choose Scale. The Transform dialog box opens to the Scale panel.
4. Select the origin of the resize in the Origin list box, if you want.
5. Type a number in the Horizontal (Horz) and Vertical (Vert) boxes. An outline of the resized symbol appears in the drawing area.
6. Click Apply to accept the change.

Note: If you want to undo a transformation choose the Undo command or the Reset Transform command.

Related Topics

Command information
Scale panel (Transform dialog box)

Flip Panel (Transform Dialog Box)

The Flip button in the Transform dialog box opens the Flip panel, which lets you numerically reflect selected symbols. To numerically flip a symbol, you specify an imaginary line that passes through or beside a symbol at any angle. The symbol behaves as though it is hinged to the line and flips over it.

Angle Area
Use the up and down arrows to change the angle of the line around which the symbol is reflected, or drag the red needle to specify an angle.

Units Button
Click the Units button to choose the units of measurement for the reflection you want. You can choose degrees or radians.

Reflect Horizontal Option
Click the Reflect Horizontal option to flip the symbol over a 90-degree axis, like a page in a book. The shortcut key for Reflect Horizontal is **F7**.

Reflect Vertical Option
Click the Reflect Vertical option to create a horizontal (0-degree) axis. The shortcut key for Reflect Vertical is **Shift+F7**.

Origin List Box
You can place the line, or reflection axis, through any of the nine symbol origin points. For example, select the center origin to flip a symbol around a central axis, or select the right middle origin to reflect the symbol around its right side.

Copies Area
Type the number of copies to make while reflecting a symbol. If the number of copies is 0, then the original symbol is not affected. Each copy is spaced as defined in the panel from the previous copy.

Group Copies Option
Choose this option to automatically group the copies, but not the original.

Details Button
Click the Details button to show the Multiple Transforms area.

Multiple Transforms Area
The Multiple Transforms area contains the Add, Delete, Empty, and Modify buttons, and a list box showing the current transform and remembered transforms.

Add Button
Click the Add button to apply multiple transformations to a symbol.

Delete Button
Click the Delete button to delete the highlighted transform.

Empty Button
Click the Empty button to delete all remembered transforms.

Modify Button
Use the Modify button to update remembered transforms based on the current settings. Choose the remembered transform you want to change in the Transform dialog box, make the changes you want, and

click Modify. The new settings appear.

Related Topics

- Command information
- Procedure information
- Transform dialog box

Flipping Symbols

To flip a symbol:

1. Select the symbol you want to flip.
2. Open the Change menu and choose Transform.
3. Choose Flip. The Transform dialog box opens to the Flip panel.
4. Open the Origin list box and select a point on the symbol. This is the point that the reflection axis passes through.
5. Type an angle from 0 to 180 in the Angle box, or drag the red needle to specify a reflection angle.
   or
   Select Reflect Horizontal or Reflect Vertical.
6. Enter the number of copies you want.
7. Click Apply to draw the reflection.

Note: The shortcut key for Reflect Horizontal is **F7**. The shortcut key for Reflect Vertical is **Shift+F7**.

Note: If you want to undo a transformation choose the Undo command or the Reset Transform command. You must choose Undo or Reset Transform before you apply the transformation.

Related Topics

Command information
Flip panel (Transform dialog box)

Rotate Panel (Transform Dialog Box)

You can use the Rotate panel in the Transform dialog box to precisely rotate a symbol. This method lets you specify the symbol's degree of rotation. Open the Change menu and choose Transform to open the Transform dialog box.

Angle
There are two ways to specify the rotation angle: use the Angle box to specify the angle numerically, or use the dial to adjust the angle graphically. The default rotation angle is zero. For example, if you rotate a square 45-degrees and later return to this panel, the angle of the square is 0-degrees.

Units Option
This option lets you change the increment used to rotate the symbol. The units default to degrees. You can change the units if you want to rotate the symbol in units other than degrees. For example, you can change the units to radians.

To change the units, click the Units button and click the new unit.

Changing the units only affects units used by Flip, Rotate, and Skew in the Transform dialog box; it does not affect the ruler or other units used elsewhere.

Origin List Box
The Origin list box lets you specify where the resize originates. The default origin is the pivot point (usually the center of the bounding box). Designer uses the origin as a guide for rotating the symbol. For example, if you select the bottom left handle and rotate the symbol, the symbol rotates around the bottom left handle.

Copies Area
The Copies area lets you make duplicates of a symbol while rotating it. The original symbol is not affected. The copies are equally spaced between the original symbol and the last copy.

Group Copies Option
Choose this option to automatically group the copies, but not the original.

Details Button
Click the Details button to show the Multiple Transforms area.

Multiple Transforms Area
The Multiple Transforms area contains the Add, Delete, Empty, and Modify buttons, and a list box showing the current transform and remembered transforms.

Add Button
Click the Add button to apply multiple transformations to a symbol.

Delete Button
Click the Delete button to delete the highlighted transform.

Empty Button
Click the Empty button to delete all remembered transforms.

Modify Button
Use the Modify button to update remembered transforms based on the current settings. Choose the remembered transform you want to change in the Transform dialog box, make the changes you want, and

click Modify. The new settings appear.

Related Topics

- Command information
- Procedure information
- Transform dialog box

Rotating Symbols Numerically

To rotate a symbol numerically:

1. Select the symbol to rotate.
2. Open the Change menu and choose Transform.
3. Choose Rotate. The Transform dialog box opens to the Rotate panel.
4. Type a number from 0 to 359 in the Angle box, or drag the dial to specify a rotation angle.
5. Select a new pivot point in the Origin list box, if you want.
6. Click Apply to rotate the symbol.

Note: The shortcut key for rotating by a preset amount is **F8**.

Note: If you want to undo a transformation choose the Undo command or the Reset Transform command.

Related Topics

Command information
Rotate panel (Transform dialog box)
Rotating symbols manually

Skew Panel (Transform Dialog Box)

You can use the Skew panel in the Transform dialog box to specify a degree of slant. You can specify a horizontal and vertical skew.

Horizontal Angle
Use the up and down arrows to change the angle that is skewed, or drag the red arrow.

Vertical Angle
Use the up and down arrows to change the angle that the symbol is skewed, or drag the red arrow.

Units Button
This option lets you change the increment used to skew the symbol. The units default to degrees. You can change the units if you want to rotate the symbol in units other than degrees. For example, you can change the units to radians.

Origin List Box
The Origin list box lets you specify where the skew begins. The default origin is the pivot point (usually the center of the bounding box). Designer uses the origin as a guide for rotating the symbol. For example, if you select the bottom left point and rotate the symbol, the symbol rotates around the bottom left point.

Copies Area
The Copies area lets you make duplicates of a symbol while skewing it. The original symbol is not affected. The copies are equally spaced between the original symbol and the last copy.

Group Copies Option
Choose this option to automatically group the copies, but not the original.

Details Button
Click the Details button to show the Multiple Transforms area.

Multiple Transforms Area
The Multiple Transforms area contains the Add, Delete, Empty, and Modify buttons, and a list box showing the current transform and remembered transforms.

Add Button
Click the Add button to apply multiple transformations to a symbol.

Delete Button
Click the Delete button to delete the highlighted transform.

Empty Button
Click the Empty button to delete all remembered transforms.

Modify Button
Use the Modify button to update remembered transforms based on the current settings. Choose the remembered transform you want to change in the Transform dialog box, make the changes you want, and click Modify. The new settings appear.

Related Topics

- Command information
- Procedure information
- Transform dialog box

Skewing Symbols

To specify a degree of slant:

1. Select the symbol you want to skew.
2. Open the Change menu and choose Transform.
3. Choose Skew. The Transform dialog box opens to the Skew panel.
4. Type an angle from -90 to 90 in the Horizontal Angle box and Vertical Angle box, or drag the rotation dials to specify rotation angles.
5. Select a different pivot point for the slant in the Origin list box, if you want.
6. Click Apply to slant the symbol.

Note: If you want to undo a transformation choose the Undo command or the Reset Transform command.

Related Topics

Command information
Skew panel (Transform dialog box)
Skewing symbols manually

Applying the Last Used Transformation

If you have created a transformation or multiple transform and applied it to an object, you can apply it to another object even if you have closed the Transform dialog box.

To apply the last used transformation:

1. Close the Transform dialog box if it is open.
2. Select the symbol you want to transform.
3. Open the Change menu and choose Transform.
4. Choose Repeat Last. The Transform dialog box opens to the last panel you used to make a transform.
5. Click Apply to apply the last transform the symbol.

Related Topics

Command information
Applying multiple changes to a symbol

Convert To Curves Command

The Convert To Curves command (**Ctrl+R**) in the Change menu converts a symbol such as text, a rectangle, or an ellipse into a conventional symbol. This lets you edit the symbol with reshape points. It also does the following.

- Converts dimension lines to groups.
- Converts Windows metafiles to Designer symbols.
- Converts other shapes to path symbols and changes them so that Designer does not remember any previous transformations done to them

Converting text to curves is useful when you want to reshape text or create a drawing that can be opened on a computer that does not have the original typeface. You can convert freeform or block text to curves.

All fonts included with Designer are scalable outline fonts. The most common outline fonts are TrueType and Type 1. If you try to convert a non-outline font, Designer substitutes the default font before converting it. You can set the default font using the DefaultFont= entry in the MGX.INI.

After you convert text to curves, the symbols are no longer text symbols. You cannot insert or delete text, check the spelling, change any of the paragraph options, or make any other text edits. Text converted to symbol outlines can be changed back to text with the Undo command.

Some symbols, such as ellipses, rectangles, and arcs have special reshape modes. For example, a rectangle's special reshape mode lets you round its corners. By applying the Convert To Curves command to a symbol that has a special reshape mode, you change it so you can reshape it using points.

You also can convert a symbol to curves using the Convert to Curves button in the Edit ribbon

Related Topics

Converting symbols to curves
Converting text to curves
Convert to Curves button

Converting Text to Curves

To convert text to symbol outlines:

1. Select the text to convert.
2. Open the Change menu and choose Convert To Curves. The text converts to a symbol outline.
3. Open the Change menu and choose Arrange, and then choose Disconnect. You can then click individual characters to select them.

Note: You also can use the Convert to Curves button in the Edit ribbon.

Related Topics

Convert to Curves button
Convert To Curves command

Reset Transform Command

The Reset Transform command in the Change menu returns all skews and rotations to zero, removes warps and perspective changes, returns the symbol to its original position if it has been moved, and returns the origin to the symbol's center. However, the Reset Transform command does not remove copies generated by the Transform dialog box.

You can tell if a symbol has a transform applied to it by showing the status bar as two lines and selecting the symbol. If the symbol is transformed, a T in a red box appears in the double status bar.

Related Topics

- Procedure information
- Status Bar command

Undoing Transformations

To undo a transformation:

- Open the Change menu and choose Reset Transform. The symbol returns to its original state before the transformation.

Related Topics

Command information

Combine Command

The Combine command in the Change menu lets you group symbols together, which helps organize your drawing. Grouping makes it easier to select symbols, and makes it possible to manipulate several symbols at once.

When you choose the Combine command, the Combine submenu opens and displays the following commands.

Group
Ungroup
Connect Closed
Connect Open
Disconnect

Group Command

The Group command (**F5**) in the Combine submenu of the Change menu gathers separate symbols together. Use the Group command when you want to create a collection of individual symbols. Grouping does not change a symbol's appearance.

Changing a style of a symbol group changes all symbols in the group to the new style. For example, if you select a group of symbols and change the interior fill color to red, all symbols in the group become red.

Related Topics

- Procedure information
- Editing grouped symbols
- Editing a symbol without ungrouping

Grouping Symbols

To group selected symbols:

- Open the Change menu and choose Combine, then Group. The selected symbols become a group.

Related Topics

Command information
Editing grouped symbols
Editing a symbol without ungrouping

Ungroup Command

The Ungroup command (**Shift+F5**) in the Combine submenu of the Change menu breaks symbols apart from the group and returns them to their original, ungrouped state.

Related Topics

- Procedure information
- Editing grouped symbols
- Editing a symbol without ungrouping

Ungrouping Symbols

To break apart grouped symbols:

1. Select the group to break apart.
2. Open the Change menu and choose Combine. The Combine submenu opens.
3. Choose Ungroup.

If you have groups within groups, you will need to use the Ungroup command more than once to break up all the groups.

Note: If you changed the style while the symbols were grouped, ungrouping does not return the symbols to their original style.

Related Topics

Command information
Editing grouped symbols
Editing a symbol without ungrouping

Connect Closed Command

The Connect Closed command (**F11**) in the Combine submenu of the Change menu closes completely open shapes or connects and fills already closed shapes.

If a single symbol with endpoints is selected, the endpoints are connected and the resulting symbol is filled with the last used fill color. If two symbols with endpoints are selected, their endpoints are connected with a line and the resulting symbol is filled with the fill color of the first drawn symbol (the one in back). You can change the order of symbols using the commands in the Order command submenu.

On two or more selected symbols with no endpoints (already closed shapes), the Connect Closed command connects the symbols and fills them with the fill color of the first drawn symbol (the one in back). Note that in this case no lines are drawn.

If you use Connect Closed on two or more overlapping symbols that are closed, the top symbol cuts or "punches" a hole in the underlying symbol. If the top symbol extends off the edge of the bottom symbol, the extending portion is filled. Select Fill Overlaps in the Style ribbon to fill the overlapping portion also (that is, to fill the hole in the bottom symbol).

Note: You cannot connect text, grouped symbols, or bitmaps.

Related Topics

- Procedure information
- Connect Open command

Connecting Symbols Closed

To connect symbols closed:

1. Select the symbols you want to connect.
2. Open the Change menu and choose Combine. The Combine submenu opens.
3. Choose Connect Closed.

You also can click the right mouse button to open the mouse menu, and then choose Connect Closed.
You also can press **F11** (the keyboard shortcut).

Note: You cannot connect text, grouped symbols, or bitmaps.

Related Topics

Command information
Connecting open

Connect Open Command

The Connect Open command in the Combine submenu of the Change menu combines symbols with open endpoints by drawing a line between open endpoints, leaving the last side open.

Note: You cannot connect text, grouped symbols, or bitmaps.

Note: Connect Open groups symbols that have no open endpoints.

Related Topics

Procedure information
Connect Closed command

Connecting Symbols Open

To connect symbols open:

1. Select the symbols you want to connect.
2. Open the Change menu and choose Combine. The Combine submenu opens.
3. Choose Connect Open.

You also can click the right mouse button to open the mouse menu, and then choose Connect Open. You also can press **Ctrl+F11** (the keyboard shortcut).

Note: You cannot connect text, grouped symbols, or bitmaps.

Note: Connect Open groups symbols that have no open endpoints.

Related Topics

Command information
Connecting closed

Disconnect Command

The Disconnect command (**Shift+F11**) in the Combine submenu of the Change menu returns a symbol to its original, disconnected state.

Related Topics

Procedure information

Disconnecting Symbols

To disconnect a connected symbol:

1. Select the symbol to break apart.
2. Open the Change menu and choose Combine. The Combine submenu opens.
3. Choose Disconnect.

Related Topics

Command information

Order Command

You can reorder the stacking arrangement of symbols with the Order command in the Change menu. When you choose the Order command, the Order submenu opens and displays the following commands.

Step Up
Step Down
Move To Top
Move To Bottom
Reverse

You can only change the order of symbols on the current layer. If you are using multiple layers, symbols on upper layers always appear on top of symbols on lower layers.

Step Up Command

The Step Up command (**Shift+F10**) in the Order submenu of the Change menu moves the currently selected symbol one level toward the top.

Related Topics

- Procedure information
- Order command

Step Down Command

The Step Down (**Shift+F9**) in the Order submenu of the Change menu command moves the currently selected symbol one level toward the bottom.

Related Topics

- Procedure information
- Order command

Move To Top Command

The Move To Top command (**F10**) in the Order submenu of the Change menu moves the currently selected symbol to the top of the layer.

Related Topics

- Procedure information
- Order command

Move To Bottom Command

The Move To Bottom command (**F9**) in the Order submenu of the Change menu moves the currently selected symbol to the bottom of the layer.

Related Topics

- Procedure information
- Order command

Reverse Command

The Reverse command (**Ctrl+Shift+F9**) in the Order submenu of the Change menu reverses the stacking order of the selected symbols. For example, the order 1, 2, 3, 4 becomes 4, 3, 2, 1.

Related Topics

- Procedure information
- Order command

Ordering Symbols

To change the order of symbols:

1. Select one or more symbols.
2. Open the Change menu and choose Order. The Order submenu opens.
3. Choose a command in the Order submenu.

Related Topics

Step Up command
Step Down command
Move To Top command
Move To Bottom command
Reverse command

Symbol Menu Commands

You can work with symbol styles; replace symbols; and hide, show, lock and unlock symbols with the commands in the Symbol menu. When open the Symbol menu, you see the following commands.

Copy Style	Copy the style of a selected symbol.
Apply Style	Apply the style of a selected symbol to another symbol.
Set Default Style	Sets the default styles to the attributes of the currently selected symbol.
Add to Palette	Adds the currently selected symbol's foreground color, background color, line color, or all three to the color palette.
Properties	Set and use symbol properties.
List	List symbols in a document.
Replace	Replace symbols with different symbols from the Clipboard.
Paste Inside	Paste a symbol from the Clipboard into the inside of a selected symbol.
Hide	Make a symbol so it is not visible.
Show All	Show all symbols.
Lock	Make a symbol so it can not be edited.
Unlock All	Make all symbols editable.
Coordinates	Lets you draw, move, and resize symbols by entering precise coordinate values.

Related Topics

Choosing menus and commands

Copy Style Command

The Copy Style command in the Symbol menu lets you copy the styles of a selected symbol.

Related Topics

- Procedure information
- Symbol menu commands

Copying Symbol Styles

To copy style attributes:

1. Select a symbol with the style attributes you want to copy.
2. Open the Symbol menu.
3. Choose Copy Style.

Note: If more than one symbol is selected and the symbols have different style attributes, the Copy Style command is gray.

Related Topics

Command information

Apply Style Command

The Apply Style command in the Symbol menu lets you apply a copied style attribute to a symbol.

Any of the following style attributes, once applied to a symbol, can be reapplied to other symbols.

- Line weight, ends, and dot-dash style
- Fills (solid, image, gradient, hatch, and symbol fills)
- Both interior and line fill

If you spend time applying several style attributes to a single symbol, you may want to apply all the same styles to other symbols all at once. To do this, you can use the Copy Style and Apply Style commands.

Related Topics

Procedure information
Symbol menu commands

Applying Symbol Styles

To apply style attributes:

1. Select the symbol to which you want to apply the style attributes.
2. Open the Symbol menu.
3. Choose Apply Style.

Note: To apply styles, you must first have copied the styles using the Copy Style command.

Related Topics

Command information

Set Default Style Command

The Set Default Style command in the Symbol menu sets the default styles to the attributes of the currently selected symbol. New symbols you draw will reflect the new defaults.

Related Topics

- Symbol menu commands
- Setting styles using a symbol

Setting Styles using a Symbol

To add symbol colors to the palette

1. Select the symbol that has the color you want to add to the color palette.
2. Open the Symbol menu.
3. Click the Add to Palette command. A submenu opens.
4. Click Foreground Color, Background Color, Line Color, or All Colors depending on which colors you want to add to the palette. The appropriate colors are added.

Related Topics

Set Default Style command

Add to Palette Command

The Add to Palette command in the Symbol menu opens a submenu to let you choose what attributes to add to the color palette.

Foreground Color	Adds the currently selected symbol's foreground color to the color palette.
Background Color	Adds the currently selected symbol's background color to the color palette.
Line Color	Adds the currently selected symbol's line color to the color palette.
All Colors	Adds all the currently selected symbol's colors to the color palette.

Related Topics

- Adding symbol colors to the palette
- Symbol menu commands

Foreground Color Command

The Foreground Color command in the Add to Palette submenu in the Symbol menu adds the currently selected symbol's foreground color to the color palette.

Related Topics

- Adding symbol colors to the palette
- Add to Palette command

Background Color Command

The Background Color command in the Add to Palette submenu in the Symbol menu adds the currently selected symbol's background color to the color palette.

Related Topics

- Adding symbol colors to the palette
- Add to Palette command

Line Color Command

The Line Color command in the Add to Palette submenu in the Symbol menu adds the currently selected symbol's line color to the color palette.

Related Topics

- Adding symbol colors to the palette
- Add to Palette command

All Colors Command

The All Colors command in the Add to Palette submenu in the Symbol menu adds the currently selected symbol's foreground, background, and line colors to the color palette.

Related Topics

- Adding symbol colors to the palette
- Add to Palette command

Adding Symbol Colors to the Palette

To add symbol colors to the palette

1. Select the symbol that has the color you want to add to the color palette.
2. Open the Symbol menu.
3. Click the Add to Palette command. A submenu opens.
4. Click Foreground Color, Background Color, Line Color, or All Colors depending on which colors you want to add to the palette. The appropriate colors are added.

Related Topics

Foreground Color command
Background Color command
Line Color command
All Colors command
Add to Palette command

Properties Command

You can use the Properties command (**F12**) in the Symbol menu to assign names to symbols and groups of symbols in your drawing. This lets you create a list of symbols, select symbols by name, and create your own library of clip art. You can assign names, costs, and other properties to complex engineering drawings.

Properties are like categories of information about the symbols in your drawings. "Name," known as "Symbol ID" in previous versions of Designer, is a predefined property. When you assign a name to a symbol, you create a *value* for the property "Name." The ClipArt included with Designer consists of drawing files containing individually named symbols.

You can define your own properties and assign values to them. For example, you could use properties and values for a part in an engineering drawing as follows.

Property	**Value**
Part Number	TL7770-5
Name	Voltage Regulator
Cost	$1.75
Primary Source	United Semiconductors
Second Source	Hi-Tek Distributors

You also can add property values using the Property text box in the Edit ribbon.

Related Topics

- Properties dialog box
- Procedure information
- Property text box
- Symbol menu commands

Properties Dialog Box

Value Area
This area shows the current value for the property. You can type a different value. Alternatively, you can enter a new property in the Property text box in the Edit ribbon

Properties Area
This area shows the current properties available. Name is always available when a symbol is selected. You can add additional properties using the New button.

New Button
Click this button to open the New Property dialog box to create a new property.

Delete Button
Click this button to delete the highlighted value for a property.

Note: You can delete the values for any properties you have created by selecting a property and clicking the Delete button. The properties themselves are not deleted.

When you close Designer, properties that have no values are not saved.

Related Topics
- Command information
- Procedure information

New Property Dialog Box

Property Text Box
Type a name for the new property in this text box, then click OK.

Related Topics
- Command information
- Procedure information

Changing Symbol Properties

To name a symbol:

1. Click the left mouse button to select an individual symbol or group of symbols.
2. Open the Symbol menu.
3. Choose Properties. The Properties dialog box opens.
4. Select Name in the Properties list (if not already selected).
5. Type a name in the Value field and press **Enter**.
6. Click Close.

You also can name a symbol using the Symbol Properties button and Properties text box in the Edit ribbon.

To create a new property:

1. Select a symbol.
2. Open the Symbol menu.
3. Choose Properties. The Properties dialog box opens.
4. Click New. The New Property dialog box opens.
5. Type a new property (for example, Part Number) and press **Enter**.
6. With the new property selected, type a value in the Value field (for example, 12345-01) and press **Enter**.
7. Click Close.

Related Topics

Command information
Dialog Box information
Symbol Properties button
Property text box

List Command

The List command in the Symbol menu lets you create a list of symbols in your drawing. You also can create a named parts list of all the pieces of your drawing, plus lists of other defined properties.

Related Topics

- Dialog Box information
- Procedure information
- Symbol menu commands

List Symbols Dialog Box

The List Symbols dialog box alphabetically lists the names (the values assigned to the property "name") for the symbols selected in the current drawing, and shows the number of times each symbol appears (quantity).

If no symbols are selected, the list contains the names for all the symbols in the drawing. Symbols without names are listed as "other."

Property List Box
If you click the down arrow in the Property list box, you can choose any other property that has been created. The value and quantity for that property for selected symbols then display under Value and Quantity (Qty.). Unless you select a symbol, Designer lists all symbols with the selected property.

Titles Button
The Titles button opens the Titles dialog box. You can enter a main title by typing it in the Main Title field, and enter column titles by typing them into the Value Column and Quantity Column fields. You can use the column separator to create leader dots.

Note: You can see a title only when you print a symbol list, or in the Clipboard Viewer.

Copy Button
Click the Copy button to copy the symbol list to the Clipboard. Paste the data into the drawing area or into any Windows-compatible program.

Print Button
Click Print to print the parts list.

Save As Button
Click the Save As button to open the Save As dialog box. You can save the parts list as a text (TXT), DIF, or SYLK (SLK) file.

Related Topics
- Command information
- Procedure information

Titles Dialog Box

The Titles dialog box lets you change the column titles in the symbol list, and you can change the column separator character used when the list is saved.

Main Title Text Box
Type a main title for the symbol list in this text box. You can see a title only when you print a symbol list, or in the Clipboard Viewer.

Value Column Text Box
Type a value column title in this text box.

Quantity Column Text Box
Type a quantity column title in this text box.

Column Separator Field
If you want to print leader characters, such as periods, between the two columns, you can enter one or more characters in this field.

Related Topics

Command information

Listing Symbols

To create a list of symbols in your drawing:

1. Open the Symbol menu.
2. Choose List. The List Symbols dialog box opens.
3. Change the property or titles, if you want.
4. Choose Copy, Print, or Save As.
5. Click Close to close the dialog box.

Related Topics

Command information
Dialog Box information

Replace Command

The Replace command in the Symbol menu controls how symbols are replaced by those from the Clipboard.

Related Topics

- Dialog Box information
- Procedure information
- Symbol menu commands

Replace Dialog Box

Scale to Fit Option
Choose the Scale to Fit option to force a Clipboard symbol to scale up or down to completely fill the bounding area of the original symbol.

Align to Border Option
This option lets you keep the original proportions of the Clipboard drawing. Use the list box to select a handle on the original symbol to which Designer can align the Clipboard replacement.

You can only use the Origin list box when the Align to Border option is deselected.

Group Clipboard Symbols Option
Select this option to replace each selected symbol with the contents of the Clipboard.

Deselect this option to distribute Clipboard symbols to replace selected symbols. The first symbol (from left to right) in the Clipboard replaces the first original symbol, the second Clipboard symbol replaces the second original symbol, and so on.

If you have several symbols selected but only one in the Clipboard, each selected symbol is replaced with the Clipboard symbol.

Leave Original Option
Use this option to paste the Clipboard's contents over the original symbol.

Cut Button
Cuts the symbol to the Clipboard.

Copy Button
Copies the symbol to the Clipboard

Paste Button
Pastes the symbol into your drawing.

Related Topics
- Command information
- Procedure information

Replacing Symbols

To replace a symbol:

1. Cut or copy one or more symbols to the Clipboard.
2. Select the symbol or group of symbols to replace.
3. Open the Symbol menu.
4. Choose Replace. The Replace dialog box opens.
5. Change the replacement options, if you want.
6. Click Apply. The symbol in the drawing area is replaced with the contents of the Clipboard.

Related Topics

Command information
Dialog Box information

Paste Inside Command

The Paste Inside command in the Symbol menu lets you mask a symbol or create blocks of text in unusual shapes.

You can paste a symbol or bitmap into another closed or connected closed symbol in Designer. This lets you obtain a masking effect. The symbol you paste is masked by the shape it goes inside. You can press and hold the left mouse button to position the pasted symbol.

Related Topics

- Procedure information
- Symbol menu commands

Pasting Symbols Inside Other Symbols

To mask a symbol:

1. Select a symbol that you want to mask.
2. Open the Edit menu and choose the Copy command to copy the symbol to the Clipboard.
3. Select a symbol that you want to use as a mask outline.
4. Open the Symbol menu.
5. Choose Paste Inside. A blue edit border appears around the mask-outline symbol.
6. Press and hold the left mouse button until the bounding box or wireframe of the symbol to be pasted inside appears.
7. Position the symbol and release the mouse button. The first symbol is pasted inside the second one.

Related Topics

Command information

Hide Command

The Hide command in the Symbol menu lets you hide individual symbols.

Related Topics

- Procedure information
- Show All command
- Symbol menu commands

Hiding Individual Symbols

To hide individual symbols:

1. Select one or more symbols to hide.
2. Open the Symbol menu.
3. Choose Hide.

Related Topics

Command information
Show All command

Show All Command

The Show All command in the Symbol menu lets you show all symbols in the document.

Related Topics

- Procedure information
- Hide command
- Symbol menu commands

Showing All Symbols

To show all symbols:

1. Open the Symbol menu.
2. Choose Show All. Symbols that did not show because you had used the Hide command reappear.

Related Topics

Command information
Hide command

Lock Command

The Lock command in the Symbol menu lets you lock individual symbols. You may want to lock symbols if you want to ensure that you do not accidentally move or resize them.

Related Topics

- Procedure information
- Unlock All command
- Symbol menu commands

Locking Individual Symbols

To lock individual symbols:

1. Select one or more symbols to lock.
2. Open the Symbol menu.
3. Choose Lock.

Related Topics

Command information
Unlock All command

Unlock All Command

The Unlock All command in the Symbol menu lets you unlock all locked symbols.

Related Topics

- Procedure information
- Lock command
- Symbol menu commands

Unlocking All Symbols

To unlock all symbols:

1. Open the Symbol menu.
2. Choose Unlock All. All symbols you had locked with the Lock command are unlocked.

Related Topics

Command information
Lock command

Text Command

The Text command in the Change menu lets you join text, split text, flow text from one container to another, and repel text.

When you choose the Text command, the Text submenu opens and displays the following commands:

Join Text
Split Text
Flow Text
Repel Text

Join Text Command

The Join Text command in the Text submenu of the Change menu lets you join text blocks and freeform text into a single text symbol. When you join text blocks, all text conforms to the font and size of the first selected text block (or the first created text block, if they are selected at the same time).

Related Topics

- Procedure information
- Split Text command

Joining Text

To join text symbols:

1. Select the text symbols to join.
2. Open the Change menu and choose Text. The Text submenu opens.
3. Choose Join Text. The text becomes one symbol based on the location of the first text symbol.

Related Topics

Command information
Split Text command

Split Text Command

The Split Text command in the Text submenu of the Change menu lets you enter several lines of text and position them later. For example, if your drawing has a dozen labels, it is easier to enter the labels as a single symbol, and then split it and move the labels individually.

Text blocks and freeform text that contain multiple lines can be broken into multiple freeform text symbols, each containing a single line.

Related Topics

- Procedure information
- Join Text command

Splitting Text

To split a multi-line text symbol:

1. Select the text symbol.
2. Open the Change menu and choose Text. The Text submenu opens.
3. Choose Split Text. Each line of text becomes a separate text symbol.

Related Topics

Command information
Join Text command

Flow Text Command

You can use the Flow Text command in the Text submenu of the Change menu to flow text between two text blocks, and between a text block and a shape.

If you already have created two or more text blocks, you can connect them so that text flows from one to the other. If you add or delete text in one container, the other text blocks also adjust.

Related Topics

Procedure information

Flowing Text

To flow text from one container to another:

1. Select the text containers to connect.
2. Open the Change menu and choose Text. The Text submenu opens.
3. Choose Flow Text. The text containers are connected.

Note: You can flow text through any number of text containers at the same time. Text flows from the back container (the one drawn first) to the front container. You can change the order of the containers using the Step Up, Step Down, Move To Top, Move To Bottom, and Reverse commands.

Note: To get the effect you want when flowing the text into symbols, you might need to remove the transforms on the symbols before you flow the text. One way to do that is with the Convert to Curves command.

To flow text from a container to a shape:

1. Select both the text symbol and the shape into which the text is to flow.
2. Open the Change menu and choose Text. The Text submenu opens.
3. Choose Flow Text. The text blocks are connected.

Note: You can only flow text from one shape at a time.

Related Topics

Command information

Repel Text Command

You can force text to automatically wrap around a symbol with the Repel Text command in the Text submenu of the Change menu. You can only use the Repel Text command with block text; you cannot repel text around a bitmap or grouped object.

A symbol can be made to repel block text so that the symbol is not overwritten by text. This forces text to wrap around a symbol.

Note: Symbols repel text *regardless of the layer*. For example, a symbol on layer one repels text on layer two. Even symbols on layers that are not visible repel text.

Related Topics

Procedure information

Repelling Text

To repel text:

1. Select the symbol for the text to wrap around.
2. Open the Change menu and choose Text. The Text submenu opens.
3. Choose Repel Text. The text wraps around the symbol.

To turn off repel text mode for a symbol, select the symbol and repeat the steps above.

Related Topics

Command information

Editing a Symbol without Ungrouping

You don't have to break apart a group if you want to edit symbols in a group.

To edit without ungrouping:

1. Double click the symbol group that contains the symbol you want to edit. A hatched border appears around the group.
2. Select the symbol to edit. Delete, edit, or move it.
3. Press **Esc** or double click anywhere outside the group when you finish. The symbol name and other properties, if any, are still intact.

Note: To separate a symbol from its group, cut the symbol to the Clipboard in step 3 and press **Esc** to recombine the group. Now you can paste the symbol anywhere in the drawing.

Related Topics

Group
Ungroup

Editing Grouped Symbols

You can edit symbols that belong to groups within other groups.

To edit grouped symbols:

1. Point to the symbol or group you want to edit and continue double clicking until the group you want to edit receives the border.
2. When you finish, double click outside the groups until the border disappears.

Related Topics

Group
Ungroup

Quick Alignment Tool

The Quick Alignment tool opens a tool set that lets you align symbols to the left, center symbols horizontally, align symbols to the right, evenly space symbols horizontally, align symbol to the top, center symbol vertically, align symbols to the bottom, and evenly space symbols vertically.

The keyboard shortcuts for aligning symbols are as follows.

Align left	**Alt+3**
Align center	**Alt+5**
Align right	**Alt+7**
Align top	**Alt+4**
Align middle	**Alt+6**
Align bottom	**Alt+8**
Align to page center	**Ctrl+Shift+5**
Align to page middle	**Ctrl+Shift+6**
Align to rulers	**Alt+2**

Reduce Points Command

If a symbol or curve contains many twists and turns, you can smooth its appearance by eliminating some of its anchor points using the Reduce Points command in the Change menu.

Related Topics

- Dialog Box information
- Procedure information

Reduce Points Dialog Box

Current Number of Points Area
This area shows the current number of anchor points in the symbol.

Adjusted Number of Points Area
This area shows the number of anchor points in the modified symbol after you drag the slider.

Fewer Points Area
Drag toward Fewer Points to decrease the number of points in the symbol.

Related Topics

- Command information
- Procedure information

Reducing the Number of Anchor Points

To reduce the number of anchor points:

1. Select the symbol.
2. Open the Change menu and choose Reduce Points. The Reduce Points dialog box appears.
3. The Reduce Points dialog box shows the current and the adjusted anchor point count for the symbol.
4. To reduce the number of anchor points, drag the sliding bar toward the Fewer points end. The farther you drag the sliding bar, the more points Designer tries to eliminate.
5. Release the sliding bar. The current point count shows the effect of the point reduction. If the original and current point count do not change, even when you slide the bar all of the way to the Fewer points end, then Designer cannot reduce the number of points in the symbol.
6. Click OK to apply the point reduction.

If you don't like the effect of the Point Reduction, open the Edit menu and choose Undo Reduce Points. The symbol returns to its original shape.

Related Topics

Command information
Dialog Box information

Edit Menu Commands

Undo	Reverses the last edit or change to a symbol.
Redo	Lets you redo the last undo you made to a symbol.
Cut	Cuts the selected symbol(s) to the Clipboard.
Copy	Copies the selected symbol(s) to the Clipboard.
Paste	Pastes the selected symbol(s) from the Clipboard.
Paste Special	Lets you choose how you want to paste objects from the Clipboard.
Delete	Deletes the selected symbols.
OLE	Contains commands that let you link and embed objects, insert objects from other programs, and break links between an object and its server.
Select All	Selects all symbols in the window.
Select	Selects symbols based on specific attributes and properties.

Related Topics

Choosing menus and commands

Undo Command

The Undo command (**Ctrl+Z**) in the Edit menu reverses the last change you made to a symbol. You can undo up to 100 changes. You set the level of changes in the General panel of the Preferences dialog box. To reinstate the change (undo the undo), choose Redo.

Undo does not reverse view mode changes or changes made with commands in the File menu. The Undo command is gray (not available) if Designer cannot reverse the most recent action. For example, the command is gray after you choose the Undo command several times in succession and use all of the levels of undo set in Preferences.

Related Topics

- Procedure information
- Redo command

Reversing a Change

To undo a change:

- Open the Edit menu and choose Undo, or press **Ctrl+Z**.

Related Topics

Command information
Redoing changes

Redo Command

The Redo command (**Ctrl+Shift+Z**) in the Edit menu restores the most recent edit that has been undone. You can redo up to 100 of the last changes previously reversed with the Undo command. You set the level of changes in the General panel of the Preferences dialog box.

Related Topics

- Procedure information
- Undo command

Redoing Changes

To redo changes to a symbol:

- Open the Edit menu and choose Redo, or press **Ctrl+Shift+Z**. The symbol appears as it did before you chose the Undo command.

Related Topics

Command information
Reversing a change

Cut Command

The Cut command (**Ctrl+X**) in the Edit menu removes selected symbols and cuts them to the Clipboard. These symbols can be pasted back into the same Designer window or into another Windows application such as PhotoMagic or Microsoft Excel.

Related Topics

- Procedure information
- Copy command
- Paste command
- Delete command

Cutting Symbols to the Clipboard

To cut a symbol:

1. Select the symbol you want to cut.
2. Open the Edit menu and choose Cut, or press **Ctrl+X**.

Related Topics

Command information
Copying symbols to the Clipboard
Embedding symbols
Deleting symbols

Copy Command

The Copy command (**Ctrl+C**) in the Edit menu copies selected symbols from the drawing and working areas to the Clipboard. Symbols copied to the Clipboard can be pasted back into another Windows application such as PhotoMagic or Microsoft Excel.

Related Topics

- Procedure information
- Cut command
- Paste command

Copying Symbols to the Clipboard

To copy symbols:

1. Select the symbols you want to copy.
2. Open the Edit menu and choose Copy, or press **Ctrl+C**.

Related Topics

Command information
Cutting symbols to the Clipboard
Embedding symbols

Paste Command

The Paste command (**Ctrl+V**) in the Edit menu lets you automatically embed an object while pasting it. Double clicking an embedded symbol automatically opens the program in which the symbol was created so you can edit it there. You also can select the symbol, click the right mouse button, and choose Edit in the mouse menu to edit the embedded symbol

For example, you can create an image in Paintbrush, copy it to the Clipboard and paste (embed) it into Designer. Double click the image to open Paintbrush and display the image. You now can edit the image in Paintbrush. When you close Paintbrush, the image automatically updates in Designer.

Not all programs permit embedding (or linking). Programs that support embedding include Microsoft Word, WordPerfect, and Microsoft Excel. Some programs are both client (receiver of the symbol) and server (originator of the symbol); others are just servers. Servers let you copy symbols from them to embed into other programs, but they do not let you embed objects from other programs. (See the program's documentation for more information.)

Designer automatically embeds the object if the originating (server) program supports OLE.


Although you must have the embedded object's original (server) application on your system, you don't have to have the original file.

Related Topics

- Procedure information
- Cut command
- Copy command

Embedding Symbols

To embed a symbol from the Clipboard:

- Open the Edit menu and choose Paste. The object is automatically pasted and embedded in the center of the current view.

Related Topics

Command information
Cutting symbols to the Clipboard
Copying symbols to the Clipboard

Paste Special Command

The Paste Special command in the Edit menu opens a dialog box that lets you choose how you want to paste an object from the Clipboard.

Related Topics

- Dialog Box information
- Procedure information
- Cut command
- Copy command
- Paste command

Paste Special Dialog Box

Source
The source application and filename of the object you are pasting.

Data Type List Box
This list box contains the format, or type, of the object you are pasting. You can select a different data type from the list to paste the object in a different format. For example, you can select a non-OLE data type if you don't want to embed the object.

The data types supported are as follows.

Type	Description
Rich Text Format	Encoded text that contains information such as attributes (bold, italic, color, etc.)
Text	Standard ANSI character set
OEM Text	Text that is in a different character set
Paintbrush Picture	Bitmap from Windows Paintbrush
Bitmap	Device dependent bitmap
DIB	Device independent bitmap
Picture	Windows metafile

Note: You must choose the highlighted data type if you want to link the object to its source file.

Paste Button
This button lets you paste (and embed) the object from the Clipboard into the drawing using the format selected in the Data Type list box.

Paste Link Button
This button pastes the object from the Clipboard into your drawing and maintains a link between the pasted object and the object's original file. When you edit a linked object, the object's original file also updates.

This button is gray if the symbol comes from a program that cannot link to Designer.

Related Topics
- Command information
- Procedure information
- Cut command
- Copy command
- Paste command

Paste Linking Objects

To paste link an object:

1. Create the symbol in its original program and save it as a file.
2. Copy the object you want to link to the Clipboard.
3. Close the original program if you want.

Note: The linked object must be saved as a file. To maintain the link, the file cannot be moved or renamed.

4. Open Designer, if necessary.
5. Open the Edit menu and choose Paste Special. The Paste Special dialog box opens.
6. Click the Paste Link button. The object is pasted in the center of the current view.

Related Topics

Command information
Dialog Box information
Pasting Objects in a Different Format
Cut command
Copy command
Paste command

Pasting Objects in a Different Format

To paste an object from the Clipboard in a different format:

1. Open the Edit menu and choose Paste Special. The Paste Special dialog box opens.
2. Choose the data type you want for the object.
3. Click Paste. The object is pasted in the center of the current view.

Related Topics

Command information
Dialog Box information
Linking Objects
Cut command
Copy command
Paste command

Delete Command

The Delete command (**Delete**) in the Edit menu deletes selected symbols. Deleted symbols are not copied to the Clipboard.

Related Topics

- Procedure information
- Cut command
- Copy command
- Paste command

Deleting Symbols

To delete symbols:

1. Select the symbols you want to delete.
2. Open the Edit menu and choose Delete, or press **Delete**.

Related Topics

Command information
Cut command
Copy command
Paste command

OLE Command

The OLE command in the Edit menu opens a submenu with the following commands.

Object
Cancel Link
Insert Object
Links

Related Topics

- Embedding symbols
- Pasting Objects in a Different Format
- Linking Objects

Object Command

The Object command in the OLE submenu of the Edit menu lets you edit a selected OLE object in its original application. The Object command also displays the name of the originating program. The name of the command changes to reflect the type of object, such as PhotoMagic Image Object.

If the object is linked, Designer must have access to the object's original file before you can edit it. For example, if the file LINK.TIF is located on a network drive, be sure you have network access before you attempt to edit the linked object.

Related Topics

- Procedure information
- OLE command

Editing an OLE Object

To edit an OLE object in its source application:

1. Select the OLE object you want to edit.
2. Open the Edit menu and choose OLE. The OLE submenu opens.
3. Choose Object. The command name reflects the name of the object's source application, such as PhotoMagic Image Object. Designer launches the source application, and the object is opened within the source application.

You can also double click the object to launch the source application.

Related Topics

Command information
OLE command

Cancel Link Command

The Cancel Link command in the OLE submenu of the Edit menu breaks the link between an object and its original program (server).

Related Topics

- Procedure information
- OLE command

Breaking a Link

To break the link between an object and its source application:

1. Select the object in Designer.
2. Open the Edit menu and choose OLE. The OLE submenu opens.
3. Choose Cancel Link.
4. You are asked if you want to permanently break the link. Click Yes to break the link, or click No to cancel and leave the link unbroken.

Related Topics

Command information
OLE command

Insert Object Command

The Insert Object command in the OLE submenu of the Edit menu lets you open an OLE compatible program, create an object in the program, then close the program and automatically insert the object into Designer.

Related Topics

- Dialog Box information
- Procedure information
- OLE command

Insert Object Dialog Box

Object Type List
Choose the type of OLE object you want to insert. Designer uses the type you select to determine which application to launch.

Related Topics

- Command information
- Procedure information
- OLE command

Inserting Objects

To create and insert an OLE object:

1. Open the Edit menu and choose OLE. The OLE submenu opens.
2. Choose Insert Object. The Insert Object dialog box opens.
3. Select the program in which you want to create the object. Click OK. The program opens.
4. Create the object.
5. Open the program's File menu and choose Update Designer to update the Designer drawing as you draw (if you want).
6. Open the program's File menu and choose Exit and Return to Designer when you finish.
7. Click Yes to embed and display the object in Designer; click No to close the program without embedding.

Note: Only OLE compatible programs are listed in the Insert Object dialog box.

Related Topics

Command information
Dialog Box information
OLE command

Links Command

You can control links with the Links command in the OLE submenu of the Edit menu.

Linking lets you maintain an invisible connection between an object and its original (source) file. Linking is used with pasting and is sometimes called *paste linking*. When you paste link an object into Designer, you can make changes to the object (by loading the server application) that also change the object's original file. Also, if you update the original file, the Designer document also updates.

For example, you can copy a Microsoft Excel file, and then paste link it into Designer. Any changes to the spreadsheet are automatically reflected in Designer.

Designer must have access to the object's original file before you can edit it. For example, if the file LINK.TIF is located on drive A, be sure the diskette containing LINK.TIF is inserted in the drive before you attempt to edit the linked object.

Linking is a way for more than one user to connect to the same file. For example, linking can be helpful on a network where several users are working with the same file. Users are linked to a master file so that whenever one user makes a change, the master and all linked files show the change.

Related Topics

- Dialog Box information
- Procedure information
- OLE command

Links Dialog Box

Links List Box
This list contains all the OLE objects in the current file. For each object, the list provides the object type, original file name, the type of link, and whether it is updated automatically or manually.

Update Options
Links can be updated automatically each time you open the Designer file, or manually when you open or save the Designer file. Choose an update option for the selected link.

Update Now Button
Click this button to immediately update the selected link.

Cancel Link Button
Click this button to break the OLE link between an object and its original program (server).

Change Link Button
Click this button to open a dialog box that lets you select a new file path for the selected link. The new file can be identical to the old file, but can be in a different location or it may be a completely new file.

Edit Button
Click this button to edit the object selected in the Links list box. Designer launches the object's source application for you to edit the object.

Activate Button
Plays the object (for example, sound).

Done Button
Click this button to close the dialog box.

Related Topics

- Command information
- Procedure information
- OLE command

Linking Objects

To link an object:

1. Create the object in its original program and save it as a file.
2. Copy the object you want to link to the Clipboard.
3. Close the original program if you want.

Note: The linked object must be saved as a file.

4. Open Designer, if necessary.
5. Open the Edit menu and choose Paste Special. The Paste Special dialog box opens.
6. Click the Paste Link button. The object is automatically pasted in the center of the current view.

Related Topics

Command information
Dialog Box information
OLE command

Select All Command

The Select All command (**F2** or **Ctrl+A**) in the Edit menu selects all text and symbols on the current page. You can use the Select All command to select all text and symbols, then press **Shift** and select individual symbols to remove them from the selected group.

Note: Hidden symbols and symbols on different layers are not selected with the Select All command.

Related Topics

- Procedure information
- Select All Tool
- Select command

Selecting All Symbols (Edit Menu)

To select all text and symbols:

- Open the Edit menu and choose Select All, or press **F2** or **Ctrl+A**. All unhidden symbols on the current layer are selected.

Note: Pressing **Shift+F2** selects all symbols that were not selected, and deselects those that were selected.

Related Topics

Command information
Select All Tool

Select Command

The Select command (**Ctrl+Shift+F2**) in the Edit menu lets you select symbols based on specific attributes and properties. You enter a property value (with or without wildcard characters) to specify a single symbol, all symbols having a specific property value, or more than one symbol having similar values.

The Select command also lets you select symbols based on their attributes, such as interior fill style, line end style, line style, line weight, line fill, font, and font size.

After you select the symbols, you can make any global change to them or use the Replace command to replace the selected symbols with a symbol on the Clipboard.

Related Topics

- Dialog Box information
- Procedure information
- Select All command
- Select button

Select Dialog Box

Attributes Area
This area shows a list of physical characteristics possible for a symbol, such as interior fill style, line end style, line style, line weight, line fill, font, and font size. Before you open the dialog box, select a symbol, then in the dialog box highlight the attributes for which you want to search. Designer selects other symbols on the page with matching attributes.

Property List
This list shows the properties assigned to all symbols on the current layer. For example, if the two properties "Cost" and "Weight" are associated with a symbol, you can select the property of "Cost" and type a cost in the Property Value text box to select symbols based on their cost.


In most cases there is only one property: "Name." You can ignore this option if you haven't assigned multiple properties.

Property Value Text Box
You can type a value that you want to select in this text box. You can either select other symbols with the same value or use wildcard characters to designate the portions of names to search for.

For example, if the value (name) of the symbol is "widget1," but you want to select all widgets, you can type "widget*" to select widget1, widget2, and so on.

Wildcard characters let you search for partial matches. Use "?" for single characters; use "*" for multiple characters.

See Properties Command for information about assigning values to symbols.

All Matching Symbols
Choose this option to select all symbols on the current page that match the selected properties and attributes.

Next Matching Symbol
Choose this option to select the matching symbols one at a time. Click the Select button to select the next matching symbol (and deselect the first).

Select Button
Click the Select button to choose the symbols based on the attributes and property values you selected.

Append Button
Click the Append button to append newly selected symbols with those previously selected.

For example, suppose you have a red circle with a line weight of 2.0, a blue circle with a line weight of 2.0, and a yellow circle with a hairline. Change the default fill color to red. Open the Select dialog box, choose Interior Fill Style, and then choose Select. Designer selects the red circle. Choose Line Weight, then choose Append. Designer adds the blue circle to the selection, because it has the same line weight as the red circle.

Reset Button
Click the Reset button to deselect the currently selected symbols.

Close Button
Closes the dialog box, leaving symbols selected.

Related Topics

- Command information
- Procedure information
- Select All command

Selecting Symbols with the Select Dialog Box

To select symbols by attribute:

1. Select the symbol upon which you want to base your search.
2. Open the Edit menu and choose Select. The Select dialog box opens.
3. Highlight the attributes for which to search. For example, if the selected symbol has a red interior and you choose interior fill style, all symbols with red interiors are selected.
4. Click Select to select the matching symbols.

To select a symbol that has a name:

1. Open the Edit menu and choose Select.
2. Choose Name in the Property list box.
3. Type the name in the Property Value text box and click Select. All the symbols in the drawing with that name are selected.

Related Topics

Command information
Dialog Box information
Select All command

Window Menu Commands

The Window menu contains commands that arrange open windows and bring a selected chart to the front. You can also open an additional view of the current window.

Cascade	Arranges all open windows so that the title bar of each document is visible.
Tile	Arranges all open windows so that a view of each document is visible.
Arrange Icons	Aligns all of the icons in the Designer window.
Add View	Adds another Designer window containing the drawing in the open window on top of the open window.

Related Topics

Choosing menus and commands

Cascade Command

The Cascade command in the Window menu arranges all open windows so that the title bar of each document is visible.

Related Topics

- Procedure information
- Tile command

Cascading Windows

To cascade windows:

- Open the Window menu and choose Cascade.

Related Topics

Command information
Tiling windows

Tile Command

The Tile command in the Window menu arranges all open windows so that a view of each document is visible.

Related Topics

- Procedure information
- Cascade command

Tiling Windows

To tile windows:

- Open the Window menu and choose Tile. The windows are tiled vertically. If you press **Shift** and choose Tile, the windows are tiled horizontally. Release **Shift**.

Related Topics

Command information
Cascading windows

Arrange Icons Command

The Arrange Icons command in the Window menu aligns all of the icons (documents that have been minimized) in Designer.

Related Topics

Procedure information

Arranging Icons

To arrange windows:

- Open the Window menu and choose Arrange Icons.

Related Topics

Command information

Add View Command

Choose the Add View command (**Shift+F4**) in the Window menu to open another window for the current drawing, so that you can have an additional view of the file. You can use the additional view to see two different zoom levels at once or to view two different pages at once.

Related Topics

Procedure information
Open command

Draw Tool

You can use the Draw tool in the Toolbox to draw almost any shape in Designer. When you choose the Draw tool, the Shape buttons appear in the ribbon. Click the button corresponding to the type of shape you want to draw.

Click the Simple Line button to draw line segments, parallel lines, perpendicular lines, quarter arcs, and parabolas, and to show line lengths.

Click the Compound Line button to draw polyline symbols, parabolic splines (curves), Bézier splines (B-splines), Bézier curves (Béziers), freehand symbols, and closed polyline symbols (irregular closed polygons).

Click the Rectangle button to draw rectangles and squares with or without rounded corners.

Click the Polygon button to draw regular polygons and star shapes.

Click the Ellipse button to draw ellipses, circles, arcs and pie wedges.

Click the Constraint buttons in the ribbon to restrict or change how a symbol draws.

Simple Line Button

The Simple Line button in the Draw ribbon lets you draw several different types of linear symbols. They are *simple* because they are made of only one line or curve.

When you click the Simple Line button, the ribbon displays buttons that let you draw single, parallel, and perpendicular lines, as well as arcs and parabolic lines.

 Click the Line Segment button to draw single lines.

 Click the Parallel button to draw parallel lines.

 Click the Perpendicular button to draw perpendicular lines.

 Click the Quarter Arc button to draw arcs.

 Click the Parabola button to draw parabolic lines.

 Click the Line Length button to show line lengths.

To draw a simple line, click the Draw tool and click the Simple Line button and the type of line you want to draw. For example, to draw a parabola, click the Draw tool and click the Simple Line button, and then click the Parabola button.

Related Topics

Draw tool

Line Segment Button

The Line Segment button in the Draw ribbon lets you draw simple, straight lines.

Related Topics

- Procedure information
- Simple Line button

Drawing Single Lines

To draw a line segment:

1. Click the Draw tool in the toolbox.
2. Click the Simple Line button and the Line Segment button in the ribbon.
3. Move the pointer to the drawing area and press and hold the left mouse button.
4. Drag the pointer to draw the line.
5. Release the left mouse button when you finish drawing.

Note: Press **Ctrl** or click the Angle Constraint button to draw at angles constrained to 15-degree increments. Press **Shift** or click the From Center button to draw from the center.

Related Topics

Button information
Simple Line button

Parallel Button

The Parallel Line button in the Draw ribbon lets you draw a line that is parallel or tangent to a line segment, arc, or non-rotated symbol. For example, you can draw a line that is parallel to another line or edge of a symbol.

You can also add a parallel line at the end point of an open symbol. The parallel line keeps the slope of the line to which it is connected.

Related Topics

- Procedure information
- Simple Line button

Drawing Parallel Lines

If you select a single line as the basis for your parallel line, the parallel line is the size of the original line. If you select an ellipse or circle, the line is a tangent. (You can press **Shift** to change the direction of the line.) If you select other symbols, the line is the size of and parallel to the side of the bounding box of the symbol.

To draw a parallel or tangent line:

1. Select the symbol with which you want the line to be parallel.
2. Click the Draw tool in the toolbox, if necessary.
3. Click the Simple Line button and the Parallel Line button in the ribbon.
4. Move the pointer near the symbol, and press and hold the left mouse button.
5. Drag the pointer the desired distance from the line or curve and draw the line. You can move the line anywhere in the drawing area.
6. Release the left mouse button when you finish drawing the line.

Related Topics

Button information
Simple Line button

Perpendicular Button

The Perpendicular Line button in the Draw ribbon lets you draw a line perpendicular to a line segment, arc, ellipse, or polysymbol.

Related Topics

- Procedure information
- Simple Line button

Drawing Perpendicular Lines

To draw a perpendicular line:

1. Select the symbol with which you want the line to be perpendicular.
2. Click the Draw tool in the toolbox, if necessary.
3. Click the Simple Line button and the Perpendicular Line button in the ribbon.
4. Move the pointer near the symbol, and press and hold the left mouse button.
5. Drag the pointer the desired distance from the line or curve and draw the line. The line can be moved anywhere in the drawing area.
6. Release the left mouse button when you finish drawing the line.

Note: Press **Shift** or click the From Center button to draw from the center.

Related Topics

Button information
Simple Line button

Quarter Arc Button

The Quarter Arc button in the Draw ribbon lets you draw one quarter of an ellipse or circle.

The Proportional Constraint button forces radial arcs that are one quarter of a perfect circle.

Pressing **Ctrl** as you draw also creates one quarter of a circle.

The Reverse Direction button controls the bowing direction of the arc. When the button is not selected (the default), the arc bows to the right as you draw up, and left as you draw down. With the button selected, the opposite occurs; the arc bows left as you draw up, and right as you draw down.

Pressing **Shift** as you draw also inverts the arc.

Related Topics

- Procedure information
- Simple Line button
- Reshaping an ellipse, arc, or pie

Drawing Quarter Arcs

To draw a quarter arc:

1. Click the Draw tool in the toolbox.
2. Click the Simple Line button and the Quarter Arc button in the ribbon.
3. Press and hold the left mouse button, and drag the pointer to draw the arc. The arc appears on the screen and changes size and proportion as you move the pointer.
4. Release the left mouse button when you finish.

Related Topics

Button information
Simple Line button

Parabola Button

The Parabola button in the Draw ribbon lets you draw parabolic shapes. You create parabolas by drawing a line and then bowing the line outward--much like pulling a taut rubber band.

Related Topics

- Procedure information
- Simple Line button

Drawing Parabolas

To draw a parabola:

1. Click the Draw tool in the toolbox.
2. Click the Simple Line button and the Parabola button in the ribbon.
3. Move the pointer where you want one end of the parabola to be.
4. Press and hold the left mouse button, and drag the pointer where you want the other end of the parabola to be. Release the left mouse button.
5. Move the pointer where you want the highest point of the curve.
6. Drag the pointer to adjust the parabola, if necessary.
7. Click the left mouse button to finish drawing the parabola.

Note: Press **Ctrl** or click the Angle Constraint button in step 4 to draw a line constrained to 15-degree increments.

Related Topics

Button information
Simple Line button

Line Length Button

Note: The best way to show dimensions is using the new Dimension tool, which is much more powerful than the features you access with the Line Length button.

The Line Length button in the Draw ribbon lets you show the length of a selected line in a drawing. Designer can show the length of straight lines.

When you click the Line Length button, a menu opens displaying the following commands.

Show Line Length
Hide Line Length
Options

Related Topics

- Procedure information
- Simple Line button

Show Line Length Command

Choose the Show Line Length command in the Line Length menu to show the line lengths of the selected line or to show the length of new lines you draw.

You can show the length of a line in inches, centimeters, days, months, or whatever option you choose with the units button in the Line Length Options dialog box.

You can select a line and then click the Line Length button to show its length, or click the button first to display lengths of subsequent lines you draw. Also, if you select a line, open the Line Length Options dialog box, and choose a new measurement unit, Show Line Length toggles on. The line displays its length in the new unit.

Subsequent lines do not show line lengths unless you click the Line Length button and choose Show Line Length. Also, if you change the line length format, the line length changes only for the selected line, not for all lines.

If you group a line that contains a length with other symbols, and then resize the grouped symbol, the line length does not change. To display the accurate measurement, ungroup the grouped symbol. The line displays the current measurement. (Dimension lines, on the other hand, update properly both inside and outside symbol groups.)

Designer displays the length in the current font. To change the font used to show the length, select the text, click the Text tool, and change the font in the Text ribbon.

Note: The best way to show dimensions is using the new Dimension tool, which is much more powerful than the features you access with the Line Length button.

Related Topics

- Procedure information
- Hide Line Length command
- Line Length button

Showing Line Lengths

To show line lengths:

1. Click the Line Length button. A menu opens.
2. Choose Show Line Length.

Note: The best way to show dimensions is using the new Dimension tool, which is much more powerful than the features you access with the Line Length button.

Related Topics

Command information
Hiding line lengths
Line Length button

Hide Line Length Command

Choose the Hide Line Length command in the Line Length menu to hide (turn off) the line length of the selected line.

Note: The best way to show dimensions is using the new Dimension tool, which is much more powerful than the features you access with the Line Length button.

Related Topics

- Procedure information
- Show Line Length command
- Line Length button

Hiding Line Lengths

To hide line lengths:

1. Select the line whose length you want to hide, or deselect all lines to stop showing lengths on new lines you draw.
2. Click the Line Length button. A menu opens.
3. Choose Hide Line Length.

Note: The best way to show dimensions is using the new Dimension tool, which is much more powerful than the features you access with the Line Length button.

Related Topics

Command information
Showing line lengths
Line Length button

Options Command

The Options command in the Line Length menu lets you change the placement, format, and units of line lengths.

Note: The best way to show dimensions is using the new Dimension tool, which is much more powerful than the features you access with the Line Length button.

Related Topics

- Dialog Box information
- Procedure information
- Line Length button

Line Length Options Dialog Box

Prefix
You can enter a prefix for the line length setting in this text box. For example, if you would like to display the date before the line length of a selected line, you can enter the date.

Suffix
You can enter a suffix for the line length setting in this text box. For example, if you would like to display the date after the line length of a selected line, you can enter the date.

Units Button
The Units button is to the right of the Prefix text box, and lets you change the measuring increment.

To change the units, click the Units button. A menu opens, displaying the units available, including inches, centimeters, millimeters, points, picas, and ciceros, along with the More Units and Custom Units commands.

Displayed Precision
Click the down arrow to the right of the Displayed precision area to show the precision choices. Click the precision you prefer to select it.

Alignment
Click a horizontal option and a vertical option to align the line length text in relation to the line.

Left Option
Click the Left option to place the line length even with the left edge of the line.

Center Option
Click the Center option to place the line length in the center of the line.

Right Option
Click the Right option to place the line length even with the right edge of the line.

Top Option
Click the Top option to place the line length on the top of the line.

Middle Option
Click the Middle option to place the line length in the middle of the line.

Bottom Option
Click the Bottom option to place the line length below the line.

Note: The best way to show dimensions is using the new Dimension tool, which is much more powerful than the features you access with the Line Length button.

Related Topics
- Command information
- Procedure information

Setting Line length Options

To set line length options:

1. Click the Line Length tool. A menu opens.
2. Choose Options. The Line Length Options dialog box opens.
3. Enter a prefix or suffix, if you want.
4. Choose the precision you want.
5. Choose alignment options.
6. Choose OK to apply your choices.

Note: The best way to show dimensions is using the new Dimension tool, which is much more powerful than the features you access with the Line Length button.

Related Topics

Command information
Dialog Box information

Compound Line Button

The Compound Line button in the Draw ribbon lets you draw connected, multi-line symbols (for example, "W" shapes); connected curves; B-splines (for example, sine wave shapes); Bézier curves; freehand symbols; and closed symbols with jointed lines.

When you click the Compound Line button, the ribbon changes to display the Compound Line Drawing buttons.

 Click the Jointed Line button to draw polylines.

 Click the Curved Line button to draw curves (parabolic splines).

 Click the B-Spline button to draw Bézier splines.

 Click the Bézier Curve button to draw Bézier curves.

 Click the Freehand button to draw freehand symbols.

 Click the Irregular Polygon button to draw irregular polygons.

Note: If you want to draw regular polygons (polygons where all the sides are equal), use the Polygon button.

To draw a compound line, click the Draw tool and click the Compound Line button and a drawing method button. For example, to draw a freehand symbol, click the Draw tool and then click the Compound Line button, and then click the Freehand button.

Related Topics

Draw tool

Jointed Line Button

The Jointed Line button in the Draw ribbon lets you draw symbols that are a "chain" of connected straight lines.

Polylines are open unless the last point is the same as the first; then Designer automatically closes it. If you want to close an open polyline, select the symbol, open the Change menu, choose the Combine command, and choose the Connect Closed command or press **F11**.

Related Topics

- Procedure information
- Compound Line button

Drawing Polylines

To draw a polyline:

1. Click the Draw tool in the toolbox.
2. Click the Compound Line button and the Jointed Line button in the ribbon.
3. Point where you want to begin the polyline.
4. Press and hold the left mouse button, and drag the pointer to draw the first line. Release the left mouse button.
5. Move the pointer to an endpoint for the second line, and press and hold the left mouse button. The second line draws from the end of the first side to the pointer.
6. Drag the pointer (while still holding the left mouse button) to reposition the line if necessary.
7. Release the left mouse button when the line is where you want it.
8. Repeat steps 5 through 7 for each additional side.
9. Click the left mouse button or press **Esc** to complete the symbol.

Note: Press **Ctrl** or click the Angle Constraint button to draw at angles constrained to 15-degree increments.

Related Topics

Button information
Compound Line button

Curved Line Button (Draw Ribbon)

The Curved Line button in the Draw ribbon lets you draw symbols that are a "chain" of connected, curved (parabolic spline) lines.

Symbols drawn with the Curved Line button are open unless the last point is the same as the first; then Designer automatically closes it. If you want to close an open curve, select the symbol, open the Change menu, choose the Combine command, and choose the Connect Closed command or press **F11**. The ends are connected with a straight line.

Related Topics

- Procedure information
- Compound Line button

Drawing Curves

To draw a curve:

1. Click the Draw tool in the toolbox.
2. Click the Compound Line button and the Curved Line button in the ribbon.
3. Point where you want to begin the curve.
4. Press and hold the left mouse button, and drag the pointer to draw a line.
5. Release the left mouse button.
6. Press and hold the left mouse button, and drag the pointer. The line curves in the direction you move the pointer.
7. Release the left mouse button when the curve is the shape and length you want.
8. Repeat steps 6 and 7 to add more curved segments.
9. Click the left mouse button or press **Esc** to complete the symbol.

Note: Press **Shift** before pressing the left mouse button to draw a straight segment; press **Ctrl** or click the Angle Constraint button to draw at angles constrained to 15-degree increments.

Related Topics

Button information
Compound Line button

B-Spline Button

The B-Spline button in the Draw ribbon lets you draw B-spline curves. B-splines are smooth curves based on at least three points. The curve touches the first and last points and is pulled by the middle point.

Related Topics

- Procedure information
- Compound Line button
- Bézier Curve button

Drawing B-Splines

To draw a B-spline curve:

1. Click the Draw tool in the toolbox.
2. Click the Compound Line button and the B-Spline button in the ribbon.
3. Point where you want to begin the curve.
4. Press and hold the left mouse button and drag to draw the first line of the curve.
5. Release the left mouse button.
6. Press and hold the left mouse button and drag to draw the second line of the curve.
7. Repeat steps 5 and 6 to draw additional curves.
8. Click the left mouse button or press **Esc** when you finish.

Note: Press **Shift** before pressing the left mouse button to draw a straight segment; press **Ctrl** or click the Angle Constraint button to draw at angles constrained to 15-degree increments.

Related Topics

Button information
Compound Line button
Drawing Bézier curves

Bézier Curve Button


The Bézier Curve button in the Draw ribbon lets you draw Bézier curves. After a little practice, you can use this tool to create smooth, curving symbols in much less time than it takes using other tools.


Although drawing Bézier curves takes some practice, it's worth the effort. If you're new to Bézier curves, practice reshaping some curved symbols with them before trying to draw with Bézier curves.

When you draw Bézier curves, the first mouse press places the anchor point (a point that an actual line will pass through). The second mouse press places the second anchor point, then dragging changes that anchor point's control point.

Note: Be sure to press the left mouse button longer than a "click"; a second should be long enough.

Related Topics

- Procedure information
- Compound Line button
- B-Spline button

Drawing Bézier Curves

To draw a Bézier curve:

1. Click the Draw tool in the toolbox.
2. Click the Compound Line button and the Bézier Curve button in the ribbon.
3. Point where you want to begin the curve.
4. Press the left mouse button for about one second, then release it.
5. Move the pointer where you want to place the second point. Press and hold the left mouse button until Designer connects the two endpoints.
6. Drag the pointer to change the curvature of the line. Release the mouse button when you have the curve that you want.
   or
   Release the mouse button without dragging to create a cusp (an angle).
7. Repeat steps 5 and 6 to draw more (connected) curves.
8. Click the left mouse button or press **Esc** when you finish.

Note: Press **Shift** before pressing the left mouse button to draw a straight segment; press **Ctrl** or click the Angle Constraint button to draw at angles constrained to 15-degree increments.

Related Topics

Button information
Compound Line button
Drawing Bézier splines

Freehand Button

The Freehand button in the Draw ribbon lets you draw freeform symbols as if you were drawing with pencil and paper.

This button is especially useful if you are using a digitizing pad and pen to trace drawings. When you finish drawing, Designer automatically smoothes the symbol and converts it to curves.

Freehand symbols are open unless the last point is the same as the first; then Designer automatically closes it. If you want to close an open freehand symbol, select the symbol, open the Change menu and choose the Combine command, and choose the Connect Closed command or press **F11**. The ends are connected with a straight line.

Related Topics

- Procedure information
- Compound Line button

Drawing Freehand Symbols

To draw a freehand symbol:

1. Click the Draw tool in the toolbox.
2. Click the Compound button and the Freehand button in the ribbon.
3. Point where you want to begin drawing.
4. Press and hold the left mouse button, and drag the pointer to draw the symbol.
5. Release the left mouse button when you finish drawing.

Related Topics

Button information
Compound Line button

Irregular Polygon Button

The Irregular Polygon button in the Draw ribbon lets you draw closed symbols with multiple sides.

Irregular polygons and polyline symbols are created the same way. The difference is that irregular polygons are always closed.

Note: If you want to draw regular polygons (polygons where all the sides are equal), use the Polygon button.

Related Topics

- Procedure information
- Compound Line button
- Polygon button

Drawing Irregular Polygons

To draw an irregular polygon:

1. Click the Draw tool in the toolbox.
2. Click the Compound Line button and the Irregular Polygon button in the ribbon.
3. Point where you want to begin the polygon.
4. Drag to draw the first side of the polygon. Release the mouse button when you have the first side drawn as you want it.
5. Move the pointer where you want to place the third point. Press the left mouse button until Designer connects the three endpoints.
6. Repeat step 5 to place more points, if you want.
7. Click the left mouse button or press **Esc** when you finish.

Note: Press **Ctrl** or click the Angle Constraint button to draw at angles constrained to 15-degree increments.

Note: If you want to draw regular polygons (polygons where all the sides are equal), use the Polygon button.

Related Topics

Button information
Compound Line button
Polygon button

Rectangle Button

The Rectangle button in the Draw ribbon lets you choose from several different methods for drawing rectangular shapes. When you click the Rectangle button, the ribbon displays the Rectangle Drawing buttons that let you draw a rectangle from opposite corners, a single side, and by specifying the height and width. You also can draw rectangles with rounded corners.

 Click the Diagonal button to draw a rectangle using the Diagonal method.

 Click the Single Side button to draw a square.

 Click the Height/Width button to draw a parallelogram using the Height/Width method.

 Click the Rounded Rectangle button to draw rectangles and square with rounded corners.

Note: Although "rectangle" refers to both squares and rectangles, "square" means only perfect square shapes (quadrilaterals with four equal sides).

Related Topics

Rounding corners of existing rectangles
Draw tool

Rounding Corners of Existing Rectangles

You can round the corners of existing rectangles that have not been rotated, skewed, converted to curves, or warped. Also, you can round the corners of squares drawn with the Single Side button if they are drawn as shown on the button, at a ninety-degree angle.

To add rounded corners to an existing rectangle:

1. Double click the rectangle. A blue control handle appears near the rectangle's upper left corner. If several points appear on the rectangle, this method cannot be used.
2. Drag the control handle toward the center of the rectangle.
3. Release the mouse button.
4. Press **Esc** when you finish rounding the corners.

Related Topics

Rounded Rectangle button
Rectangle button

Diagonal Button (Rectangle Mode)

The Diagonal button in the Draw ribbon lets you create rectangles intuitively, because you just drag diagonally to create the rectangle.

Related Topics

- Procedure information
- Rectangle button

Drawing Rectangles using the Diagonal Button

To draw a rectangle with the Diagonal button:

1. Click the Draw tool in the toolbox.
2. Click the Rectangle button and the Diagonal button in the ribbon.
3. Point where you want to begin the rectangle and drag the pointer to the opposite corner.
4. Release the left mouse button when you finish the rectangle.

Related Topics

Button information
Rectangle button

Single Side Button (Rectangle Mode)

The Single Side button in the Draw ribbon draws only squares. You usually use it when the square must be adjacent to an existing part of your drawing.

Related Topics

- Procedure information
- Rectangle button

Drawing Squares using the Single Side Button

To draw squares:

1. Click the Draw tool in the toolbox.
2. Click the Rectangle button and the Single Side button in the ribbon.
3. Press and hold the left mouse button and drag to draw one edge of the square. Designer draws the rest of the square automatically.
4. Release the left mouse button when you finish.

Related Topics

Button information
Rectangle button

Height/Width Button

The Height/Width button in the Draw ribbon lets you draw rectangles and parallelograms by specifying the height and width. For example, you can quickly draw a cube by drawing a square for the front face and then two parallelograms for the top and side faces.

Related Topics

- Procedure information
- Rectangle button

Drawing a Rectangle using the Height/Width Button

To draw a rectangle or parallelogram using the Height/Width method:

1. Click the Draw tool in the toolbox.
2. Click the Rectangle button and the Height/Width button in the ribbon.
3. Point where you want to begin the rectangle or parallelogram.
4. Drag (press and hold **Ctrl** if you want to constrain to 15-degree angles) to draw the first edge.
5. Release the left mouse button.
6. Drag to draw the rest of the symbol. (Press and hold **Ctrl** if you want to draw a rectangle)
7. Click the left mouse button (then release **Ctrl** if you drew a rectangle).

Note: You can round rectangles created with the Height/Width button only if you constrain the entire rectangle with **Ctrl** while drawing it and draw the first side to be horizontal or vertical.

Related Topics

Button information
Rectangle button

Rounded Rectangle Button

The Rounded Rectangle button in the Draw ribbon lets you create rectangles and squares with rounded corners. You can increase or decrease the curve of the corners (before drawing the rectangle) by increasing or decreasing the radius. A larger radius increases the curvature, and a smaller radius decreases it.

Note: You can draw a rounded rectangle using the Height/Width method if you draw the second side with the **Ctrl** key pressed so that you draw a rectangle rather than a parallelogram.

Related Topics

- Procedure information
- Rounding corners of existing rectangles
- Rectangle button

Creating Rectangles with Rounded Corners

To draw a rounded rectangle:

1. Click the Draw tool in the toolbox and click the Rectangle button in the ribbon.
2. Click the Diagonal or Single Side button.
3. Click the Rounded Rectangle button in the ribbon.
4. Change the radius in the Radius box, if you want.
5. Press and hold the left mouse button, and drag to draw the rounded rectangle.
6. Release the left mouse button when you finish drawing.

Related Topics

Button information
Rounding corners of existing rectangles
Rectangle button

Polygon Button

The Polygon button in the Draw ribbon lets you choose from several different methods for drawing regular shapes with multiple sides. Regular polygons have sides of equal length. When you click the Polygon button, the ribbon displays the Regular Polygon Drawing buttons.

Note: If you want to draw irregular polygons (polygons where all the sides are not equal), use the Irregular Polygon button.

 Click the To Corner button to draw a polygon from the center of the polygon to a corner.

 Click the To Side button to draw a polygon from the center of the polygon to a side.

 Click the Single Side button to draw polygons by drawing one side (Designer draws the other sides).

 Click the Star button to draw star shapes with any number of points.

Note: Press **Ctrl** or click the Angle Constraint button to draw at angles constrained to 15-degree increments.

Note: Pressing **Shift** while drawing lets you switch quickly between the corner and side drawing methods.

Related Topics

Draw tool

To Corner Button

The To Corner button in the Draw ribbon lets you draw polygons from the center of the polygon to a corner.

Related Topics

- Procedure information
- Polygon button

Drawing a Polygon from the Center to a Corner

To draw a polygon from center to a corner:

1. Click the Draw tool in the toolbox
2. Click the Polygon button and the To Corner button in the ribbon.
3. Enter the number of sides for your polygon in the Sides box (three or more).
4. Point where you want the polygon to begin.
5. Press and hold the left mouse button, and drag the pointer to draw the polygon.
6. Release the left mouse button when the polygon is the size you want.

Note: Press **Ctrl** or click the Angle Constraint button to draw at angles constrained to 15-degree increments.

Note: Pressing **Shift** while drawing lets you switch quickly between the corner and side drawing methods.

Related Topics

Button information
Polygon button

To Side Button

The To Side button in the Draw ribbon lets you draw polygons from the center of the polygon to a side.

Related Topics

- Procedure information
- Polygon button

Drawing a Polygon from the Center to a Side

To draw a polygon from the center to a side:

1. Click the Draw tool in the toolbox.
2. Click the Polygon button and the To Side button in the ribbon.
3. Enter the number of sides for your polygon in the Sides box.
4. Point where you want to begin the polygon.
5. Press and hold the left mouse button, and drag the pointer to draw the polygon.
6. Release the left mouse button when the polygon is the size you want.

Note: Press **Ctrl** or click the Angle Constraint button to draw at angles constrained to 15-degree increments.

Note: Pressing **Shift** while drawing lets you switch quickly between the corner and side drawing methods.

Related Topics

Button information
Polygon button

Single Side Button (Polygon Mode)

The Single Side button in the Draw ribbon lets you draw polygons by drawing one side (Designer draws the other sides).

Related Topics

- Procedure information
- Polygon button

Using the Single Side Button

To draw a polygon from the side:

1. Click the Draw tool in the toolbox.
2. Click the Polygon button and the Single Side button in the ribbon.
3. Enter the number of sides for your polygon in the Sides box.
4. Point where you want to begin the polygon.
5. Press and hold the left mouse button, and drag the pointer to draw one edge of the polygon. The rest of the polygon draws automatically.
6. Release the left mouse button when the polygon is the size you want.

Note: Press **Ctrl** or click the Angle Constraint button to draw at angles constrained to 15-degree increments.

Note: Pressing **Shift** while drawing lets you switch quickly between the corner and side drawing methods.

Related Topics

Button information
Polygon button

Star Button

The Star button in the Draw ribbon lets you draw star shapes with any number of points.

Related Topics

- Procedure information
- Polygon button

Drawing Stars

To draw a star:

1. Click the Draw tool in the toolbox.
2. Click the Polygon button, a drawing method, and the Star button in the ribbon.
3. Type the number of points for the star in the Sides box, if you want.
4. Point where you want to begin the star.
5. Press and hold the left mouse button and draw a polygon. Release the left mouse button when you finish.
6. Move the pointer toward or away from the center of the polygon to create the star's points.
7. Click the left mouse button to complete the star.

Related Topics

Button information
Polygon button

Number of Sides

In the Sides area of the Draw ribbon, you set the number of sides for a polygon and a start. Enter the number of sides you want before you draw the polygon or star.

Related Topics

- Drawing stars
- Drawing a Polygon from the Center to a Corner
- Drawing a Polygon from the Center to a Side
- Using the Single Side button

Ellipse Button

The Ellipse button in the Draw ribbon lets you choose from several different methods for drawing elliptical shapes. When you click the Ellipse button, the ribbon displays the Elliptical Drawing buttons.

 Click the Diagonal button to draw ellipses by dragging from one corner of its bounding box to the opposite corner.

 Click the Height/Width button to draw an ellipse by dragging the height and then the width of an ellipse's bounding box.

 Click the Diameter button to draw a circle by dragging its diameter.

 Click the 3-Point Circle button to draw a circle by specifying three points of its edge.

 Click the 3-Point Arc button to draw an arc by specifying two end points and an arching point.

 Click the Pie button to draw pies by using an existing ellipse as the template.

Note: Although "Ellipse" refers to both ellipses and circles, "circle" means only perfect circular shapes.

Related Topics

- Draw tool
- Reshaping an ellipse, arc, or pie

Diameter Button

The Diameter button in the Draw ribbon lets you draw circles from one edge of the circle to the opposite edge. This tool is especially useful when you know two points that the circle must touch.

Related Topics

- Procedure information
- Ellipse button

Drawing a Circle Side to Side

To draw a circle using the Diameter button

1. Click the Draw tool in the toolbox.
2. Click the Ellipse button and the Diameter button in the ribbon.
3. Point where you want to begin the ellipse.
4. Press and hold the left mouse button to place the first point and drag the pointer diagonally across the screen. The circle appears as you draw.
5. Release the left mouse button when you finish drawing the circle.

Related Topics

Button information
Ellipse button

Diagonal Button (Ellipse Mode)

The Diagonal button in the Draw ribbon lets you draw an ellipse from one side of the bounding box to the opposite side.

Related Topics

- Procedure information
- Ellipse button

Drawing an Ellipse Diagonally

To draw an ellipse using the Diagonal button:

1. Click the Draw tool in the toolbox.
2. Click the Ellipse button and the Diagonal button in the ribbon.
3. Point where you want to begin one side of the ellipse's bounding rectangle.
4. Press and hold the left mouse button and drag to draw the ellipse.
5. Release the left mouse button when you finish drawing the ellipse.

Related Topics

Button information
Ellipse button

Height/Width Button

The Height/Width button in the Draw ribbon lets you draw an ellipse by specifying its height and width.

Note: An ellipse drawn with the Height/Width button must be drawn first with a horizontal line and then at a 90-degree angle if you want to reshape it like other elliptical arcs and pies.

Related Topics

- Procedure information
- Ellipse button

Drawing an Ellipse using the Height/Width Button

To draw an ellipse using the Height/Width button:

1. Click the Draw tool in the toolbox.
2. Click the Ellipse button and the Height/Width button in the ribbon.
3. Point where you want to begin the ellipse.
4. Press and hold the left mouse button, and drag the pointer to define the height of the ellipse.
5. Release the left mouse button.
6. Press and hold the left mouse button, and drag the pointer to define the width of the ellipse.
7. Release the left mouse button when you finish drawing the ellipse.

Note: You can reshape ellipses created with the Height/Width button into wedges or arcs only if you constrain the ellipse with **Ctrl** while drawing it and draw the first side to be horizontal or vertical.

Related Topics

Button information
Ellipse button

3-Point Circle Button

The 3-Point Circle button in the Draw ribbon lets you draw a circle by specifying three points on its edge.

Related Topics

- Procedure information
- Ellipse button

Drawing a Circle using Three Points

To draw a circle using the 3-Point Circle button:

1. Click the Draw tool in the toolbox.
2. Click the Ellipse button and the 3-Point Circle button in the ribbon.
3. Point where you want to place the first point on the circle. Press and hold the left mouse button.
4. Drag the pointer where you want to place the second point. Release the mouse button.
5. Point where you want to place the third point. Move the pointer to change the size of the circle.
6. Click the left mouse button when you finish drawing the circle.

Related Topics

Button information
Ellipse button

3-Point Arc Button

The 3-Point Arc button in the Draw ribbon lets you draw an elliptical arc, which is a segment of an ellipse.

Related Topics

- Procedure information
- Pie button
- Ellipse button
- Reshaping an ellipse, arc, or pie

Drawing a 3-Point Elliptical Arc

To draw a 3-point elliptical arc:

1. Click the Draw tool in the toolbox
2. Click the Ellipse button and the 3-Point Arc button in the ribbon.
3. Point where you want to place the first point on the arc. Press and hold the left mouse button.
4. Drag the pointer where you want to place the second point. Release the mouse button.
5. Point where you want to place the third point. Move the pointer to change the size and shape of the arc.
6. Click the left mouse button when you finish drawing the arc.

Related Topics

Button information
Drawing Pie Wedges
Ellipse button

Pie Button

The Pie button in the Draw ribbon lets you convert ellipses to pies and also lets you edit existing arcs and pie wedges.

Each pie wedge is a closed symbol that you can select and edit individually. For example, you can create a chart where each wedge of the pie is a different color.

Related Topics

- Procedure information
- 3-Point Act button
- Ellipse button
- Reshaping an ellipse, arc, or pie

Drawing Pie Wedges

To draw a pie wedge using the Pie button:

1. Draw an ellipse using one of the ellipse buttons.
2. Select the ellipse you want to convert to a pie.
3. Click the Pie button in the ribbon.
4. Move the pointer near the ellipse and drag in a circular manner to create the first wedge.
5. Release the mouse button when the wedge is the size you want.
6. Repeat steps 4 and 5 to add more wedges to the pie.
7. Double click when you finish.

Note: You cannot create a pie from an ellipse (or elliptical arc) that has been converted to curves.

Related Topics

Button information
Drawing a 3-point elliptical arc
Ellipse button

Constraint Buttons

You can use the constraint buttons in the ribbon to restrict or change how a symbol draws. For example, selecting the Proportional Constraint button forces a rectangle to draw as a square. If you're drawing ellipses, the same button forces an ellipse to draw as a perfect circle.

A constraint button remains in effect for a drawing method until you select it again. Also, the selected constraint only affects the current drawing method. If you change methods, the constraint is no longer selected.

There is a keyboard counterpart for most constraints. These keyboard shortcuts only activate a constraint while the key is pressed.

Note: You can use a key to toggle the effect of a constraint button. For example, if you press and hold **Ctrl** while the Angle Constraint button is selected, you turn off the constraint.

Related Topics


Angle Constraint button


Proportional Constraint button


Reverse Direction button


From Center button

Draw tool

Angle Constraint Button

Choose this button in the ribbon to force lines to draw at a 15-degree angle. This constraint is useful for drawing lines, symbol edges, and dimension lines that are perfectly horizontal or vertical.

This button also forces horizontal and vertical movements, and rotations and skews of 15-degree increments.

Pressing **Ctrl** as you draw also forces lines to a 15-degree angle.

Related Topics

- Dimension tool
- Constraint buttons

Proportional Constraint Button

Choose this button to force rectangular or elliptical shapes to draw as perfect squares or circles, respectively.

Pressing **Ctrl** as you draw also forces proportional shapes.

Related Topics

Constraint buttons

Reverse Direction Button

Choose this button in the ribbon to reverse the direction Designer draws symbols that are created from a single side (for example, drawing a square from a single side).

Pressing **Shift** as you draw also reverses the direction.

Related Topics

Constraint buttons

From Center Button

Choose this button in the ribbon to force the symbol to draw from the center outward. Drawing from the center can be useful when you want the center of the symbol to be at a known point--just start drawing at the center point.

Related Topics

Constraint buttons

Connect-A-Draw

Connect-A-Draw is a method of chaining the ends of symbols as you draw them. Connect-A-Draw can be used to connect lines to the end points of open symbols. You can use this method to create a symbol with several different line types. For example, you can draw a straight line, then chain it to a curve, then chain it to a freehand symbol, and so on.

To chain while drawing:

1. Draw a segment of the symbol.
2. Change drawing methods, if you want.
3. Point to an end point. The cursor changes to show it is ready to continue from the end point. When you point inside the end point, you are making the beginning of the next symbol snap to that point and also connecting it to the existing symbol.
4. Press and hold the left mouse button.
5. Draw the next portion of the symbol.
6. Repeat steps 2 through 5 to chain more segments.
7. Press **Esc** when you finish chaining.

To chain an existing open symbol:

1. Select the symbol you want to augment.
2. Click the Draw tool if it is not already selected.
3. Select a drawing method. Hollow blue boxes appear at both ends of the line when an applicable method is selected.
4. Point to a box at one end of the line and draw the next portion of the symbol.
5. Repeat steps 3 and 4 to chain more segments.
6. Press **Esc** when you finish chaining.

Note: You cannot put end styles on the ends of chained symbols.

Related Topics

Draw tool

Designer Toolbox


Click the Edit tool to edit selected symbols.


Click the Draw tool to draw symbols.


Click the Dimension tool to show the dimensions of objects.


Click the Text tool to enter and edit text, and change fonts and font sizes.


Click the Bitmap tool to edit bitmaps.


Click the Style tool to edit symbol fills and attributes.


Click the Page Manager tool to sort pages.


Click the View tool to change views.

Note: These tools are always visible. You cannot remove them as you can tools that you have added using the Preferences-Toolbox Panel.

Designer also has buttons at the bottom of the document window that are always available. These permanent buttons let you use pages and layers.

Related Topics

Parts of the Designer window

Direct Replace Tool

You can use the Direct Replace tool to replace a selected symbol with a symbol in the Clipboard.

Messages and Solutions

A

A file with that same filename is already open as a drawing.
Add (custom unit) to list of defined units?
Archive file not found.
Are you sure that you want to delete (filename)?
Are you sure you want to remove the reference to the file (filename) and all of its symbols?
Are you sure you want to remove the subject (subject name)?

C

Cancel print job(s)?
Canceling an OLE Link. Are you sure?
Cannot change the subject file for (subject name) because it is write-protected or currently in use.
Cannot delete the subject file for (subject name) because it is either write-protected or currently in use.
CD not in drive.
Changing the master palette requires creating a copy of the palette. Would you like to make the copy?
ClipArt installation failed.
Continue to check entire document?
Could not copy (source filename) to (target filename).
Could not delete (filename).

Could not rename (filename) to (filename).
Couldn't create directory.

D

Designer has aborted the I/O request.
Designer has encountered an unknown I/O error.
Designer has reached the maximum number of open documents. You must close at least one document to open another.
Directory (directory name) does not exist. Create the directory?
Disk I/O error.
DOS file input/output error occurred.

F

(filename) not found in archive.
File (filename) already exists. Overwrite?
File (filename) does not exist. Cannot create link.
File (filename) not found.
File was saved using a newer version of Designer. Unable to open.
File format has a different minor version number.
File was saved using an unknown compression algorithm.

H

Help file not found.

I

Invalid drive.
Invalid filename (filename).
Invalid path.
Invalid range specification. Please enter valid page range.
Invalid unit definition. Definition not saved.

L

Leave data in clipboard?
Links to other objects found in this file. Update links now?

M

Memory allocation error.
Memory I/O error.
Missing information. No drawing pages found in file (filename).

N

No matching files found for (filename).
No media catalog exists at this location.
No text found.
No valid target output device.
Not enough memory to align the selected symbols. Please select fewer symbols and re-align.
Not enough memory to trace the bitmap. Please select a smaller area to trace or decrease the trace quality.

O

Overwrite previous tab at the same location?

P

Printing to the selected PostScript printer driver may produce undesirable results. For optimal results,

please use the PostScript driver supplied with Windows.
Please insert diskette into drive X:
Please Insert Micrografx Designer Disk # in:

R

Revert to last saved version of (filename)?

S

Save changes to (filename)?
Save changes to (defined units)?
Search completed. (Total) file(s) found.
Spelling Check Complete.
Spelling Check out of memory!

T

The 3-D symbols in this file will be changed to 2-D symbols.
The file (filename) is already cataloged for this subject. Update the subject?
The file (filename) is already opened. Open as untitled?
The file (filename) is unavailable.
The requested trace requires too many symbols. Please select a smaller area to trace or decrease the trace quality.
The target device is not connected to a valid output port. Use the Windows Control Panel (Printers option) to connect the device to a valid port.
There were no matches found for the keyword (name). Please try again.
This document contains multiple pages.
This document was opened as a Designer 4.0 drawing.
This file is read-only.
Too many files were found using the current search pattern. Search aborted.
Typeface Help file not found.

U

Unable to apply the transform. One or more of the selected symbols does not support this transform.
Unable to apply the transform. The transformation extends the copies too far beyond the visible boundaries.
Unable to import palette. The file may not be a Micrografx palette file or the file is corrupt.
Unable to launch OLE server (program filename).
Unable to open (filename).
Unable to open manifest file.
Unable to read from file (filename).
Unable to write to file (filename).
Update drawing in (filename)?
Unable to create a text block container from specified shape with current font.
Unable to start a text edit session.

Y

You are about to hide the current layer. Please choose a new current layer.
You are attempting to create too many symbols. Please decrease the number of copies before applying.

A file with that same filename is already open as a drawing.

You have tried to name a drawing with the same name as a drawing that is already open in the workspace.

Click OK and use another filename.

Add (custom unit) to list of defined units?

You have created a new primary and secondary unit in the Custom Units dialog box.

Click Yes to add the new units to the list of defined units. Click No to return to the Coordinates dialog box. Click Cancel to stop the operation and return to the drawing.

Are you sure that you want to delete (filename)?

You are trying to delete a file.

Click Yes to delete the file. Click No to return to the dialog box. Click Cancel to stop the operation and return to the drawing.

Are you sure you want to remove the reference to the file (filename) and all of its symbols?

You are trying to remove a selected file from a catalog.

Click Yes to remove the file and its symbols from the catalog; click No to return to the ClipArt Manager.

Are you sure you want to remove the subject (subject name)?

You have highlighted a subject, and have chosen the Remove Subject command in the Edit Catalog menu.

Click Yes to remove the subject; click No to return the ClipArt Manager.

Canceling an OLE link. Are you sure?

You are trying to cancel a link to an object.

Click Yes to break the link, or click No to cancel and leave the link unbroken.

Cannot change the subject file for (subject name) because it is write-protected or currently in use.

You are trying to rename a subject file that is read-only, or is in use by another user.

Click OK to return to the ClipArt Manager, then choose another file, or change the status of the file.

Cannot delete the subject file for (subject name) because it is either write-protected or currently in use.

You are trying to delete a subject file that is read-only, or is in use by another user.

Click OK to return to the ClipArt Manager, then choose another file, or change the status of the file.

Changing the master palette requires creating a copy of the palette. Would you like to make the copy?

You are trying to add a color to the Master Palette, which Designer does not allow.

Click OK to create a new palette file, or click Cancel to not add a color to a palette.

Continue to check entire document?

The spell checker has reached the end of the document.

Click Yes to continue checking from the beginning of the document. Click No to return to the dialog box. Click Cancel to stop the operation and return to the drawing.

Could not copy (source filename) to (target filename).

You have typed a drive, path, or filename that is invalid, or do not have access to the target drive or directory.

Click OK, then type another drive, path, or filename and try again.

Could not delete (filename).

The file you are trying to delete does not exist, or you have typed an invalid drive, path, or filename.

Click OK to continue, then type another drive, path, or filename.

Could not rename (filename) to (filename).

You have typed a drive, path, or filename that is invalid, or do not have access to the target drive or directory.

Click OK, then type another drive, path, or filename and try again.

Couldn't create directory.

The directory or drive you are trying to write to may be read only.

Click OK, then try another directory or drive.

Designer has aborted the I/O request.

Designer cannot open or save the file.

Click OK, then try again.

Designer has encountered an unknown I/O error.

Designer cannot complete the read or write operation (such as saving a file to a full disk).

Click OK, then try again. Check your hard disk--you may need to free some space.

Designer has reached the maximum number of open documents. You must close at least one document to open another.

You have opened too many documents.

Save a document, close it, then return to the Designer window.

Directory (directory name) does not exist. Create the directory?

You have typed a path that does not exist. Designer will create the directory.

Click Yes to create the directory. Click No to return to the dialog box. Click Cancel to stop the operation and return to the drawing.

Disk I/O error.

There is a problem reading or writing from your hard disk.

Your hard disk may be full; if so, try to free some space and try again.

DOS file input/output error occurred.

A DOS file error has occurred.

Try the operation again. Check your hard disk, network connections, and output connections. If necessary, reboot Windows and try again.

File (filename) already exists. Overwrite?

The filename you are trying to save to already exists.

Click Yes to replace the file, or click No to type in a different filename.

File (filename) does not exist. Cannot create link.

Designer could not create the link because the specified file does not exist.

Click OK, then try another file.

File (filename) not found.

Designer cannot find the file you are trying to open; you may not have a diskette in the drive, or you may have specified an incorrect drive or path.

Check to see if a diskette is in the drive, if you typed the filename correctly, and if you are in the right directory and drive.

File was saved using a newer version of Designer. Unable to open.

The DS4 file you are trying to open was created with a different version of Designer.

Click OK to continue.

File format has a different minor version number.

The DS4 file you are trying to open was created with a different version of Designer.

Click OK to continue.

File was saved using an unknown compression algorithm.

Designer cannot recognize the DS4 file you are trying to open. The file may be corrupt.

Click OK and open another file.

Help file not found.

The help file may not be in the correct directory.

Check the MGXLIBS\HELP directory to ensure that DS41.HLP is available.

Invalid drive.

You have typed a drive that does not exist.

Type a drive that exists.

Invalid filename (filename).

The name you have typed does not fit the requirements for filenames.

Be sure you have typed the correct filename, and make sure the filename is not more than eight characters with an extension. Also, make sure that the directory you are saving to is not write-protected.

Invalid path.

You are trying to open a file on a disk that does not exist.

Click OK, then try typing the path again.

Invalid range specification. Please enter valid page range.

You are trying to print a page range that is invalid. (For example, you type page 5 to page 3 to print.)

Type a different page range.

Invalid unit definition. Definition not saved.

You are trying to create a custom unit definition that is invalid.

Click OK, then make sure you have entered a value in every text field.

Leave data in clipboard?

The Clipboard contains text or symbols, and you are trying to close Designer.

Click Yes to leave the data in the Clipboard for other applications. Click No to empty the Clipboard. If you click Yes, there may be a noticeable delay while Designer writes the data to the Clipboard, especially if the data was very complex.

Links to other objects found in this file. Update links now?

You have edited a linked object and are trying to open it in Designer.

Click Yes to update the links and include the edits you made to the linked file. Click No to cancel the operation.

Memory allocation error.

There is not enough memory to run Designer or to complete the current operation.

Begin by closing other applications and trying again. If you still experience problems, try removing memory-resident programs or adding additional memory to your computer.

Memory I/O error.

There is not enough system memory to run Designer or to complete the current operation.

Begin by closing other applications and trying again. If you still experience problems, try removing memory-resident programs or adding additional memory to your computer.

Missing information. No drawing pages found in file (filename).

The drawing you are trying to open may be an invalid file or is corrupted.

Click OK and open another file.

No matching files found for (filename).

Designer could not find the specified file.

Click OK and try another filename.

No text found.

The text you are searching for cannot be found in the document.

Check to see if you have mistyped text. Then repeat the search.

No valid target output device.

You do not have a printer selected.

Click OK and select a printer.

Not enough memory to align the selected symbols. Please select fewer symbols and re-align.

You have carried out an action that requires more memory than is available.

Click OK to return to the drawing. Select fewer symbols, then try again.

Not enough memory to trace the bitmap. Please select a smaller area to trace or decrease the trace quality.

There is not enough memory for temporary allocations needed for the trace, or there is not enough memory to create all of the traced symbols.

Trace a smaller portion of the bitmap or reduce the trace quality setting in the Bitmap ribbon.

Overwrite previous tab at the same location?

You are trying to set a tab stop where one already exists.

Click Yes to overwrite the tab stop. Click No to cancel the request.

Printing to the selected PostScript printer driver may produce undesirable results. For optimal results, please use the PostScript driver supplied with Windows.

You are trying to print a drawing with the PostScript driver by Micrografx.

Click OK to continue, then choose another printer driver such as the PostScript driver supplied with Windows.

Revert to last saved version of (filename)?

You have made changes to the drawing, and you do not want to keep the changes.

Click Yes to revert to the last saved version of the file, or click No to keep the drawing as is.

Save changes to (filename)?

Changes have been made to the file and have not been saved.

Click Yes to save the changes. Click No to waive saving the changes. Click Cancel to stop the operation and return to the drawing.

Save changes to (defined units)?

You have made changes to a specified unit.

Click Yes to accept the changes. Click No to waive saving the changes. Click Cancel to return to the drawing.

Search completed. (Total of) file(s) found.

Designer has completed the search for a specified type of file. Designer is limited to 32766 files during a search.

Click OK to return to the drawing.

Spelling check complete.

Designer has completed the spelling check.

Click OK to return to the drawing.

Spelling Check out of memory!

There is not enough system memory to spell check the document.

Begin by closing other applications and trying again. If you still experience problems, try removing memory-resident programs or adding additional memory to your computer.

The file (filename) is already cataloged for this subject. Update the subject?

You are trying to add a file to a catalog, and the file already exists in the selected catalog.

Click Yes to add the file to the selected catalog. Click No to return to the dialog box. Then click Cancel in the ClipArt Description dialog box to cancel the operation.

The file (filename) is already opened. Open as untitled?

You are trying to open a file that is currently open.

Click Yes to open the file that is saved on disk. Click No to maintain a copy of the currently opened file. Click Cancel to cancel the operation.

The requested trace requires too many symbols. Please select a smaller area to trace or decrease the trace quality.

The area you want to trace would exceed the limit of 5000 symbols per trace.

Trace a smaller portion of the bitmap or reduce the trace quality setting in the Bitmap ribbon.

The target device is not connected to a valid output port.

Your target printer is connect to an invalid port.

Click OK to continue, then check your printer connection.

There were no matches found for the keyword (name). Please try again.

You have entered a search word or phrase that does not exist in ClipArt.

Click OK, then enter a new keyword or phrase.

This document contains multiple pages.

You have opened a document with multiple pages that was created with an earlier version of Designer (DRW file type).

Choose Split Up Pages if each page in the original document contains a separate drawing. Designer retains the contents on multiple pages as they were in the original DRW file.

Choose Enlarge Document if a large drawing spans several pages in the original document. The entire drawing is loaded as a single-page drawing. The page size is enlarged to include all of the used pages of the original drawing.

This file is read-only.

You are trying to open a file that is a read-only file.

Click OK to open the file. You cannot save changes made to that file. If you want to save changes, give the file a new name.

Too many files were found using the current search pattern. Search aborted.

Designer is limited to 32766 files during a search and this limit has been reached.

Click OK to continue, then enter a more specific search pattern, limit the search path, or continue the search where the search ended.

Typeface Help file not found.

The help file may not be in the correct directory.

Check the MGXLIBS\HELP directory to ensure that T-ASSIST.HLP is available.

Unable to apply the transform. One or more of the selected symbols does not support the transform.

You have tried to transform (reflect, rotate, scale) a symbol that cannot be transformed (for example, a bitmap or OLE object).

Click OK to return to the drawing.

Unable to apply the transform. The transformation extends the copies too far beyond the visible boundaries.

You have applied a symbol transformation that places the last copy (if copies are made) or the original (if no copies are made) symbol too far off of the page. Designer does not transform a symbol farther than the maximum height or width outside the current the page.

Click OK to continue, then reduce the number of copies, or move the symbol closer to the center of the page. Keep the transformation within the boundaries of the page.

Unable to import palette. The file may not be a Micrografx palette file or the file is corrupt.

The palette file you are trying to import is either not the proper file format, or is corrupt.

Click OK to continue. Click Cancel to cancel the operation.

Unable to open (filename).

The file format has been altered or corrupted, or you are trying to open a file that is not an accepted file format.

Load your backup copy of the file and try again, or try another file.

Unable to read from file (filename).

You are trying to open a file that may be corrupt, or you may be trying to open a file in an unsupported format.

Click OK and try another file.

Unable to write to file (filename).

You are trying to save a file to a diskette that is not in a drive, to a disk that is full, or to a file format that is not supported.

Click OK and try another name.

Update drawing in (filename)?

You have made changes to a linked object.

Click OK to update the object in the server application.

Unable to create a text block container from specified shape with current font.

A character of the current font is too big to fit in the text container, or the text container is too small for the text.

Decrease the size of the font, or increase the size of the text container.

Unable to start a text edit session.

You may be trying to edit text that is overlapping. Also, there may not be enough memory to create or edit text.

Remove the overlapping text. If it is a memory problem, save the file, close Designer and Windows, and try again.

You are attempting to create too many symbols. Please decrease the number of copies before applying.

You have selected more than one symbol and are trying to make more copies than is allowed.

Click OK to continue, deselect fewer symbols, or choose fewer copies.

The file (filename) is unavailable.

You are trying to access a file that is not in the location Designer expects.

Click OK, use the Windows File Manager to put the file back where it was originally cataloged, and try again. Alternatively, delete the file from the catalog and then add it to the catalog in its current disk location.

No media catalog exists at this location.

Designer cannot find the MGXCAT.INI file.

Click OK The ClipArt Preferences dialog appears and lets you change to another catalog. See Changing the path of a catalog for more information. If there is not a catalog that you can use, you need to reinstall Designer to set up a local catalog.

You are about to hide the current layer. Please choose a new current layer.

You tried to hide the current layer, which is not allowed.

Click the down arrow in the Move To text box and click a different layer to be the new current layer. If there are no other layers, click the Add Layer button to add a new layer. After you have chosen a new current layer, you can click OK to hide the layer that is not the current layer.

Unable to launch OLE server (program filename).

Designer is unable to start the OLE program.

The problem may be that you have clicked on the Edit Bitmap button and Designer cannot find the program. Make sure that the correct program is selected in the Preferences-General dialog box.

The problem may be that you are attempting to edit an embedded or linked object in Designer. Ensure that the OLE application is installed correctly.

The problem may be that you are attempting to insert an OLE object into Designer. Ensure that the OLE application is installed correctly.

CD not in drive.

You have selected to obtain ClipArt from the CD, but the Designer CD is not in the drive.

Put the CD in the drive and try again.

Unable to open manifest file.

The ClipArt Manager cannot open the file MANIFEST.BIN.

You are installing ClipArt that is cataloged but not on your system. You must reinstall. First try performing a minimum install. Then try performing a custom install and choosing just Designer. You also can copy the file MANIFEST.BIN from the first installation diskette to the DESIGNER directory.

Archive file not found.

The ClipArt Manager cannot find the ClipArt file.

If the ClipArt is on a network, be sure you are properly connected to the network. If the ClipArt is on a CD, be sure you are using the proper CD. If the ClipArt is on a diskette, be sure you are using the proper diskette. Check to be sure that you are using the proper file location.

(filename) not found in archive.

The ClipArt Manager cannot find the file you specified in the MANIFEST.BIN

One possibility is that you are trying to access ClipArt that is in Designer 4.0 and is not in Designer 4.1, and that you did not install on your hard disk. Designer 4.1 needs to know where the ClipArt from Designer 4.0 is located on the installation diskettes.

Here is how to insert a single ClipArt item from Designer 4.0 that you did not copy to your hard drive.

1. Click OK to close the message box.
2. Locate the file MANIFEST.BIN in the Designer subdirectory on your hard drive.
3. Rename the file as MANIFEST.41.
4. Insert the first diskette of the Designer 4.0 installation diskettes into your floppy drive.
5. Try to insert the item you want again. You get a message asking you to insert an installation diskette. The installation diskette you should use is from Designer 4.0, not Designer 4.1.
6. Insert the diskette and click OK. The item is inserted.
7. Locate the file MANIFEST.41 in the Designer subdirectory on your hard drive.
8. Rename the file as MANIFEST.BIN.

Here is what to do if you are inserting multiple ClipArt items from Designer 4.0 that you did not copy to your hard drive.

1. Click OK to close the message box.
2. Locate the file MANIFEST.BIN in the Designer subdirectory on your hard drive.
3. Rename the file as MANIFEST.41.
4. Insert the first diskette of the Designer 4.0 installation diskettes into your floppy drive.
5. Copy the file MANIFEST.BIN to your Designer subdirectory.
6. Try to insert the item you want again. You will get a message asking you to insert an installation diskette. The installation diskette you should use is from Designer 4.0, not Designer 4.1.
7. Insert the diskette and click OK. The item is inserted.
8. Repeat steps 6 and 7 to insert additional items.
9. Locate the file MANIFEST.41 in the Designer subdirectory on your hard drive.
10. Copy the file as MANIFEST.BIN. Answer Yes to overwriting the existing file (which is the one you copied from the first Designer 4.0 installation diskette).

Here is an explanation of why this is necessary: The file that keeps track of where ClipArt files are on the installation diskettes is MANIFEST.BIN. It is located on the first diskette of the Designer 4.0 installation diskettes, with a different version on the first diskette of the Designer 4.1 diskettes. When you installed Designer 4.1, the file was copied to your hard disk over the MANIFEST.BIN from Designer 4.0. The new MANIFEST.BIN does not know the location of the ClipArt from Designer 4.0.

If you are using the proper version and you still get this message, call Micrografx Technical Support.

ClipArt installation failed.

The ClipArt Manager cannot install the ClipArt as you requested.

You may be low on memory. Close other applications and try again.

This document was opened as a Designer 4.0 drawing.

You opened a drawing created in Designer 4.0 and are trying to save it.

To save it as a Designer 4.1 drawing, click Save as 4.1.

To save it as a Designer 4.0 drawing, click Save as 4.0. If you have made changes that use the attributes of Designer 4.1, you may lose them if the Designer 4.0 file format does not support them.

Click Cancel to cancel saving the drawing.

Please insert diskette into drive X:

You are trying to work with a floppy diskette in the drive but it is not present.

Make sure the diskette is in the disk drive and the drive is closed. Make sure it is the correct diskette. Click OK to try again. Click Cancel to cancel looking at that disk drive.

Another possible message is:

Please Insert Micrografx Designer Disk # in:

You are trying to insert a ClipArt image that is not available.

To insert the image, insert the requested disk, then click OK.

To cancel inserting the image you requested, click Cancel.

Cancel print job(s)?

You have asked to close Designer but it is still working on the printing you requested.

Click Yes to cancel the printing you requested and close Designer.

Click No to return to Designer and finish the printing. Then close Designer.

The 3-D symbols in this file will be changed to 2-D symbols.

You are opening a file created in Designer 4.0 that contains one or more 3-D symbols.

Designer 4.1 will open this file, but it will convert each 3-D symbol to a 2-D symbol as if you had selected the symbol and chosen Convert to Curves. The file is opened as Untitled. To preserve the original file with its 3-D symbols, save this new file under a different name.

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How to Use Designer

Learning Windows Basics

Click a topic to learn more about it.

Choosing menus and commands
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Minimizing and restoring a window
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Choosing Menus and Commands

Commands in Designer are organized in menus on the menu bar, and are accessed by clicking the right mouse button and by clicking some tools or buttons.

An inactive command appears gray in the menu. You may have to select something in the window, or perform an action before the command is active. For example, you have to draw a symbol before you can use the Edit tool.

To open a menu with the mouse:

- Move the pointer to the menu title and click the left mouse button. The menu remains open until you choose a command, click the left mouse button, or press **Esc** or the **Left Arrow** or **Right Arrow** keys.

To choose a command with the mouse:

1. Open the menu.
2. Point to a command and click the left mouse button.

To open a menu with the keyboard:

1. Press and hold **Alt**.
2. Press the **Spacebar**. The Control menu opens.
3. Release **Alt**. The menu remains on the screen.
4. Press **Right Arrow**. The File menu on the menu bar opens.
5. Press **Right Arrow** again. The Edit menu opens. (The **Left Arrow** key displays menus to the left.)
6. Press **Esc** to close the menu without choosing a command.

Shortcut: Press **Alt** and the underlined letter of the menu title to open a menu. For example, **Alt+F** opens the File menu.

To choose a command with the keyboard:

1. Open the menu.
2. Press the **Down Arrow** to highlight the command you want.
3. Press **Enter**.

Shortcut: Press **Alt** and the underlined letter of the menu, followed by the underlined letter of the command, to execute the command. For example, press **Alt+F** and then **N** to execute the New command in the File menu.

Choosing Options in a Dialog Box

Options in a dialog box have square check boxes or round option buttons. In a group of options with square check boxes, you can select several options at the same time. In a group of options with round option buttons, you can select only one option at a time.

To choose an option with the mouse:

- Point to the option you want and click the left mouse button. Click again to deselect the option.

To choose an option with the keyboard:

1. Press **Tab** to move to the option area you want. Press **Shift+Tab** to move in the reverse direction in the dialog box.
2. Press the **Arrow** keys to move among options within the area.
3. Press the **Spacebar** to select an option.

You can also press **Alt** and an underlined letter to choose an option.

Maximizing and Restoring a Window

You can enlarge a window to cover the entire screen.

To maximize a window with the mouse:

- Click the Maximize box (containing the up arrow) in the upper right corner of the window.

To restore a window to its previous size and location with the mouse:

- Click the Restore box (containing both up and down arrows) in the upper right corner of the window. The window returns to its previous size and location.

Restoring a window may enlarge or reduce the window, depending on the window's previous size and location.

To maximize a window with the keyboard:

1. Press **Alt+Spacebar** to open the Control menu.
2. Press **X** to choose the Maximize command. The window fills the entire screen.

To restore a window to its previous size and location with the keyboard:

- Press **Alt+Spacebar** and then **R** to choose the Restore command. The window returns to its previous size and location.

Minimizing and Restoring a Window

When you minimize a window, it becomes an icon. The icon then appears at the bottom of the screen. You can remove Designer from the screen, but keep it in memory, by minimizing its window. Then, when you want to work in Designer again, bring it back on screen by restoring the window.

When you minimize a window, another window becomes active.

To minimize a window with the mouse:

- Click the Minimize box (containing the down arrow) in the upper right corner of the window.

To restore a window with the mouse:

- Double click the icon. The icon expands into a window the same size and location before it was minimized.

To minimize a window with the keyboard:

- Press **Alt+Spacebar** and then **N** to choose the Minimize command.

To restore a window with the keyboard:

1. Press and hold **Alt**.
2. Press **Tab** repeatedly until the icon of the program you want to restore is chosen.
3. Release **Alt**. The icon expands into a window.

Moving in a Dialog Box

To move to an area in a dialog box with the mouse, you simply point and click.

To move to an area in a dialog box with the keyboard, press **Tab** to move the cursor through the options and **Shift+Tab** to move in the reverse direction.

Some areas have descriptive names with an underlined letter (mnemonic). You can press **Alt** then the underlined letter to move to that area.

Moving Windows and Icons

Several windows can be displayed at the same time; for example, Designer and PhotoMagic can all be displayed at once. You can rearrange them by moving one window at a time anywhere on the screen.

The window with the highlighted title bar is the active window. To make another window the active window with the mouse, click anywhere in that window. With the keyboard, press **Alt+Tab** to toggle among the windows and icons. An icon's title bar (below the icon) is highlighted when the icon is active.

To move a window with the mouse:

1. Point to the title bar and press and hold the left mouse button. The window's border changes color.
2. Drag the outline of the window to another location.
3. Release the left mouse button.

To move a window with the keyboard:

1. Press **Alt+Spacebar** and then **M** to choose the Move command in the Control menu. A four-headed arrow appears on the title bar.
2. Press the **Arrow** keys to move an outline of the window to a new location.
3. Press **Enter**.

To move an icon with the mouse:

1. Point to the icon and press and hold the left mouse button.
2. Drag the icon to another location.
3. Release the left mouse button.

To move an icon with the keyboard:

1. Press **Alt+Esc** to highlight the icon.
2. Press **Alt+Spacebar** to open the Control menu.
3. Press **M** to choose the Move command. A four-headed arrow appears on the icon.
4. Press the **Arrow** keys to move the icon.
5. Press **Enter**.

Resizing Windows

You can make the Designer window larger or smaller, resizing it in any direction. With the mouse, you can resize horizontally and vertically at the same time from a window's corner.

To resize the window with the mouse:

1. Point to a border or corner and press and hold the left mouse button. The pointer changes to a double-headed arrow.
2. Drag the border or corner until the new border indicates the desired size.
3. Release the left mouse button.

To resize the window with the keyboard:

1. Press **Alt+Spacebar** and then **S** to choose the Size command. A four-headed arrow appears in the center of the window.
2. Press an **Arrow** key to move the arrow to the border you want to move. To move to a corner, press the two **Arrow** keys that point to that corner.
3. Press the **Arrow** keys repeatedly to change the window to the desired size.
4. Press **Enter**. The active window changes to the new size.

Switch To Command

The Switch To command in the Designer Control menu starts the Windows Task List, which lets you switch among running applications and rearrange their windows and icons on your desktop.

Related Topics

- Dialog Box information
- Procedure information

Task List Dialog Box

The Task List dialog box appears when you choose the Switch To command in the Designer Control menu.

Task List list box
The Windows Task List list box displays the active (running) applications. Double click an application name to switch to it.

Switch To button
Click the Switch To button to switch to the highlighted application.

End Task button
Click the End Task button to close the highlighted application.

Cascade button
Click the Cascade button to cascade the applications in the Task List. The windows overlap so that each title bar is visible.

Tile button
Click the Tile button to tile the applications in the Task List. The open windows are arranged in smaller sizes to fit on the desktop without overlapping.

Arrange Icons button
Click the Arrange Icons button to arrange the minimized programs along the bottom of the screen.

Related Topics

- Command information
- Procedure information

Switching Among Application Windows

Choose the Switch To command in the Designer Control menu to switch among active applications.

To switch among application windows:

1. Click the Control menu box in Designer and choose Switch To. The Windows Task List dialog box opens.
2. Double click the application name you want from the list box, or select the name of the application you want and choose Switch To. The application you switched to becomes active and is moved to the foreground. If the application was an icon, its window is restored to its previous size.

Related Topics

Command information
Dialog Box information

Next Command

The Next command (**Ctrl+F6**) in the document Control menu changes the focus to another document window.

Related Topics

Procedure information

Moving to the Next Document

To move the focus to the next document:

- Open the document Control menu and choose Next, or press **Ctrl+F6**. The focus is changed to another document window.

Close Command

The Close command in the document Control menu closes the active window.

Related Topics

Procedure information

Closing a Window

To close the active window:

- Open the Control menu and choose Close, press **Ctrl+F4**, or open the File menu and choose Close.

Related Topics

Command information

Style Tool

The Style tool in the Toolbox lets you choose color and many types of fills and patterns for lines and the interiors of symbols. You can apply line styles, line ends, and line weights.

The Style ribbon gives you a variety of buttons, menus, dialog boxes, and palettes to let you change and assign colors, fill patterns, and many other style attributes for any symbol you draw with Designer.

When you click a button in the Style ribbon, a menu opens. The menu contains commands that let you access recently used fills, patterns, and styles, and let you create custom styles.

 Click the Line Ends button to open a menu that lets you choose the type and placement of line ends.

 Click the Line Style button to open a menu that lets you choose how you want to display lines.

 Click the Line Weight button to choose or change the weight and width of a line.

 Click the Line Fill button to choose a fill for a selected line.

 Click the Overlap button to choose how to fill symbols that have been folded onto themselves.

 Click the Interior Fill button to choose a fill for the interior of a symbol.

 Click the Palette Options button to open a menu that lets you manage Designer's colors and palettes.

Line Ends Button

The Line Ends button in the Style ribbon opens a menu that lets you choose the type and placement of line ends.

Lines (open symbols) can have end markers at one or both ends. The line ends include arrowheads, lines, squares, circles, and triangles. You can set the line ends first, so that every line appears with the new end markers. You also can change the ends of selected lines.

You can add line ends to any open symbol. You can set both ends of a line to be the same or different for each end. You also can have an end marker on only one end of a line. Each line has a "first end" and a "last end," depending on which end is the starting point when the line or open symbol is drawn.

As you select line ends, the ones you choose are added to the Line Ends menu. The menu shows the most recently selected line ends. The menu also contains the No ends and Ends commands.

Related Topics

- Dimensions tool
- Style tool

No Ends Command

The No Ends command Line Ends menu in the Style ribbon removes any ends on a selected line, and lets you draw new lines without ends.

Related Topics

- Line Ends button
- Ends command
- Adding ends
- Removing ends
- Setting ends

Ends Command

The Ends command in the Style ribbon lets you choose end styles for lines.

Related Topics

- Dialog Box information
- Procedure information
- Removing line ends
- Adding line ends

Line-Ends Dialog Box

The Line-Ends dialog box lets you choose and add line ends.


Click the Line Ends button in the dialog box to display the Line-Ends panel.

Click the Line Style button in the dialog box to display the Line-Style panel.

Click the Line Weight button in the dialog box to display the Line-Weight panel.

Same Type Option
Lets you choose to set both ends as the same symbol (square, triangle, etc.).

Same Attributes Option
Lets you choose to set both ends with the same attribute.

Paste Button
Lets you paste any symbol from the Clipboard as a line end to be added to the gallery.

Remove Button
The Remove button lets you remove selected line ends from the dialog box. You can only remove line end styles that you add.

Width % Setting
You can change the width of a line end by changing the value of Width %. For example, changing this value to 50% makes the line end width half the original size; changing the value to 200% makes the line end width twice the original size.

Height % Setting
You can change the height of a line end by changing the value of Height %. For example, changing this value to 50% makes the line end height half the original size; changing the value to 200% makes the line end height twice the original size.


To resize the line end proportionally, you should change Width % and Height % the same amount.

X and Y Offset % Setting
You can set off a line end from its line by increasing or decreasing the X Offset % and Y Offset % values. Experiment with these controls to achieve the result you want.

Angle Setting
Lets you choose the angle of the line end symbol.

Flip Option
Lets you choose to flip the line end horizontally or vertically.

Style Area
Choose the Use Line option in the Style area to set the line end to the same as the line style. If this option is selected, the preview displays the line ends with the same attributes as the line. If this option is deselected, the preview displays the line ends with the original attributes of the line end.

Related Topics
Command information

Adding Line Ends

To add additional line ends to the Line-Ends dialog box from the Style ribbon:

1. Click the Style tool in the toolbox.
2. Click the Line Ends button. A menu opens.
3. Choose Ends in the menu. The Line-Ends dialog box opens.
4. Draw a symbol to be used as a line end.
5. Select the symbol.
6. Open the Edit menu and choose Copy to copy your line style to the Clipboard.
7. Click the Paste button in the Line-Ends dialog box. The line end you created is added to the list of styles.

If you are setting line ends for dimension lines, use these steps instead of steps 1 through 3 above.

To open the Line Ends dialog box from the Dimension ribbon:

1. Click the Dimension tool in the toolbox.
2. Click the Line Ends button. A menu opens.
3. Choose Ends in the menu. The Line-Ends dialog box opens.

Related Topics

Command information
Dialog Box information
Procedure information
Removing ends
Dimension tool

Removing Line Ends

You can remove line ends you have created and pasted into the Line-Ends dialog box. (You cannot remove styles originally included with Designer.)

To remove line ends from the Line-Ends dialog box:

1. Click the Style tool in the toolbox.
2. Click the Line Ends button. A menu opens.
3. Choose Ends in the menu. The Line-Ends dialog box opens.
4. Select the line end you want to remove in the gallery.
5. Click Remove. The line end is removed from the list.

Related Topics

Command information
Dialog Box information
Procedure information
Adding ends

Setting Line Ends

To select a line end from the menu:

1. Click the Style tool in the toolbox.
2. Click the Line Ends button. A menu opens.
3. Point to a line end in the menu and click the left mouse button.

If no line is selected, subsequent lines draw with the new ends. A selected line changes to the new ends.

You also can choose from other line ends in the Line-Ends dialog box. You can even create new line ends and paste them into the Line-Ends dialog box.

To choose ends from the Line-Ends dialog box:

1. Click the Style tool in the toolbox.
2. Click the Line Ends button. A menu opens.
3. Choose Ends in the menu. The Line-Ends dialog box opens. The default options are Same Type and Same Attributes for both ends of the line.
4. In the preview window, click the end of the line you want to change.
5. Choose the line end you want to apply.
6. Click Apply, and then click Close. Subsequent lines draw in the new style; a selected line changes to the new style.

Related Topics

Command information
Dialog Box information
Adding ends
Removing ends

Line Style Button

The Line Style button in the Style ribbon lets you choose a dotted or dashed line style for selected lines. You also can set a style for lines before you draw them. Borders of closed symbols appear in the current line style.

When you click the Line Style button, the Line Style menu opens, displaying the most recent line style patterns you have used, along with the Invisible and Style buttons.

Related Topics

- Dimensions tool
- Style tool
- Interior Fill button

Invisible Command (Line Style Menu)

The Invisible command in the Line Style menu in the Style ribbon removes the line or border of a selected symbol.

Related Topics

- Procedure information
- Line Style button

Making a Line Invisible

To make a selected line invisible:

1. Click the Style tool in the toolbox, then click the Line Style button in the ribbon. The Line Style menu opens.
2. Choose Invisible. The line is invisible.

Related Topics

Command information

Style Command

The Style command in the Line Style menu in the Style ribbon opens the Line Style dialog box.

Related Topics

- Dialog Box information
- Procedure information
- Line Style button

Line Style Dialog Box

The Line Style dialog box displays dotted and dashed line styles.


Click the Line ends button in the dialog box to display the Line-Ends panel.

Click the Line Style button in the dialog box to display the Line-Style panel.

Click the Line Weight button in the dialog box to display the Line-Weight Panel.

Invisible
Choose this option to make the line invisible.

Line Style list
Choose the line style that you want to apply.

Related Topics
- Command information
- Procedure information

Setting Line Styles

To select a line style from a menu:

1. Click the Style tool in the toolbox.
2. Click the Line Style button. The Line Style menu opens.
3. Point to a style in the menu and click the left mouse button.

You can apply a line style to a line of any weight.

You also can choose from other line styles in the Line Style dialog box.

A selected line or border changes to the new style. If no symbols are selected, subsequent lines and symbol borders draw in the new style. The new style appears in the menu for later use.

To choose line styles from the Line Style dialog box:

1. Click the Style tool in the toolbox.
2. Click the Line Style button. The Line Style menu opens.
3. Choose Style in the menu. The Line-Style dialog box opens.
4. Click the scroll bar to find the desired dot-dash line style.
5. Choose the style you want.
6. Click Apply, and then click Close.

Related Topics

Command information
Dialog Box information

Line Weight Button

The Line Weight button in the Style ribbon lets you set the weight, or thickness, of lines, and the cap and join styles of lines. Subsequent lines display with the selected width, height, and style. You also can change weighted line options for a selected line. Borders of closed symbols display with the current width, height, and style.

Weighted lines are lines that are thicker or wider than a "hairline." A hairline (the default) is the thinnest line that can be displayed or printed. Cap options affect the ends of lines; join options affect the intersection of lines.

The Line Weight menu displays previously used line weights. The Line Weight menu also displays the Hairline and Weight commands.

Related Topics

Style tool

Hairline Command

The Hairline command in the Line Weight menu in the Style ribbon changes the line width to a hairline, which is the narrowest line supported by the display screen and the printing device.

Related Topics

Line Weight button

Weight Command

The Weight command in the Line Weight menu in the Style ribbon lets you customize and edit line weights. You also can open the Line-Weight dialog box by clicking the Line Style area in the status bar.

Related Topics

- Dialog Box information
- Procedure information
- Line Weight button
- Hairline command
- Status Bar command

Line-Weight Dialog Box

The Line-Weight dialog box displays the width and height of the pen tip using the current units setting. A preview of a weighted line is shown using the settings you choose.

The preview of the cap style shows a line in the center to illustrate the effect of the different cap options.

The Line-Weight dialog box contains a preview of how the pen will look with the angle setting. You can drag the red line in the preview until the desired pen angle displays.


Click the Line ends button in the dialog box to display the Line-Ends panel.

Click the Line Style button in the dialog box to display the Line-Style panel.

Click the Line Weight button in the dialog box to display the Line-Weight panel.

Hairline Option
Click the Hairline option to make the weight of the line a hairline, the narrowest line supported by the display screen and the printing device.

Weighted Option
Clicking the Weighted option displays these options in the dialog box.

Width Scroll Box
The Width scroll box lets you set the width of lines using the setting in the Units button. Use the scroll arrows to set the line width you want.

Units Button
The Units button is to the right of the Width scroll box. It lets you change the measuring units used.

To change the units, click the Units button. A submenu opens, displaying the units available, along with the More Units command.

Scale with Symbol Option
If the Scale with Symbol option is selected, the line width increases or decreases if the symbol is resized. If Scale with Symbol is not selected, the line weight remains the same when the symbol is resized.

Cap Button
Click the Cap button to determine how the ends of lines appear. Continuously click the Cap button to cycle through the three options: Round, Square, and Flat.

- The Round option (the default) places the center point of a circle at the end point of the line. (The diameter of the circle matches the width of the line.)
- The Square option places the center point of a square at the end point of the line. (The width of the square matches the width of the line.)
- The Flat option ends the line at the end point of the line.


Experiment with the rounded cap option and a line style of short dashes to achieve a dotted (rather than dashed) line style.

Join Button
Click the Join button to set how the corner intersection of lines appears in a symbol. Continuously click

the Join button to cycle through the three options: Round, Mitre, and Bevel.

- The Round option (the default) places the center point of a circle at the vertex of two line ends. (The diameter of the circle matches the width of the lines.)
- The Mitre option creates a pointed intersection that is the true intersection of two lines.
- The Bevel option averages the angles of the two lines, creating a blunt intersection.

Note: When you select the Mitre join option in the Line-Weight dialog box, lines that meet at angles sharper than 11 degrees are drawn with beveled joins. This prevents symbols from having extremely pointed joins.

Calligraphic Option
Clicking the Calligraphic Option displays these options in the dialog box in addition to the options available when you select the Weighted option.

Height Scroll Box
The Height scroll box lets you set the height of lines using the setting in the Units button. Use the scroll arrows to set the line height you want.

Pen Angle
Adjusting the Pen Angle setting can enhance the effects created with the Width and Height settings. In a calligraphic line, the Pen Angle setting forces the pen tip to stay at the chosen angle, much as a calligraphic pen is held at particular angles to achieve certain effects.

Related Topics
Command information
Procedure information

Setting the Line Weight

You can change the thickness of a line in the Line-Weight dialog box. You also can use the scroll arrows to change the line width. Line weights can range from 0.1 points up to more than 8 feet.

To change the line weight using the menu:

1. Click the Style tool in the toolbox.
2. Click the Line Weight button. The Line Weight menu opens.
3. Point to a line weight in the menu and click the left mouse button.

To change the width of a line using the Line-Weight dialog box:

1. Click the Style tool in the toolbox.
2. Click the Line Weight button. The Line Weight menu opens.
3. Choose Weight in the menu. The Line-Weight dialog box opens.
4. Select Weighted (width and height are the same).
5. Enter a number to change the Width to the desired weight.
6. Click Apply and click Close to close the dialog box.

Related Topics

Command information
Dialog Box information

Line Fill Button

The Line Fill button in the Style ribbon opens a menu containing these commands.

Invisible
Solid
Gradient
Hatch
Image
Symbol

The appearance of this button changes to reflect the current selection.

Related Topics

- Style tool

Invisible Command (Line Fill Menu)

The Invisible command in the Line Fill menu in the Style ribbon removes the gradient, fill pattern, and color from a selected line.

Related Topics

- Procedure information
- Line Fill button

Removing Color from a Line

To remove the color from a line:

1. Select the line from which you want to remove the gradient, fill pattern, and color.
2. Click the Style tool in the toolbox, then click the Line Fill button in the ribbon. A menu opens.
3. Choose Invisible in the menu. The symbol redraws with no pattern or color.

Related Topics

Command information

Solid Command (Line Fill Menu)

The Solid command in the Line Fill menu in the Style ribbon fills a selected line with the chosen color. When you choose the Solid command, a submenu opens displaying the Custom command and a gallery of the last five solid fills you used.

Related Topics

- Dialog Box information
- Procedure information
- Line Fill button

Custom Command (Solid Line Fill Submenu)

Choose the Custom command in the Fill submenu in the Line Fill menu in the Style ribbon to open the Line Fill-Solid dialog box.

Related Topics

- Line Fill button

Line Fill-Solid Dialog Box


Click the Line Fill button in the dialog box to display the Line Fill options.


Click the Interior Fill button in the dialog box to display the Interior Fill options.


Click the Solid Fill button in the dialog box to display the Solid Fill options.


Click the Gradient Fill button in the dialog box to display the Gradient Fill options.


Click the Hatch Fill button in the dialog box to display the Hatch Fill options.


Click the Image Fill button in the dialog box to display the Image (bitmap) Fill options.


Click the Symbol Fill command in the dialog box to display the Symbol Fill options.

Note: You can toggle the fill buttons to make an invisible fill.

Mixing Palette
You can use the four color swatches on the four corners of the Mixing Palette to create a customized palette. Click a color in the Color Palette, then click a color swatch beside the Mixing Palette to add that color range to the Mixing Palette.

Palette Options Button
Click the Palette Options button to open a menu that lets you manage Designer's colors and palettes.

Color Picker Button
Click the Color Picker button to open the Color Picker dialog box. The Color Picker dialog box lets you choose a color from the full range of possible colors and add it to the Color Palette.

Color Palette
You can resize the Color Palette portion of the Line Fill-Solid dialog box by dragging the bottom edge of the dialog box. Drag it out to show more colors; drag it in to show fewer colors. If all the colors in the palette cannot be displayed at once, a scroll bar appears at the right to give you access to all the colors.

Apply Button
You can click the Apply button each time you want to apply a change to a selected line.

Close Button
Click the Close button to close the dialog box.

Related Topics
- Button information
- Procedure information
- Mixing four colors
- Mixing two colors

Filling a Line with a Solid Color

To fill a line with a solid color:

1. Select a line.
2. Click the Style tool in the toolbox.
3. Click the Line Fill button. A menu opens.
4. Choose Solid in the menu. A submenu opens.
5. Choose Custom in the submenu. The Line Fill-Solid dialog box opens.
6. Point to a color in the palette and click the left mouse button.
7. Click Apply to change the line color.

Lines of selected symbols change to the new color. If no symbol is selected, you set a new default color when you change to a new solid fill color.

Related Topics

Command information
Dialog Box information

Gradient Command (Line Fill Menu)

When you choose the Gradient command in the Line Fill menu in the Style ribbon, a submenu opens displaying the Custom command and a gallery of the last five gradient fills you used.

Related Topics

- Custom command (Gradient Line Fill submenu)
- Line Fill button

Custom Command (Gradient Line Fill Submenu)

Choose the Custom command in the Gradient submenu in the Line Fill menu in the Style ribbon to open the Line Fill-Gradient dialog box.

A gradient is a fill that makes a gradual transition between colors. Gradients can add more realistic depth to a drawing and provide a less mechanical feel to many illustrations. The Custom command lets you create linear, radial, and square gradient fills.

Linear gradients are the simplest of the three, with a gradual fade of one color to another in a specified direction within a symbol. Radial (circular) and square gradients fade from one color in the inner part of the fill to another color in the outer part of the fill.

A simple gradient fill fades from any one selected color to any other selected color. Designer even lets you use gradient fills made up of many colors. For example, you can easily create rainbow effects.

You choose the two or more colors used in a gradient fill in the Line Fill-Gradient dialog box.

To speed your work, the Gradient Line Fill submenu keeps track of the most recently used gradient fills. Choose the gradient fill in the submenu as you would any other command.

Related Topics

- Dialog box information
- Procedure information
- Editing a linear gradient
- Editing a radial gradient
- Editing a square gradient
- Gradient command (Line Fill menu)

Line Fill-Gradient Dialog Box

The Line Fill-Gradient dialog box opens when you choose the Custom command in the Gradient Line submenu, and lets you choose and edit gradient fills.


Click the Line Fill button in the dialog box to display the Line Fill options.

Click the Interior Fill button in the dialog box to display the Interior Fill options.

Click the Solid Fill button in the dialog box to display the Solid Fill options.

Click the Gradient Fill button in the dialog box to display the Gradient Fill options.

Click the Hatch Fill button in the dialog box to display the Hatch Fill options.

Click the Image Fill button in the dialog box to display the Image (bitmap) Fill options.

Click the Symbol Fill command in the dialog box to display the Symbol Fill options.

Note: You can toggle the fill buttons to make an invisible fill.

Gradient Gallery
The Gradient gallery displays the gradient patterns available in Designer.

Edit Button
Choose the Edit button to open the Gradient-Edit dialog box.

Remove Button
Choose the Remove button to delete the selected gradient. You cannot remove any of the gradient patterns originally included with Designer.

Color Band
Use the color band to use many colors in a gradient fill instead of only two colors. You can select a new point above the color band and then choose a color in the palette. You can drag the point to a new location on the band to control how the fill graduates from one color to another. To delete the color point, drag it off of the dialog box.

Palette Options Button
Click the Palette Options button to open a menu that lets you manage Designer's colors and palettes.

Color Picker Button
Click the Color Picker button to open the Color Picker dialog box. The Color Picker dialog box lets you choose a color from the full range of possible colors and add it to the Color Palette.

Color Palette
You can resize the Color Palette portion of the Line Fill-Gradient dialog box by dragging the bottom edge of the dialog box. Drag it out to show more colors; drag it in to show fewer colors. If all the colors in the

palette cannot be displayed at once, a scroll bar appears at the right to give you access to all the colors.

Apply Button
You can click the Apply button each time you want to apply a change to a selected symbol.

Close Button
Click the Close button to close the dialog box.

Related Topics

- Command information
- Procedure information
- Editing a linear gradient
- Editing a radial gradient
- Editing a square gradient

Adding a Gradient to a Line

To add a gradient fill to a selected line:

1. Click the Style tool in the toolbox.
2. Click the Line Fill button in the ribbon. A menu opens.
3. Choose Gradient in the menu, then choose Custom. The Line Fill-Gradient dialog box opens.
4. Select the point above the color band at 0%.
5. Click a color in the Color Palette.
6. Select the point above the color band at 100%.
7. Click another color in the Color Palette.
8. Point to a gradient and click the left mouse button.
9. Click Apply. The symbol redraws with the new gradient.


As a shortcut, double click a gradient instead of choosing the gradient and then clicking Apply.


You can quickly change the first and last colors for a gradient fill in a selected line without using the Line Fill-Gradient dialog box. Select a line with a gradient fill, point to a color in the Color Palette, and click the right mouse button to set the first color. Point to a color, press and hold **Shift**, and click the right mouse button to set the last color.

Related Topics

Button information
Dialog box information
Editing a linear gradient
Editing a radial gradient
Editing a square gradient

Editing a Linear Gradient (Line Fill)

To edit a linear gradient:

1. Click the Style tool in the toolbox.
2. Click the Line Fill button. A menu opens.
3. Choose Gradient in the menu, then choose Custom.
4. Point to the linear gradient you want to edit and click the left mouse button.
5. Click the Edit button. The Gradient-Edit dialog box opens.
6. Select the Linear option, if necessary.
7. Type a new angle for the gradient, or drag the red needle. The gradient changes in the preview.
8. Change the y-origin to adjust the starting and ending points of the gradient. The gradient changes in the preview.
9. Click Add to append the gradient to the Line Fill-Gradient dialog box.
   or
   Click Replace to replace the linear gradient last selected in the Line Fill-Gradient dialog box.

Note: You cannot replace any of the gradient patterns originally included with Designer.

Related Topics

Gradient-Edit dialog box
Line Fill-Gradient dialog box

Editing a Radial Gradient (Line Fill)

To edit a radial gradient:

1. Click the Style tool in the toolbox.
2. Click the Line Fill button. A menu opens.
3. Choose Gradient in the menu, then choose Custom.
4. Point to the radial gradient you want to edit and click the left mouse button.
5. Click the Edit button. The Gradient-Edit dialog box opens.
6. Select the Radial option, if necessary.
7. Type a new number for the x- and y-origins of the gradient center point. The gradient changes in the preview.
8. Click Add to append the gradient to the Line Fill-Gradient dialog box.
   or
   Click Replace to replace the radial gradient last selected in the Line Fill-Gradient dialog box.

Note: You cannot replace any of the gradient patterns originally included with Designer.

Related Topics

Gradient-Edit dialog box
Line Fill-Gradient dialog box

Editing a Square Gradient (Line Fill)

To edit a square gradient:

1. Click the Style tool in the toolbox.
2. Click the Line Fill button. A menu opens.
3. Choose Gradient in the menu, then choose Custom.
4. Point to the square gradient you want to edit and click the left mouse button.
5. Click the Edit button. The Gradient Edit dialog box opens.
6. Select the Square option, if necessary.
7. Type a new number for the x- and y-coordinates of the gradient center point. The gradient changes in the preview.
8. Type a new angle for the square gradient, or drag the red needle. The gradient changes in the preview.
9. Click Add to add the gradient to the Line Fill-Gradient dialog box.
   or
   Click Replace to replace the square gradient last selected in the Line Fill-Gradient dialog box.

Note: You cannot replace any of the gradient patterns originally included with Designer.

Related Topics

Gradient-Edit dialog box
Line Fill-Gradient dialog box

Removing a Gradient (Line Fill)

To remove a gradient:

1. Click the Style tool in the toolbox.
2. Click the Line Fill button. A menu opens.
3. Choose Gradient in the menu, then choose Custom.
4. Choose the gradient you want to delete.
5. Click the Remove button. The gradient is deleted.

Note: You cannot remove any of the gradient patterns originally included with Designer.

Hatch Command (Line Fill Menu)

The Line Fill menu in the Style ribbon contains the Hatch command for hatch patterns. The Hatch command opens a submenu that lets you choose from patterns composed of vector-based lines, and lets you create custom hatch patterns using the Custom command.

Related Topics

- Custom command (Hatch Line Fill submenu)
- Line Fill button

Custom Command (Hatch Line Fill Submenu)

Choose the Custom command in the Hatch submenu in the Line Fill menu in the Style ribbon to open the Line Fill-Hatch dialog box.

The Custom command lets you choose from patterns composed of vector-based lines.

Dense patterns show less of the background color, and sparse patterns show more background color. By experimenting with different patterns and colors, you can produce interesting effects.

The current solid fill color is the color of a hatch pattern (foreground color) until you change it. You select the pattern for a selected symbol in the Fill-Hatch dialog box. If no symbols are selected or if more than one symbol is selected, the last pattern chosen is selected in the dialog box.

To speed your work, the Hatch Line Fill menu keeps track of the most recently used patterns and fills. Choose the pattern in the menu as you would any other command.

Related Topics

- Dialog Box information
- Procedure information

Line Fill-Hatch Dialog Box

The Line Fill-Hatch dialog box opens when you choose the Hatch command in the Interior Fill menu, and lets you choose and edit hatch patterns.


Click the Line Fill button in the dialog box to display the Line Fill options.

Click the Interior Fill button in the dialog box to display the Interior Fill options.

Click the Solid Fill button in the dialog box to display the Solid Fill options.

Click the Gradient Fill button in the dialog box to display the Gradient Fill options.

Click the Hatch Fill button in the dialog box to display the Hatch Fill options.

Click the Image Fill button in the dialog box to display the Image (bitmap) Fill options.

Click the Symbol Fill command in the dialog box to display the Symbol Fill options.

Note: You can toggle the fill buttons to make an invisible fill.

Hatch Pattern Gallery
The Hatch Pattern gallery displays the hatch patterns available in Designer.

Weight % Option
You can change the line weight of hatch fills. The default value is 100%. Changing this value to 200% makes the lines twice as heavy; setting it to 50% makes the lines half as heavy.

Spacing % Option
You can change the spacing between hatch lines. The default value is 100% (no change). Setting this value to 200% doubles the space between lines; setting it to 50% cuts the space in half.

Background Transparent Option
The background color is opaque by default (not selected). Select the option to make the background color transparent.

Foreground Button
The Foreground button lets you set the hatch pattern color (foreground color). Click the Foreground button, then click a color in the color palette.

Background Button
The Background button lets you set the color behind the hatch pattern. Click the Background button, then click a color in the color palette. The background color is transparent by default.

Palette Options Button
Click the Palette Options button to open a menu that lets you manage Designer's colors and palettes.

Color Picker Button
Click the Color Picker button to open the Color Picker dialog box. The Color Picker dialog box lets you choose a color from the full range of possible colors and add it to the Color Palette.

Color Palette
You can resize the Color Palette portion of the Line Fill-Hatch dialog box by dragging the bottom edge of

the dialog box. Drag it out to show more colors; drag it in to show fewer colors. If all the colors in the palette cannot be displayed at once, a scroll bar appears at the right to give you access to all the colors.

Apply Button
You can click the Apply button each time you want to apply a change to a selected line.

Close Button
Click the Close button to close the dialog box.

Related Topics
- Button information
- Procedure information

Choosing a Hatch Pattern (Line Fill)

To choose a hatch pattern:

1. Select a line.
2. Click the Style tool.
3. Click the Line Fill button. A menu opens.
4. Choose Hatch in the menu, then choose Custom. The Line Fill-Hatch dialog box opens.
5. Point to a pattern and click the left mouse button.
6. To change the foreground color, point to a color in the palette and click the left mouse button.
7. To change the background color, point to a color in the palette and click the right mouse button.
8. Click Apply. The line redraws with the new pattern.


As a shortcut, double click a hatch pattern instead of choosing the pattern and then clicking Apply.


You can quickly change the foreground and background colors for a hatch fill in a selected line without using the Line Fill-Hatch dialog box. Select a line with a hatch fill, point to a color in the Color Palette, and click the right mouse button to set the foreground color. Point to a color, press and hold **Shift**, and click the right mouse button to set the background color.

Related Topics

Button information
Dialog Box information

Image Command (Line Fill Menu)

The Image command in the Line Fill menu in the Style ribbon opens a submenu displaying the last five used patterns, and the Custom command that lets you create your own image patterns.

Related Topics

- Custom command (Image Line Fill submenu)
- Line Fill button

Custom Command (Image Line Fill Submenu)

Choose the Custom command in the Image submenu in the Line Fill menu in the Style ribbon to open the Line Fill-Image dialog box.

The Custom command provides a set of patterns composed of individual pixels (dots).

The pattern for a selected symbol is chosen in the Fill-Image dialog box. If no symbols are selected or if more than one symbol is selected, the last pattern chosen is selected in the dialog box.

To speed your work, the Image Line Fill submenu keeps track of the most recently used patterns. Choose the pattern in the menu as you would any other command.

Related Topics

- Dialog Box information
- Procedure information
- Adding image patterns
- Removing image patterns

Line Fill-Image Dialog Box

The Line Fill-Image dialog box opens when you choose the Custom command in the Image Line Fill submenu, and lets you choose, add, and remove image patterns.


Click the Line Fill button in the dialog box to display the Line Fill options.

Click the Interior Fill button in the dialog box to display the Interior Fill options.

Click the Solid Fill button in the dialog box to display the Solid Fill options.

Click the Gradient Fill button in the dialog box to display the Gradient Fill options.

Click the Hatch Fill button in the dialog box to display the Hatch Fill options.

Click the Image Fill button in the dialog box to display the Image (bitmap) Fill options.

Click the Symbol Fill command in the dialog box to display the Symbol Fill options.

Note: You can toggle the fill buttons to make an invisible fill.

Image Pattern Gallery
The Image Pattern gallery displays the image patterns available in Designer.

Paste Button
Click the Paste button to add an image pattern that you have created.

Remove Button
Click the Remove button to remove a selected pattern from the Image Pattern gallery. You can only remove the image patterns that you create.

Image Scale % Option
The default value for Image Scale % is 100%. Setting this value to 200% makes the image twice as large; setting it to 50% makes the image half as large.

Palette Options Button
Click the Palette Options button to open a menu that lets you manage Designer's colors and palettes.

Color Picker Button
Click the Color Picker button to open the Color Picker dialog box. The Color Picker dialog box lets you choose a color from the full range of possible colors and add it to the Color Palette.

Color Palette
You can resize the Color Palette portion of the Line Fill-Image dialog box by dragging the bottom edge of the dialog box. Drag it out to show more colors; drag it in to show fewer colors. If all the colors in the palette cannot be displayed at once, a scroll bar appears at the right to give you access to all the colors.

Apply Button
You can click the Apply button each time you want to apply a change to a selected line.

Close Button
Click the Close button to close the dialog box.

Related Topics

- Button information
- Procedure information
- Adding image patterns
- Removing image patterns

Adding Image Patterns (Line Fill-Image Dialog Box)

To add image patterns:

1. Create or import a bitmap pattern in PhotoMagic.
2. Open the Edit menu and choose Copy to copy your pattern to the Clipboard.
3. Start Designer and click the Style tool in the toolbox.
4. Click the Line Fill button. The Line Fill menu opens.
5. Choose Image in the menu, then choose Custom. The Line Fill-Image dialog box opens.
6. Click Paste. The image pattern you created is added to the gallery of patterns.

You now can choose the pattern you created from the Fill-Image dialog box.

Related Topics

Line Fill-Image Dialog Box
Removing image patterns

Removing Image Patterns (Line Fill-Image Dialog Box)

To remove image patterns:

1. Click the Style tool in the toolbox.
2. Click the Line Fill button. The Line Fill menu opens.
3. Choose Image in the menu, then choose Custom. The Line Fill-Image dialog box opens.
4. Select the pattern you want to remove.
5. Click Remove. The image pattern is removed from the gallery of patterns.

Note: You cannot remove patterns originally included with Designer.

Related Topics

Line Fill-Image Dialog Box
Adding image patterns

Choosing an Image Pattern (Line Fill-Image Dialog Box)

To choose an image pattern:

1. Select a line.
2. Click the Style tool.
3. Click the Line Fill button. A menu opens.
4. Choose Image in the menu, then choose Custom. The Line Fill-Image dialog box opens.
5. Point to a pattern and click the left mouse button.
6. Click Apply. The line redraws with the new pattern.

As a shortcut, double click an image pattern instead of choosing the pattern and then clicking Apply.

Note: Plotters and many film recorders do not support bitmap patterns or opaque backgrounds. If you plan to plot a drawing, use only solid fills, symbol fills, hatch patterns, and transparent backgrounds.

Related Topics

- Button information
- Dialog Box information
- Adding image patterns
- Removing image patterns

Symbol Command (Line Fill Menu)

The Symbol command in the Line Fill menu lets you fill a symbol with a pattern made of other symbols.

When you choose the Symbol command, a submenu opens displaying the Custom command and a gallery of the last five symbol fills you used.

Related Topics

Custom command (Symbol Line Fill submenu)
Line Fill button

Custom Command (Symbol Line Fill Submenu)

Choose the Custom command in the Symbol submenu in the Line Fill menu in the Style ribbon to open the Line Fill-Symbol dialog box.

You can fill a line with a repeating pattern of other symbols. Fill symbols draw in a grid pattern within the line of the symbol you choose, extending to the borders of the line.

Note: You cannot use a bitmap in a symbol fill.

Related Topics

- Dialog Box information
- Procedure information
- Adding a symbol to the gallery
- Removing a symbol from the gallery

Line Fill-Symbol Dialog Box

Designer's Line Fill-Symbol dialog box has a gallery of fill symbols from which to choose. You can use these fill symbols or create your own.

The Line Fill-Symbol dialog box opens when you choose the Custom command in the Line Fill Symbol submenu, and lets you choose, add, and remove image patterns.


Click the Line Fill button in the dialog box to display the Line Fill options.

Click the Interior Fill button in the dialog box to display the Interior Fill options.

Click the Solid Fill button in the dialog box to display the Solid Fill options.

Click the Gradient Fill button in the dialog box to display the Gradient Fill options.

Click the Hatch Fill button in the dialog box to display the Hatch Fill options.

Click the Image Fill button in the dialog box to display the Image (bitmap) Fill options.

Click the Symbol Fill command in the dialog box to display the Symbol Fill options.

Note: You can toggle the fill buttons to make an invisible fill.

Symbol Pattern Gallery
The Symbol Pattern gallery displays the image patterns available in Designer.

Edit Button
Click the Edit button to open the Edit Symbol Fill dialog box.

Paste Button
Click the Paste button to add a symbol pattern that you have created.

Remove Button
Click the Remove button to remove a selected pattern from the Symbol Pattern gallery. You can only remove the image patterns that you create.

Copy Button
Click the Copy button to copy the selected symbol to the Clipboard and automatically paste it into your document.

Background Transparent Option
The background color is opaque by default (not selected). Select the option to make the background color transparent.

Foreground Button
The Foreground button lets you set the symbol pattern color (foreground color). Click the Foreground button, then click a color in the color palette.

Background Button
The Background button lets you set the color behind the symbol pattern. Click the Background button, then click a color in the color palette. The background color is transparent by default.

Palette Options Button
Click the Palette Options button to open a menu that lets you manage Designer's colors and palettes.

Color Picker Button
Click the Color Picker button to open the Color Picker dialog box. The Color Picker dialog box lets you choose a color from the full range of possible colors and add it to the Color Palette.

Color Palette
You can resize the Color Palette portion of the Line Fill-Symbol dialog box by dragging the bottom edge of the dialog box. Drag it out to show more colors; drag it in to show fewer colors. If all the colors in the palette cannot be displayed at once, a scroll bar appears at the right to give you access to all the colors.

Apply Button
You can click the Apply button each time you want to apply a change to a selected symbol.

Close Button
Click the Close button to close the dialog box.

Related Topics
- Button information
- Procedure information
- Adding a symbol to the gallery
- Removing a symbol from the gallery

Filling a Line with a Symbol (Line Fill)

To fill a line with a symbol:

1. Select the symbol whose line you want to fill.
2. Click the Line Fill button. A menu opens.
3. Choose Symbol in the menu, then choose Custom. The Line Fill-Symbol dialog box opens.
4. Choose the symbol you want to use for the fill and click Apply. The line of the selected symbol is filled with repetitions of the symbol chosen from the gallery in the dialog box.

Note: Symbol fill patterns automatically increase or decrease in size when you scale (resize) the larger symbol that contains the symbol fill.

Related Topics

Button information
Dialog Box information

Edit Symbol Fill Dialog Box (Line Fill)

The Edit Symbol Fill dialog box lets you change the arrangement, flip characteristics, rotation, size, and spacing of a symbol fill. You can add a new symbol-fill pattern or replace a pattern you previously added with a new one. You can even use multiple symbols of different shapes.

Note: You cannot replace any of the original symbol-fill patterns included with Designer.

Arrangement Area
The Arrangement area provides three options: Center a symbol, Tile by Row, and Tile by Column. You must choose one of the tiling options to use many of the other features in the Edit Symbol Fill dialog box.

Flip Options
To flip symbols within a symbol fill pattern, you can choose from the following.

Flip Selection	Effect
None	No flip
All	Flip all the symbols in the fill
Every Other	Flip every other symbol
Row or Column	Flip every other row or column

To flip symbols, you must select either About X (vertical) or About Y (horizontal). This specifies the coordinate axis about which the symbols are flipped.

Zoom Factor
The zoom factor is displayed above the preview window. A ratio of 1:1 is actual size (100%), a ratio of 2:1 is twice the actual size (200%), and so forth.

Zoom In Button
Click the Zoom In button and click the Preview button to zoom in on the symbol fill. Each click on the Zoom In button changes the view to the next higher 100% view (200%, 300%, and so forth).

Zoom Out Button
Click the Zoom Out button and click the Preview button to see more of the symbol fill. Above 100%, each click on the Zoom Out button changes the view to the next lower 100% view (300%, 200%, and so forth). Below 100%, each click on the Zoom Out button changes to the next fractional view (1/2, 1/3, 1/4, and so forth).

Preview Window
The Preview window lets you see the effects of your editing before you add the new symbol fill to the gallery.

Preview Button
You must click the Preview button each time you want to update the Preview Window.

Rotate Options
The Rotate options are Pattern and Symbol. Choosing the Pattern option rotates the whole symbol-fill pattern; choosing Symbol rotates each individual symbol.

Angle Value
The Angle value sets the angle of rotation. You can either enter a value directly or drag the red needle.

Width and Height Options
You can change the size of the symbol by changing the value of Width % and Height %. The default values are 100%, which is the original size. Changing both these values to 50% makes the symbol half the original size; changing the values to 200% makes the symbol twice the original size. To scale the

symbol proportionally, change Width % and Height % the same amount.

Spacing Values
You can adjust the spacing of tiled symbols by changing the values for X Spacing % (height) and Y Spacing % (width). Entering a negative value causes symbols to overlap; entering a positive value creates space between symbols. A value of zero makes the bounding boxes of the symbols flush with one another.

Panning Values (X Shift % and Y Shift %)
You can pan the entire symbol fill pattern within the larger symbol by adjusting the values for X Shift % (height) and Y Shift % (width). These values let you control how the fill pattern looks at the edges of the larger symbol.

Stagger Position Values
Adjusting the Stagger % lets you stagger the position of every other row or column. For example, to illustrate a brick wall, you might set the Stagger % to 50.

Modify Fill Color Option
Click this option to change the interior color of the symbol to the current foreground color for symbol fills.

Modify Line Color Option
Click this option to change the line color of the symbol to the current line color for symbol fills.

Note: If you want to retain all the original colors of a symbol you are adding to the gallery, deselect both Modify Fill Color and Modify Line Color.

Related Topics
- Editing symbol fills
- Adding a symbol to the gallery
- Removing a symbol from the gallery
- Line Fill dialog box

Editing Symbol Fills (Line Fill)

To edit symbol fills:

1. Click the Style tool in the toolbox.
2. Click the Line Fill button. The Line Fill menu opens.
3. Choose Symbol in the menu, then choose Custom. The Line Fill-Symbol dialog box opens.
4. Click Edit. The Edit Symbol Fill dialog box opens.
5. Make your edits (arrange, flip, rotate, size, and so forth), using the preview window to see the effects of your changes.
6. Click Add to add the editing symbol fill to the symbol fill gallery.
7. Double click the Control menu to close the Edit Symbol Fill dialog box. You can apply the newly edited pattern to any line.

Related Topics

Edit symbol fills dialog box
Line Fill-Symbol dialog box

Adding a Symbol to the Gallery (Line Fill)

To add a symbol to the gallery:

1. Draw the symbol to be added to the gallery and select it.
2. Choose Copy in the Edit menu to copy the symbol to the Clipboard.
3. Click the Style tool.
4. Click the Line Fill button. The Line Fill menu opens.
5. Choose Symbol in the menu, then choose Custom. The Line Fill-Symbol dialog box opens.
6. Click the Paste button to paste the symbol into the gallery.

Related Topics

Line Fill-Symbol dialog box

Removing a Symbol from the Gallery (Line Fill)

To remove a symbol from the gallery:

1. Click the Style tool in the toolbox.
2. Click the Line Fill button. The Line Fill menu opens.
3. Choose Symbol in the menu, then choose Custom. The Line Fill-Symbol dialog box opens.
4. Choose the fill symbol you want to delete.
5. Click the Remove button. The symbol is deleted. (You cannot remove symbols originally included with Designer.)

Related Topics

Line Fill-Symbol dialog box

Overlap Button

The Overlap button in the Style ribbon lets you choose how to fill a symbol that has been folded onto itself. It also lets you choose whether to display a symbol's lines on top of or behind the interior fill. When you click the Overlap button, a menu appears with the following commands.

Fill Overlaps
Skip Overlaps
Fill Before Line
Fill After Line

The default options are Fill Overlaps and Fill Before Line.

Related Topics

Style tool

Fill Overlaps Command

The Fill Overlaps command in the Overlap menu in the Style ribbon fills overlapping areas of connected symbols.

Related Topics

Overlap button

Skip Overlaps Command

The Skip Overlaps command in the Overlap menu in the Style ribbon leaves cut-out areas of connected symbols transparent.

Related Topics

- Overlap button

Fill Before Line Command

The Fill Before Line command in the Overlap menu in the Style ribbon causes the line fill to be drawn on top of the interior fill.

Note: This command only applies to weighted (wide) lines.

Related Topics

Overlap button

Fill After Line Command

The Fill After Line command in the Overlap menu in the Style ribbon causes the interior fill to be drawn on top of the fill.

Note: This command only applies to weighted (wide) lines.

Related Topics

Overlap button

Interior Fill Button

The Interior Fill button in the Style ribbon opens a menu containing these commands.

Invisible
Solid
Gradient
Hatch
Image
Symbol

The appearance of this button changes to reflect the current selection.

Related Topics

- Style tool
- Line Style button

Invisible Command (Interior Fill Menu)

The Invisible command in the Interior menu in the Style ribbon removes the gradient, fill pattern, and color from a selected symbol.

Related Topics

- Procedure information
- Interior Fill button

Removing Color from a Symbol

To remove the color from a symbol:

1. Select the symbol from which you want to remove the gradient, fill pattern, and color.
2. Click the Style tool in the toolbox, then click the Interior Fill button in the ribbon. A menu opens.
3. Choose Invisible. The symbol redraws with no pattern or color.

Related Topics

Command information

Solid Command (Interior Fill Menu)

The Solid command in the Interior menu in the Style ribbon fills a selected symbol with the chosen color. When you choose the Solid command, a submenu opens displaying the Custom command and a gallery of the last five solid fills you used.

Note: The Solid command does not affect lines.

Related Topics

- Dialog Box information
- Procedure information
- Interior Fill button

Custom Command (Solid Interior Fill Submenu)

Choose the Custom command in the Solid Interior submenu in the Interior menu in the Style ribbon to open the Fill-Solid dialog box. You also can open the Fill-Solid dialog box by clicking the Fill Style area in the status bar.

Related Topics

- Solid command
- Status Bar command

Fill-Solid Dialog Box


Click the Line Fill button in the dialog box to display the Line Fill options.


Click the Interior Fill button in the dialog box to display the Interior Fill options.


Click the Solid Fill button in the dialog box to display the Solid Fill options.


Click the Gradient Fill button in the dialog box to display the Gradient Fill options.


Click the Hatch Fill button in the dialog box to display the Hatch Fill options.


Click the Image Fill button in the dialog box to display the Image (bitmap) Fill options.


Click the Symbol Fill command in the dialog box to display the Symbol Fill options.

Note: You can toggle the fill buttons to make an invisible fill.

Mixing Palette
You can use the four color swatches on the four corners of the Mixing Palette to create a customized palette. Click a color in the Color Palette, then click a color swatch beside the Mixing Palette to add that color range to the Mixing Palette.

Palette Options Button
Click the Palette Options button to open a menu that lets you manage Designer's colors and palettes.

Color Picker Button
Click the Color Picker button to open the Color Picker dialog box. The Color Picker dialog box lets you choose a color from the full range of possible colors and add it to the Color Palette.

Color Palette
You can resize the Color Palette portion of the Fill-Solid dialog box by dragging the bottom edge of the dialog box. Drag it out to show more colors; drag it in to show fewer colors. If all the colors in the palette cannot be displayed at once, a scroll bar appears at the right to give you access to all the colors.

Apply Button
You can click the Apply button each time you want to apply a change to a selected symbol.

Close Button
Click the Close button to close the dialog box.

Related Topics
- Command information
- Procedure information
- Mixing four colors
- Mixing two colors

Filling a Symbol with a Solid Color

To fill a symbol with a solid color:

1. Select a symbol.
2. Click the Style tool in the toolbox.
3. Click the Interior Fill button. A menu opens.
4. Choose Solid in the menu, then choose Custom. The Fill-Solid dialog box opens.
5. Point to a color in the palette and click the left mouse button.
6. Click Apply to change the interior color.

Selected symbols change to the new color. If no symbol is selected, you set a new default color when you change to a new solid fill color.

Related Topics

Command information
Dialog Box information

Gradient Command (Interior Fill Menu)

When you choose the Gradient command in the Interior menu in the Style ribbon, a submenu opens displaying the Custom command and a gallery of the last five gradient fills you used.

Related Topics

Interior Fill button

Custom Command (Gradient Interior Fill Submenu)

Choose the Custom command in the Gradient Interior submenu in the Interior menu in the Style ribbon to open the Fill-Gradient dialog box

A gradient is a fill that makes a gradual transition between colors. Gradients can add more realistic depth to a drawing and provide a less mechanical feel to many illustrations. The Custom command lets you create linear, radial, and square gradient fills.

Linear gradients are the simplest of the three, with a gradual fade of one color to another in a specified direction within a symbol. Radial (circular) and square gradients fade from one color in the inner part of the fill to another color in the outer part of the fill.

A simple gradient fill fades from any one selected color to any other selected color. Designer even lets you use gradient fills made up of many colors. For example, you can easily create rainbow effects.

You choose the two or more colors used in a gradient fill in the Fill-Gradient dialog box.

To speed your work, the Interior Fill menu keeps track of the most recently used gradient fills. Choose the gradient fill in the menu as you would any other command.

Related Topics

- Dialog box information
- Procedure information
- Gradient command

Fill-Gradient Dialog Box

The Fill-Gradient dialog box opens when you choose the Gradient command in the Interior Fill menu, and lets you choose and edit gradient fills.

Click the Line Fill button in the dialog box to display the Line Fill options.

Click the Interior Fill button in the dialog box to display the Interior Fill options.

Click the Solid Fill button in the dialog box to display the Solid Fill options.

Click the Gradient Fill button in the dialog box to display the Gradient Fill options.

Click the Hatch Fill button in the dialog box to display the Hatch Fill options.

Click the Image Fill button in the dialog box to display the Image (bitmap) Fill options.

Click the Symbol Fill command in the dialog box to display the Symbol Fill options.

Note: You can toggle the fill buttons to make an invisible fill.

Gradient Gallery
The Gradient gallery displays the gradient patterns available in Designer.

Edit Button
Choose the Edit button to open the Gradient-Edit dialog box.

Remove Button
Choose the Remove button to delete the selected gradient. You cannot remove any of the gradient patterns originally included with Designer.

Color Band
Use the color band to use many colors in a gradient fill instead of only two colors. You can select a new point above the color band and then choose a color in the palette to set. You can drag the point to a new location on the band to control how the fill graduates from one color to another. To delete the color point, drag it off of the dialog box.

Palette Options Button
Click the Palette Options button to open a menu that lets you manage Designer's colors and palettes.

Color Picker Button
Click the Color Picker button to open the Color Picker dialog box. The Color Picker dialog box lets you choose a color from the full range of possible colors and add it to the Color Palette.

Color Palette
You can resize the Color Palette portion of the Fill-Gradient dialog box by dragging the bottom edge of the dialog box. Drag it out to show more colors; drag it in to show fewer colors. If all the colors in the palette

cannot be displayed at once, a scroll bar appears at the right to give you access to all the colors.

Apply Button
You can click the Apply button each time you want to apply a change to a selected symbol.

Close Button
Click the Close button to close the dialog box.

Related Topics

- Command information
- Procedure information
- Editing a linear gradient
- Editing a radial gradient
- Editing a square gradient

Gradient-Edit Dialog Box

The Gradient-Edit dialog box lets you change the angle and origin of linear and square gradients and the center point of radial gradients. You also can add a new gradient pattern or replace a gradient you previously added with a new one. You can add a gradient or replace an existing one with a gradient you have created. The Gradient-Edit dialog box can contain a maximum of 63 gradient fills.

Gradient Type area
The Gradient Type area in the Gradient-Edit dialog box lists the three types of gradients available in Designer: Linear, Radial, and Square. Click a gradient type, then adjust the gradient using the appropriate options.

X Origin scroll box
Adjust the x-axis of radial and square gradients using the X Origin scroll box in the Gradient-Edit dialog box. When editing radial and square gradients, you adjust the x- and y-axes of the center point with a setting from 0 to 100. A setting of less than 50 moves the center point to the left of the center of the symbol. A setting of more than 50 moves the center point to the right of the symbol.

Y Origin scroll box
Adjust the y-axis of linear and square gradients using the Y Origin scroll box in the Gradient-Edit dialog box. The y-origin setting adjusts the starting and ending points of linear gradients. A setting of less than 50 moves the center point above the center of the symbol. A setting of more than 50 moves the center point below the symbol.

Angle scroll box
Adjust the angle of linear and square gradients using the Angle scroll box or drag the red needle.

Add Button
Click the Add button to add the gradient to the Fill-Gradient dialog box.

Note: You cannot add a particular gradient pattern if an identical pattern is in the dialog box.

Replace Button
Click the Replace button to remove the gradient from the Fill-Gradient dialog box. You cannot replace any of the original gradient patterns included with Designer.

Close Button
Click the Close button to close the dialog box.

Related Topics

- Gradient dialog box
- Adding a gradient to a symbol
- Editing a linear gradient
- Editing a radial gradient
- Editing a square gradient

Adding a Gradient to a Symbol

To add a gradient fill to a selected symbol:

1. Click the Style tool in the toolbox.
2. Click the Interior Fill button in the ribbon. A menu opens.
3. Choose Gradient in the menu, then choose Custom. The Fill-Gradient dialog box opens.
4. Select the point above the color band at 0%.
5. Click a color in the Color Palette.
6. Select the point above the color band at 100%.
7. Click another color in the Color Palette.
8. Point to a gradient and click the left mouse button.
9. Click Apply. The symbol redraws with the new gradient.


As a shortcut, double click a gradient instead of choosing the gradient and then clicking Apply.


You can quickly change the first and last colors for a gradient fill in a selected symbol without using the Fill-Gradient dialog box. Select a symbol with a gradient fill, point to a color in the Color Palette, and click the left mouse button to set the first color. Point to a color, press and hold **Shift**, and click the left mouse button to set the last color.

Related Topics

- Button information
- Dialog box information
- Editing a linear gradient
- Editing a radial gradient
- Editing a square gradient
- Removing a gradient

Editing a Linear Gradient (Interior Fill)

To edit a linear gradient:

1. Click the Style tool in the toolbox.
2. Click the Interior Fill button. A menu opens.
3. Choose Gradient in the menu, then choose Custom.
4. Point to the linear gradient you want to edit and click the left mouse button.
5. Click the Edit button. The Gradient-Edit dialog box opens.
6. Select the Linear option, if necessary.
7. Type a new angle for the gradient, or drag the red needle. The gradient changes in the preview.
8. Change the y-coordinate to adjust the starting and ending points of the gradient. The gradient changes in the preview.
9. Click Add to append the gradient to the Fill-Gradient dialog box.
   or
   Click Replace to replace the linear gradient last selected in the Fill-Gradient dialog box.

Note: You cannot replace any of the gradient patterns originally included with Designer.

Related Topics

Adding a gradient to a symbol
Editing a radial gradient
Editing a square gradient

Editing a Radial Gradient (Interior Fill)

To edit a radial gradient:

1. Click the Style tool in the toolbox.
2. Click the Interior Fill button. A menu opens.
3. Choose Gradient in the menu, then choose Custom.
4. Point to the radial gradient you want to edit and click the left mouse button.
5. Click the Edit button. The Gradient-Edit dialog box opens.
6. Select the Radial option, if necessary.
7. Type a new number for the x- and y-coordinates of the gradient center point. The gradient changes in the preview.
8. Click Add to append the gradient to the Fill-Gradient dialog box.
   or
   Click Replace to replace the radial gradient last selected in the Fill-Gradient dialog box.

Note: You cannot replace any of the gradient patterns originally included with Designer.

Related Topics

Adding a gradient to a symbol
Editing a linear gradient
Editing a square gradient

Editing a Square Gradient (Interior Fill)

To edit a square gradient:

1. Click the Style tool in the toolbox.
2. Click the Interior Fill button. A menu opens.
3. Choose Gradient in the menu, then choose Custom.
4. Point to the square gradient you want to edit and click the left mouse button.
5. Click the Edit button. The Gradient Edit dialog box opens.
6. Select the Square option, if necessary.
7. Type a new number for the x- and y-coordinates of the gradient center point. The gradient changes in the preview.
8. Type a new angle for the square gradient, or drag the red needle. The gradient changes in the preview.
9. Click Add to add the gradient to the Fill-Gradient dialog box.
   or
   Click Replace to replace the square gradient last selected in the Fill-Gradient dialog box.

Note: You cannot replace any of the gradient patterns originally included with Designer.

Related Topics

Adding a gradient to a symbol
Editing a linear gradient
Editing a radial gradient

Removing a Gradient (Interior Fill)

To remove a gradient:

1. Click the Style tool in the toolbox.
2. Click the Interior Fill button. A menu opens.
3. Choose Gradient in the menu, then choose Custom.
4. Choose the gradient you want to delete.
5. Click Remove. The gradient is deleted.

Note: You cannot remove any of the gradient patterns originally included with Designer.

Related Topics

Button information
Dialog box information
Adding a gradient to a symbol

Hatch Command (Interior Fill Menu)

The Interior Fill menu contains the Hatch command for hatch patterns. The Hatch command opens a submenu that lets you choose from patterns composed of vector-based lines, and lets you create custom hatch patterns using the Custom command.

Related Topics

Interior Fill button

Custom Command (Hatch Interior Fill Submenu)

Choose the Custom command in the Hatch Interior submenu in the Interior menu in the Style ribbon to open the Line Fill-Hatch dialog box.

The Custom command lets you choose from patterns composed of vector-based lines.

Dense patterns show less of the background color, and sparse patterns show more background color. By experimenting with different patterns and colors, you can produce interesting effects.

The current solid fill color is the color of a hatch pattern (foreground color) until you change it. You select the pattern for a selected symbol in the Fill-Hatch dialog box. If no symbols are selected or if more than one symbol is selected, the last pattern chosen is selected in the dialog box.

To speed your work, the Interior Fill menu keeps track of the most recently used patterns and fills. Choose the pattern in the menu as you would any other command.

Related Topics

- Dialog Box information
- Procedure information
- Hatch command

Fill-Hatch Dialog Box

The Fill-Hatch dialog box opens when you choose the Hatch command in the Interior Fill menu, and lets you choose and edit hatch patterns.


Click the Line Fill button in the dialog box to display the Line Fill options.

Click the Interior Fill button in the dialog box to display the Interior Fill options.

Click the Solid Fill button in the dialog box to display the Solid Fill options.

Click the Gradient Fill button in the dialog box to display the Gradient Fill options.

Click the Hatch Fill button in the dialog box to display the Hatch Fill options.

Click the Image Fill button in the dialog box to display the Image (bitmap) Fill options.

Click the Symbol Fill command in the dialog box to display the Symbol Fill options.

Note: You can toggle the fill buttons to make an invisible fill.

Hatch Pattern Gallery
The Hatch Pattern gallery displays the hatch patterns available in Designer.

Weight Option
You can change the line weight of hatch fills. The default value is 100%. Changing this value to 200% makes the lines twice as heavy; setting it to 50% makes the lines half as heavy.

Spacing Option
You can change the spacing between hatch lines. The default value is 100% (no change). Setting this value to 200% doubles the space between lines; setting it to 50% cuts the space in half.

Background Transparent Option
The background color is opaque by default (not selected). Select the option to make the background color transparent.

Foreground Button
The Foreground button lets you set the hatch pattern color (foreground color). Click the Foreground button, then click a color in the color palette.

Background Button
The Background button lets you set the color behind the hatch pattern. Click the Background button, then click a color in the color palette. The background color is transparent by default.

Palette Options Button
Click the Palette Options button to open a menu that lets you manage Designer's colors and palettes.

Color Picker Button
Click the Color Picker button to open the Color Picker dialog box. The Color Picker dialog box lets you choose a color from the full range of possible colors and add it to the Color Palette.

Color Palette
You can resize the Color Palette portion of the Fill-Hatch dialog box by dragging the bottom edge of the

dialog box. Drag it out to show more colors; drag it in to show fewer colors. If all the colors in the palette cannot be displayed at once, a scroll bar appears at the right to give you access to all the colors.

Apply Button
You can click the Apply button each time you want to apply a change to a selected symbol.

Close Button
Click the Close button to close the dialog box.

Related Topics
- Command information
- Procedure information

Choosing a Hatch Pattern (Interior Fill)

To choose a hatch pattern:

1. Select a symbol.
2. Click the Style tool.
3. Click the Interior Fill button. A menu opens.
4. Choose Hatch in the menu, then choose Custom. The Fill-Hatch dialog box opens.
5. Point to a pattern and click the left mouse button.
6. To change the foreground color, point to a color in the palette and click the left mouse button.
7. To change the background color, point to a color in the palette and click the right mouse button.
8. Click Apply. The symbol redraws with the new pattern.


As a shortcut, double click a hatch pattern instead of choosing the pattern and then clicking Apply.


You can quickly change the foreground and background colors for a hatch fill in a selected symbol without using the Fill-Hatch dialog box. Select a symbol with a hatch fill, point to a color in the Color Palette, and click the left mouse button to set the foreground color. Point to a color, press and hold **Shift**, and click the left mouse button to set the background color.

Related Topics

Command information
Dialog Box information

Image Command (Interior Fill Menu)

The Image command in the Interior Fill submenu in the Interior menu in the Style ribbon opens a submenu displaying the last five used patterns, and the Custom command that lets you create your own image patterns.

Related Topics

Interior Fill button

Custom Command (Image Interior Fill Submenu)

Choose the Custom command in the Image Fill submenu in the Interior menu in the Style ribbon to open the Fill-Image dialog box.

The Custom command provides a set of patterns composed of individual pixels (dots).

The pattern for a selected symbol is chosen in the Fill-Image dialog box. If no symbols are selected or if more than one symbol is selected, the last pattern chosen is selected in the dialog box.

To speed your work, the Image Interior Fill submenu keeps track of the most recently used patterns. Choose the pattern in the menu as you would any other command.

Related Topics

- Dialog Box information
- Procedure information
- Adding image patterns
- Removing image patterns
- Image command

Fill-Image Dialog Box

The Fill-Image dialog box opens when you choose the Image command in the Interior Fill menu, and lets you choose, add, and remove image patterns.


Click the Line Fill button in the dialog box to display the Line Fill options.

Click the Interior Fill button in the dialog box to display the Interior Fill options.

Click the Solid Fill button in the dialog box to display the Solid Fill options.

Click the Gradient Fill button in the dialog box to display the Gradient Fill options.

Click the Hatch Fill button in the dialog box to display the Hatch Fill options.

Click the Image Fill button in the dialog box to display the Image (bitmap) Fill options.

Click the Symbol Fill command in the dialog box to display the Symbol Fill options.

Note: You can toggle the fill buttons to make an invisible fill.

Image Pattern Gallery
The Image Pattern gallery displays the image patterns available in Designer.

Paste Button
Click the Paste button to add an image pattern that you have created.

Remove Button
Click the Remove button to remove a selected pattern from the Image Pattern gallery. You can only remove the image patterns that you create.

Image Scale % Option
The default value for Image Scale is 100%. Setting this value to 200% makes the image twice as large; setting it to 50% makes the image half as large.

Palette Options Button
Click the Palette Options button to open a menu that lets you manage Designer's colors and palettes.

Color Picker Button
Click the Color Picker button to open the Color Picker dialog box. The Color Picker dialog box lets you choose a color from the full range of possible colors and add it to the Color Palette.

Color Palette
You can resize the Color Palette portion of the Fill-Image dialog box by dragging the bottom edge of the dialog box. Drag it out to show more colors; drag it in to show fewer colors. If all the colors in the palette cannot be displayed at once, a scroll bar appears at the right to give you access to all the colors.

Apply Button
You can click the Apply button each time you want to apply a change to a selected symbol.

Close Button
Click the Close button to close the dialog box.

Related Topics

- Command information
- Procedure information
- Adding image patterns
- Removing image patterns

Adding Image Patterns (Fill-Image Dialog Box)

To add image patterns:

1. Create or import a bitmap pattern in PhotoMagic.
2. Open the Edit menu and choose Copy to copy your pattern to the Clipboard.
3. Start Designer and click the Style tool in the toolbox.
4. Click the Interior Fill button. The Interior Fill menu opens.
5. Choose Image in the menu, then choose Custom. The Fill-Image dialog box opens.
6. Click Paste. The image pattern you created is added to the gallery of patterns.

You now can choose the pattern you created from the Fill-Image dialog box.

Related Topics

Removing image patterns
Image dialog box
Choosing an image pattern

Removing Image Patterns (Fill-Image Dialog Box)

To remove image patterns:

1. Click the Style tool in the toolbox.
2. Click the Interior Fill button. The Interior Fill menu opens.
3. Choose Image in the menu, then choose Custom. The Fill-Image dialog box opens.
4. Select the pattern you want to remove.
5. Click Remove. The image pattern is removed from the gallery of patterns.

Note: You cannot remove patterns originally included with Designer.

Related Topics

Adding image patterns
Image dialog box
Choosing an image pattern

Choosing an Image Pattern (Fill-Image Dialog Box)

To change the image pattern:

1. Select a symbol.
2. Click the Style tool.
3. Click the Interior Fill button. A menu opens.
4. Choose Image in the menu, then choose Custom. The Fill-Image dialog box opens.
5. Point to a pattern and click the left mouse button.
6. Click Apply. The symbol redraws with the new pattern.

As a shortcut, double click an image pattern instead of choosing the pattern and then clicking Apply.

Note: Plotters and many film recorders do not support bitmap patterns or opaque backgrounds. If you plan to plot a drawing, use only solid fills, symbol fills, hatch patterns, or transparent backgrounds.

Related Topics

- Command information
- Dialog Box information
- Adding image patterns
- Removing image patterns

Symbol Command (Interior Fill Menu)

The Symbol command in the Interior Fill menu lets you fill a symbol with a pattern made of other symbols.

When you choose the Symbol command, a submenu opens displaying the Custom command and a gallery of the last five symbol fills you used.

Related Topics

Interior Fill button

Custom Command (Symbol Interior Fill Submenu)

Choose the Custom command in the Symbol Interior submenu in the Interior menu in the Style ribbon to open the Fill-Symbol dialog box.

You can fill a closed or connected symbol with a repeating pattern of other symbols. Fill symbols draw in a grid pattern within the shape of the symbol you choose, extending to the borders of the symbol.

Note: You cannot use a bitmap in a symbol fill.

Related Topics

- Dialog Box information
- Procedure information
- Symbol command

Fill-Symbol Dialog Box

Designer's Fill-Symbol dialog box has a gallery of fill symbols from which to choose. You can use these fill symbols or create your own.

The Fill-Symbol dialog box opens when you choose the Custom command in the Interior Fill Symbol submenu, and lets you choose, add, and remove image patterns.


Click the Line Fill button in the dialog box to display the Line Fill options.

Click the Interior Fill button in the dialog box to display the Interior Fill options.

Click the Solid Fill button in the dialog box to display the Solid Fill options.

Click the Gradient Fill button in the dialog box to display the Gradient Fill options.

Click the Hatch Fill button in the dialog box to display the Hatch Fill options.

Click the Image Fill button in the dialog box to display the Image (bitmap) Fill options.

Click the Symbol Fill command in the dialog box to display the Symbol Fill options.

Note: You can toggle the fill buttons to make an invisible fill.

Symbol Pattern Gallery
The Symbol Pattern gallery displays the image patterns available in Designer.

Edit Button
Click the Edit button to open the Edit Symbol Fill dialog box.

Paste Button
Click the Paste button to add a symbol pattern that you have created.

Remove Button
Click the Remove button to remove a selected pattern from the Symbol Pattern gallery. You can only remove the image patterns that you create.

Copy Button
Click the Copy button to copy the selected symbol to the Clipboard and automatically paste it into your document.

Background Transparent Option
The background color is opaque by default (not selected). Select the option to make the background color transparent.

Foreground Button
The Foreground button lets you set the symbol pattern color (foreground color). Click the Foreground button, then click a color in the color palette.

Background Button
The Background button lets you set the color behind the symbol pattern. Click the Background button, then click a color in the color palette. The background color is transparent by default.

Palette Options Button
Click the Palette Options button to open a menu that lets you manage Designer's colors and palettes.

Color Picker Button
Click the Color Picker button to open the Color Picker dialog box. The Color Picker dialog box lets you choose a color from the full range of possible colors and add it to the Color Palette.

Color Palette
You can resize the Color Palette portion of the Fill-Symbol dialog box by dragging the bottom edge of the dialog box. Drag it out to show more colors; drag it in to show fewer colors. If all the colors in the palette cannot be displayed at once, a scroll bar appears at the right to give you access to all the colors.

Apply Button
You can click the Apply button each time you want to apply a change to a selected symbol.

Close Button
Click the Close button to close the dialog box.

Related Topics
- Command information
- Procedure information
- Adding a symbol to the gallery
- Removing a symbol from the gallery
- Editing symbol fills

Filling a Symbol with Another Symbol (Interior Fill)

To fill a symbol with another symbol:

1. Select the symbol you want to fill.
2. Click the Interior Fill button. A menu opens.
3. Choose Symbol in the menu, then choose Custom. The Fill-Symbol dialog box opens.
4. Choose the symbol you want to use for the fill and click Apply. The selected symbol is filled with repetitions of the symbol chosen from the gallery in the dialog box.

Note: Symbol fill patterns automatically increase or decrease in size when you scale (resize) the larger symbol that contains the symbol fill.

Related Topics

Command information
Dialog Box information
Adding a symbol to the gallery
Removing a symbol from the gallery
Editing symbol fills

Edit Symbol Fill Dialog Box (Interior Fill)

The Edit Symbol Fill dialog box lets you change the arrangement, flip characteristics, rotation, size, and spacing of a symbol fill. You can add a new symbol-fill pattern or replace a pattern you previously added with a new one. You can even use multiple symbols of different shapes.

Note: You cannot replace any of the original symbol-fill patterns included with Designer.

Arrangement Area
The Arrangement area provides three options: Center a symbol, Tile by Row, and Tile by Column. You must choose one of the tiling options to use many of the other features in the Edit Symbol Fill dialog box.

Flip Options
To flip symbols within a symbol fill pattern, you can choose from the following.

Flip Selection	Effect
None	No flip
All	Flip all the symbols in the fill
Every Other	Flip every other symbol
Row or Column	Flip every other row or column

To flip symbols, you must select either About X (vertical) or About Y (horizontal). This specifies the coordinate axis about which the symbols are flipped.

Zoom Factor
The zoom factor is displayed above the preview window. A ratio of 1:1 is actual size (100%), a ratio of 2:1 is twice the actual size (200%), and so forth.

Zoom In Button
Click the Zoom In button and click the Preview button to zoom in on the symbol fill. Each click on the Zoom In button changes the view to the next higher 100% view (200%, 300%, and so forth).

Zoom Out Button
Click the Zoom Out button and click the Preview button to see more of the symbol fill. Above 100%, each click on the Zoom Out button changes the view to the next lower 100% view (300%, 200%, and so forth). Below 100%, each click on the Zoom Out button changes to the next fractional view (1/2, 1/3, 1/4, and so forth).

Preview Window
The Preview window lets you see the effects of your editing before you add the new symbol fill to the gallery.

Preview Button
You must click the Preview button each time you want to update the Preview Window.

Rotate Options
The Rotate options are Pattern and Symbol. Choosing the Pattern option rotates the whole symbol-fill pattern; choosing Symbol rotates each individual symbol.

Angle Value
The Angle value sets the angle of rotation. You can either enter a value directly or drag the red needle.

Width and Height Options
You can change the size of the symbol by changing the value of Width % and Height %. The default values are 100%, which is the original size. Changing both these values to 50% makes the symbol half the original size; changing the values to 200% makes the symbol twice the original size. To scale the

symbol proportionally, change Width % and Height % the same amount.

Spacing Values
You can adjust the spacing of tiled symbols by changing the values for X Spacing % (height) and Y Spacing % (width). Entering a negative value causes symbols to overlap; entering a positive value creates space between symbols. A value of zero makes the bounding boxes of the symbols flush with one another.

Panning Values (X Shift % and Y Shift %)
You can pan the entire symbol fill pattern within the larger symbol by adjusting the values for X Shift % (height) and Y Shift % (width). These values let you control how the fill pattern looks at the edges of the larger symbol.

Stagger Position Values
Adjusting the Stagger % lets you stagger the position of every other row or column. For example, to illustrate a brick wall, you might set the Stagger % to 50.

Modify Fill Color Option
Click this option to change the interior color of the symbol to the current foreground color for symbol fills.

Modify Line Color Option
Click this option to change the line color of the symbol to the current line color for symbol fills.

Note: If you want to retain all the original colors of a symbol you are adding to the gallery, deselect both Modify Fill Color and Modify Line Color.

Related Topics
- Command information
- Editing symbol fills
- Adding a symbol to the gallery
- Removing a symbol from the gallery

Editing Symbol Fills (Interior Fill)

To edit symbol fills:

1. Click the Style tool in the toolbox.
2. Click the Interior Fill button. The Interior Fill menu opens.
3. Choose Symbol in the menu, then choose Custom. The Fill-Symbol dialog box opens.
4. Click Edit. The Edit Symbol Fill dialog box opens.
5. Make your edits (arrange, flip, rotate, size, and so forth), using the preview window to see the effects of your changes.
6. Click Add to add the editing symbol fill to the symbol fill gallery.
7. Double click the Control menu to close the Edit Symbol Fill dialog box. You can apply the newly edited pattern to any closed symbol.

Related Topics

Command information
Dialog box information
Adding a symbol to the gallery
Removing a symbol from the gallery

Adding a Symbol to the Gallery (Interior Fill)

To add a symbol to the gallery:

1. Draw the symbol to be added to the gallery and select it.
2. Choose Copy in the Edit menu to copy the symbol to the Clipboard.
3. Click the Style tool.
4. Click the Interior Fill button. The Interior Fill menu opens.
5. Choose Symbol in the menu, then choose Custom. The Fill-Symbol dialog box opens.
6. Click the Paste button to paste the symbol into the gallery.

Related Topics

Command information
Dialog box information
Editing symbol fills
Removing a symbol from the gallery

Removing a Symbol from the Gallery (Interior Fill)

To remove a symbol from the gallery:

1. Click the Style tool in the toolbox.
2. Click the Interior Fill button. The Interior Fill menu opens.
3. Choose Symbol in the menu, then choose Custom. The Fill-Symbol dialog box opens.
4. Choose the fill symbol you want to delete.
5. Click Remove. The symbol is deleted. (You cannot remove symbols originally included with Designer.)

Related Topics

Command information
Dialog box information
Editing symbol fills
Adding a symbol to the gallery

Palette Options Button

The Palette Options button in the Style ribbon opens a menu that lets you manage Designer's colors and palettes. The Palette Options button is in the Style ribbon and in the Fill dialog box. The menu contains the following commands.

Add color
Delete color
Sort colors by
Show names
Master Palette
Current Palette Name
Palette Manager
Floating Palette

Related Topics

- Style tool
- Fill dialog box

Add Color Command

The Add Color command in the Palette Options menu in the Style ribbon lets you create your own palettes.

If the current palette is the Master Palette, choosing the Add Color command opens the Palette Name dialog box.

If you have already created a new palette, choosing the Add Color command opens the Color Picker dialog box.

Related Topics

- Color Picker dialog box
- Creating colors
- Creating HLS colors
- Creating RGB colors
- Creating CMYK colors
- Selecting spot colors
- Delete color command
- Palette Options button
- Master Palette

Palette Name Dialog Box

The Palette Name dialog box lets you name a palette. Type a name for the palette you are adding, then click OK. The Color Picker dialog box opens.

The Color Picker dialog box opens if you chose the Add Color command in the Palette Options menu.

Related Topics

- Add color command
- Delete color command
- Selecting spot colors

Color Picker Dialog Box

The Color Picker dialog box is a tool that lets you choose a color from the full range of possible colors and add it to the Color Palette.


Click the RGB button to select the RGB color model.

Click the CMYK button to select the CMYK color model.

Click the HLS button to select the HLS color model.

Click the Spot button to select another color model, such as PANTONE.

Numeric values for the current color appear along the right for each color model. The values for the RGB model are from 0 to 255. For example 255 Red, 128 Green, and 179 Blue create pink.

The values for the CMYK numbers show the percentage of color used to create the displayed color. The same pink can be created with 0% Cyan, 50% Magenta, 30% Yellow, and 0% Black.

The first value for the HLS model is a number from 0 to 360, based on the color wheel. The second two numbers show the percentage of color used to create the displayed color. The same pink can be created with 335 Hue, 75% Lightness, and 100% Saturation.

You can use whichever color model you prefer to choose colors.


If you are new to color models, start with the HLS model.

The values for the selected model appear in black. The values for the models not selected are gray. As you make changes to the values of the selected color model, all the values reflect corresponding changes.

The underlying model that represents the full range of colors is a three-dimensional cube. The color refiner box shows two of these dimensions, while the slider below the color refiner box shows the third dimension.

The list box lets you choose two of the components of the selected color model. These two components are illustrated as width and height in the color refiner box. The third component of the color model (depth in the cubical color model) is controlled by the horizontal slider.

For example, if you select the HLS color model and select Hue-Lightness in the list box, hue is width (left and right), lightness is height (up and down), and saturation is depth (the slider).

If you choose the CMYK model, an additional slider lets you choose the amount of black (K) to be included in the color if you choose manual black component.

Options Button
Click the Options button (to the right of the list box) to open a menu containing commands that let you change the resolution of the dialog box display, change the color grid, and change the way CMYK colors are automatically "normalized" for undercolor removal. If Spot Color is selected, you can choose whether to show the color names.

Display Command
The Display command lets you change the resolution of the update of the display in the Color Picker dialog box. The choices are Fine, Average, and Coarse. Coarse, which displays the fewest colors, is the fastest; Fine, which displays the most colors, is the slowest.

Color Grid Command
The color grid setting displays colors in percentage increments; the choices are 1%, 2%, 4%, 5%, 8%, and 10%. Increasing the color grid setting forces the color model values to increase or decrease in larger increments.

Black Component Command
This option is available only if the CMYK color model is selected. See Creating CMYK Colors for more information.

Show Color Names Command
This command is only available if the Spot Color button is selected. It lets you show the names of the colors rather than color swatches.

Tint Slider
The Tint slider only displays in the dialog box if you choose the Spot Color button. You use the Tint slider to set a percentage tint value, which is used to indicate a color to be screened as a halftone at color separation. The tint values range from 100% (solid color, no tint) to 0% (no color at all).

To make fine adjustments with the Tint slider, click to the left or to the right of the slide or use the arrow keys. The Tint value decreases or increases by one percentage point.

Add Button
Click Add to add the new color to the current palette.

Related Topics
- Creating HLS colors
- Creating RGB colors
- Creating CMYK colors
- Selecting spot colors
- Add Color command
- Delete color command

Creating Colors

To choose colors with a color model:

1. Click the Style tool in the toolbox.
2. Click the Palette Options button in the ribbon.
3. Choose Add Color. The Color Picker dialog box opens.
4. Click a color model button (HLS, CMYK, or RGB).
5. Click the down arrow at the right of the list box to choose the first two dimensions for the color refiner box (for example, Hue-Lightness).
6. Enter the desired value in the current color model's scroll boxes.
   or
   Press and hold the left mouse button, and drag the color refiner cursor and the slider.
7. Continue to adjust the settings in the selected color model until you have mixed the desired color.
8. Click Add to add the new color to the current palette.
9. Repeat steps 4 through 8 to add more colors to the palette.
10. Click Close when you finish to close the Color Picker dialog box.

Note: You can use the mouse or the arrow keys to move the color pointer in the color refiner box.

Related Topics

Add color command
Creating HLS colors
Creating RGB colors
Creating CMYK colors
Color Picker dialog box
Master Palette

Creating HLS Colors

Click the HLS button in the Color Picker dialog box to use the HLS (Hue, Lightness, Saturation) color model.

As with the other color models, you can choose a combination from the list box (Hue-Lightness, Hue Saturation, or Saturation-Lightness) to use as the height and width of the model as illustrated in the color refiner box. The third value is controlled by the slider directly below the color refiner box.

If you start with black (highlight black in the palette), you can choose gray scales (shades of gray) by leaving the saturation at zero and changing the degree of lightness.

The Hue values for primary colors are red (0), yellow (60), green (120), cyan (180), blue (240), and magenta (300).

The Hue values range from 0 to 360 degrees (equivalent to settings on a color wheel, where 0 is the same as 360). The Hue setting selects a starting color value. The Lightness value adds a percentage of white or black to the hue and shows the percentage of lightness in the shade. Increasing lightness adds white; decreasing lightness adds black. The Saturation value decreases or increases the percentage of color in a selected hue. Increasing saturation adds color; decreasing saturation adds gray.

The standard setting for a hue is 50% lightness and 100% saturation. If you highlight pure red in the palette, the HLS values display Hue at 0 degrees, Lightness at 50%, and Saturation at 100%.

Related Topics

- Add color command
- Color Picker dialog box
- Creating RGB colors
- Creating CMYK colors

Creating RGB Colors

You can click the RGB button in the Color Picker dialog box to use the RGB (Red, Green, Blue) color model.

As with the other color models, you can choose a color combination from the list box (Red-Blue, Red-Green, or Blue-Green) to use as the height and width of the model as illustrated in the color refiner box. The third color is controlled by the slider directly below the color refiner box.

The numeric values for R, G, and B represent values from 0 (no color) to 255 (pure color) of the additive primary colors red, green, and blue. When these three colors are combined (255 for each), the result is white. When none of the colors are present (0 for each), the result is black. The RGB model is an additive color model because the three primary colors are combined to produce pure white.

Related Topics

- Add color command
- Color Picker dialog box
- Creating HLS colors
- Creating CMYK colors

Creating CMYK Colors

Click the CMYK button in the Color Picker dialog box to use the CMYK (Cyan, Magenta, Yellow, Black) color model.

As with the other color models, you can choose a color combination from the list box (Cyan-Magenta, Cyan-Yellow, or Yellow-Magenta) to use as the height and width of the model as illustrated in the color refiner box. The third color is controlled by the slider directly below the color refiner box. The value of black is controlled by the slider below the color slider if you choose manual black component.

The numeric values for C, M, and Y represent percentages of the subtractive primary colors cyan (light blue), magenta, and yellow, which are complements of red, green, and blue. When these three colors are combined (100% of each), the theoretical result is black, but impurities in printing inks result in a muddy brown. When none of the colors are present (0% of each), the result is white.

Black Component
The K value (true black) is added to compensate for ink impurities in process color printing. The percentage of black in a color is equivalent to the same percentage of cyan, magenta, and yellow.

Designer *normalizes* the CMYK percentages; that is, the percentages for C, M, and Y are reduced or increased so that the percentage for black is as high as possible. If you choose a color and then reopen the dialog box, the percentages may differ even though the color is the same.

To change the way Designer normalizes CMYK percentages:

1. Click the Options button in the Color Picker-CMYK dialog box.
2. Choose Black Component. The Black Component submenu opens.
3. Choose Manual if you want to prevent Designer from normalizing the CMYK percentages.
   or
   Choose a percentage if you want to allow Designer to normalize the CMYK values. (For example, choose 100% for complete normalization or 50% for half normalization.)

Note: If you choose Manual in step 3 above, another slider appears at the bottom of the dialog box to let you manually adjust the Black (K) value.

Related Topics

Add color command
Color Picker dialog box
Creating HLS colors
Creating RGB colors

Selecting Spot Colors

Spot colors (also called custom colors or solid colors) are predefined colors from a system such as the PANTONE Matching System (PMS).

Color Matching Systems
Color matching systems provide basic inks, color charts, and mixing formulas so that colors can be specified and reproduced accurately in conventional offset printing. Color matching systems include colors for both spot and process colors.

Designer includes a spot color palette file for a standard color matching systems used by conventional print shops, the PANTONE Matching System. Check with your print shop ahead of time to verify it uses this color matching system.

To select spot colors:

1. Click the Style tool in the toolbox.
2. Click the Palette Options button in the ribbon.
3. Choose Add Color. The Color Picker dialog box opens.
4. Click the Spot Color button.
5. Click the down arrow and select a name in the list box if you want to choose a different color matching system.

Related Topics

Add color command
Color Picker dialog box

Delete Color Command

Choose the Delete color command in the Palette Options menu in the Style ribbon to remove a selected color from the Color Palette.

Related Topics

- Procedure information
- Add color command
- Master Palette
- Palette Options button

Deleting a Color

To delete a color from the color palette:

1. Click the Style tool in the toolbox.
2. Select the color in the color palette that you want to delete.
3. Click the Palette Options button in the ribbon.
4. Choose Delete color. The color you selected is removed from the current color palette.

You also can select a color in the Palette Manager dialog box and click the Delete button.

Note: You cannot permanently delete colors from the Master Palette, Designer's default palette set.

Related Topics

Command information

Sort Colors By Command

The Sort colors by command in the Palette Options menu in the Style ribbon lets you choose how you want to sort colors. Sometimes it's useful to put the colors of a large palette in a different order. You might have several shades of yellow in the palette, but they are not grouped together. You could sort by Hue to obtain the result you want.

Related Topics

- Sorting colors
- Sorting colors in the Style ribbon
- Palette Options button

Sorting Colors in the Style Ribbon

To sort colors in the Style ribbon:

1. Click the Style tool in the toolbox.
2. Click the Palette Options button in the ribbon.
3. Choose Sort colors by from the menu. The Sort menu opens.
4. Choose a color model key with which to sort (for example, hue, cyan, or blue).
   or
   Choose Ascending or Descending.
   The colors are sorted into a different order.

The sort results can be different depending on the previous sort Designer performed.

Related Topics

Command information
Sorting colors
Sort menu

Show Names Command

Use the Show Names command in the Palette Options menu to find the name or number of a particular color in a palette. You can use either the Color Palette in the Style ribbon or the Floating Palette to open the Palette Options menu.

Related Topics

- Procedure information
- Palette Options button
- Current palette name

Master Palette

A default palette, called the master palette, is automatically installed when you install Designer. To protect against accidental changes, the master palette cannot be changed, deleted, or merged. However, you can make a copy of it, give it a new name, and then make additions, deletions, or other changes.

If the master palette is the current palette, you see the following message whenever you attempt to add a color, rename the master palette, or rename a color in the master palette.

> "Changing the master palette requires creating a copy of the palette. Would you like to make the copy?"

If you click Yes, the Palette Name dialog box opens. Type a new name for the copy of the master palette and press **Enter**. You can then make changes to the new palette, whose name is added to the list of available palettes in the Palette Options menu and the Palette Manager dialog box.

If you click No, you cancel the operation and are not allowed to change the palette.

Related Topics

Palette Options button

Current Palette Name

The current palette is displayed in the area below the Show Names command and has a check mark beside it.

Related Topics

Show Names command

Finding a Color

To find a color in the Style ribbon's Color Palette:

1. Click the Style tool in the toolbox.
2. Click the Palette Options button in the ribbon.
3. Choose Show Names. The Color Palette displays one color swatch, with the color model values and name.
4. Type the first character of the name you want to find. If necessary, press the letter again to display the next name beginning with that character.

For example, type **L** for Lime. If Lavender is displayed, press **L** again until the desired color is displayed. You can also type **2** for 25% Gray.

To find a color in the Floating Palette:

1. Click the Style tool in the toolbox.
2. Click the Palette Options button in the ribbon.
3. Choose Floating Palette to open the Floating Palette, if necessary.
4. Open the Floating Palette's Control menu and choose Palette. The Palette submenu opens.
5. Choose Show Names. The Floating Palette displays one color on each line, with a color swatch, color model values, and name.
6. Type the first character of the name you want to find. A color whose name begins with that character is highlighted. If necessary, press the letter again until the desired color is highlighted.

Related Topics

Command information

Palette Manager Command

The Palette Manager command in the Palette Options menu in the Style ribbon lets you manage Designer's palettes in many ways, including choosing a palette or set of palettes, creating a new palette, and deleting, renaming, recalling, and merging palettes.

Related Topics

- Dialog Box information
- Choosing a palette
- Converting color model values
- Creating a new palette
- Deleting a palette
- Exporting a palette file
- Importing a palette file
- Merging two palettes
- Mixing four colors
- Mixing two colors
- Renaming a palette
- Sorting colors in the Palette Manager dialog box
- Palette Options button

Palette Manager Dialog Box

Current Palette List Box
Choose the name of a palette in the Current Palette list box. The new palette is displayed.

New Button (Current Palette Area)
The New button opens the Palette Name dialog box and lets you create a new palette to store new colors.

Rename Button (Current Palette Area)
Click the Rename button to rename a palette in the Palette Manager dialog box.

Delete Button (Current Palette Area)
Click the Delete button to delete a highlighted palette in the Palette Manager dialog box.

Merge Button (Current Palette Area)
Click the Merge button to merge a selected palette with the current palette in the Palette Manager dialog box.

Import Button (Current Palette Area)
The Import button lets you import palette files for use with Designer.

Export Button (Current Palette Area)
The Export button lets you export Designer palette files to share with other Designer users or for use in PhotoMagic, Picture Publisher, or other Micrografx programs.

New Button (Color Name Area)
The New button lets you create a new color.

If the current palette is the Master Palette, choosing the New button opens the Palette Name dialog box.

If you have already created a new palette, choosing the New button opens the Color Picker dialog box.

Sort Button (Color Name Area)
Click the Sort button to open the Sort menu.

Delete Button (Color Name Area)
Click the Delete button to delete the highlighted color.

Model Button (Color Name Area)
Click the Model button to open a menu that lets you change the color model in which the color is stored. You can choose RGB, CMYK, or HLS.

Details Button
Click the Details button to expand the dialog box and display the Palette Mixer area.

Palette Mixer Area
The Palette Mixer area lets you choose two colors or four colors and mix them together as a painter mixes paints.

Related Topics

- Command information
- Choosing a palette
- Converting color model values
- Creating a new palette
- Deleting a palette
- Exporting a palette file

Sort Menu

The Sort menu in the Palette Manager dialog box lets you choose how you want to sort colors.

Designer sorts colors by the component, or key, that you specify. Every color is broken down into its component values and sorted accordingly. For example, sorting by blue does not mean that all the blue hues are together, but that all the different colors (such as purples or greens) containing 20% blue are grouped together, all the colors containing 40% blue are grouped together, and so on.

Designer sorts by one or more keys to achieve the order you want. The most appealing for Designer's master palette is to sort first by lightness, then by saturation, and finally by hue. The Palette Manager lets you do this by using the primary, secondary, and tertiary sort keys.

Command	**Action**
No Sorting	Resets the palette to the order before the last sort.
Sort Colors	Sorts colors and lets you choose options for sorting.
Primary Sort Key	Opens a submenu that lets you choose the color component for sorting (Red, Green, Blue, Hue, Lightness, Saturation, Cyan, Magenta, Yellow, Black, and Name).
Secondary Sort Key	Opens a submenu that lets you choose the color component for sorting (Red, Green, Blue, Hue, Lightness, Saturation, Cyan, Magenta, Yellow, Black, Name, and No key).
Tertiary Sort Key	Opens a submenu that lets you choose the color component for sorting (Red, Green, Blue, Hue, Lightness, Saturation, Cyan, Magenta, Yellow, Black, Name, and No key).
Ascending Sort	Sorts from 100% to 0% color.
Descending Sort	Sorts from 0% to 100% color

Related Topics

- Sorting colors
- Sorting colors in the Floating Palette
- Sorting colors in the Palette Manager dialog box
- Palette Manager dialog box

Sorting Colors in the Palette Manager Dialog Box

To sort colors in the Palette Manager dialog box:

1. Click the Style tool in the toolbox.
2. Click the Palette Options button in the ribbon.
3. Choose Palette Manager. The Palette Manager dialog box opens.
4. Click the Sort button and choose Sort Colors.
5. Click the Sort button again and choose Primary sort key; then choose a sort key from the submenu. The colors are sorted according to the key you choose.
6. Repeat step 5 for the Secondary and Tertiary sort keys, if desired.
7. Click the Sort button and choose Ascending Sort or Descending Sort, if desired. The sort order is reversed.

Related Topics

Command information
Sorting colors
Sorting colors in the Palette Manager dialog box

Choosing a Palette

To choose a palette:

1. Click the Style tool in the toolbox.
2. Click the Palette Options button in the ribbon.
3. Choose Palette Manager. The Palette Manager dialog box opens.
4. Choose the name of a palette in the Current Palette list box. The new palette is displayed.

Related Topics

Command information
Dialog Box information
Palette Manager dialog box
Creating a new palette
Deleting a palette
Exporting a palette file
Importing a palette file
Merging two palettes
Renaming a palette

Creating a New Palette

To create a new palette:

1. Click the Style tool in the toolbox.
2. Click the Palette Options button in the ribbon.
3. Choose Palette Manager. The Palette Manager dialog box opens.
4. Click New. The Palette Name dialog box opens.
5. Type a new palette name and press **Enter**. The previous palette is removed, and the palette area is ready for you to mix and add new colors.

Related Topics

Command information
Dialog Box information
Choosing a palette
Deleting a palette
Exporting a palette file
Importing a palette file
Merging two palettes
Renaming a palette

Renaming a Palette

To rename a palette:

1. Click the Style tool in the toolbox.
2. Click the Palette Options button in the ribbon.
3. Choose Palette Manager. The Palette Manager dialog box opens.
4. Click Rename. The Palette Name dialog box opens.
5. Type the new name and press **Enter**. The current palette is renamed with the new name.

Related Topics

Choosing a palette
Creating a new palette
Deleting a palette
Exporting a palette file
Importing a palette file
Sorting colors in the Palette Manager dialog box

Deleting a Palette

To delete a palette:

1. Click the Style tool in the toolbox.
2. Click the Palette Options button in the ribbon.
3. Choose Palette Manager. The Palette Manager dialog box opens.
4. Highlight the name of the palette you want to delete.
5. Click Delete. The palette is deleted.

To undo the deletion, click Cancel to close the dialog box without saving the changes.

Related Topics

Command information
Dialog Box information
Choosing a palette
Creating a new palette
Deleting a palette
Exporting a palette file
Renaming a palette

Merging Two Palette Sets

To merge two palette sets:

1. Click the Style tool in the toolbox.
2. Click the Palette Options button in the ribbon.
3. Choose Palette Manager. The Palette Manager dialog box opens.
4. Highlight a palette name (other than the current palette).
5. Click Merge. The highlighted palette is merged with the current palette.

Related Topics

Command information
Dialog Box information
Choosing a palette
Creating a new palette
Deleting a palette
Renaming a palette

Import Button (Palette Manager Dialog Box)

The Import button in the Palette Manager dialog box lets you import palette files for use with Designer.

Related Topics

- Dialog Box information
- Procedure information
- Creating a new palette
- Deleting a palette
- Exporting a palette file
- Merging two palettes
- Renaming a palette
- Palette Manager dialog box

Import Palette Dialog Box

File Name Text Box
Type the name of the palette file you want to import in the File Name text box.

File Options Button
The File Options button lets you copy, delete, rename, and find files without leaving Designer.

Files List Box
Palettes have a PL4 or PAL extension. The Files list box displays the filenames in the current directory.


In the Files list box, type the first letter of a filename to move the cursor to the files beginning with that letter.

List Files of Type List Box
The List Files of Type list box contains the file formats that Designer can import. Click the down arrow to the right of the list box to display the file formats, then choose the one you want.

Directory list box
The Directory list box displays directories on the current drive.

To see the filenames in another directory, choose the directory name or type the directory name separated with backslashes. For example, type **c:\designer\tutorial**, and press **Enter**. The filenames associated with the specified drive and directory appear in the list box.


To quickly back up one or more directories, double click the directory you want.

Drive list box
The Drive list box displays disk drives. If you choose [-a-], the directories and filenames on the diskette in drive A appear in the Directory list box.

Replace Current Palettes Option
Choose this option to erase all of your current palettes and replace them with all the palettes in the imported file.

Related Topics
- Button information
- Procedure information

Importing a Palette File

To import a palette file:

1. Click the Style tool in the toolbox.
2. Click the Palette Options button in the ribbon.
3. Choose Palette Manager. The Palette Manager dialog box opens.
4. Click Import. The Import Palette dialog box opens.
5. Click the down arrow in the File Type list box.
6. Select the type of file you want to import.
   or
   To display files with all extensions, choose All Files (*.*).
7. Change to the desired drive and directory.
8. Choose the Merge with Current Palette option, if you want.
9. Highlight the file you want to import.
10. Click Open. The dialog box closes, and all the palette names from the imported palette set are listed in the palette list box of the Palette Manager dialog box.
11. Choose the palette you want to display in the Current Palette list box. The palette's colors are displayed in the dialog box and the ribbon.

Note: You can click the File Options button in the Import Palette dialog box to copy, delete, rename, and find files.

Related Topics

Button information
Dialog Box information

Export Button (Palette Manager Dialog Box)

The Export button in the Palette Manager dialog box lets you export Designer palette files to share with other Designer users or for use in PhotoMagic and other Micrografx programs.

Related Topics

- Dialog Box information
- Procedure information
- Choosing a palette
- Deleting a palette
- Importing a palette file
- Merging two palettes
- Renaming a palette
- Palette Manager dialog box

Export Palette Dialog Box

File Name Text Box
Type the name of the palette file you want to export in the File Name text box.

File Options Button
The File Options button lets you copy, delete, rename, and find files without leaving Designer.

Files List Box
The Files list box displays the filenames in the current directory.


In the Files list box, type the first letter of a filename to move the cursor to the files beginning with that letter.

List Files of Type List Box
The List Files of Type list box contains the file formats that Designer can export. Click the down arrow to the right of the list box to display the file formats, then choose the one you want.

Directory list box
The Directory list box displays directories on the current drive.

To see the filenames in another directory, choose the directory name or type the directory name separated with backslashes. For example, type **c:\designer\tutorial**, and press **Enter**. The filenames associated with the specified drive and directory appear in the list box.


To quickly back up one or more directories, double click the directory you want.

Drive list box
The Drive list box displays disk drives. If you choose [-a-], the directories and filenames on the diskette in drive A appear in the Directory list box.

Related Topics
- Button information
- Procedure information

Exporting a Palette File

To export a palette file:

1. Click the Style tool in the toolbox.
2. Click the Palette Options button in the ribbon.
3. Choose Palette Manager. The Palette Manager dialog box opens.
4. Click the down arrow in the Current Palette list box. Choose the palette you want to export.
5. Click Export. The Export Palette dialog box opens.
6. Choose a drive and directory for the exported file's destination.
7. Type a name for the file, using a maximum of eight characters. Use either the PL4 extension (if to be used in Designer 4.x) or the PAL extension (if to be used with other Micrografx programs).
8. Click Export. The file is saved.

Note: You can click the File Options button in the Export Palette dialog box to copy, delete, rename, and find files.

Related Topics

Button information
Dialog Box information

Converting Color Model Values

To covert a color to a different color model:

1. Click the Style tool in the toolbox.
2. Click the Palette Options button in the ribbon.
3. Choose Palette Manager. The Palette Manager dialog box opens.
4. Choose the color you want to convert and click Model. A menu opens with a check mark by the name of the color's current model.
5. Choose the color model you want to convert the color to.
6. Click OK. The selected color is now stored with the new color model.

Related Topics

Command information
Dialog Box information
Choosing a palette
Merging two palettes
Mixing four colors
Mixing two colors

Mixing Two Colors

To mix two colors with the Palette Manager:

1. Click the Style tool in the toolbox.
2. Click the Palette Options button in the ribbon and choose Palette Manager. The Palette Manager dialog box opens.
3. Click the Details button to expand the dialog box, if necessary.
4. Under Palette Mixer, click the button until it reads 2 Color. A scrollable color band appears with a color swatch at each side and the number of steps above it.
5. Click the button at the right to choose RGB Mix or HLS Mix. This specifies the color model used as a mixing method.
6. Point to a color in the main palette and click the left mouse button.
7. Point to the color swatch at one side of the color band and click the left mouse button.
8. Repeat steps 5 through 7 to choose a second color at the other side of the color band.
9. Highlight the number of steps and enter a number from 2 to 64. The shades of color in the color band change to reflect the new mix.
10. Click one color or press and hold the left mouse button and drag over multiple colors in the color band. Click Add to store the selected colors in the palette.
    or
    Click Add All to store all the colors in the color band in the palette.
    The colors are displayed in the color palette in the dialog box.
11. Click OK. The colors are displayed in the color palette in the Style ribbon.

Related Topics

Command information
Dialog Box information
Choosing a palette
Converting color model values
Merging two palettes
Mixing four colors
Sorting colors in the Palette Manager dialog box

Mixing Four Colors

To mix four colors using the Palette Manager:

1. Click the Style tool in the toolbox.
2. Click the Palette Options button in the ribbon and choose Palette Manager. The Palette Manager dialog box opens.
3. Click the Details button to expand the dialog box, if necessary.
4. Under Palette Mixer, click the button until it reads 4 Color. A color window pane appears with a color swatch at each corner.
5. Click the button at the right to choose RGB Mix or HLS Mix. This specifies the color model used as a mixing method.
6. Point to a color in the main palette and click the left mouse button.
7. Point to a corner of the color window pane and click the left mouse button.
8. Repeat steps 6 and 7 to choose two, three, or four colors. The shades of color in the window pane change to reflect the new mix. The selected color shade is highlighted.
9. Click one or more color squares in the window pane, and click Add to add the selected colors to the palette.
   or
   Click Add All to add all the colors in the window pane to the palette.
   The colors are displayed in the color palette in the dialog box.
10. Click OK. The colors are displayed in the color palette in the Style ribbon.

Related Topics

Command information
Dialog Box information
Choosing a palette
Converting color model values
Merging two palettes
Mixing two colors
Sorting colors in the Palette Manager dialog box

Floating Palette Command

The Floating Palette command (**Ctrl+F**) in the Palette Options menu in the Style ribbon opens the Floating Palette, which contains the current color palette and is a convenient, flexible window that can be used in a number of ways.

Related Topics

- Floating Palette
- Opening the Floating Palette
- Palette Options button

Floating Palette

The Floating Palette is often more convenient than using the Color Palette in the Style ribbon or the Color Palette in the Fill dialog box, especially when working with large palettes or named colors. The Floating Palette provides easier access to colors.

Click the Control menu box to open the Floating Palette Control menu and display these commands.

Add color
Delete color
Sort colors by
Arrange colors by
Cell size
Show Names
Master Palette
Current Palette Name
Palette Manager

The Floating Palette can be moved, resized, and reshaped to keep it handy but out of your way. Colors in the current palette are always available, no matter which tool is selected or which ribbon is displayed.

Because you can enlarge the Floating Palette, you can see more of your color palette at a time, which is preferable when the color names are displayed or you are using or sorting large palettes.

Related Topics

- Floating Palette command
- Opening the Floating Palette
- Sorting colors in the Floating Palette

Opening the Floating Palette

To open the Floating Palette:

1. Click the Style tool. The Style ribbon is displayed.
2. Click the Palette Options button. A menu opens.
3. Choose Floating Palette. The Floating Palette opens.

You also can press **Ctrl+F** to open and close the Floating Palette.

Like any window or dialog box, you can move the Floating Palette by pointing to the title bar, pressing the left mouse button, and dragging it to another position on your screen. You can resize or reshape the Floating Palette by pointing to the bottom, the side, or a corner of the palette and dragging. Thus, you can reduce or enlarge the Floating Palette or make it either tall or wide. If some of the color swatches do not fit in the Floating Palette window, a scroll bar appears at the right to give you access to all the colors.

Related Topics

Floating Palette command
Floating Palette
Sorting colors in the Floating Palette

Arrange Colors By Submenu

The Arrange Colors By menu in the Floating Palette menu lets you choose how to arrange colors in the Floating Palette

Choose	To
Row	Fill up the width of the window with rows or color cells.
Column	Fill up the height of the window with columns of color cells.

Related Topics

- Floating Palette command
- Floating Palette
- Sorting colors in the Floating Palette

Cell Size Submenu

The Cell Size submenu in the Floating Palette menu lets you set the size of the color swatches in the Floating Palette. Your choices are Small, Medium, or Large.

Related Topics

- Floating Palette command
- Floating Palette

Sorting Colors in the Floating Palette

To sort colors in the Floating Palette:

1. Click the Style tool in the toolbox.
2. Click the Palette Options button in the ribbon.
3. Choose Floating Palette. The Floating Palette opens.
4. Open the Control menu and choose Sort Colors By. The Sort submenu opens.
5. Choose a key with which to sort (for example, Hue, Cyan, or Names).
   or
   Choose Ascending or Descending.
   The colors are sorted according to the key you choose.

Related Topics

Floating Palette command
Floating Palette

Color Palette

The color palette in the Style ribbon displays the colors in the current palette.

You can mix your own colors and add them to an existing palette, or you can create a new palette that includes only the colors you want.

You also can import and export palette files using either a PL4 or PAL file type (extension).


Click the left mouse button to change the foreground fill color, click the right mouse button to change the line color, and press and hold **Shift** and click the left mouse button to change the background fill color.

Related Topics

- Creating a new palette
- Deleting a palette
- Exporting a palette file
- Importing a palette file
- Merging two palettes
- Mixing four colors
- Mixing two colors
- Renaming a palette
- Sorting colors in the Floating Palette
- Sorting colors in the Palette Manager dialog box
- Palette Options button

Sorting Colors

Designer sorts colors by the component, or key, that you specify. Every color is broken down into its component values and sorted accordingly. For example, sorting by blue does not mean that all the blue hues are together, but that all the different colors (such as purples or greens) with 20% blue are grouped together, all the colors with 40% blue are grouped together, and so on.

Designer sorts by one or more keys to achieve the order you want. The most appealing for Designer's master palette is to sort first by lightness, then by saturation, and finally by hue. The Palette Manager lets you do this by using the primary, secondary, and tertiary sort keys.

You can sort colors using the Palette Options button in the Style ribbon, the Floating Palette, or the Palette Manager dialog box.

Related Topics

- Sorting colors in the Floating Palette

Glossary

This topic provides definitions of terms and concepts associated with Designer and the Windows environment.

A

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Active window

The window in which you work is the active window. The active window receives the next action. Generally, the active window has a different title bar color than other windows. A window can be an application's main window, a dialog box, a floating window (like the Hint window), or the ClipArt Manager or Floating Color Palette.

Anchor point

A point through which a line or curve passes that determines its direction and curvature.

Back up

To make a duplicate of a file before saving it, ensuring that the previous version of the file is not overwritten by the newer version.

Bézier curve

A curve that can be reshaped with control points.

Bitmap

An image composed of individual pixels (dots) on the screen.

Bleed

An image that extends beyond the edge of the paper (bleeds off) after the final trim.

Blend

Transforming one symbol into another symbol by averaging the shapes, sizes, and colors of the two symbols.

Bounding box

The invisible rectangle that encloses a selected symbol. When you move, resize, or duplicate a symbol, the bounding box appears as a dashed blue box around the symbol.

Byte

A common unit of computer measurement consisting of eight bits.

Cancel

A command button used to close a dialog box without making any changes. The **Esc** key also closes a dialog box.

Cartesian coordinates

A coordinate system based on the familiar vertical and horizontal axes. The vertical axis is Y, and the horizontal axis is X.

Cartridge

A small box you can plug into some printers to provide them with additional fonts.

Cascade windows

A command that diagonally stacks windows so that the title bars show.

Chaining

Also called Connect-A-Draw. A drawing method that joins the ends of symbols even if you choose another drawing method.

Chaining is also sometimes used to described linked text containers through which text flows.

Check box

A square box in a dialog box that can be toggled on or off.

Cicero

A typography measuring unit used mostly in non-English speaking countries. There are 12 didots per cicero. There are approximately 5.63 ciceros per inch and approximately 67.553 didots per inch.

Click

To quickly press and release the left mouse button. When you click the mouse button, you should hear and feel a click.

ClipArt

A collection of already drawn symbols. These symbols are available using the ClipArt Manager in Designer. You can also create symbols and add them to new or existing catalogs in the ClipArt Manager.

ClipArt Manager

Designer's organizer for all picture files including ClipArt and photographic images.

Clipboard

Designer uses the Windows clipboard, which is a data exchange storage area for symbols that are cut or copied from Designer or another Windows application.

CMYK

Cyan, magenta, yellow, black. *See also* Color model.

Color correction

Any process that compensates for deficiencies in the color separation process and process inks.

Color model

A method of representing the color spectrum. Two of the most common primary color models are the RGB (red, green, and blue) and CMYK (cyan, magenta, yellow, and black) models.

Color palette

A collection of commonly used colors, similar to an artist's palette.

Command

A word or phrase usually found in a menu that opens a dialog box, enters a mode, or carries out an action.

Container

An invisible boundary surrounding container (block) text and text in a symbol.

Continuous tone

Images, such as color or black-and-white photographs, where the colors and shades flow continuously from one to another. Continuous-tone images cannot be printed in the conventional offset printing process; they must first be converted to halftones or some other black-and-white format.

Control menu

A menu common to most windows. You use the Control menu to resize, move, minimize, maximize, or close Designer's windows. Some of Designer's windows, such as the Color Palette have other commands in the Control menu.

Control menu box

The box, located in the upper left corner of a window, that opens the Control menu.

Control panel (Slideshow)

A panel you can display during a slideshow that allows you to jump to any page or change the slideshow preferences.

Control panel (Windows)

A Windows tool containing commands for installing printers and fonts, setting up printers and ports, and choosing program options.

Control point

A point on a Bézier curve that determines the angle at which a curve approaches an anchor point. Control points are connect to anchor points. Dragging a control point changes the shape of the curve.

Copy

An Edit menu command that copies the selected symbols to the Windows Clipboard. Copy does not change the appearance of the drawing.

Crop

To define part of a bitmap you want to keep and remove the rest of the bitmap.

Crop marks

Marks on film or paper that indicate the page size and trim boundaries to the printer. Also called trim marks.

Cursor

The entry point for placing text. Sometimes used to describe any mouse pointer.

Cusp

An anchor point where two Bézier curves intersect at different angles. The result is an elbow shape or corner.

Cut

A command in the Edit menu that removes a selected symbol and moves it to the Windows Clipboard.

Default settings

The preset options built into a program. Use the Preferences command in the Edit menu to change many of Designer's default settings.

Deselect

To move the pointer away from all selected symbols and click the left mouse button so that the surrounding handles disappear. Commands and tools no longer affect the symbols because the symbols are not selected.

Dialog box

A window that appears when the program needs information from you before it can carry out an action.

Didot point

A typography measuring unit used mostly in non-English speaking countries. There are 12 didots per cicero. There are approximately 5.63 ciceros per inch and approximately 67.553 didots per inch.

Disabled

An option or command that appears in gray type and is not available.

Direction keys

The **Arrow** keys (**Up**, **Down**, **Right**, and **Left**) and the **Home**, **End**, **Page Up**, and **Page Down** keys. When used alone, the arrow keys move the mouse pointer across the image on the screen in the direction indicated.

Dither

To create the illusion of a color by placing dots of other colors very close together.

Technically, on palette-based devices, such as 256-color displays, colors are dithered using a sweeping palette (a palette of colors evenly spaced through the color spectrum). Only colors that are in the sweeping palette are not dithered.

Dot gain

An increase in the size of halftone dots when they print. Dot gain produces unwanted shadows and colors.

Double click

To rapidly press and release the mouse button twice without moving the mouse.

DPI

The number of dots (pixels) per inch on the display or hard copy. Most laser printers print at 300 dpi. High-resolution phototypesetters provide 1270 and 2540 dpi.

Drag

To point with the mouse, press and hold the left mouse button, and move the mouse. For example, you drag to move a symbol, select a range, and move ClipArt from the ClipArt Manager into your document.

Driver

A program that translates data from software for use with a specific hardware device.

End style

The marker at the ends of lines and open symbols. For example, arrowheads and lines are end styles.

Extension

The period and one to three characters at the end of a filename that identify the kind of information in the file. For example, DS4 is the extension for Designer drawing files.

Also, the lines in dimension lines that are drawn from the symbol being measured to the line showing the dimension.

File type

A format used to define an image file. Designer recognizes different file types such as text, Windows Metafile (WMF), Computer Graphics Metafile (CGM), TIFF, BMP, Targa (TGA), GIF, and EPS.

Font

A specific set of characters in a specific typeface design.

Freeform text

A text symbol that has no container. Freeform text cannot flow from one container to another, nor does it use margins, word-wrap, or indents. Resizing a freeform text symbol changes the size of the text.

Gradient

A gradual fade in color intensity or a gradual fade from one color to another.

Gray value

The amount of gray in an image, where a gray value of 100% is black and a gray value of 0% is white.

Grayscale

An image having multiple shades of gray. Also, the ability of a scanner to capture more than just the values of white and black.

Grid

A series of horizontal and vertical dots that criss-cross the drawing area. You can snap symbols to the grid for more exact placement.

Guides

The horizontal line and vertical line that you can drag onto the screen but not print. You can use guides as cues for where to place symbols, or you can snap symbols to guides for more exact placement.

Halftone

An image made of tiny dots of different sizes (like a photograph in a newspaper). The dots in a halftone are equally spaced, so larger dots compose the shadows and smaller dots create the highlights. Halftones can be color or black and white.

Handles

Square boxes that appear on the corners and sides of the bounding box of a symbol when in edit mode. You use handles to resize a symbol.

Hatch pattern

A fill pattern composed of lines occurring at regular intervals. Hatch patterns can be output to a plotter.

Highlight

The brightest value in a continuous-tone or halftone image.

Hint line

A one-line message that provides information about a feature. Hint lines are in a floating window or at the bottom of the main Designer window. You control their location with the Hint Line command in the Display menu.

HLS

Hue, lightness, saturation. *See also* Color model.

Hourglass cursor

The pointer changes to an hourglass symbol to indicate that the program is performing an operation, such as saving a file. Sometimes Designer displays a compass with a spinning ball rather than the hourglass cursor. When the cursor returns to a pointer, you can continue working.

Hue

The quality of a color that makes it different from other colors. For example, an apple's hue is red even though its color value might not be 100% red. The color you use to describe an object is its hue. Lightness and saturation, the two other components of color, do not affect the hue. *See also* Lightness and Saturation.

Icon

A small graphic symbol that represents a software program. You open the program by double clicking the icon.

Image

Also called a bitmap or bitmap image. Images are composed of thousands of tiny dots called pixels. PhotoMagic edits and creates images.

Irregular polygon

A closed symbol composed of straight lines of different lengths.

Kern

To adjust the spacing between text characters.

Layer

A plane of a drawing that can be stacked on other planes. A drawing with three layers is like three overhead transparencies stacked on one another.

Drawing window

A window that displays your drawing. Drawing windows are displayed in the working area of the Designer window and can be manipulated like any window.

Lightness

The amount of white or black in a color. Lightness of 100% and 0% creates white and black, respectively. Lightness is one of the three components of perceived color. Hue and saturation are the others. *See also* Hue and Saturation.

Line art

Images with only two gray values: black and white. If you save a continuous-tone image as line art, the colors in the image are reduced to black and white.

Line screen

Also known as screen ruling. This is a measure of the distance between the centers of halftone dots as they repeat along the screen angle. For example, in a 65-line screen at a 45° angle (a typical line screen, or *screen ruling*, for a black-and-white halftone in a newspaper), there are 65 halftone dots in an inch. Low (coarse) line screens, from 65 to 85, do not produce an illusion of grayscale as successfully as medium screens, from 100 to 120, or high screens, from 133 to 150.

Line style

The pattern used to draw a line. For example, solid and dashed.

Linear gradient

A gradual fade or color transition in a single direction from one side of a symbol to the other side.

List box

A box containing a list of names. List boxes usually appear in dialog boxes or windows within a program.

Map

A graph representing the mapping of color values in an image. A map changes the input values to new output values. If unedited, the graph represents a mapping of 1:1 (an input of 50% gray is output at 50% gray, for example). You can alter values by manipulating points on the curve (so that an input of 50% gray is output at 75% gray, for example).

Master page

A special page whose contents appear on every page of the document. Master page symbols appear both on screen and when printed.

Menu

A list of commands organized under a title in the menu bar. For example, the Help menu lists commands that provide on-line help.

Menu bar

The bar at the top of the Designer window (under the title bar) containing menu titles.

Midtones

The middle values, between the highlights and the shadows, in an image.

Minimize and maximize boxes

The boxes located in the upper right corner of each window that are used to reduce or enlarge the window. The frame around the window also is used to resize the window.

Monochrome

A single color. Monochrome typically refers to the color black on a white background.

Non-proportional resize

To resize a symbol using the side handles so that the original proportions change.

Oblique

An extrusion effect that extends a symbol backward.

Original file

A file containing the source (original) object created with the server application. The original object can be linked to or embedded into a document.

Outline fonts

Fonts that produce text on the screen as it appears when printed (WYSIWYG, or What You See Is What You Get).

Output device

Any device that accepts a printed document from Designer. For example, a printer, plotter, and imagesetter.

Page orientation

The position of an image on paper. Portrait (vertical) orientation displays a page taller than it is wide. Landscape (horizontal) orientation displays a page wider than it is tall.

Paper size

The physical size of the paper in a printing device.

Parallel

Two straight lines at the same angle that do not intersect.

Paste

A command in the Edit menu to insert an image stored in the Windows Clipboard into an image window.

Paste link

A command used by the receiving program to paste and link an object at the same time.

Perpendicular

Two lines that intersect at 90 degrees.

Pica

A measurement of line length. There are six picas in one inch.

Pivot point

The point around which an object is rotated. In Designer, the pivot point can be moved or changed.

Pixel

A picture element. The smallest unit (dot) of a bitmapped image.

Point size

A measurement of the height of characters in a font. There are approximately 72 points in an inch.

Pointer

A graphic symbol used to show the current screen location of the mouse. You move the pointer by moving the mouse. The pointer's appearance changes depending on the action being performed.

Polar coordinates

A coordinate system defining each point by its distance from the origin, and its angle from the horizontal axis.

Polygon

A closed symbol made of straight lines, such as a square, triangle, or star.

Press

To press and hold the mouse button momentarily.

Print area

The area that can be printed.

Print spooler

A Windows accessory that creates a print file before printing begins.

Process color

Also called full color. The type of printing that uses four different printing plates (cyan, magenta, yellow, and black) which, when combined, produce a color image.

Property

An attribute of symbols such as size, color, or weight. You can assign any property you wish to symbols. The default property is "Name." You can create other properties and assign values to them. *See also* Value.

Proportional resize

To resize a symbol using the corner handles so that the symbol's proportions do not change.

Proportional typeface

A typeface in which the widths vary from character to character. For example, a w is wider than an l.

Radial gradient

A gradual fade or color transition in all directions, from a central point to the outer edges of a symbol. The result is a concentric, circular pattern.

Refresh

To redraw the current page. This lets you clear the screen of unwanted fragments that can result from manipulating symbols.

Regular polygon

A closed symbol composed of straight lines of equal length

Repel Text

A symbol attribute that forces text to automatically warp around that symbol.

Resize

To change the size of a symbol. Dragging a corner handle changes the size proportionally, while dragging a side handle changes the size non-proportionally. Dragging a handle into a symbol makes it smaller; dragging a handle away from a symbol makes it larger.

Resolution

A measurement of data for monitors (usually expressed as pixels per square inch) and printers (dots per square inch).

RGB

Red, green, and blue. *See also* Color model.

Ribbon

The area at the top of the window that displays options associated with the current tool.

Rulers

Measuring guides at the top and left of the Designer window that allow precise placement of symbols.

Saturation

The intensity or purity of a color. For example, a "reddish" apple is not as saturated as a "red" apple. Zero saturation means that the color has been replaced by its corresponding gray value (black-and-white television images are good examples of colors with zero saturation). Pure saturation (100%) means the color contains no gray. Saturation is one of the three components of color; hue and lightness are the others. *See also* Hue and Lightness.

Scanner

A device that transfers images from video or paper into the digital format used by computers.

Screen fonts

Fonts specially created to appear correctly on screen.

Scroll

To move the visible portion of the drawing area.

Scroll bars and scroll arrows

The bars and arrows at the right side and bottom of windows that allow you to travel vertically and horizontally across the window.

Select

To choose a symbol. A selected symbol displays handles.

Shortcut keys

A function key or a mnemonic key, often used with **Alt**, **Ctrl**, or **Shift**, that executes a command quickly. Shortcut keys appear in the Hint window or in the hint line at the bottom of the Designer window.

Simple line

A linear symbol made of only one line or curve.

Skew

To slant a selected symbol horizontally or vertically.

Snap points

Points on a symbol that attract endpoints as you draw or move a symbol.

Snap to rulers

An option that causes the increments of the rulers to attract the mouse and the bounding box of selected symbols that you drag close to the increment. The grid corresponds to these points. The bounding box is attracted to ruler increments only if you select Dragging Snap in the Preferences-Rulers/Snap dialog box.

Spline

A type of smooth curve based on at least three points. The curve touches the first and last points and is pulled by the middle point.

Slider

A bar in a dialog box that you can move to change an option.

Spool

To send a page to a file before printing. When spooling is complete, the page begins to print and you may work in the image window again or select another print operation.

Square gradient

A gradual fade or color transition in all directions, from a specified central point to the symbol's outer edges. The result is a concentric, rectangular pattern.

Submenu

A submenu opens when you choose a command with an arrow opposite it. Submenus provide additional commands related to the desired task you want to accomplish.

Tangent

A straight line that touches a curve at only one point and does not intersect the curve.

Text block

Text in a container or symbol.

Text cursor

A blinking vertical bar that indicates where to begin entering or editing text.

Threshold

The cutoff point at which the overall color values are either shown or deleted.

Title bar

The bar across the top of a window that contains the program name (Designer) and the filename. The title bar also contains the window's Control menu box and maximize and minimize boxes.

Toggle

To alternately turn a function on and off.

Toolbox

The area of the main Designer window containing the eight Designer tools: Edit, Draw, Dimension, Text, Bitmap, Style, Page Manager, and View. The toolbox also displays any tools you add to the default toolbox.

Trapping

The intentional overlapping of two adjoining colors to minimize the effects or poor registration and to cause inks to transfer properly to the paper in conventional offset printing. Evidence of poor trapping is a small margin of white space where one color ends and another begins. Techniques of trapping include overprinting, choking, and spreading.

TrueType font

An outline font that displays correctly and prints on almost any printer.

Type 1 font

An outline font designed specifically for PostScript printers.

Type style

A standard variation within a typeface family. Common styles include roman (also called plain, normal, or regular), italic, bold, and bold italic. Each style within a typeface family is a unique typeface design of its own.

Typeface

The design of a set of characters. Bitstream Charter Roman and Bitstream Charter Italic are examples of typefaces. They share a common *typeface family*: Bitstream Charter; and they each have a particular *style*: roman (also called plain, normal, or regular) and italic.

UCR

Undercolor removal. An option used when equal amounts of CMY values appear together, creating a brown hue. UCR replaces the brown with black to reduce the amount of ink used in printing and increase details in shadows.

Value

A word or number assigned to one of a symbol's properties. A value can be different for different properties. For example, a drawing of an elephant has the value "Elephant" when the property Name is selected; has the value "African" when the property Type is selected; and has the value "2500" when the property "Weight" is selected.

Vector-based drawing

A type of drawing that uses lines and mathematical calculations to create drawings. Vector drawings are more precise, usually create smaller file sizes, and are generally better for computer-based drawing because they always appear (in print and on screen) at the highest possible resolution.

Window

A rectangular area on the screen that displays the Designer program. The Designer window can contain several different drawing windows within its working area.

WYSIWYG

A close similarity between the screen image and the printed output of that image. WYSIWYG is an acronym for What You See Is What You Get.

Client application

An application capable of accepting objects from OLE-compatible server applications

Compound document

A document containing multiple objects created with different OLE-compatible server applications

Embedded object

An object containing a graphic representation of the object and all the information required by the server application to re-create the original object

Linked object

An object containing a graphic representation of the object and information identifying the original server data file and application

Server application

An application capable of copying OLE-compatible objects to the Clipboard.

Path symbol

A symbol (opened or closed) that has more than one line segment.

Dimension line

A line that measures the distance of an object or some part of the object. Dimension lines can be aligned to the object, or can measure the horizontal or vertical component of the object.

Using Text

Designer's text features are easy to use and give you a high degree of flexibility. For example, you can design brochures, logos, charts, slides, posters, technical illustrations, scale drawings, product specs, schematics, blueprints, and even newsletters with Designer.

General information

Entering and Editing Text

Choosing and Changing Fonts

Designer recognizes fonts that are loaded with the Designer Installer, fonts installed with Adobe Type Manager, and TrueType fonts installed with the Windows Control Panel.

In addition to being used by Designer, the fonts you add with any of these methods are used by other Windows applications such as Microsoft Word and Write.

Adding many fonts gives you more choices, but large numbers of fonts use more memory and increase the time needed to load Designer and other Windows programs.

Related Topics

Using text

Adding Typefaces with the Installer

You can use the Designer Installer to install some or all of Designer's typefaces. Run the Installer, choose the Custom Installation option, and choose All or Some beside the TrueType Fonts option.

Related Topics

- Adding and removing fonts with Adobe Type Manager
- Using text

Adding and Removing Fonts with Adobe Type Manager

You can use Adobe Type Manager to add or remove any of the fonts that ship with Designer. You also can add or remove any other PostScript language Type 1 font with Adobe Type Manager. See the Adobe Type Manager manual for more information.

Related Topics

- Adding typefaces with the Installer
- Using text

TrueType Fonts

You can use TrueType fonts with Designer. See the *Windows User's Guide* for more information about installing and removing TrueType fonts.

Related Topics

- Types of fonts
- Device fonts
- Outline fonts
- Using text

Types of Fonts

Designer works with two different types of fonts: scalable outline fonts and device fonts.

Related Topics

- Using text
- Device fonts
- Outline fonts
- TrueType fonts
- Fonts and typefaces
- Typeface tips

Outline Fonts

Outline fonts are drawn with curves similar to any Designer symbol. They can be resized to any shape or size. They are the highest-quality fonts available and they print on any printer just as you see them on screen. Outline fonts print slower and require more memory than cartridge or device fonts. Designer's fonts are in TrueType format.

Type 1 fonts are outline fonts for PostScript printers. Adobe Type Manager makes it possible to print Type 1 fonts on almost any printer. Adobe Type Manager also lets you view any Type 1 font correctly on screen, without the need for separate screen fonts.

TrueType fonts (that accompany Windows 3.1, for example) are outline fonts that also display correctly and print on almost any printer. These fonts are not affected by Adobe Type Manager.

Related Topics

- Types of fonts
- Device fonts
- TrueType fonts
- Using text

Device Fonts

Device fonts are fonts stored in your printer's memory or plug-in cartridge. They are very fast and sometimes scalable. Device fonts are loaded when you load the device driver. Device fonts might appear differently on screen than they do when you print (Designer uses Arial, but you can choose a different font in the DefaultFont= section of the MGX.INI).

Cartridges are available that contain specific fonts. You physically plug the cartridge into the printer and load the fonts with the Windows Control Panel. Cartridge fonts are available for HP LaserJet-type printers and some dot-matrix printers.

Cartridge fonts are very fast and require almost no computer or printer memory. The fonts are available only in specific sizes and are not scaleable. If you size a font to a point size that is not available on the cartridge, the font appears correctly on screen but prints at the closest available size.

Related Topics

- Types of fonts
- Outline fonts
- TrueType fonts
- Using text

Resizing a Text Container

You can change the size of the text container by dragging any of the selection handles. The text and text container are both resized.

To resize a text container:

1. Select the text container so that is shows eight handles around its bounding box.
2. Drag a selection handle on the corners to reshape the container and text proportionally. Drag a selection handle on the sides and top to reshape the container and text nonproportionally.
3. Press **Esc** or double click away from the symbol when you finish.

Related Topics

Font Size list box
Using text

Using an Unavailable Font

If you open a document that contains a font that is not installed on your system, Designer substitutes a similar font that is available. If you edit the text, the original name of the font appears in the Font list box with a question mark beside it (to remind you that Designer is substituting a different font).

Related Topics

- Choosing fonts
- Fonts and typefaces
- Typeface tips
- Using text

Fonts and Typefaces

A font is a collection of letters, numerals, punctuation marks, and special characters that make up a complete character set of a given size and style of typeface. For example, 10-point Garamond Bold is a font, where "10 points" is the size, "Garamond" is the typeface, and "Bold" is the style. 10-point Garamond Bold-Italic is considered a different font. The letters, numbers, and symbols on a typewriter are one font.

A typeface is a collection of fonts of the same type. Traditionally, typefaces were available in sizes of 6 to 72 points. For example, the typeface "Garamond" might contain 12 different fonts.

Now that computers are commonly used for typesetting, the meaning of the words "font" and "typeface" has become so blurred that the words are now virtually interchangeable. For example, typefaces that accompany many computer programs are commonly called "fonts."

Designer uses scalable fonts. Scalable fonts are the highest-quality fonts available. They display as WYSIWYG (what you see is what you get) and print exactly as they appear on the screen, regardless of the printer you use.

Related Topics

- Types of fonts
- Outline fonts
- TrueType fonts
- Choosing fonts
- Using text
- Typeface tips

Typeface Tips

Choosing a typeface depends largely on the subject matter and your individual tastes. Here are a few basic principles for you to follow.

Don't use too many typefaces and font sizes in a design. Three or four typefaces are enough.
Don't use all capital letters for large blocks of text.
Never set black letters (Old English), scripts, or cursives in all capitals.
Use decorative fonts such as Marriage or Uncial to convey short, informal, or specialized messages. Use decorative fonts sparingly.
Use sans serif fonts such as Helvetica or Optimum for on-screen presentations.
Roman typefaces such as Times and Century Schoolbook suggest dignity and integrity.
Sans serif typefaces such as Optimum and Helvetica have a modern, contemporary flavor.

Related Topics

Types of fonts
Choosing fonts
Using text

Text Pointer and Text Cursor

The I-beam *text pointer* is used for text actions such as drawing a text container, positioning the text cursor, and highlighting text.

When no symbols are selected, simply clicking the Text tool (or pressing the keyboard shortcut **Ctrl+T**) displays the text pointer. When a symbol is selected, you must click the Text tool and then click the Text Mode button to display the text pointer.

The *text cursor,* which you use to enter and edit text, is a blinking vertical line. The text cursor is displayed by clicking in the drawing area with the text pointer.

Related Topics

- Types of fonts
- Choosing fonts
- Using text

Bitmap Tool

 Click the Edit Bitmap button to open PhotoMagic (if it is installed) or the bitmap program you selected in the General panel of the Preferences dialog box.

 Click the Crop button to specify an area of a selected image to show.

 Click the Trace button to create a vector tracing of the bitmap image that is placed on top of the image.

 Click the Show Bitmap button to show or hide the bitmap image after it is traced.

 Click the Trace Quality button to adjust the accuracy and smoothness of a bitmap trace.

 Click the Line Type button to choose whether Designer uses lines or curves to create a trace.

 Click the Foreground Color button to choose foreground colors from a palette for a monochrome bitmap image.

 Click the Background Color button to choose background colors from a palette for a monochrome bitmap image.

 Click the Transparency button to make the background of a monochrome image transparent.

 Click the Bitmap Information button to show file and display size information about a selected bitmap image.

Edit Bitmap Button

Click the Edit Bitmap button in the Bitmap ribbon to open PhotoMagic. You can use PhotoMagic to open and edit bitmaps.

Note: If you chose Paintbrush or Picture Publisher in the General panel of the Preferences dialog box, the chosen bitmap editor opens instead of PhotoMagic.

Use PhotoMagic when you want to edit a bitmap image extensively. For example, if you want to change a frown to a smile on an image, use PhotoMagic (or another image editor such as Picture Publisher).

You also can use PhotoMagic to add or remove colors, paint your own images, and add special effects.

Related Topics

- Using PhotoMagic
- Bitmap tool

Using PhotoMagic

To open and use PhotoMagic:

1. Click the Bitmap tool.
2. Click the PhotoMagic button. PhotoMagic opens.

Note: If you chose Paintbrush or Picture Publisher in the General panel of the Preferences dialog box, the chosen bitmap editor opens instead of PhotoMagic.

Related Topics

Button information

Crop Button

The Crop button in the Bitmap ribbon lets you show only the part of the bitmap image you want; the rest is hidden. Cropped portions of the bitmap are retained so you can uncrop them later.

Cropping is an editing technique that can improve your final drawing. For example, you can eliminate distracting areas of an image to help focus on the center of interest. You also can crop to eliminate errors or to help fit the bitmap into the layout.

Cropping an image in Designer involves two steps: creating a rectangular mask large enough to show the area you want, and moving the image so that the correct area shows through the mask.

Note: In previous versions of Designer, you moved the mask instead of the image.

Related Topics

- Procedure information
- Bitmap tool

Cropping a Bitmap Image

To crop a bitmap:

1. Select the bitmap to crop.
2. Click the Bitmap tool in the toolbox.
3. Click the Crop button in the ribbon. The bitmap is highlighted and handles appear around the crop mask.
4. Resize the crop mask until it is the size you want.
5. Move the pointer onto the image. Press and hold the left mouse button, and position the image under the crop mask.
6. Release the mouse button when you finish.
7. Repeat steps 4 through 6 to adjust the crop.
8. Press Esc or double click the mouse button when you finish.

Related Topics

Button information

Trace Button

The Trace button in the Bitmap ribbon lets you create a vector "tracing" of the bitmap image that is placed on top of the image.

Related Topics

- Procedure information
- Bitmap tool

Tracing a Bitmap Image

To trace a bitmap:

1. Select the bitmap image.
2. Click the Bitmap tool in the toolbox.
3. Click the Trace button in the ribbon, then move the pointer to the bitmap and drag a rectangle over the bitmap. The area in the rectangle is traced.

To trace an entire bitmap:

1. Select the bitmap image.
2. Click the Bitmap tool in the toolbox.
3. Press and hold **Shift**.
4. Click on the bitmap.
5. Release **Shift**. The entire bitmap is traced.

Related Topics

Button information

Show Bitmap Button

The Show Bitmap button in the Bitmap ribbon opens a menu containing the Hide and Show commands. Choose Show to display the original bitmap image at the end of the trace. Choose Hide to hide a bitmap to conceal the bitmap image after it is traced so that only the traced symbols appear.

When you choose Hide, the button changes to this button.

Related Topics

- Procedure information
- Bitmap tool

Showing and Hiding the Bitmap

To show or hide the bitmap:

1. Select a bitmap.
2. Click the Bitmap tool in the toolbox.
3. Click the Tract button.
4. Click the Show Bitmap button to open a menu.
5. Choose Show or Hide. The button reflects the command you chose.

Related Topics

Button information

Trace Quality Button

Use the Trace Quality button in the Bitmap ribbon to adjust how accurately and smoothly Designer traces a bitmap. The appearance of this button changes to reflect the selected alignment. When you click the Trace Quality button, the Trace Quality menu opens.

Choose	**To produce**
Fine	the highest quality trace. Fine tracings use the most points. Fine tracings can use a lot of memory and be difficult to edit because the trace creates a large number of points.
Average	The default setting. In most situations, average tracing is the best choice.
Coarse	The least accurate tracing because it uses the fewest points. Coarse tracings use the least memory and are the easiest to edit.

Related Topics

- Procedure information
- Bitmap tool

Setting the Trace Quality

To set the trace quality:

1. Click the Bitmap tool in the toolbox.
2. Click the Trace Quality button in the Bitmap ribbon. The Trace Quality menu opens.
3. Choose Fine, Average, or Coarse.

Related Topics

Button information

Foreground Color Button

The Foreground Color button in the Bitmap ribbon opens a palette from which you can choose foreground colors for a monochrome bitmap image. The appearance of this button changes to reflect the current selection.

Related Topics

- Bitmap tool
- Background Color button

Background Color Button

The Background Color button in the Bitmap ribbon opens a palette from which you can choose background colors for a monochrome bitmap image. The appearance of this button changes to reflect the current selection.

Related Topics

- Bitmap tool
- Foreground Color button

Line Type Button

The Line Type button in the Bitmap ribbon lets you choose whether Designer uses lines or curves to create the tracing. The appearance of this button changes to reflect the selected alignment. When you click the Line Type button, the Line Type menu opens.

Choose	To
Lines	create tracings with straight line segments (no curves). Use this setting when the image has few curves.
Curves	create tracings with curves. It is slightly more accurate than using lines.

Related Topics

- Procedure information
- Bitmap tool

Selecting the Line Type

To select the line type:

1. Click the Bitmap tool.
2. Click the Line Type button. The Line Type menu opens.
3. Choose Lines or Curves.

Related Topics

Button information

Transparency Button

The Transparency button in the Bitmap ribbon lets you make the background of a monochrome bitmap image transparent. This feature is especially useful when you are editing black and white images such as logos or signatures.

Related Topics

- Procedure information
- Bitmap tool

Setting the Transparency

To set the transparency:

1. Click the Bitmap tool.
2. Select the image.
3. Click the Transparency button in the Bitmap ribbon.

Related Topics

Button information

Information Button

Click the Information button in the Bitmap ribbon to open the Image Information dialog box, which displays specific information about the open image.

Related Topics

- Dialog Box information
- Bitmap tool

Image Information Dialog Box

The Image Information dialog box displays information about the open image. The information includes format (such as 24-bit True Color), cropped width and height, total width and height, and size.

Click OK to return to the active image window.

Related Topics

Button information

Text Tool

The Text tool in the Toolbox lets you enter and edit text. When the text tool is selected, the ribbon displays a set of buttons specific to this tool.

 Click the Text Mode button to enter and edit text.

 Click the Path Text button to enter text along the edge of a symbol.

Click the Path Fit button to put existing text along the edge of a symbol.

 Click the Shape Text button to place block text inside a closed symbol.

 Click the Font Recall button to recall the last ten fonts you used.

Font List Box Choose the font you want in the Font List box.
Font Size Box Choose the font size you want in the Font Size box.
Font Style Buttons Choose font attributes using the Font Style buttons.

 Click the Horizontal Alignment button to choose horizontal alignment options.

 Click the Vertical Alignment button to choose vertical alignment options.

 Click the Text Attributes button to open the Text-dialog box and choose text attributes, change word and character spacing, set margins and text alignment, and set tab stops and indents.

 Click the Spelling button to check spelling, and add and use custom dictionaries.

Related Topics

Using text

Entering and Editing Text

There are two types of text in Designer: freeform text and block text.

Freeform and block text let you create text symbols (any symbol composed of text) in slightly different ways. Block text is created inside a container, while freeform text has no container.

Related Topics

Using text

Freeform Text

Freeform text, unlike block text, has no container, although it does have a bounding box.

Use freeform text when you want to create titles, short sentences, or labels, for example. To create freeform text, click the Text tool, click the Text Mode button (if necessary to display the text pointer), click in the drawing area to insert the text cursor, and type the text.

Freeform text cannot flow from one text symbol to another, nor does it use margins, "word wrap," or indents. Resizing a freeform text symbol changes the size of the text. You cannot wrap freeform text around a symbol (repel text).

Related Topics

- Adding freeform text
- Block text
- Entering and editing text
- Using text

Block Text

Block text is useful when you want to create large blocks of text. To create block text, click the Text tool, click the Text Mode button (if necessary to display the text pointer), draw a box to contain the text, and type the text.

You can connect text blocks so that the text flows from one container to another, and you can assign margins. Resizing block text changes the size of the container, but not the text.

Related Topics

- Adding block text information
- Entering and editing text
- Flowing text
- Flowing text between current containers
- Adjusting margins
- Freeform text
- Using text

Adding Freeform Text

You add freeform text by typing text anywhere in the drawing area.

To add freeform text:

1. Click the Text tool in the toolbox.
2. Click the Text Mode button to display the text pointer, if necessary.
3. Point to where you want the text to begin. Click the left mouse button to display the text cursor.
4. Type the text. If you make a mistake, press **Backspace** to erase it.
5. Press **Esc** or double click the left mouse button away from the text when you finish entering the text.

Related Topics

Block text
Freeform text
Text pointer and text cursor
Using text

Text Mode Button

The Text Mode button in the Text ribbon lets you enter and edit text. You can click it to get the text pointer, if necessary. If nothing is selected when you choose the text tool, then the text pointer immediately appears and you do not have to click the Text Mode button.

Related Topics

- Adding a text block
- Entering and editing text
- Using text

Adding a Text Block

You add block text by creating a container and typing text inside it. If you add more text than can fit in the text container, it extends below the box and is invisible. Enlarge the container or flow the extra text to another container to see it.

To add a text block:

1. Click the Text tool in the toolbox.
2. Click the Text Mode button to display the text pointer, if necessary.
3. Point where you want the text to begin.
4. Press and hold the left mouse button, and drag the pointer to create a box with dashed lines. The box is the text container.
5. Release the mouse button when you finish the box. The text cursor appears inside the container.
6. Type the text.
7. Press **Esc** when you finish entering the text.

As you type text, the cursor moves so that it is always to the right of the last character you typed. Use the cursor as a guide. You can enter or edit text only when the text cursor is visible.

Text is normally entered in the drawing area. Zoom in to view and edit the characters, if necessary. You also can enter and edit text in the Edit Text window, which is faster in some circumstances.

The appearance of the text depends on the font, size, and style settings. To set new defaults for text attributes, deselect all symbols and then choose the desired font, size, style, and so on.

Related Topics

- Button information
- Flowing text
- Resizing a text container
- Text pointer and text cursor
- Choosing fonts
- Choosing type attributes
- Font Size box
- Using text

Converting between Block and Freeform Text

You can use the Clipboard to convert block text to freeform text and freeform text to block text. Each paragraph of block text converts to a single line of freeform text.

To convert between block text and freeform text:

1. Highlight the text you want to convert.
2. Open the Edit menu and choose Copy (or Cut) to place the text in the Clipboard.
3. Click the Text tool in the toolbox.
4. Click anywhere outside the text area to deselect all text.
5. Move the text pointer to where you want to place the freeform text, and click the left mouse button to place the text cursor.
   or
   Press and hold the left mouse button, and drag a container in which to place block text. Release the mouse button.
6. Open the Edit menu and choose Paste. The text appears in the new format.
7. Press **Esc** when you finish editing.

Related Topics

Block text
Freeform text
Using text

Using Special Characters

Special characters such as umlauts (¨), trademarks (®), fractions (¼), and open and close quotation marks (" ") do not appear on most keyboards. When you want to use a special character, you either must insert them by entering their code on the numeric keypad or use the program called Character Map that accompanies Windows.

Although most fonts contain a complete set of special characters, some fonts do not. For example, if you are using a font that does not contain the special symbol "µ," you must change to a font that does contain it in order to insert that symbol.

Related Topics

- Using the keypad
- The Windows Character Map
- Using text

Using the Keypad

Each character in a font is associated with a number. For example, "µ" has the number 0181, regardless of the font. The number is called an ANSI (American National Standards Institute) character code.

Dingbats

Text fonts use the standard ANSI character codes. Non-text fonts such as dingbats are assigned character codes, but there is no standard. You must use either the keypad or the Windows Character Map to insert non-text characters.

To insert a character with the keypad:

1. Select the font to use.
2. Place the text cursor where you want the special character.
3. Turn on **Num Lock** on the keypad, if necessary.
4. Press and hold **Alt** and type 0 (zero) and the three-digit character code. For example, to insert "©" press and hold **Alt** and type 0169 on the keypad.
5. Release **Alt**. The special character is inserted in the text.

Note: You must use the numeric keypad in step 4. You cannot use the number keys that are above the letters on your keyboard.

Related Topics

Using special characters
The Windows Character Map
Using text

The Windows Character Map

The Windows Character Map is a program included with Windows 3.1. You can use it to select characters to copy to the Clipboard and paste into your text. Consult your *Windows User's Guide* for more information.

Related Topics

- Using special characters
- Using the keypad
- Using text

The Edit Text Window

The Edit Text window provides a method of editing text that can be quicker and more convenient than editing text in the drawing area. You can edit both freeform and block text in the Edit Text window.

The Edit Text window makes it easy to edit text to which you have applied graphic effects such as warping, because it displays the text without those effects. You also can use the Edit Text window to edit text that is too small to view without zooming in.

The Edit Text window shows and lets you apply style attributes such as bold and italic.

Related Topics

- Opening the Edit Text window
- Using the Edit Text window
- Using text

Opening the Edit Text Window

To open the Edit Text window for all text except warped text, press and hold **Shift** and click the text with the text pointer. To open the Edit Text window for warped text, just click the text with the text pointer (without pressing **Shift**).

To open the Edit Text window:

1. Click the Text tool in the toolbox.
2. Click the Text Mode button to display the text pointer, if necessary.
3. Point to the text with the text pointer.
4. Press and hold **Shift**, and click with the left mouse button. The Edit Text window opens.
5. Edit the text in the window.
6. Click OK to apply your edits to the text and close the window.
   or
   Click Cancel to close the window without applying your edits.

Note: If the text cursor is positioned within text, press **Esc** before following the procedure given above.

Related Topics

The Edit Text window
Using the Edit Text window
Using text

Using the Edit Text Window

Use the text cursor as a guide when adding, changing, or deleting text in the Edit Text window. Position the cursor by pressing the **Home**, **End**, and arrow keys, or by clicking in the text where you want the cursor.

Highlight text in the Edit Text window as you would in the drawing area: position the text pointer at the beginning of the text and drag it over the text you want to highlight.

To apply style attributes to text in the Edit Text window:

1. Highlight the text you want to change.
2. Click the right mouse button. A mouse menu opens.
3. Choose the desired style from the menu.

Related Topics

Opening the Edit Text window
The Edit Text window
Highlighting a portion of text
Choosing fonts
Choosing type attributes
Font Size box
Using text

Selecting Text

You can select text so that it can be modified. There are two ways to select text: select a text symbol as you would any symbol in Designer or highlight a portion of the text.

Related Topics

- Selecting a text symbol
- Highlighting a portion of text
- Using text

Selecting a Text Symbol

To select a text symbol, you must be in select mode. You are in select mode when the pointer is a select pointer. To switch from the text pointer to the select pointer, press **Esc**.

To select a text symbol, point to the text with the select pointer and click the left mouse button. Eight blue handles appear around a text symbol when it is selected. Select a text symbol when you want to change *all* of the text in a text symbol, or when you want to move the block. For example, if you select a text symbol and click the Bold button, all the text is bolded.

Related Topics

- Text pointer and text cursor
- Highlighting a portion of text
- Using text

Highlighting a Portion of Text

To highlight text, the pointer must be a text pointer. To display the text pointer, click the Text tool and then click the Text Mode button (if necessary).

Highlight text when you want to change *part* of the text in a text block. Only the highlighted text is affected so, for example, you can italicize one word in a block.

You can highlight text and change its size, font, color, style (italics or bold, for example), alignment, or letter spacing.

To highlight a portion of text:

1. Click the Text tool in the toolbox.
2. Click the Text Mode button to display the text pointer, if necessary.
3. Click the text in the drawing area to insert the text cursor.
4. Point where you want to begin highlighting.
5. Press and hold the left mouse button and drag the text cursor to the right (and down if you want to highlight text on another line).
6. Release the left mouse button. The text is highlighted.
7. Make the desired changes to the highlighted text or press **Del** to delete it.
8. Press **Esc** when you finish editing the text.

Note: If you type new text while text is highlighted, the highlighted text is deleted and replaced with the new text.

To highlight all text in a block, click to position the text cursor in the block and press **Ctrl+A** or **F2**.

You also can use the arrow keys to highlight text. Click to position the text cursor in the text and use the following keys to highlight portions of the text.

Press	To Highlight
Shift+Left Arrow	To the left of the text cursor
Shift+Right Arrow	To the right of the text cursor
Shift+Home	To the beginning of the line
Shift+End	To the end of the line
Shift+Up Arrow or **Shift+Down Arrow**	Multiple lines

Related Topics

- Text pointer and text cursor
- Choosing fonts
- Choosing type attributes
- Font Size box
- Using text

Inserting and Deleting Text

Use the text cursor as a guide when inserting or deleting text. To position the text cursor, click in the text where you want the cursor. You can reposition the cursor in the text by pressing the arrow keys or by clicking at another point in the text.

> Press **Home** to position the text cursor at the beginning of a line. Press **End** to position the text cursor at the end of a line.

To insert text:

1. Click the Text tool in the toolbox.
2. Click the Text Mode button to display the text pointer, if necessary.
3. Point to where you want to insert text and click the left mouse button. The text cursor is positioned in the text.
4. Type the new text.
5. Press **Esc** when you finish editing the text.

To delete text:

1. Click the Text tool in the toolbox.
2. Click the Text Mode button to display the text pointer, if necessary.
3. Point to the right of the text to delete and click the left mouse button. The text cursor is positioned in the text.
4. Press **Backspace** to delete the text to the left of the text cursor.
5. Press **Esc** when you finish editing the text.

Note: You also can press **Del** to delete text to the right of the text cursor.

Related Topics

Text pointer and text cursor
Choosing fonts
Choosing type attributes
Font Size box
Using text

Path Text Button

The Path Text button in the Text ribbon lets you type text directly onto a symbol's path. The text is fitted to the path using the current settings. After entering text, you can easily change the fitting options to get the text alignment that you want.

You can use the Path Fit button to fit existing text to a path.

If you wish, you can use the Edit Text window rather than typing directly on the screen. That can make it easier and faster to enter and edit text.

Related Topics

- Procedure information
- Using text

Entering Text along a Path

To enter text directly along a symbol's path:

1. Select the symbol along which you want to place the text.
2. Click the Text tool in the toolbox.
3. Click the Path Text button. The text cursor appears on the path.
4. Type the text, which appears along the symbol as you type.
5. Press **Esc** when you finish.
6. If you want to change the text alignment, click the Path Fit button and follow the procedure for editing text along a path.

If you wish, you can use the Edit Text window rather than typing directly on the screen. That can make it easier and faster to enter and edit text.

Related Topics

Button information
Aligning text along a path
Fitting existing text to a path
Using text

Shape Text Button

The Shape Text button in the Text ribbon lets you place block text inside a closed symbol.

Text inside a symbol is a form of block text. A container is created that matches the edges of the symbol. You can create margins based on the distance of the text from the container.

You can flow text inside a symbol from one container to another. For example, you can flow a block of text inside a symbol to a block of text outside the symbol.

Related Topics

- Procedure information
- Adjusting margins
- Setting indents
- Flowing text
- Flowing text between current containers
- Using text

Placing Text inside a Symbol

To place text inside a symbol:

1. Select a closed symbol.
2. Click the Text tool in the toolbox.
3. Click the Shape Text button in the ribbon. The text cursor appears inside the selected symbol.
4. Type, paste, or import the text.
5. Press **Esc** when you finish.

After you place text inside a symbol, you can move or delete the symbol without affecting the text. Point inside the symbol, press **Alt** and click the left mouse button. *Text Symbol* appears in the status bar at the bottom of the Designer window when the text is selected; the type of symbol (shape) appears when the symbol is selected.

Related Topics

Button information
Using text

Selecting Fonts, Sizes, and Styles

You can select fonts, font sizes, and styles with the Text ribbon, the Text dialog box, or the mouse menu.

Related Topics

- Button information
- Using text

Text Ribbon

The Text ribbon appears when you select the Text tool. To apply a text attribute from the Text ribbon, select or highlight the text you want to change and choose the attribute in the ribbon.

Related Topics

- Button information
- Font list box
- Choosing fonts
- Using text

Mouse Menu

You can use the mouse menu to set attributes for text that you highlight. To apply a text attribute using the mouse menu, highlight the text, click the right mouse button, and choose the attribute from the menu.

To change text line and interior color:

1. Select or highlight the text you want to change.
2. Click the Style tool in the toolbox.
3. Point to a color in the Color Palette and click the left mouse button to change the interior color.
4. Point to a color in the Color Palette and click the right mouse button to change the line color.

To set a color to invisible or unfilled, click the X in the Color Palette.

You set the text background color in the Fonts panel of the Text dialog box.

To change text background color:

1. Select or highlight the text you want to change.
2. Click the Text Attributes button in the Text ribbon. The Text dialog box opens.
3. Click the Fonts button to display the Fonts panel, if necessary.
4. Click the Background Color box. A palette displays.
5. Point to a color in the palette and click the left mouse button.
6. Click Apply.
7. Click Close if you want to close the dialog box.

Related Topics

Button information
Font list box
Choosing fonts
Using text

Two Types of Background Colors

Some interior fills, such as hatch fills and symbol fills, have both a foreground and background color. Don't confuse this type of background color with the text background color that you set in Fonts panel of the Text dialog box.

If you have applied a hatch fill or symbol fill to text, clicking a color in the Color Palette with the left mouse button alone sets the foreground interior color. To set the background interior color, point to a color, press and hold **Shift**, and click the left mouse button.

Related Topics

- Button information
- Font list box
- Choosing fonts
- Using text

Font Recall Button

The Font Recall button in the Text ribbon lets you select from the last ten fonts used.

Related Topics

- Button information
- Font list box
- Choosing fonts
- Using text

Font List Box

The available fonts are listed in the Font list box in the Text ribbon. The icon preceding the font name describes the type of font: TrueType font, Type 1 font, or Printer (device) font

Note: If a blue question mark icon appears, it indicates that selected text saved in the document is in a font that is not currently installed on your computer. Designer substitutes a similar font that is currently installed.


To locate a font in the Font list box quickly, open the list box and type the first letter of the font name.

Related Topics

- Choosing fonts
- Font Recall button
- Using text

Choosing Fonts

To choose a font:

1. Click the Text button in the toolbox.
2. Click the down arrow to the right of the Font list box. A list box opens.
3. Choose the font you want.

Related Topics

Font list box
Using an unavailable font
Font Recall button
Using text

Font Size Box

You select the size of the font in the Font Size box in the Text ribbon. You can select a size from 2 to 3000 points by clicking the arrows beside the box, or you can type a custom size (10.5, for example).

You also can resize a selected freeform text symbol using the corner handles, or stretch it with the middle or side handles. The new size appears in the Font Size box.

Related Topics

- Choosing font size
- Resizing a text container
- Using text

Choosing a Font Size

To choose a font size:

1. Click the Text button in the toolbox.
2. Click the up or down arrow to the right of the Font Size box to change the font size.
   or
   Type a new value in the Font Size box.

You also can resize a selected text symbol using the corner handles, or stretch it with the middle or side handles. The new text size appears in the Font Size box.

Related Topics

Font Size box
Resizing a text container
Using text

Font Style Buttons

You can specify type characteristics before you enter text, or you can change them for existing text. A text symbol can contain any combination of fonts, font sizes, and styles. The buttons are in the Text ribbon.

Bold Button
Click the Bold button (**Ctrl+B**) to make the selected text **bold**.

Italic Button
Click the Italic button (**Ctrl+I**) to *italicize* the selected text.

Underline Button
Click the Underline button (**Ctrl+U**) to underline the selected text.

Small Caps Button
Click the Small Caps button (**Ctrl+M**) to make the selected text SMALL CAPITALS.

You can set other attributes using the Text dialog box.

Note: Text underlines may disappear if you apply some attributes, such as italic, or convert the text to curves, rotate it, or change the color of an edge.

Related Topics

- Highlighting a portion of text
- Text dialog box
- Using text

Horizontal Alignment Button


The Horizontal Alignment button lets you select horizontal alignment options.

You can align both freeform and block text. You also can align text that is inside a container or along a path. You can use the text alignment options in the Text ribbon or in the Margins panel of the Text dialog box. To open the Margins panel in the Text dialog box, click the Text tool in the toolbox, click the Text Attributes button in the ribbon, and click the Margins button in the dialog box.

When you align freeform text, the text is aligned based on the point where you originally placed the text. For example, if you are aligning to the right and click to enter freeform text, the text extends to the left as you type.

 Click the Left Align button to align text to the left text margin.

 Click the Center Align button to align text between the left and right text margins.

 Click the Right Align button to align text to the right text margin.

 Click the Justify button to align text to the left and right margins. The last line aligns to the left margin.

 Click the Force Justify button to align text, including the last line, to the left and right margins.

Related Topics

- Vertical Alignment button
- Text dialog box
- Using text

Left Align Button

The Left Align button (**Ctrl+Shift+L**) in the Text dialog box lets you align text to the left margin.

Related Topics

- Procedure information
- Horizontal Alignment button
- Using text

Center Align Button

The Center Align button (**Ctrl+Shift+C**) in the Text dialog box lets you align text in the center of the right and left margins.

Related Topics

- Procedure information
- Horizontal Alignment button
- Using text

Right Align Button

The Right Align button (**Ctrl+Shift+R**) in the Text dialog box lets you align text to the right margin.

Related Topics

- Procedure information
- Horizontal Alignment button
- Using text

Justify Button

The Justify button (**Ctrl+Shift+J**) in the Text dialog box lets you align text to both of the margins.

Related Topics

- Procedure information
- Force Justify button
- Horizontal Alignment button
- Using text

Force Justify Button

The Force Justify button (**Ctrl+Shift+F**) in the Text dialog box aligns text, including the last line, to the left and right margins.

Related Topics

- Procedure information
- Justify button
- Horizontal Alignment button
- Using text

Vertical Alignment Button

The Vertical Alignment button lets you select the vertical text alignment options. Vertical alignment does not affect previously entered text. The appearance of this button changes to reflect the selected alignment.

You can align both freeform and block text. You also can align text that is inside a container or along a path. You can use the text alignment options in the Text ribbon or in the Margins panel of the Text dialog box. To open the Margins panel in the Text dialog box, click the Text tool in the toolbox, click the Text Attributes button in the ribbon, and click the Margins button in the dialog box.

 Click the Top Align button to align text to the top margin.

 Click the Middle Align button to align text between the top and middle margins.

 Click the Bottom Align button to align text to the bottom margin.

 Click the Vertical Justify button to equally space lines of text between the top and bottom margins.

Note: You cannot vertically justify text that is not in a rectangular container, such as text that has been placed in a symbol such as an ellipse.

Related Topics

- Horizontal Alignment button
- Text dialog box
- Placing Text inside a Symbol
- Using text

Top Align Button

The Top Align button (**Ctrl+Shift+O**) in the Text dialog box lets you align text to the top margin.

Related Topics

- Procedure information
- Vertical Alignment button
- Using text

Middle Align Button

The Middle Align button (**Ctrl+Shift+M**) in the Text dialog box lets you align text between the top and bottom margins.

Related Topics

- Procedure information
- Vertical Alignment button
- Using text

Bottom Align Button

The Bottom Align button (**Ctrl+Shift+B**) in the Text dialog box lets you align text to the bottom margin.

Related Topics

- Procedure information
- Vertical Alignment button
- Using text

Vertical Justify Button

The Vertical Justify button in the Text dialog box lets you justify text vertically (up and down) within the margins.

Note: Vertically justified text ignores previous leading settings.

Note: You cannot vertically justify text that is not in a rectangular container, such as text that has been placed in a symbol such as an ellipse.

Related Topics

- Procedure information
- Vertical Alignment button
- Placing Text inside a Symbol
- Using text

Aligning Text

Aligning Freeform Text

You can choose an alignment option before or after you enter freeform text. If you select an alignment option before entering text, the text is aligned to the cursor's position. For example, if the text is aligned at the right, the cursor does not move and text appears to the left of the cursor as you type.

If you select a freeform text symbol or highlight text in the symbol, the alignment is based on the bounding box that surrounds the text. The bounding box is as wide as the longest line of text and as tall as the number of lines of text.

Note: Freeform text cannot be justified vertically or horizontally.

Aligning within a Text Block

You can choose an alignment option before or after you enter block text. You can set the alignment option before entering text or select a text block and change the alignment of the entire block. You also can highlight only the paragraphs you want to align. Text is aligned to the container.

Text in a shape is aligned after it is pasted into the shape. The text is aligned within the edges of the shape.

To align text:

1. Click the Text button in the toolbox.
2. Click the Horizontal Align button and choose a horizontal alignment button, if you want.
3. Click the Vertical Align button and choose a vertical alignment button, if you want.

Related Topics

Left Align button
Center Align button
Right Align button
Justify button
Force Justify button
Top Align button
Middle Align button
Bottom Align button
Vertical Justify button
Using text

Changing Units of Measure

You can change typographical units of measure to suit your needs. Changing the units does not change the appearance of the text, only the measuring system.. To change the units, click the Units button in any panel of the Text dialog box and select the desired unit. Every panel of the Text dialog box reflects the new unit.

Related Topics

- Text dialog box
- Using text

Text Attributes Button

Click the Text Attributes button (**Ctrl+Shift+T**) in the Text ribbon to open the Text dialog box.

Related Topics

Using text

Text Dialog Box

The Text dialog box contains four buttons that, when clicked, change the Text dialog box.

 Click the Fonts button to open the Fonts panel of the Text dialog box.

 Click the Margins and Alignment button to open the Margins and Alignment panel of the Text dialog box.

 Click the Spacing button to open the Spacing panel of the Text dialog box.

 Click the Tab Stops button to open the Tab Stops panel of the Text dialog box.

Related Topics

Using text

Fonts Panel (Text Dialog Box)

The Fonts panel in the Text dialog box is one way to select type attributes such as size and style. (The other ways are the Text ribbon and the Mouse menu.)You do not need to close the dialog box to apply the changes.

Typeface List Box
The typeface list box contains the available fonts in Designer. Click the down arrow to open the list box, then click the font you want.

Size List Box
You can select a type size from a list of two to 3000 points, or you can type a custom size (10.5, for example).

Units Button
The Units button is to the right of the Size list box, and lets you change the measuring increment for type. To change the units, click the Units button. A menu opens, displaying the units available, including points, inches, centimeters, millimeters, picas, picas and points, and ciceros. You also can select More Units.

Position List Box
The Position list box lets you choose the position of type: Normal, Superscript (**Ctrl+K**), or Subscript (**Ctrl+Shift+K**).

Attributes Area
The Attributes area contains the attributes buttons: Bold, Italic, Underline, and Small Caps. Click a button to select it to be applied to the selected text.

Note: Text underlines may disappear if you apply some attributes, such as italic, or convert the text to curves, rotate it, or change the color of an edge.

Background Color
Click this button to see colors. Choose the one you want for the background of your text.

Related Topics
- Procedure information
- Text dialog box
- Using text

Choosing Type Attributes

To choose type attributes with the Text dialog box:

1. Click the Text tool in the toolbox.
2. Select the text symbol or highlight the text you want to change.
3. Click the Text Attributes button in the ribbon. The Text dialog box opens.
4. Click the Fonts button to display the Fonts panel, if necessary.
5. Choose the styles you want to change and click Apply. The changes are made to the selected text.
6. Click Close if you want to close the dialog box.

Related Topics

Panel information
Mouse menu
Text ribbon
Text dialog box
Using text

Margins and Alignment Panel (Text Dialog Box)

You can set margins, first-line indents, and alignment for block text in the Margins panel of the Text dialog box.

Paragraph Settings Area
Indents move the first line of each selected paragraph to the left or right of the left margin. If you select a text symbol, the first line of each paragraph separated by a carriage return (**Enter** key) is indented. If you highlight a portion of one or more paragraphs, only the first lines of those paragraphs are indented.

You can add margins to paragraphs in block text. Margins determine the distance between block text and its bounding box. You can highlight paragraphs to give different paragraphs in the same block different margins. The default margin is none.

In the First Indent area, a positive value moves the first line of text to the right of the left margin; a negative indent moves the text to the left of the left margin.

Units Button
The Units button is below the Right Margin list box, and lets you change the measuring increment for type. To change the units, click the Units button. A menu opens, displaying the units available, including points, inches, centimeters, millimeters, picas, picas and points, and ciceros. You also can select More Units.

Horizontal Alignment Buttons
The Horizontal Alignment buttons let you choose horizontal alignment options.

 Click the Left Align button to align text to the left text margin.
 Click the Center Align button to align text between the left and right text margins.
 Click the Right Align button to align text to the right text margin.
 Click the Justify button to align text to the left and right margins. The last line aligns to the left margin.
 Click the Force Justify button to align text, including the last line, to the left and right margins.

Vertical Alignment Buttons
The Vertical Alignment buttons let you choose vertical alignment options.

 Click the Top Align button to align text to the top margin.
 Click the Middle Align button to align text between the top and middle margins.
 Click the Bottom Align button to align text to the bottom margin.
 Click the Vertical Justify button to equally space lines of text between the top and bottom margins.

Related Topics
- Adjusting margins
- Setting indents
- Text dialog box
- Using text

Adjusting Margins

You can add margins to paragraphs in block text. Margins determine the distance between block text and its bounding box. You can highlight paragraphs to give different paragraphs in the same block different margins. The default margin is none.

To adjust the margins:

1. Click the Text tool in the toolbox.
2. Select the text block to change.
   or
   Highlight a paragraph to change.
3. Click the Text Attributes button in the ribbon. The Text dialog box opens.
4. Click the Margins button to display the Margins panel, if necessary.
5. Type a new number in the Left and Right Margin boxes or click the arrows beside the boxes to change the margin.
6. Click Apply. The text block changes to reflect the new margin settings.

Related Topics

Margins and Alignment Panel (Text dialog box)
Setting indents
Text dialog box
Using text

Setting Indents

You can move the first line of selected paragraphs in block text to the left or right of the left margin by changing the first line indent. If you select a text symbol, the first line of each paragraph separated by a carriage return is indented. If you highlight a portion of one or more paragraphs, only the first lines of those paragraphs are indented.

A positive indent moves the text toward the right (away from the left margin); a negative indent moves the text toward the left (inside of the left margin).

To indent the first line of a paragraph:

1. Click the Text tool in the toolbox.
2. Select the text block to indent.
   or
   Highlight a paragraph to indent.
3. Click the Text Attributes button in the Text ribbon. The Text dialog box opens.
4. Click the Margins button to display the Margins panel, if necessary.
5. Type a positive number in the First Indent box to indent the first line of each paragraph to the right; type a negative number to indent left.
6. Click Apply to indent the text.

Related Topics

Margins and Alignment Panel (Text dialog box)
Adjusting margins
Using text

Spacing Panel (Text Dialog Box)

Each font in Designer has its own default line and character spacing. You can change the spacing between characters, words, lines, and paragraphs.

Leading Area
The space between lines of text is called *leading*. Leading is measured (in points) from baseline to baseline. The default is the current font size plus approximately 15% of the font size (the percent may vary from font to font). For example, if the current font is 10 points, then the default leading is approximately 11.5 points.

Note: Because each line in freeform text is treated as a separate paragraph, the Leading area is gray, and leading does not affect freeform text. To change the spacing between lines in freeform text, use the Before and After Parag areas.

You can change the leading in selected block text or specify leading for block text you are going to enter. If a selected block text contains different sizes of text, Designer displays leading for the largest font.

Inter-word Area
Type a percentage to change the spacing between words. The default is 100% spacing. Decreasing this percentage decreases the spacing between words; increasing the percentage increases the spacing.

Inter-char Area
Type a percentage to change the spacing between characters. A percentage below 100% decreases spacing; a percentage above 100% increases spacing.

Before Parag Area
Use this area to change the default spacing above paragraphs. If this amount is set to zero (0), the current leading will be used as the spacing between paragraphs.

After Parag Area
Use this area to change the default spacing below paragraphs. If this amount is set to zero (0), the current leading is used as the spacing between paragraphs.

Note: If you have amounts entered in both the Before Parag and After Parag areas, Designer adds these amounts and applies the spacing amount between the selected paragraphs. For example, if you enter 40 in the Before Parag area and 30 in the After Parag area, Designer uses 70 for the spacing between the selected paragraphs.

Units Button
The Units button is below the After Parag list box, and lets you change the measuring increment for type. To change the units, click the Units button. A menu opens, displaying the units available, including points, inches, centimeters, millimeters, picas, picas and points, and ciceros. You also can select More Units.

Use Drop Caps Option
Drop caps are typically used at the beginning of magazine articles and other places where you want to mark a change in the material without a title. Click this option to make the first character of a selected paragraph lower and larger than other text in the paragraph.

Drop Cap Ht Area
Adjust the percentage in this area to change the size of the first letter as a percentage of its normal height (normal height is 100%). For example, 200% doubles the size of the first letter of the paragraph.

Use Automatic Hyphenation Option
Designer can automatically hyphenate words to help decrease the amount of raggedness of left justified text, and to help maintain character and word spacing in left justified text. Select the Use Automatic

Hyphenation option to automatically hyphenate words. You can manually add or remove hyphens later, if you want.

Related Topics

- Changing line spacing
- Changing word spacing
- Creating drop caps
- Kerning
- Text dialog box
- Using text

Changing Word Spacing

You can increase or decrease the spacing between words and characters by changing the "normal" spacing percentage. The default for words is 100% spacing; the default for characters is 100% spacing. Decreasing the percentage decreases the spacing between letters or words; increasing the percentage increases the spacing.

To change word and character spacing:

1. Click the Text tool in the toolbox.
2. Select the text to change the spacing of each word or character in the symbol.
   or
   Highlight the text to change.
3. Click the Spacing button in the ribbon.
4. Type a new number in the Inter Word or Inter Character spacing box or click the arrows beside the boxes to change the spacing.
5. Click Apply to change the spacing.

You also can manually change character spacing in block text. Insert the text cursor into the block and press and hold **Shift** while dragging the right container handle left or right. Press **Ctrl** while dragging to change the spacing between words.

Related Topics

Spacing Panel (Text dialog box)
Kerning
Changing line spacing
Creating drop caps
Changing word and character spacing manually
Using text

Changing Word and Character Spacing Manually

You can manually change character spacing in block text. Insert the text cursor into the block and press and hold **Shift** while dragging the right container handle left or right. Press **Ctrl** while dragging to only change the spacing between words.

You can drag the right container handle alone to resize the text block horizontally without affecting word or character spacing.

Related Topics

- Kerning
- Changing block text leading manually
- Spacing panel (Text dialog box)
- Using text

Changing Line Spacing

To change line spacing:

1. Click the Text tool in the toolbox.
2. Select the block text to change the leading for all of the text.
   or
   Highlight only the lines you want to change.
3. Click the Text Attributes button in the ribbon. The Text dialog box opens.
4. Click the Spacing button to display the Spacing panel, if necessary.
5. Click the button beside the line leading box and type a new number for the amount of leading.
6. Click Apply to change the leading.

Related Topics

Spacing Panel (Text dialog box)
Changing word spacing
Creating drop caps
Kerning
Changing block text leading manually
Changing word and character spacing manually
Using text

Changing Text Leading Manually

You can change container text leading manually. Insert the text cursor into the block and press and hold **Shift** while dragging the bottom container handle up or down. Press **Ctrl** while dragging to change the spacing between paragraphs.

You also can use the bottom container handle to stretch the text block vertically.

Related Topics

- Changing word and character spacing manually
- Changing word spacing
- Changing line spacing
- Using text

Kerning

Changing the spacing between certain pairs of characters is called *kerning*. Kerning adjusts the spacing between particular characters that look better when they are closer together. You can use kerning to manually adjust the spacing between any words or characters.

To kern text:

1. Click the Text tool in the toolbox.
2. Click the Text Mode button to display the text pointer, if necessary.
3. Point to the characters to kern, and press the left mouse button to place the text cursor between them.
4. Press and hold **Ctrl** and press the **Left Arrow** or **Right Arrow** to move the characters closer together or farther apart, respectively.
5. Press **Esc** to apply the spacing.

Use the View tool to zoom in on the text you want to kern. The closer you zoom, the easier it is to see the kerning effect.

Related Topics

- Changing line spacing
- Changing word spacing
- Creating drop caps
- Changing text leading manually
- Changing word and character spacing manually
- Using text

Creating Drop Caps

A drop cap is an enlarged first capital letter in a selection of text. A drop cap is created by lowering the baseline of the first character in a paragraph so that it aligns with the baseline of the last indented line.

You create drop caps by increasing the percentage of the current font height. For example, 200% would double the size of the first letter of the paragraph.

To create an initial drop cap:

1. Click the Text tool in the toolbox.
2. Select the text symbol to add a drop cap to the first letter of each paragraph.
   or
   Insert the text cursor into the paragraph to which you want to add the initial drop cap.
3. Click the Text Attributes button to open the Text dialog box.
4. Click the Spacing button to display the Spacing panel, if necessary.
5. Change the percentage for the drop cap size.
6. Click Apply.

Related Topics

Changing line spacing
Changing word spacing
Kerning
Text dialog box
Using text

Paragraph Spacing

You can change the amount of space between paragraphs with the paragraph spacing options in the Spacing panel of the Text dialog box. Spacing is measured in the currently selected unit (points, for example).

Note: If Before Paragraph or After Paragraph is set to zero, Designer automatically uses the current leading for the paragraph, which results in no extra space before or after the paragraph.

Related Topics

- Changing line spacing
- Changing word spacing
- Kerning
- Text dialog box
- Using text

Tab Stops Panel (Text Dialog Box)

Tab stops are relative to the text symbol. For example, if the first tab stop is 0.5 picas, the first tab is 0.5 picas from the left margin. If the second tab stop is 1.0 picas, it is 1.0 picas from the left margin, and so on. Text symbols maintain their original tab positions even if you move the symbol.

Current Tabs List Box
The Current Tabs list box displays the current tab stops and the type of tab stops.

Delete Button
Deletes the currently selected tab stop.

Empty Button
Deletes all tab stops.

Types Area
Lets you align text to the left of the tab stop, to the center of the tab stop, to the right of the tab stop, and align the decimal point to the tab stop.

Position Area
Type a position for the tab stop. Click the Enter button to add a single tab stop, or click the Enter Repeat button to add repeating tab stops.

Leader Area
Leaders are characters such as periods (...), hyphens (---), and underscores (___) that appear to the left of tabulated text. Select a tab in the Current Tabs area and click the down arrow to display the leader options. Choose None to have no leaders, or choose a type of leader.

Units Button
The Units button is to the right of the Leader area, and lets you change the measuring increment for type. To change the units, click the Units button. A menu opens, displaying the units available, including points, inches, centimeters, millimeters, picas, picas and points, and ciceros. You also can select More Units.

Related Topics

- Procedure information
- Text dialog box
- Using text

Changing Tab Stops and Leaders

To set tab stops:

1. Click the Text tool in the toolbox.
2. Click the Text Attributes button in the ribbon to open the Text dialog box.
3. Click the Tab Stops button to display the Tab Stops panel, if necessary.
4. Select the type of tab stop, if you want.
5. Type a position for the tab stop in the Position box.
6. Click the Add Tab button to add a single tab stop, or click the Repeat Tab button to add repeating tab stops.
7. Click Apply to enter the tab stops.

Related Topics

Tab Stops Panel (Text dialog box)
Using text

Spelling Button

Click the Spelling button in the Text ribbon to check the spelling in all of your drawings and documents created in Designer. Designer can check the spelling of all the text in the document, or just the text you select. For example, if you want to check one word, highlight the word and click the Spelling button.

Related Topics

- Dialog Box information
- Procedure information
- Using text

Spelling Dialog Box

Not in Dictionary Area
Designer checks spelling by comparing words in your document with words in a dictionary. The default dictionary is a file containing thousands of words. If Designer finds a word in your drawing that is not in the dictionary, the word is displayed as a possible misspelling.

Change to Box
Displays possible correct spellings. You can edit the word in this box.

Suggestions Box
Displays a list of words similar to the misspelled word from the currently used dictionary.

Ignore and Ignore All Options
The Ignore option skips the word in the Change to box without changing it. Ignore All ignores the current word and all other occurrences of the word without prompting you.

Change and Change All Buttons
The Change button changes the highlighted word to the word in the Change To box. Change All makes the same change to all subsequent occurrences of the word without prompting you.

Add Button
Click the Add button to add the word in the Change To box to the currently selected dictionary. The currently selected dictionary appears in the Add Words to list box.

Add Words To List Box
Displays the dictionaries being used to detect misspellings. Designer uses all the dictionaries here, but only adds words to the top dictionary.

Details Button
Click the Details button to expand the dialog box and display the following options.

Ignore Area
Choose the Words in UPPERCASE option to ignore words in all capital letters. Choose the Words Containing Numbers option to ignore words with numbers.

Custom Dictionaries Area
Displays the names of the dictionaries you created.

Use Button
Click the Use button to use the selected custom dictionary.

Create Button
Click the Create button to open the Create dialog box.

Related Topics
- Button information
- Procedure information
- Using text

Checking Spelling

There are many types of words that are not in the dictionary. Proper names, words with numbers, foreign words, and some abbreviations are commonly displayed as possible misspellings. You can use the Add button to add a displayed word to the dictionary so that it will not be considered a misspelling in the future.

Note: Designer checks the spelling of text symbols only. Text that has been converted to curves is not checked.

To check spelling in a drawing:

To check spelling in a drawing:

1. Select the text you want to check.
   or
   Leave all text unselected to check the entire document.
2. Click the Text tool in the toolbox.
3. Click the Spelling button in the ribbon. If a misspelled word is found, Designer opens the Spelling dialog box.

Note: Click OK if the "No Misspellings" message appears.

4. Type the correct spelling for the word in the Change To box and click Change.
   or
   Click Ignore or Ignore All to ignore the word or every instance of the word, respectively.
   Select one of the words in the Suggestions box and click Change or Change All.
   Click Add to add the word to the dictionary and continue.
   Click Close to stop spell checking and close the Spelling dialog box.

Related Topics

Button information
Dialog Box information
Using text

Create Dialog Box

Dictionary Name Text Box
Type a name for the custom dictionary in this text box. Designer automatically adds the extension PD.

Related Topics
- Spell Check dialog box
- Using text

Creating a Custom Dictionary

The default dictionary is called the standard dictionary. You can enlarge the standard dictionary by adding words with the Add option.

You can create additional dictionaries, or *custom dictionaries*, to use with the standard dictionary. For example, if you are working on a drawing containing chemical names and abbreviations, you can create a custom dictionary called "CHEMICAL.CD" to use in addition to the standard dictionary.

To add a custom dictionary:

1. Click the Text tool in the toolbox.
2. Click the Spelling button in the ribbon. The Spelling dialog box opens.
3. Click the Details button to expand the dialog box, if necessary.
4. Click Create. The Create Dictionary dialog box opens.
5. Type an eight-character name for the dictionary (Designer automatically adds the "CD" extension).
6. Click Create. Designer places the dictionary at the top of the "Add words to" list box.

Related Topics

Using a custom dictionary
Using text

Using a Custom Dictionary

To use a custom dictionary:

1. Click the Text tool in the toolbox.
2. Click the Spelling button in the ribbon. The Spelling dialog box opens.
3. Click the Details button to expand the dialog box, if necessary.
4. Select the dictionary to use and click Use. The dictionary appears at the top of the Add Words to list box.

Designer consults *all* dictionaries in the Add Words to list box.

Related Topics

Creating a custom dictionary
Using text

Flowing Text

Block text is always surrounded by an invisible boundary called a container. You can connect text containers so that block text flows from one container to another. You can flow text among any number of text containers (including text in shapes). You can either connect existing text containers or create a new text container that flows from an existing one. You cannot flow to a different page.

Text overflows a container when there is more text than can fit into the container. When you edit text, an overflow handle (a small "+") appears at the lower right border of the container to show that there is overflowing text. Text flows from the back symbol to the front symbol. If you don't reorder the symbols, text flows from the first drawn to the last drawn symbol.

To create a new flowing text container:

1. Click the Text tool in the toolbox.
2. Click the Text Mode button to display the text pointer, if necessary.
3. Click the text with the text pointer.
4. Click the overflow handle to create a second block of the same size at the overflow handle.
   or
   Point to the overflow handle, press and hold the left mouse button, and drag a second block of the same size to a new location.

Related Topics

Flowing text between current containers
Using text

Flowing Text between Current Containers

If you have already created two or more text blocks, you can connect them so that text flows from one to the other. If you add or delete text in one container, the other text blocks also adjust.

To flow text from one container to another:

1. Select the text containers to connect.
2. Open the Change menu and choose Text. The Text submenu opens.
3. Choose Flow Text. The text containers are connected.

Note: You can flow text from any number of text containers at the same time. Text flows from the front to the back container.

Related Topics

Flowing text
Using text

Importing Text

You can compose text in a word processing or other Windows program and import it into your Designer drawing.

There are two ways to bring text into Designer. You can paste text into Designer from the Clipboard, or you can import text as a plain (ASCII) or Rich Text Format (RTF) text file.


You can press **Ctrl+1** to open the Import dialog box quickly.

Related Topics

- Pasting text
- Importing text files
- Using text

Importing Text Files

Text can be imported as freeform or block text. If you import ASCII text (for example, a TXT file), it appears in the current font and style. If you import RTF text, it appears in the font and style in which it was originally created.

To import text from a text file:

1. Click the Text tool in the toolbox.
2. Click the Text Mode button to display the text pointer, if necessary.
3. Click a text symbol to insert the text cursor.
   or
   Begin a new text symbol (click for freeform, drag for block text).
4. Open the File menu and choose Import. The Import dialog box opens.
5. Select the TXT format to import regular ASCII text or select RTF to import RTF text.
6. Highlight the file to import and click Import. The text appears.
7. Press **Esc** when you finish editing.

Related Topics

Fitting existing text to a path
Using text

Pasting Text

You can copy text from another program and paste it into Designer as freeform or block text. To paste it as freeform text, copy the text in another program, and then press **Ctrl+V** to paste it into Designer.

To paste text as block text, copy the text in another program, click the Text tool in Designer, drag a container for the text, then press **Ctrl+V** to paste it into the container.

Pasting Text inside a Symbol

You can paste text inside a container that matches a closed symbol's outline. See the section Placing Text inside a Symbol for more information on text inside symbol outlines.

To paste text inside a symbol:

1. Copy or cut text to the Clipboard.
2. Select a closed symbol.
3. Click the Text tool in the toolbox.
4. Click the Shape Text button in the ribbon.
5. Open the Edit menu and choose Paste.

Related Topics

Fitting existing text to a path
Using text

Fitting Text to a Path

Designer's fit-to-path features let you align text to any shape, including curves, circles, and angles to create complex effects. You can either enter the text directly onto a path or fit existing freeform text to a path. After fitting text to a path, you can still edit the text and change text attributes.

It is easy to get the text fit that you want because Designer previews on your page the effect of alignment settings as you choose or change them.

Because Designer remembers the path that you used to align the text, you can reshape the path symbol, or even delete it, without affecting the aligned text.

If you wish, you can use the Edit Text window rather than typing directly on the screen. That can make it easier and faster to enter and edit text.

Related Topics

- Fitting existing text to a path
- Using text

Path Fit Button

Click the Path Fit button in the Text ribbon to open the Path Fit palette.

The Path Fit palette makes it easy to produce quickly the text effects that you want when aligning existing text to a path, or when editing the alignment of text already fit to a path. The Path Fit palette provides "quick choice" buttons that let you specify combinations of the following.

Text alignment: left, right, or center
Text position: above (outside) or below (inside) the path
Text orientation: normal or upside down

The quick choice buttons show a sample path and an arrow to indicate the text arrangement. The location of the arrow in relation to the sample path indicates the text alignment and position. The direction of the arrow indicates the text orientation (which side is up).

Related Topics

- Fitting new text to a path
- Fitting existing text to a path
- Choose Position ribbon
- Using text

Fitting New Text to a Path

You can use the Path Fit palette to align existing text to a path. You also can change the alignment of text already aligned to a symbol.

If you are fitting freeform text to a path, you must select both the freeform text and the path symbol to enable the Path Fit button.

To place freeform text along a symbol's path:

1. Click the Text tool in the toolbox.
2. Select both the freeform text and the symbol to which you want to align it.
3. Click the Path Fit button. The Path Fit palette opens.
4. Click the button that describes the type of arrangement that you want. Designer fits the text as specified.

If you wish, you can use the Edit Text window rather than typing directly on the screen. That can make it easier and faster to enter and edit text.

Related Topics

Fitting existing text to a path
Using text

Fitting Existing Text to a Path

You can fit existing freeform text to a path with the Path Fit button.

To place freeform text along a symbol's path:

1. Select both the freeform text and the symbol to which you want to align it.
2. Click the Text tool in the toolbox.
3. Click the Path Fit button. The Path Fit palette opens.
4. Click the desired quick choice button
   or
   Click Choose Position and specify a custom alignment.
5. Press **Esc** when you finish.

Note: Small capital letters, subscripts and superscripts are not maintained in text that is fit to a path.

If you wish, you can use the Edit Text window rather than typing directly on the screen. That can make it easier and faster to enter and edit text.

Related Topics

Fitting new text to a path
Using text

Editing Text along a Path

You can edit text on a path just as you would any other text. For example, you can change the path alignment, color, font, or kerning of the text. You also can delete the shape used to arrange the text if you do not want the symbol to be visible.

To change the alignment of text along a path:

1. Select the path aligned text.
   or
   Select the path aligned text and the path symbol.
2. Click the Text tool in the toolbox.
3. Click the Path Fit button. The Path Fit palette opens.
4. Click the desired quick choice button.
   or
   Click Choose Position and specify a custom alignment.
5. Press **Esc** when you finish.

If you wish, you can use the Edit Text window rather than typing directly on the screen. That can make it easier and faster to enter and edit text.

Related Topics

Button information
Choose Position ribbon
Using text

Removing Text from a Path

The Remove Curve button in the Path Fit palette removes text from a path and restores it to freeform text.

To remove text from a path:

1. Select the path aligned text.
2. Click the Text tool in the toolbox.
3. Click the Path Fit button. The Path Fit palette opens.
4. Click the Remove Curve button. The text is removed from the path.

Related Topics

Button information
Choose Position ribbon

Choose Position Button

Click the Choose Position button in the Path Fit palette to open the Choose Position ribbon. You use the Choose Position ribbon to specify how you want to align text to a symbol's path if the quick choice buttons do not provide the text alignment that you want.

To display the Choose Position ribbon:

> Click Choose Position in the Path Fit palette to display the Choose Position ribbon. After creating the path fit that you want, double click the left mouse button or press **Esc** to clear the Choose Position ribbon.

Note: You also can display the Choose Position ribbon by selecting the text and its path, opening the Change menu, choosing Align, and choosing Text To Path.

Related Topics

- Choose Position ribbon
- Text to Path command

Choose Position Ribbon

You can custom align text to a symbol's path with the buttons in the Choose Position ribbon. The buttons in the Choose Position ribbon let you set separately the alignment, position, offset, direction, and pitch of the text. The Choose Position button also lets you manually adjust the alignment point by dragging it along the path.

Click the Left Align button to align the left edge of the text to the alignment point.

Click the Center Align button to center the text on the alignment point.

Click the Right Align button to align the right edge of the text to the alignment point.

Click the Above Path button to put the text above or outside the symbol's path.

Click the Below Path button to put the text below or inside the symbol's path.

Change the Offset Percent box to position the text away from the symbol's path.

Click the Backward button to position characters left to right from the alignment point.

Click the Forward button to position characters right to left from the alignment point.

Click the Rotate to Path button to rotate the characters along the symbol's path.

Click the Skew Vertically button to skew the characters vertically along the symbol's path.

Click the Skew Horizontally button to skew the characters horizontally along the symbol's path.

Click the Follow Path button to place the characters along the symbol's path with no rotation.

Related Topics

- Choose Position button
- Text to Path command
- Changing the text alignment (path text)
- Repositioning the alignment point
- Using text

Left Align Button (Path Text)

Click the Left Align button in the Choose Position ribbon to align the left edge of the text to the alignment point.

Related Topics

- Changing the text alignment (path text)
- Center Align button (path text)
- Right Align button (path text)
- Choose Position ribbon

Center Align Button (Path Text)

Click the Center Align button in the Choose Position ribbon to center the text on the alignment point.

Related Topics

- Changing the text alignment (path text)
- Left Align button (path text)
- Right Align button (path text)
- Choose Position ribbon

Right Align Button (Path Text)

Click the Right Align button in the Choose Position ribbon to align the right edge of the text to the alignment point.

Related Topics

- Changing the text alignment (path text)
- Left Align button (path text)
- Center Align button (path text)
- Choose Position ribbon

Changing the Text Alignment (Path Text)

The alignment buttons set the position of the text in relation to the alignment point on the path.


The Left Align button positions text so the left edge of the text aligns to the alignment point.


The Center button centers text around the alignment point.


The Right Align button positions text so the right edge of the text aligns to the alignment point.


As a keyboard shortcut, press **Tab** to cycle through the Left, Center, and Right alignment settings for easy selection.

Related Topics

- Repositioning the alignment point
- Left Align button (path text)
- Center Align button (path text)
- Right Align button (path text)
- Choose Position ribbon

Above Path Button

Click the Above Path button in the Choose Position ribbon to put the text above or outside the symbol's path.

Related Topics

- Changing the text position
- Below Path button
- Choose Position ribbon

Below Path Button

Click the Below Path button in the Choose Position ribbon to put the text below or inside the symbol's path.

Related Topics

- Changing the text position
- Above Path button
- Choose Position ribbon

Changing the Text Position

The position buttons control whether the text is positioned above or below the path.


The Above button positions the text above an open path symbol or outside a closed path symbol.


The Below button positions the text below an open path symbol or inside a closed path symbol.

You can affect the distance of the text to the path using the Offset Percent box.

Related Topics

- Below Path button
- Above Path button
- Offset Percent box
- Choose Position ribbon

Offset Percent Box

Change the value in the Offset Percent box in the Choose Position ribbon to position the text away from the symbol's path.

Related Topics

- Changing the alignment offset
- Choose Position ribbon

Changing the Alignment Offset

The Offset % box controls the distance between the text and the path. An offset of 0% aligns the text on the path.

The alignment offset is relative to whether the text is positioned above or below the path. A positive offset (to the limit of 500%) shifts the text away from the path. A negative offset 0% (to the limit of -50%) shifts the text past the path.

Related Topics

- Offset Percent box
- Choose Position ribbon

Backward Button

Click the Backward button in the Choose Position ribbon to position characters left to right from the alignment point.

Related Topics

- Changing the text direction
- Forward button
- Choose Position ribbon

Forward Button

Click the Forward button in the Choose Position ribbon to position characters right to left from the alignment point.

Related Topics

- Changing the text direction
- Backward button
- Choose Position ribbon

Changing the Text Direction

The direction buttons set the direction in which text aligns along the path.


The Backward button aligns text in a counter clockwise direction for most simple paths. This generally displays the text upside down in relation to the top of the path.


The Forward button aligns text in a clockwise direction for most simple paths. This generally displays the text upright in relation to the top of the path.

Related Topics

- Backward button
- Forward button
- Choose Position ribbon

Rotate to Path Button

Click the Rotate to Path button in the Choose Position ribbon to rotate the characters along the symbol's path.

Related Topics

- Changing the alignment pitch
- Skew Horizontally button
- Skew Vertically button
- Follow Path button
- Choose Position ribbon

Skew Vertically Button

Click the Skew Vertically button in the Choose Position ribbon to skew the characters vertically along the symbol's path.

Related Topics

- Changing the alignment pitch
- Rotate to Path button
- Skew Horizontally button
- Follow Path button
- Choose Position ribbon

Skew Horizontally Button

Click the Skew Horizontally button in the Choose Position ribbon to skew the characters horizontally along the symbol's path.

Related Topics

- Changing the alignment pitch
- Rotate to Path button
- Skew Vertically button
- Follow Path button
- Choose Position ribbon

Follow Path Button

Click the Follow Path button in the Choose Position ribbon to place the characters along the symbol's path with no rotation.

Related Topics

- Changing the alignment pitch
- Rotate to Path button
- Skew Horizontally button
- Skew Vertically button
- Choose Position ribbon

Changing the Alignment Pitch

The Pitch buttons set the pitch of the text in relation to the path.


The Rotate to Path button aligns the text by rotating the characters along the path.


The Skew Vertically button aligns the text by skewing the characters vertically.


The Skew Horizontally button aligns the text by skewing the characters horizontally.


The Follow Path button aligns the text without skewing or rotating the characters.


The Follow Path alignment pitch produces the fastest redraw. Use this pitch as a draft mode while you are modifying the alignment point. After the alignment point is set correctly, choose pitch setting you want.

Related Topics

- Rotate to Path button
- Skew Horizontally button
- Skew Vertically button
- Follow Path button
- Choose Position ribbon

Repositioning the Alignment Point

You can change the position of the alignment point on the path by dragging the point to a new location or by clicking at any point along the path. When finished, press **Esc** or double click the left mouse button.

Related Topics

- Changing the text alignment (path text)
- Choose Position ribbon

Rotating Text

You can rotate a text symbol as you would any other symbol. Rotating a text symbol does not change the text size or style.

You manually rotate a text symbol by displaying the symbol's rotating/skew handles and dragging a corner handle.

To rotate a text symbol manually:

1. Select the freeform or block text you want to rotate. Then click it again (that is, click the currently selected text symbol).
   or
   Select the text, click the Edit tool, and click the Rotate/Skew button in the ribbon.
2. Drag the pivot point to a new location, even outside the symbol, if you want.
3. Point to a corner handle of the symbol.
4. Drag the handle in a circular motion around the symbol.
5. Release the mouse button when you finish.

If you wish, you can use the Edit Text window rather than typing directly on the screen. That can make it easier and faster to enter and edit text.

Related Topics

Rotate/Skew button

Skewing Text

You can skew a text symbol as you would any other symbol. Skewing a text symbol does not change the text size or style.

You manually skew a text symbol by displaying the symbol's rotating/skew handles and dragging a side handle.

To skew a text symbol manually:

1. Select the freeform or block text you want to skew. Then click it again (that is, click the currently selected text symbol).
   or
   Select the text, click the Edit tool, and click the Rotate/Skew button in the ribbon.
2. Point to a side handle of the symbol.
3. Drag the handle to skew the symbol.
4. Release the mouse button when you finish.

If you wish, you can use the Edit Text window rather than typing directly on the screen. That can make it easier and faster to enter and edit text.

Related Topics

Rotate/Skew button

Reshaping Text

You can reshape a block text container to change its text flow. Text containers are reshaped as curved symbols using the Curve Reshape button in the Edit ribbon. The options available for reshaping a text container include adding and deleting anchor points, creating corners and symmetrical curves, and creating locked or unlocked cusps.

Reshaping a text container does not change the size or style of the text in the container.

To reshape a block text symbol with anchor points:

1. Select the block text you want to reshape.
2. Click the Edit tool in the toolbox and click the Curve Reshape button in the ribbon.
3. Point to an unselected anchor point.
4. Press the left mouse button and drag the point to a new location. The text container's shape changes.
5. Release the mouse button when you finish. The text reflows to maintain its margins.
6. Repeat steps 3 through 5 to reshape other edges of the container.
7. Press **Esc** or double click outside the text when you finish reshaping the text.

You also can reshape a text container by dragging its control points.

To reshape a block text symbol with control points:

1. Select the block text you want to reshape.
2. Click the Edit tool in the toolbox and click the Curve Reshape button in the ribbon.
3. Click an anchor point to select it. It turns solid.
4. Drag a control point. The text container's shape changes.
5. Release the mouse button when you finish. The text reflows to maintain its margins.
6. Repeat steps 3 through 5 to reshape other edges of the container.
7. Press **Esc** or double click outside the text when you finish reshaping the text.

Related Topics

Curve Reshape button

Warping Text

You can warp freeform text to manipulate the text graphically. Freeform text is warped using the Warp button in the Edit tool ribbon.

To warp freeform text:

1. Select the freeform text that you want to warp.
2. Click the Edit tool in the toolbox and click the Warp button in the ribbon. A blue warp envelope appears over the text.
3. Point to a handle and drag it to change the envelope.
4. Repeat step 3 to create the desired warp.
5. Press **Esc** when you finish to remove the envelope.

Note: To open the Edit Text window to edit warped text, just click the text with the text pointer.

Related Topics

Warp button

ClipArt Command

Choose the ClipArt command in the File menu to open the ClipArt Manager.

The ClipArt Manager lets you easily locate, access, and organize ClipArt items. These files are found in one of four catalogs: local, network, CD-ROM, and Windows Draw.

The ClipArt items can be both vector-based drawings and pixel-based bitmaps.

Related Topics

- ClipArt Manager
- File Menu

ClipArt Manager

When you choose the ClipArt command, the ClipArt Manager dialog box (ClipArt Manager) opens. The ClipArt items are accessible any time the ClipArt Manager window is displayed, no matter which tool is selected.

The ClipArt Manager provides a convenient, easy-to-use interface for inserting pictures into a document. The ClipArt Manager lets you browse through the available ClipArt items without opening the files to see their contents. The ClipArt items can be both vector-based drawings, displayed in the "ClipArt Pictorial Index," and pixel-based bitmaps.

Button/File Area
You can select only one ClipArt item at a time. To deselect an item, select a different one.

The ClipArt Manager lists files and ClipArt items or contains buttons that represent each item. The button has a picture of the item it represents. You can set the size of the buttons to large or small.

The items that display in the ClipArt Manager are grouped by subject. You can view items in any one subject at a time.

Options Menu
The commands in the Option menu let you choose how you work with ClipArt and the ClipArt Manager.

Related Topics

- Options menu
- Inserting a ClipArt item
- The ClipArt Manager catalogs
- Resizing the ClipArt Manager window
- Closing the ClipArt Manager
- ClipArt command

Options Menu

The commands in the Option menu let you choose how you work with ClipArt and the ClipArt Manager.

Subjects	Chooses the type of subject you want to see in the ClipArt Manager.
Preview	Previews pictures before placing them in your document.
Description	Searches for and changes keywords and descriptions for ClipArt files and ClipArt items.
Search	Searches for a ClipArt item based on keywords, filename, or symbol name.
Edit Catalog	Adds files to, removes files from, and edits the subjects in the catalog.
File View/Button View	Changes the way you view ClipArt items in the ClipArt Manager.
Thumbnails	Toggles creating thumbnail views of new images.
Cell Size	Shows small or large buttons in the ClipArt Manager.
File Type	Chooses the type of pictures to view.
Catalog	Chooses a different catalog, if one is available.
Preferences	Changes the path of a ClipArt catalog and selects or deselects the Autopaste option.
Close	Closes the ClipArt Manager.

Related Topics

ClipArt Manager

Subjects Command

Choose the Subjects command in the ClipArt Manger's Options menu to choose the type of subject you want to see in the ClipArt Manager.

Related Topics

- Selecting a ClipArt subject
- Options menu

Selecting a ClipArt Subject

To select a ClipArt subject:

1. Open the File menu and choose ClipArt. The ClipArt Manager opens.
2. Open the ClipArt Manager's Options menu and choose Subjects. A submenu listing the most recently selected subjects opens.
3. Choose a subject from the submenu.
   or
   Choose More Subjects to open the More Subjects list box. Double click a subject in the list box to display its ClipArt items.

Related Topics

Subjects command

Resizing the ClipArt Manager Window

The ClipArt Manager is a flexible window that you can move and resize to keep it handy but out of your way while working with Designer.

To move the ClipArt window, drag the title bar of the window. To adjust the size of the window, drag any of the window's corners or borders.

Related Topics

ClipArt Manager

Thumbnails Command

Choose the Thumbnails command in the ClipArt Manger's Options menu to toggle creating thumbnail views of new images.

The ClipArt Manager does not automatically create thumbnails by default. You can select this feature by opening the ClipArt Manager's Options menu and selecting Thumbnails. Thereafter, the ClipArt Manager automatically creates thumbnails for you the first time you display a ClipArt item in button view. There may be a delay while the thumbnails are created. After the thumbnails are created, they quickly appear whenever the ClipArt items are displayed.

Note: If you have a CD-ROM drive, the thumbnails are already created for you on the Designer 4.1 Technical Edition CD-ROM.

Related Topics

- Using thumbnails in button view
- Options menu

Using Thumbnails in Button View

Thumbnails are the reduced ClipArt items that appear on ClipArt buttons. Thumbnails give you a handy visual reference to the ClipArt items included with Designer. However, thumbnails occupy hard disk space and take some time to generate.

To turn on thumbnail items in button view:

1. Open the File menu and choose ClipArt. The ClipArt Manager opens.
2. Open the ClipArt Manager's Options menu and choose Thumbnails. The ClipArt Manager displays thumbnails on its buttons (when in button view).

Deselect Thumbnails in the Options menu to turn off this feature.

Related Topics

Thumbnails command

File View/Button View Commands

Choose the File View or Button View command in the ClipArt Manger's Options menu to change the way you view ClipArt items in the ClipArt Manager.

Related Topics

- Viewing ClipArt Items
- Options menu

Viewing ClipArt Items

You can choose to view ClipArt items as buttons or as filenames. In button view, the ClipArt items are sorted by symbol name. In file view, the ClipArt items are sorted by filename.

The button view shows thumbnails when this feature is turned on. It shows a default thumbnail when this feature is not turned on.

The file view lists ClipArt items by filename. When the ClipArt file contains named symbols, the symbol names are listed under the filename.

To change the view:

1. Open the File menu and choose ClipArt. The ClipArt Manager opens.
2. Open the ClipArt Manager's Options menu.
3. Choose Button View to display buttons.
   or
   Choose File View to display filenames and symbol names.

Related Topics

File View/Button View commands

Cell Size Command

Choose the Cell Size command in the ClipArt Manager's Options menu to choose to show small or large buttons in the ClipArt Manager. The default size is large.

Note: The symbol name text is not displayed when the buttons are small.

Related Topics

- Setting cell size
- Options menu

Setting Cell Size

You can set the size of the buttons displayed by the ClipArt Manager to large or small with the Cell Size command. The large button size has the advantage of showing larger items when you are using thumbnails, but fits fewer buttons into the ClipArt window. The small button size fits more buttons into the ClipArt window, but may show less thumbnail detail.

To set the cell size:

1. Open the File menu and choose ClipArt. The ClipArt Manager opens.
2. Open the ClipArt Manager's Options menu and choose Cell Size. The Cell Size submenu opens.
3. Choose Small to display small buttons.
   or
   Choose Large to display large buttons.

Note: The symbol name text is not displayed when the buttons are small.

Related Topics

Cell Size command

Closing the ClipArt Manager

To close the ClipArt Manager, choose Close from the Options menu or press the keyboard shortcut **Alt+F4**.

Related Topics

- Options menu
- ClipArt Manager

Inserting a ClipArt Item

The ClipArt Manager lets you insert a ClipArt item into your document either by double clicking the item in the ClipArt window or by dragging the item from the ClipArt window and dropping it into your document. Both methods are quick and easy to use. You can use either method in button view. You must use the double-click method from file view.

ClipArt items are always inserted on the current layer of the current page of your document.

To insert an item using the double-click method:

1. Open the File menu and choose ClipArt. The ClipArt Manager opens.
2. Locate the ClipArt item that you want to insert.
3. In button view, select the ClipArt item by double clicking its button.
   or
   In file view, select the ClipArt item by double clicking its file or symbol name. Double clicking a filename selects all the symbols in the file. Double clicking a symbol name selects only that symbol.
4. The ClipArt Manager disappears and the mouse pointer changes to a bounding box for the ClipArt item you are inserting.
5. Position the bounding box where you want to insert the ClipArt item. Use the left mouse button to drag to change the symbol's size. Press both mouse buttons simultaneously to drag to reposition the symbol without resizing it.
6. Release both mouse buttons when the symbol is the size and shape you want. The ClipArt item is inserted. After inserting the item in your document, Designer redisplays the ClipArt Manager.

Note: If you have selected Autopaste in the ClipArt Preferences dialog box, then double clicking a ClipArt item inserts it immediately into your document, in the center of the current page. (For information on selecting Autopaste, see Selecting Autopaste.)

To insert an item using the drag and drop method:

1. Open the File menu and choose ClipArt. The ClipArt Manager opens.
2. Locate the ClipArt item that you want to insert.
3. In button view, select the ClipArt item by moving the mouse pointer to the item's button and pressing and holding the left mouse button.
4. Drag the mouse pointer from the ClipArt Manager to your document. The mouse pointer changes to a bounding box for the ClipArt item you are inserting.
5. Position the bounding box where you want to insert the ClipArt item.
6. Release the left mouse button to insert the ClipArt item.

Related Topics

ClipArt Manager

File Type Command

Choose the File Type command in the ClipArt Manager Options menu to open a submenu of types of files. You can choose All Pictures to see all files that contain pictures of any kind, or you can specify a particular type of picture.

Related Topics

- Changing the type of files displayed
- Options menu

Changing the Type of Files Displayed

You can change the type of ClipArt files displayed by the ClipArt Manager using the File Type command.

To change the file type:

1. Open the ClipArt Manager.
2. Open the ClipArt Manager's Options menu and choose File Type. The File Type submenu opens.
3. Choose the type of files you want to display.

Related Topics

File Type command

Preview Command (ClipArt)

Choose the Preview command in the ClipArt Manager's Options menu to preview pictures before placing them in your document.

Related Topics

- Previewing ClipArt items
- Options menu
- Preview dialog box

Preview Dialog Box

Preview Area
This area shows a preview of the selected item.

Related Topics

- Previewing ClipArt items
- Preview command

Previewing ClipArt Items

To preview a ClipArt item:

1. Open the ClipArt Manager.
2. Select a ClipArt item you want to preview by clicking its button, filename, or symbol name.
3. Open the ClipArt Manager's Options menu and choose Preview. The ClipArt Preview dialog box shows the selected item. If you are previewing an item with multiple pages, press **Up Arrow** and **Down Arrow** to view the different pages.
4. Click Close to close the ClipArt Preview dialog box.

Related Topics

Preview command
Preview dialog box

Search Command

Choose the Search command in the ClipArt Manager's Options menu to search for any ClipArt item based on keywords, filename, or symbol name. You can limit your search to a specific subject.

Related Topics

- Searching for a ClipArt item
- Search dialog box
- Options menu

ClipArt Search Dialog Box

Enter Search Keyword Text Box
Enter the word or part of a word for which you are searching.

Subject Area
Click the down arrow to the right of the area to see a list of available subjects. Click the one you want to select.

Partial Match and Complete Match Options
Choose the Partial Match option when you are uncertain of the exact ClipArt item name. For example, if you type "dog," you might find such items as "big dog," "black dog," "hotdog," and "red doghouse."

Choose the Complete Match option when you know the exact name of the ClipArt item. For example, if you type "dog," you will find only "dog."

Catalog
Choose the catalog in which you want to search.

Related Topics

- Search command
- Searching for a ClipArt item
- Choosing a catalog

Searching for a ClipArt Item

Note: You can define additional search keywords for any ClipArt item. See Changing Keywords and Description for more information.

To search for a ClipArt item:

1. Open the ClipArt Manager.
2. Open the ClipArt Manager's Options menu and choose Search. The ClipArt Search dialog box opens.
3. Type a keyword, filename, or symbol name in the Enter Search Keyword text box.
4. Choose a subject in the Subject list box to limit the search to a particular subject, or choose All Subjects.
5. Select Partial Match.
   or
   Select Complete Match.
6. Choose a catalog in the Catalog list box if you want to search in a different catalog.
7. Click the Search button. The ClipArt Manager displays the ClipArt items matching the search criteria you specified in a temporary subject called Search Results. The contents of Search Results remain until you make another search or close the ClipArt Manager. If no matches are found, Designer displays a message.

You do not have to use full words for keywords when searching using Partial Match. For example, you can enter the keyword "bord" to search for ClipArt "borders."

Suppose you want to locate a picture of a resistor. In the ClipArt Manager, you choose Search from the Options menu to display the ClipArt Search dialog box. You then choose Technical Symbols in the Subject list box. Type the word "resistor" in the Enter Search Keyword text box. Click the Search button, and the ClipArt Manager displays all items that match your selections.

Related Topics

- Search command
- Search dialog box
- Choosing a catalog

Description Command

Choose the Description command in the ClipArt Manager Options menu to search for and change keywords and descriptions for ClipArt files and ClipArt items.

Related Topics

- Changing keywords and description
- ClipArt Description dialog box
- Options menu

ClipArt Description Dialog Box

The ClipArt Description dialog box opens when you choose the Description command so you can change keywords and descriptions for the selected file. The dialog box also opens when you add new files if you choose the Add button in the Add File dialog box.

Subject Area
This area shows the current subject.

Enter Search Keywords Text Box
You can add keywords for any ClipArt item. Defining accurate search keywords can save time when searching for a ClipArt item. The ClipArt items included with Designer are supplied with keywords. You can add more keywords, or you can edit or delete existing keywords.

Enter Extended Description
You can add an extended description of up to 255 characters, including spaces and punctuation, to any ClipArt item.

Related Topics

- Description command
- Changing keywords and description
- Add File dialog box

Changing Keywords and Description

You can change the search keywords and extended description for both ClipArt files and ClipArt items.

To change keywords and description:

1. Open the ClipArt Manager.
2. Select a ClipArt item you want to change by clicking its button, filename, or symbol name.
3. Open the ClipArt Manager's Options menu and choose Description. The ClipArt Description dialog box opens.
4. Enter or change the search keywords for the ClipArt item. Separate multiple keywords with commas.
5. Type an extended description, if desired.
6. Click Update to save the changes.

Related Topics

Description command
ClipArt Description dialog box

The ClipArt Manager Catalogs

The ClipArt Manager uses a catalog to index the ClipArt items it displays. The catalog keeps track of the subject, description, and filename of each ClipArt item.

The ClipArt Manager can have up to four catalogs, called Local, Network, CD-ROM, and Windows Draw. The names of the first three catalogs describe their location. The Local catalog is stored on your hard drive.

The Network catalog is stored on a local area network drive. The Network catalog does not appear unless your network manager sets up a network catalog. The CD-ROM catalog is stored on the compact disk included with Designer. The CD-ROM catalog does not appear if your system does not include a CD-ROM drive.

The Windows Draw catalog is available only if Micrografx Windows Draw is installed on your computer. This catalog contains the same catalog used in the Windows Draw program.

The Local catalog is created when Designer is installed. The catalog contains all the ClipArt available on the Designer installation diskettes, including items you chose not to install. If you try to preview or insert a ClipArt item that you have not installed, you will be asked to insert the required installation disk so that the ClipArt Manager can access the item.

Related Topics

- Catalog command
- ClipArt Manager

Catalog Command

Choose the Catalog Command in the ClipArt Manager's Options menu to choose a different catalog, if one is available.

Related Topics

- Choosing a catalog
- The ClipArt Manager catalogs
- Options menu

Choosing a Catalog

The first time you open the ClipArt Manager, the Local catalog is displayed. You can choose a different catalog, if available, with the Catalog command.

To choose a catalog:

1. Open the ClipArt Manager.
2. Open the ClipArt Manager's Options menu and choose Catalog. A submenu shows the catalogs that are available to you.
3. Click the catalog that you want to use.

Note: You cannot edit the CD-ROM or Windows Draw catalogs. All editing options are gray when these catalogs are in use. The Network catalog can be edited only if you have write access to the directory where the Network catalog is located.

Related Topics

Catalog command

Edit Catalog Command

Choose the Edit Catalog command in the ClipArt Manager's Options menu to add files to, remove files from, and edit the subjects in the catalog. A submenu opens containing the following commands.

Add File	Adds a file to the current catalog.
Remove File	Removes the selected file from the current catalog.
Add Subject	Adds a subject to the current catalog
Remove Subject	Remove a subject from the current catalog.
Rename Subject	Renames a subject in the current catalog.

Related Topics

Options menu

Add File Command

Choose the Add File command in the Edit Catalog submenu to add a file to the current catalog.

Related Topics

- Adding files to a catalog
- Quickly adding files to a catalog
- Add File dialog box
- Edit Catalog command

Add File Dialog Box

File Names List Box
Press **Ctrl** and click the names of the files you want to add to the catalog.

List Files of Type List Box
The List Files of Type list box contains the file formats that Designer can add to a catalog. Click the down arrow to the right of the list box to display the file formats, then choose the one you want.

Target Catalog List Box
Click the down arrow to the right of the list box to display the available catalogs, then choose the one you want to add the files to.

Directories List Box
The Directories list box displays directories on the current drive.

To see the filenames in another directory, choose the directory name. The filenames associated with the specified drive and directory appear in the list box.


To quickly back up one or more directories, double click the directory you want.

Drives List Box
The Drives list box displays disk drives. If you choose [-a-], the directories and filenames on the diskette in drive A appear in the Directories list box.

Add Button
Click the Add button to add the selected files to the selected catalog. You have the opportunity to edit the subject, keywords, and extended description for each file using the ClipArt Description dialog box.

Quick Add Button
Click the Quick Add button to add the selected files to the selected catalog. You have the opportunity to enter a subject for all the files.

Related Topics

- Adding files to a catalog
- Quickly adding files to a catalog
- Add File command
- ClipArt Description dialog box

Adding Files to a Catalog

You can add ClipArt files to a ClipArt Manager catalog. When you add a file, the ClipArt Manager creates a catalog reference to the file. The file remains in its original location. You can assign the subject, search keywords, and an extended description for the file.

To add files to a catalog:

1. Open the ClipArt Manager.
2. Open the ClipArt Manager's Options menu and choose Edit Catalog. The Edit Catalog submenu opens.
3. Choose Add File. The Add File dialog box opens.
4. Locate the file you want to add. Change the drive, directory, and file type, if necessary. You may select more than one file by pressing **Shift** or **Ctrl** while you highlight a filename.
5. Choose the catalog to which you want to add the file in the Target Catalog list box.
6. Click Add. The ClipArt Description dialog box opens for the first file you chose.
7. Choose a subject for the new item from the Subject list box.
8. Type search keywords, separated by commas, in the Enter Search Keywords box.
9. Type an extended description of the ClipArt file.
10. Click Update to save the description information.
11. Repeat steps 7 through 10 for each ClipArt item.

Note: If you selected more than one file to add, the ClipArt Description dialog box appears for each file. Complete the information in the dialog box and click Update for each file. If a file you add contains named symbols, the ClipArt Description dialog box appears first for the file, and then for each named symbol in the file.

Related Topics

Quickly adding files to a catalog
Add File command
Add File dialog box

Quickly Adding Files to a Catalog

You may want to add several files at once. If you do not want to take the time to define a subject, keywords, and description for each file, you can use the Quick Add method.

The Quick Add method lets you choose one subject for the selected files. The ClipArt items are assigned default keywords consisting of the filename and symbol name, if applicable.

To add files with the Quick Add method:

1. Open the ClipArt Manager.
2. Open the ClipArt Manager's Options menu and choose Edit Catalog. The Edit Catalog submenu opens.
3. Choose Add File. The Add File dialog box opens.
4. Select the files you want to add. Change the drive, directory, and file type if necessary. You may select more than one file by pressing **Shift** or **Ctrl** while you highlight a filename.
5. Choose the catalog to which you want to add the file in the Target Catalog list box.
6. Click Quick Add. The Add Selected Files dialog box opens.
7. Choose a subject for the selected files in the Target Subject list box.
8. Click Add to add the selected files to the catalog.
9. Click Cancel to close the Add File dialog box.

Related Topics

Adding files to a catalog
Add File command
Add File dialog box
Add Selected Files dialog box

Add Selected Files Dialog Box

Target Subject Area
Click the down arrow to the right of the area to see a list of available subjects. Click the one you want to select.

Adding File to Catalog Area
After you click the Add button, this area shows the percentage complete as files are added to the catalog.

Related Topics

- Quickly adding files to a catalog
- Add File command
- Add File dialog box

Remove File Command

Choose the Remove File command in the Edit Catalog submenu to remove the selected file from the current catalog.

Related Topics

- Removing a file from a catalog
- Edit Catalog command

Removing a File from a Catalog

If you are sure you don't need a particular ClipArt file, or if you have deleted a ClipArt file and no longer want its reference in the catalog, you can remove it from the catalog.

Removing a file from the catalog removes only the catalog's reference to the file -- it does not delete the file itself. If necessary, you can add the file to the catalog later.

To remove a file from a catalog:

1. Open the ClipArt Manager.
2. If ClipArt buttons are displayed, choose File View to display filenames.
3. Select the file you want to remove by clicking its filename.
4. Open the ClipArt Manager's Options menu and choose Edit Catalog. The Edit Catalog submenu opens.
5. Choose Remove File. You are asked to confirm that you want to remove the selected file from the catalog.
6. Click Yes. The file is removed from the catalog.

Note: When you remove a file, all ClipArt items included in the file are also removed from the catalog.

Related Topics

Remove File command

Add Subject Command

Choose the Add Subject command in the Edit Catalog submenu to add a subject to the current catalog.

Related Topics

- Editing the Subjects in a Catalog
- Add Subject dialog box
- Edit Catalog command

Add Subject Dialog Box

Enter Subject Name Text Box
Enter the new name for the subject.

Related Topics

- Editing the Subjects in a Catalog
- Add Subject command

Editing the Subjects in a Catalog

You can change the subjects in a catalog by renaming subjects, adding subjects, and removing subjects.

Note: When you remove a subject, all ClipArt items associated with that subject are removed from the catalog.

To add a subject to a catalog:

1. Open the ClipArt Manager.
2. Open the ClipArt Manager's Options menu and choose Edit Catalog. The Edit Catalog submenu opens.
3. Choose Add Subject. The Add Subject dialog box opens.
4. Type the subject you want to add to the catalog, and press **Enter** or click OK. The subject is added to the catalog.

Related Topics

Add Subject command
Add Subject dialog box

Remove Subject Command

Choose the Remove Subject command in the Edit Catalog submenu to remove a subject from the current catalog.

Related Topics

- Removing subjects from a catalog
- Edit Catalog command

Removing Subjects from a Catalog

To remove a subject from a catalog:

1. Open the ClipArt Manager.
2. Choose the subject you want to remove.
3. Open the ClipArt Manager's Options menu and choose Edit Catalog. The Edit Catalog submenu opens.
4. Choose Remove Subject. You are asked to confirm that you want to remove the subject.
5. Click Yes. The subject name is removed from the list of catalog subjects.

Related Topics

Remove Subject command

Rename Subject Command

Choose the Rename Subject command in the Edit Catalog submenu to rename a subject in the current catalog.

Related Topics

- Renaming subjects in a catalog
- Rename Subject dialog box
- Edit Catalog command

Rename Subject Dialog Box

Enter Subject Name Text Box
Edit the name for the subject.

Related Topics

- Rename Subject command
- Renaming subjects in a catalog

Renaming Subjects in a Catalog

To rename a catalog subject:

1. Open the ClipArt Manager.
2. Choose the subject you want to rename.
3. Open the ClipArt Manager's Options menu and choose Edit Catalog. The Edit Catalog submenu opens.
4. Choose Rename Subject. The Rename Subject dialog box opens.
5. Type the new name for the subject and press **Enter** or click OK. The subject is renamed.

Related Topics

Rename Subject command
Rename Subject dialog box

Preferences Command (ClipArt)

Choose the Preferences command in the ClipArt Manager's Options menu to change the path of a ClipArt catalog and select or deselect the Autopaste option.

Related Topics

- Selecting Autopaste
- Changing the path of a catalog
- ClipArt Preferences dialog box
- Options menu

ClipArt Preferences Dialog Box

Media Catalog Locations Options
Choose the type of catalog that you want to specify a new location for.

Autopaste Option
When Autopaste is selected, double clicking a ClipArt item inserts the item immediately into the center of the current page of the current document. This skips the positioning and resizing step that occurs when Autopaste is deselected.

Directories List Box
The Directories list box displays directories on the current drive. Choose the new location for the catalog.

To go to another directory, choose the directory name.


To quickly back up one or more directories, double click the directory you want.

Drives List Box
The Drives list box displays disk drives. If you choose [-a-], the directories on the diskette in drive A appear in the Directories list box.

Related Topics
- Selecting Autopaste
- Changing the path of a catalog
- Preferences command
- Inserting a ClipArt item

Changing the Path of a Catalog

You can change the path for a local or network catalog to a different drive or directory with the Preferences command. When you change the path of a catalog, the ClipArt Manager checks for the catalog at the specified location. If no catalog exists at that location, the ClipArt Manager displays a message.

To change a catalog's path:

1. Open the ClipArt Manager.
2. Open the ClipArt Manager's Options menu and choose Preferences. The ClipArt Preferences dialog box opens.
3. Select the catalog (Media Catalog Locations) for which you want to change the path.
4. Choose a drive and directory for the catalog.
5. Click Save to save your changes and return to the ClipArt Manager.

Note: The drive and directory must contain the file MGXCAT.INI, which is typically located in the MGXLIBS\MEDIA directory on your local hard disk or the MEDIA directory on the CD-ROM.

Related Topics

Selecting Autopaste
Preferences command
ClipArt Preferences dialog box

Selecting Autopaste

Select Autopaste in the ClipArt Preferences dialog box to turn on the Autopaste option.

When Autopaste is selected, double clicking a ClipArt item inserts the item immediately into the center of the current page of the current document. This skips the positioning and resizing step that occurs when Autopaste is deselected.

The Autopaste option can be useful when you are inserting many ClipArt items into different documents and don't want to spend time positioning them during the insertion process.

Note: Autopaste does not affect the drag-and-drop insertion process.

Related Topics

- Changing the path of a catalog
- Preferences command
- ClipArt Preferences dialog box

Display Menu Commands

The Display menu contains commands that let you choose how you want to Designer to display the drawing window and symbols in the window.

Workspace	Turns on and off the grid, guides, crosshairs, printer page tiling, rulers, ruler position, and floating palette.
Hint Line	Lets you show hints in a window, at the bottom of the window, or turn them off.
Button Hints	Lets you turn on and off button hints.
Status Bar	Lets you turn on and off the status bar, and choose how many lines to show.
Snap	Turns on and off snap to rulers and snap to guides
Preview	Lets you choose from proof, draft, and wireframe preview modes.
Show Gradients	Lets you choose from smooth, average, or coarse gradient display modes.
Show Images	Lets you turn on and off display of bitmap images.
Show Symbol Fills	Lets you turn on and off display of symbol fills.
Show Hatch Fills	Lets you turn on and off display of hatch fills.
Show Image Fills	Lets you turn on and off display of image fills.

Related Topics

Choosing menus and commands

Workspace Command

The Workspace command in the Display menu opens a submenu with the following commands.

Show Grid
Show Guides
Show Crosshairs
Show Printer Page Tiles
Show Rulers
Show Ruler Position
Show Floating Palette

Click to toggle the command to show it or hide it.

Related Topics

- Display Menu commands

Show Grid Command

You use the Show Grid command in the Workspace submenu in the Display menu to turn the grid on and off. Use the grid as a guide for aligning symbols or measuring distances. The grid appears as a pattern of dots that correspond to divisions in your ruler settings.

Note: To prevent the drawing area from becoming too cluttered, Designer limits the number of grid lines that can appear at one time. For example, if you have a large number of divisions such as 100 per inch, Designer displays only about 16 per inch at full-page view.

Related Topics

Workspace command

Show Guides Command

The Show Guides command in the Workspace submenu in the Display menu lets you turn on and off guides. A guide is a horizontal or vertical line you can use for alignment or visual reference. Guides can help organize the layout of your drawing by guiding the placement of your symbols. You can use guides as visual cues for where to place symbols, or you can snap symbols to guides for more exact placement. Guides appear on screen but do not print.

Related Topics

- Procedure information
- Workspace command

Adding a Guide

To add a guide:

1. Make sure that guides can be displayed. Open the Display menu and choose Workspace, and then choose Show Guides, if necessary.
2. Move the pointer to the top or side ruler (for a horizontal or vertical guideline, respectively).
3. Press and hold the left mouse button, and drag a guide to the desired position in the drawing area.
4. Release the left mouse button.

You can add as many guides as you need. You also can move guides by dragging them to new locations on the screen.

To remove a guide, just drag and drop it onto the ruler.

To have the bounding box of an object you are dragging snap to guides, select the Dragging Snap option in the Preferences-Rulers/Snap panel of the Preferences dialog box.

Related Topics

Command information

Show Crosshairs Command

The Crosshairs command (**Ctrl+H**) in the Workspace submenu in the Display menu lets you turn the crosshairs pointer on and off.

Related Topics

- Procedure information
- Workspace command

Turning Crosshairs On and Off

To turn on the crosshairs:

1. Open the Display menu and choose Workspace. The Workspace submenu opens.
2. Choose Show Crosshairs. A check mark appears by the command to show it is on.

Related Topics

Command information

Show Rulers Command

The Show Rulers command in the Workspace submenu in the Display menu turns on the rulers. When the rulers are on, you can change the ruler origin by dragging from the ruler origin. The ruler origin is the point, on or off the page, where the two rulers intersect at zero. The default position for the ruler origin is at the upper left corner of the page.

Related Topics

- Procedure information
- Workspace command

Changing the Ruler Placement

To change the placement of the ruler origin:

1. Make sure that rulers are displayed. Open the Display menu and choose Workspace, and then choose Show Rulers, if necessary.
2. Point to the button at the intersection of the two rulers and press and hold the left mouse button.
3. Drag the mouse pointer to the desired position and release the mouse button. The zero point on each ruler changes to reflect the new placement.

You can quickly reset the ruler origin to its default position at the corner of the page by double clicking the button at the intersection of the two rulers.

Related Topics

Command information

Show Ruler Position Command

The Ruler Position command in the Workspace submenu in the Display menu lets you turn the ruler position indicators on and off. The ruler position indicators are blue and yellow lines in the ruler. The blue lines show the position of your ruler. The yellow lines show the position of symbols as you drag them.

Related Topics

- Procedure information
- Workspace command

Showing Ruler Position

To turn on the ruler position:

1. Open the Display menu and choose Workspace. The Workspace submenu opens.
2. Choose Show Ruler Position. A check mark appears by the command to show it is on.

Related Topics

Command information

Hint Line Command

Hints are context-sensitive information about the command, tool, dialog box, or area that the pointer is over. For example, if the pointer is over the Edit tool, the hint is "Edit tool: Display the edit ribbon (Ctrl+E)." The "Ctrl+E" is the keyboard shortcut to choose the tool.

The Hint Line command in the Display menu opens a submenu to let you display hints in a floating window that you can reposition and resize, display them in a bar at the bottom of the window underneath the status bar, or turn hints off.

In the submenu, choose Window to display hints in a resizable, movable window. Choose Bar to display hints at the bottom of the window. Choose Off to turn off hints.

Related Topics

- Procedure information
- Display Menu commands

Setting Hints

To turn on the hints:

1. Open the Display menu and choose Hint Line. The Hint Line submenu opens.
2. Choose Window to display hints in a window.
   or
   Choose Bar to display hints at the bottom of the window.
   or
   Choose Off to turn off hints.
   A check mark appears by the command you choose to show it is selected.

Related Topics

Command information

Show Floating Palette Command

The Show Floating Palette command (**Ctrl+F**) in the Workspace submenu in the Display menu displays the Floating Palette, which contains the current Color Palette and is a convenient, flexible window that can be used in a number of ways.

Related Topics

- Floating Palette
- Displaying the Floating Palette
- Workspace command

Displaying the Floating Palette

To display the Floating Palette:

1. Open the Display menu and choose Workspace. The Workspace submenu opens.
2. Choose Show Floating Palette. The Floating Palette opens.

Related Topics

Floating Palette
Floating Palette command

Show Printer Page Tiles Command

The Printer Page Tiles command in the Workspace submenu in the Display menu displays non-printing guidelines that show the target printer's current page size and orientation.

If the current page size is larger than the paper size of your printer or plotter, the entire drawing page is printed with as many printer pages as needed. This process is called *tiling.*

When the page size is larger than the printer's paper size, the printer pages can be assembled like individual pieces of tile to compose the entire drawing.

Tiling lets you print proofs of a large drawing, such as B size (8.5" x 17"), on a printer that uses a smaller paper size, such as A size (8.5" x 11"). Tiling also lets you print banners that are made up of multiple pages.

Related Topics

- Procedure information
- Workspace command

Displaying Printer Page Tiles

To display printer page tiles:

1. Open the Display menu and choose Workspace. The Workspace submenu opens.
2. Choose Show Printer Page Tiles. The page redraws, showing the target printer's current page size and orientation.

Related Topics

Command information

Snap Command

The Snap command is in the Display menu. In the Snap submenu, you can select or deselect Snap to Rulers and Snap to Guides to turn these features on or off.

Related Topics

Display Menu commands

Snap to Rulers Command

The Snap to Rulers command is in the Snap submenu in the Display menu. Snapping to the ruler causes the closest ruler mark to attract the cursor. Snapping is based on the ruler units: if you change the number of snaps per ruler unit, you also change the number of snap points and the appearance of the on-screen grid.

You also can toggle snapping to rulers on and off using a tool in the double status bar.

To have the bounding box of an object you are dragging snap to ruler marks, select the Dragging Snap option in the Preferences-Rulers/Snap panel of the Preferences dialog box.

Related Topics

- Procedure information
- Snap to Guides command
- Snap command
- Status Bar command

Turning on Snap to Rulers

To turn on snap to rulers:

1. Open the Display menu and choose Snap. The Snap submenu opens.
2. Click the Snap to Rulers command. A check mark appears by the command to show it is selected.

You also can turn snap to rulers on and off using the status bar.

Related Topics

Command information

Snap to Guides Command

The Snap to Guides command in the Snap submenu in the Display menu makes a nearby guideline attract the mouse. If you want guidelines to attract points on a symbol, you must select the Dragging Snap option in Preferences-Rulers/Snap.

Related Topics

- Procedure information
- Snap to Ruler command
- Snap command

Turning on Snap to Guides

To turn on snap to guides:

1. Open the Display menu and choose Snap. The Snap submenu opens.
2. Click the Snap to Guides command. A check mark appears by the command to show it is selected.

Related Topics

Command information

Preview Command

Designer lets you select more than one way to view various fills and patterns. Changing display preferences does not affect the contents of your drawing or the way it is printed. If you are working on a large, complex drawing, you might choose a draft or wireframe preview to speed redraw and simplify your work.

The Preview command in the Display menu affects all fills and patterns (solid, gradient, symbol, hatch, and image fills). You can use the one of the three commands in the submenu (Proof, Draft, or Wireframe) to control the display for all of these types of fills at once. If you set Preview to Proof, you can use the individual commands for gradient, image, symbol, hatch, and symbol fills to control their display individually.

Command	**Display**
Proof	Full Preview--all colors and fills are displayed; you can limit gradient, image, symbol, and hatch fills with individual commands
Draft	Solid fills are normal, gradients are coarse, image fills are draft, symbol and hatch fills are deselected
Wireframe	No fills or line ends are displayed; all lines are displayed as hairlines

Note: Generally, the Preview command overrides your selections with the individual commands. In draft mode, all complex fills display as solid fills. For gradients, the fill is the from color. For all other fills it is the foreground color.

Related Topics

- Procedure information
- Display Menu commands

Setting Preview Mode

To choose a preview setting:

1. Open the Display menu and choose Preview. The Preview submenu opens.
2. Choose the command you want (Proof, Draft or Wireframe).

Related Topics

Command information

Show Gradients Command

The Show Gradients command in the Display menu opens a submenu containing the following commands:

Command	Action
Smooth	Best gradient display, with all colors and smooth gradations from one color to the next
Average	All colors are shown, but gradations are not as smooth
Coarse	All colors are shown, but there are few gradations
None	Only the first color is displayed

Related Topics

- Procedure information
- Display Menu commands

Setting the Gradient Display

To choose a gradient display setting:

1. Open the Display menu and choose Show Gradients. The Gradient submenu opens.
2. Choose the command you want (Smooth, Average, Coarse, or None).

Related Topics

Command information

Show Images Command

The Show Images command in the Display menu lets you turn on and off bitmap images. If you turn off showing bitmap images, their location on the page is shown as a rectangle with an X through it.

Related Topics

Display Menu commands

Show Symbol Fills Command

The Show Symbol Fills command in the Display menu lets you turn on and off symbol fills of all symbols. If the command is selected, Designer displays the symbol fills of all symbols. If the command is deselected, Designer displays only the background colors (if any) of all symbols.

Related Topics

Display Menu commands

Show Hatch Fills Command

The Show Hatch Fills command in the Display menu lets you turn on and off hatch fills of all symbols. If the command is selected, Designer displays the hatch fills of all symbols. If the command is deselected, Designer displays only the background colors (if any) of all symbols.

Related Topics

Display Menu commands

Show Image Fills Command

The Show Image Fills command in the Display menu lets you turn on and off image fills of all symbols. If the command is selected, Designer displays the image fills of all symbols. If the command is deselected, Designer displays only the background colors (if any) of all symbols.

Related Topics

Display Menu commands

Button Hints Command

Button Hints are context-sensitive information about the tools and buttons. For example, if the pointer is over the Edit tool, the button hint, which appears after a brief delay is "Edit tool." You turn the button hints on and off with the Button Hints command in the Display menu.

Related Topics

- Hint Line command
- Display Menu commands

Status Bar Command

Designer lets you select more than one way to view the status bar at the bottom of the Designer window. Selecting the Status Bar command in the Display menu opens a submenu that lets you choose to show the status bar with one line or two lines, or to turn the status bar off.

The following are the commands in the submenu.

Command	Display
Single	The standard status bar information is displayed, including the current line style and fill style, a description of what is selected, a button to turn snap points on and off, a button to turn snap to rulers on and off, the Coordinates button, and information about the position of the pointer (if nothing is selected) or the location and size of the selected object(s)
Double	Shows the information in the single-line status bar plus additional information and buttons to control the zoom level.
Off	The status bar is not displayed

The status bar includes the following when it is shown as two lines. When it is shown as a single line, some parts of it do not display.

 **Line Style**

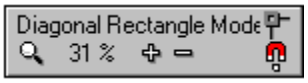
This area displays the current line style. Click the left mouse button on it to change the line style by opening the Line-Weight dialog box. Click the right mouse button on it to set the current line style as the default.

 **Fill Style**

This area displays the current fill style. Click the left mouse button on it to change the fill style by opening the Fill-Solid dialog box. Click the right mouse button on it to set the current fill style as the default.

Current Selection Information

This area displays the type of object and how many are selected, plus specific information depending on the type of object (for example, for text, it displays the typeface and point size). A T in a red box indicates that the selected object has been transformed. You can choose the Reset Transform command to remove the transformations.



Current Mode Information

This area displays the current mode. In addition, it has the Page View tool, current zoom level, Zoom In tool, and Zoom Out tool. At the right are the Snap Points toggle, which alternately turns snaps on and off, and the Snap to Ruler toggle.

Coordinates

This area includes the Coordinates button and the current coordinates.

Related Topics

- Procedure information
- Display Menu commands

Setting the Status Bar

To set the status bar:

1. Open the Display menu and choose Status Bar. The Status Bar submenu opens.
2. Choose Single to display the status bar as a single line.
   or
   Choose Double to display the status bar as two lines.
   or
   Choose Off to turn off the status bar.
   A check mark appears by the command you choose to show it is selected.

Related Topics

Command information

Edit Tool

The Edit tool in the Toolbox lets you select, resize, rotate, skew, warp, and reshape symbols in a document. When you click the Edit tool, the ribbon displays a set of buttons specific to this tool.

 Click the Select button to select, resize, and move symbols.

 Click the Rotate/Skew button to rotate and skew symbols manually.

 Click the Warp button to warp selected symbols.

 Click the Point Reshape button to display a symbol's reshape points so you can change them to reshape the symbol.

 Click the Curve Reshape button to display a symbol's anchor and control points so you can change them to reshape the symbol.

 Click the Duplicate button to enter duplicate mode.

 Click the Symbol Properties button to name symbols and open the Properties dialog box.

 Click the Select All button to select all symbols on the current page.

 Click the Add Snap Points button to display snap points on selected symbols.

 Click the Remove Snap Points button to remove all snap points from the drawing area.

Select Button

The Select button in the Edit ribbon lets you select, resize, and move symbols.

Related Topics

- Selecting symbols with the select pointer
- Select All command
- Select All button
- Select command
- Edit tool

Select All Button

The Select All button (**F2**) in the Edit ribbon selects all symbols on the current page of a document.

Related Topics

- Procedure information
- Select All command
- Select button
- Edit tool

Selecting All Symbols (Edit Tool)

To select all of the symbols on the page:

- Click the Edit tool and the Select All button, or press **F2**.

Related Topics

Button information
Select All command
Select button

Add Snap Points Button

The Add Snap Points button (**Ctrl+N**) in the Edit ribbon displays snap points on selected symbols. You can toggle snap points on and off using a tool in the double status bar.

Related Topics

- Procedure information
- Remove Snap Points button
- Edit tool
- Status Bar command

Displaying Snap Points

To display snap points to a symbol:

1. Select a symbol
2. Click the Edit tool and click the Add Snap Points button.

Related Topics

Button information

Remove Snap Points Button

The Remove Snap Points button (**Ctrl+Shift+N**) in the Edit ribbon removes all snap points from the drawing area. You can toggle snap points on and off using a tool in the double status bar.

Related Topics

- Procedure information
- Add Snap Points button
- Edit tool
- Status Bar command

Removing Snap Points

To remove snap points:

- Click the Edit tool and click the Remove Snap Points button.

Related Topics

Button information

Duplicate Button

Click the Duplicate button in the Edit ribbon to activate duplicate mode. In this mode, every symbol movement, including resizing, results in a duplicate symbol. This mode remains on until you turn it off.

Related Topics

- Procedure information
- Edit tool

Duplicating Symbols

To make a duplicate with the Drag Copy button:

1. Select a symbol.
2. Click the Edit tool and click the Drag Copy button.
3. Move or resize the symbol. A duplicate is created.

Shortcut: Press and hold **Shift** as you drag a symbol to make a duplicate of the symbol at the new location.

Related Topics

Button information

Symbol Properties Button

The Symbol Properties button in the Edit ribbon lets you open the Properties dialog box. It also lets you choose a different property (category) for which to display and edit symbol values. You use the Property text box to assign values to the property you select.

Related Topics

- Property text box
- Properties command
- Properties dialog box
- Changing symbol properties
- Edit tool

Property Text Box

You can use the Property Text box in the Edit ribbon, in conjunction with the Symbol Properties button, to quickly enter and edit properties for a selected symbol. For more information on properties, see Properties dialog box.

Related Topics

- Properties dialog box
- Symbol properties button
- Properties command
- Changing symbol properties

Rotate/Skew Button

The Rotate/Skew button in the Edit ribbon lets you rotate and skew (slant) selected symbols.

Related Topics

- Rotating symbols
- Skewing symbols
- Rotating text
- Skewing text
- Edit tool

Rotating Symbols Manually

To rotate a symbol manually:

1. Select the symbol you want to rotate, and then click it.
   or
   Select the symbol, then click the Edit tool and click the Rotate/Skew button in the ribbon.
2. Point to the pivot point, press and hold the left mouse button, and drag the pivot point to a new location, even outside the symbol, if you want.
3. Release the mouse button.
4. Move the pointer to a corner handle.
5. Press and hold the left mouse button and drag in a circular motion around the symbol.
6. Release the mouse button when you finish.

Note: The first option in step 1 is similar to a double click but much slower. A rapid double click places you in edit mode. Click, pause, click places you in rotate/skew mode.

The pivot point defaults to the center of the symbol, but you can drag it anywhere inside or outside the symbol. The pivot point defaults to the center the next time you select the symbol unless you permanently reposition it.

You can permanently reposition a symbol's pivot point by pressing **Shift** while dragging it to a new position. To return the permanent pivot point to the center of the symbol, use a center snap point and press **Shift** while dragging the pivot point back to the symbol's center.

Related Topics

Button information
Rotating symbols numerically

Skewing Symbols Manually

To skew a symbol manually:

1. Select the symbol you want to skew, and click it.
   or
   Select the symbol and click the Edit tool and click the Rotate/Skew button in the ribbon.
2. Point to a side handle of the symbol.
3. Press and hold the left mouse button and drag a handle to skew the symbol.
4. Release the mouse button when you finish.

Note: The first option in step 1 is similar to a double click but much slower. A rapid double click places you in edit mode. Click, pause, click places you in rotate/skew mode.

Related Topics

Button information
Rotating symbols numerically
Skewing symbols numerically

Warp Button

The Warp button in the Edit ribbon lets you warp selected symbols. Warping is a technique used to distort an image. You can use warping to create effects that are difficult to draw, such as a water droplet or a hilly surface. You also can use warping to create unusual text effects, such as text being pulled down a drain.

When you click the Warp button, the Edit ribbon changes and displays the following buttons.

 Click the Warp Type button to choose a line warp, curve warp, or Bézier warp.

 Click the Add Warp button to replace an edited warp envelope with a new one.

 Click the Remove Warp button to remove the last warp envelope and replace it with the previous one.

 Click the Add Vertical Lines button to double the number of vertical lines in the warp envelope grid.

 Click the Add Horizontal Lines button to double the number of horizontal lines in the warp envelope grid.

 Click the Unlocked Cusp button to move Bézier control points individually.

 Click the Locked Cusp button to maintain the angle between Bézier control points.

 Click the Symmetrical Curve button to edit the warp envelope with Bézier control points. One control point mirrors the movements of the other to help maintain a symmetrical curve.

Related Topics

- Procedure information
- Warping text
- Edit tool

Warp Type Button

When you click the Warp Type button in the Edit ribbon, you see the following buttons. The appearance of this button changes to the type of warp selected.

 Click the Line Warp button to use straight edges to edit a warp envelope.

 Click the Curve Warp button to use curves to edit a warp envelope.

 Click the Bézier Warp button to use curves and Bézier control points to edit a warp envelope.

Related Topics

Warp button

Warping a Symbol

When you warp a symbol, Designer places a warp envelope over it. The envelope appears as a blue warping grid. As you change the envelope, the symbol changes underneath.

To warp a symbol:

1. Select the symbol to warp.
2. Click the Edit tool in the toolbox.
3. Click the Warp button in the ribbon. A blue warp envelope appears over the symbol.
4. Point to a handle, press and hold the left mouse button, and drag the handle to change the envelope. Release the mouse button. Note: Your warping options depend on the warp type you select. See Warp Type for more information.
5. Repeat step 4 to create the desired warp.
6. Press **Esc** when you finish to remove the envelope.

Related Topics

Button information
Warp Type

Add Warp Button

The Add Warp button in the Edit ribbon lets you add an unwarped, rectangular envelope to a symbol. The previous warped envelope is replaced with a new envelope and the symbol underneath is unchanged.

Related Topics

- Procedure information
- Remove Warp button
- Edit tool

Adding a Warp Envelope to a Symbol

To add a warp envelope to a symbol:

1. Select the symbol to which you want to add a warp.
2. Click the Edit tool and click the Warp button.
3. Click the Add Warp button. A new unwarped, rectangular envelope is added to the symbol.

You can add an additional warp envelope to a symbol that has been warped.

To add an additional warp envelope to a symbol:

1. Add a warp envelope to a symbol.
2. Click the Add Warp button. A new unwarped, rectangular envelope is added to the symbol.

Related Topics

Button information

Remove Warp Button

Use the Remove Warp button in the Edit ribbon to remove the current warp envelope. The current envelope and any changes you made to it are replaced with the previous envelope. The symbol shape changes to reflect the previous warp envelope. You can continue removing warp envelopes until you return to the unwarped symbol.

Related Topics

- Procedure information
- Add Warp button
- Edit tool

Removing a Warp Envelope

To remove a warp envelope:

1. Select the symbol from which you want to remove a warp.
2. Click the Edit tool and click the Warp button.
3. Click the Remove Warp button. The envelope is removed.

Related Topics

Button information

Line Warp Button

The Line Warp button beneath the Warp type button in the Edit ribbon lets you reshape the envelope with lines and no curves.

Related Topics

- Procedure information
- Warp Type button

Editing a Warp Envelope using Straight Lines

To edit a warp using lines:

1. Select the symbol.
2. Click the Edit tool and click the Warp button.
3. Click the Warp Type button. Buttons appear below the button.
4. Click the Line Warp button. A warp envelope appears over the symbol.
5. Move a handle to change the shape of the warp.
6. Click **Esc** when the warped symbol is as you want it.

Related Topics

Button information

Curve Warp Button

The Curve Warp button beneath the Warp type button in the Edit ribbon lets you create curving lines when you reshape points on the envelope.

Related Topics

- Procedure information
- Warp Type button

Editing a Warp Envelope using Curves

To edit a warp using curves:

1. Select the symbol.
2. Click the Edit tool and click the Warp button.
3. Click the Warp Type button. Buttons appear below the button.
4. Click the Curve Warp button. A warp envelope appears over the symbol.
5. Move a handle to change the shape of the warp.
6. Click **Esc** when the warped symbol is as you want it.

Related Topics

Button information

Bézier Warp Button

The Bézier Warp button beneath the Warp type button in the Edit ribbon lets you reshape the envelope with Bézier control points. You can use the Symmetrical Curve, Unlocked Cusp, and Locked Cusp buttons to modify the control points and their movements, if you want.

Related Topics

- Procedure information
- Warp Type button

Editing a Warp Envelope using Bézier Curves

To edit a warp using Bézier curves:

1. Select the symbol.
2. Click the Edit tool and click the Warp button.
3. Click the Warp Type button. Buttons appear below the button.
4. Click the Bézier Warp button. A warp envelope appears over the symbol.
5. Move a control point to change the shape of the warp.
6. Click **Esc** when the warped symbol is as you want it.

Related Topics

Button information

Add Horizontal Lines Button

The Add Horizontal Lines button in the Edit ribbon doubles the number of horizontal lines in the warp envelope grid, giving you more control over the warp.

Related Topics

- Procedure information
- Add Vertical Lines button
- Edit tool

Adding Horizontal Grid Lines

To add horizontal grid lines

1. Select a symbol.
2. Click the Edit tool and the Warp button. A warp envelope appears over the symbol.
3. Click the Add Horizontal Lines button. The number of grid lines doubles.
4. Move the handles to change the shape of the symbol.
5. Press **Esc** to complete warping the symbol.

Related Topics

Button information

Add Vertical Lines Button

The Add Vertical Lines button in the Edit ribbon doubles the number of vertical lines in the warp envelope grid, giving you more control over the warp.

Related Topics

- Procedure information
- Add Horizontal Lines button
- Edit tool

Adding Vertical Grid Lines

To add vertical grid lines

1. Select a symbol.
2. Click the Edit tool and the Warp button. A warp envelope appears over the symbol.
3. Click the Add Vertical Lines button. The number of grid lines doubles.
4. Move the handles to change the shape of the symbol.
5. Press **Esc** to complete warping the symbol.

Related Topics

Button information

Point Reshape Button


The Point Reshape button in the Edit ribbon displays a symbol's reshape points so you can change them to reshape the symbol.

A symbol must be in reshape mode before you can reshape it. To enter reshape mode, you can either double click the symbol, select the Point Reshape button in the Edit ribbon, or select the Curve Reshape button in the Edit ribbon. Boxes called *anchor points* appear on the symbol. You move the anchor points to change the shape of the symbol.

Special Reshape Mode
Some symbols such as ellipses, rectangles, and arcs have special reshape modes. When you double click them, you can only reshape them in specific ways. For example, a rectangle's special reshape mode lets you round its corners; an ellipse lets you change it into a wedge or arc.

Note: You must convert ellipses and rectangles to curves before you can reshape them using point reshape.

When you click the Point Reshape button, the Edit ribbon changes and displays the following buttons.

 Click the Convert to Curves button to edit the symbol with reshape points (The same as choosing the Curve Reshape button).

 Click the Wireframe button to toggle editing the symbol with no fills.

 Click the Add Point button to place a reshape point where you click on a symbol.

 Click the Remove Point button to remove highlighted reshape points.

 Click the Join Points button to close an open symbol that you are reshaping.

 Click the Slice button to cut through a line creating two separate reshape points with a small empty space between them.

 Click the Corner button to convert selected points on a curve into non-curving lines.

 Click the Symmetrical Curve button to edit a curve with Bézier control points. One control point mirrors the movements of the other to help maintain a symmetrical curve.

 Click the Unlocked Cusp button to move Bézier control points individually.

 Click the Locked Cusp button to maintain the angle between Bézier control points.

Related Topics

- Curve Reshape button
- Edit tool

Curve Reshape Button


The Curve Reshape button in the Edit ribbon displays a symbol's anchor points so you can change them to reshape the symbol. You also can use control points to edit the symbol as a Bézier curve.

A symbol must be in reshape mode before you can reshape it. To enter reshape mode, you can either double click the symbol to reshape the symbol using points, select the Point Reshape button in the Edit ribbon, or select the Curve Reshape button in the Edit ribbon. Boxes called *anchor points* appear on the symbol. You move the anchor points and control points to change the shape of the symbol.

When you click the Curve Reshape button, the Edit ribbon changes and displays the following buttons.

 Click the Convert to Curves button to edit the symbol with reshape points (The same as choosing the Curve Reshape button).

 Click the Wireframe button to toggle editing the symbol with no fills.

 Click the Add Point button to place a reshape point where you click on a symbol.

 Click the Remove Point button to remove highlighted reshape points.

 Click the Join Points button to close an open symbol that you are reshaping.

 Click the Slice button to cut through a line creating two separate reshape points with a small empty space between them.

 Click the Corner button to convert selected points on a curve into non-curving lines.

 Click the Symmetrical Curve button to edit a curve with Bézier control points. One control point mirrors the movements of the other to help maintain a symmetrical curve.

 Click the Unlocked Cusp button to move Bézier control points individually.

 Click the Locked Cusp button to maintain the angle between Bézier control points.

Related Topics

- Point Reshape button
- Reshaping text
- Edit tool

Convert to Curves Button

The Convert to Curves button (**Ctrl+R**) in the Edit ribbon converts a symbol such as text, a rectangle, or an ellipse into a conventional symbol. This lets you edit the symbol with reshape points. It also does the following.

- Converts dimension lines to groups.
- Converts Windows metafiles to Designer symbols.
- Converts other shapes to path symbols and changes them so that Designer does not remember any previous transformations done to them

Converting text to curves is useful when you want to reshape text or create a drawing that can be opened on a computer that does not have the original typeface. You can convert freeform or block text to curves.

All fonts included with Designer are scalable outline fonts. The most common outline fonts are TrueType and Type 1. If you try to convert a non-outline font, Designer substitutes the default font before converting it. You can set the default font using the DefaultFont= entry in the MGX.INI.

After you convert text to curves, the symbols are no longer text symbols. You cannot insert or delete text, check the spelling, change any of the paragraph options, or make any other text edits. Text converted to symbol outlines can be changed back to text with the Undo command.

Some symbols, such as ellipses, rectangles, and arcs have special reshape modes. For example, a rectangle's special reshape mode lets you round its corners. By applying the Convert To Curves command to a symbol that has a special reshape mode, you change it so you can reshape it using points.

You also can convert a symbol to curves using the Convert to Curves command in the Change menu.

Related Topics

Converting symbols to curves
Converting text to curves
Convert To Curves command
Edit tool

Converting Symbols to Curves

To convert symbols to curves:

1. Select the symbol.
2. Click the Edit tool in the toolbox and click the Point Reshape button or Curve Reshape button in the ribbon.
3. Click the Convert to Curves button.

Related Topics

Convert to Curves button
Convert To Curves command

Add Point Button

The Add Point button in the Edit ribbon places a reshape point where you click on a symbol.

Related Topics

- Procedure information
- Remove Point button
- Edit tool

Adding Points

To add a new point:

1. Select the symbol to which you want to add a point.
2. Click the Edit tool in the toolbox and click the Point Reshape button or Curve Reshape button in the ribbon.
3. Click the Add Point button.
4. Point to where you want to add a point.
5. Click the left mouse button to add a point.

Shortcut: To add a point, point to where you want the point, press **Shift**, and click. The point is added. Release **Shift**. Be sure to click rather than pressing the mouse button.

Related Topics

Button information

Remove Point Button

The Remove Point button in the Edit ribbon removes highlighted reshape points.

Related Topics

- Procedure information
- Add Point button
- Edit tool

Removing a Point

To remove a point:

1. Select the symbol from which you want to remove a point.
2. Click the Edit tool in the toolbox and click the Point Reshape button or Curve Reshape button in the ribbon.
3. Highlight the point you want to remove.
4. Click the Remove Point button.

Related Topics

Button information

Join Points Button

The Join Points button in the Edit ribbon closes the open symbol that you are reshaping.

Related Topics

- Procedure information
- Slice button
- Edit tool

Joining Points

To join points:

1. Select a symbol (the symbol must be an open symbol).
2. Click the Edit tool in the toolbox and click the Point Reshape button or Curve Reshape button in the ribbon.
3. Click the Join Points button. The symbol closes and fills with the current fill color or pattern.

Related Topics

Button information

Slice Button

The Slice button in the Edit ribbon cuts through a line creating two separate reshape points with a small empty space between them.

Slicing a symbol severs the line of a symbol. Slicing opens a closed symbol and creates two endpoints where the slice occurs. You can cut only one line at a time. You must click the Slice button just before clicking a line to cut it.

Note: You must convert ellipses and rectangles to curves before you can reshape them.

Related Topics

- Procedure information
- Breaking apart a point
- Join Points button
- Edit tool

Slicing a Symbol

To slice a symbol:

1. Select the symbol to slice.
2. Click the Edit tool in the toolbox, and click the Point Reshape button or Curve Reshape button in the ribbon.
3. Click the Slice button in the ribbon.
4. Click on the line at the point where you want to slice it. The line is sliced.

Related Topics

Button information
Breaking apart a point

Breaking Apart a Point

You can slice a symbol specifically at an anchor point. After you slice the symbol, the single anchor point becomes two anchor points that you can move separately.

To break apart a symbol at a point:

1. Select the symbol you want to edit.
2. Double click the symbol.
   or
   Click the Edit tool in the toolbox and click the Point Reshape button or Curve Reshape button in the ribbon.
3. Point to the anchor point to break apart and click to select it.
4. Click the Slice button in the ribbon. The line is severed at the anchor point.

Related Topics

Button information

Corner Button

The Corner button (**Ctrl+5**) in the Edit ribbon lets you create a corner, or non-curving point, at any point on a curve. Lines that pass through non-curving points become straight. You also can create a corner at the end of a line to remove a curve on a line.

Related Topics

- Procedure information
- Edit tool

Creating a Corner

To create a corner:

1. Select the curving symbol to reshape.
2. Click the Edit tool in the toolbox and click the Point Reshape button or Curve Reshape button in the ribbon.
3. Select a point on the curve.
4. Click the Corner button. The lines touching the corner point become straight so that a corner is formed at the point.

Related Topics

Button information

Unlocked Cusp Button

The Unlocked Cusp button (**Ctrl+6**) is available when you choose the Curve Reshape command in the Edit ribbon, not the Point Reshape command. It is also available when you choose the Warp button and choose a Bézier warp.

When you choose the Unlocked Cusp button, only one control point moves at a time so you can produce a curving wedge (that is, a cusp). To lock a cusp so the two control points move to maintain the angle with the anchor point, click the Locked Cusp button.

Note: If you press and hold **Shift** while you move the control point of an unlocked cusp, it behaves as if it were a locked cusp. If you press and hold **Ctrl**, it behaves as if it were a symmetrical curve.

Related Topics

- Procedure information
- Edit tool

Using Cusps

To use cusps in a selected symbol:

1. Click the Edit tool in the toolbox and click the Curve Reshape button in the ribbon.
2. Select the desired point on the curve.
3. Click the Unlocked Cusp button so that moving one control point does not affect the related control point on the other side of the anchor point.
   or
   Click the Locked Cusp button so that moving one control point moves the related control point on the other side of the anchor point to maintain the angle between the two control points
4. Drag one of the control points. The movement is controlled according to which button you selected.
5. Press **Esc** to leave reshape mode.

Note: If you press and hold **Shift** while you move the control point of an unlocked cusp, it behaves as if it were a locked cusp. If you press and hold **Ctrl**, it behaves as if it were a symmetrical curve.

To use cusps in a warp envelope:

1. Click the Edit tool in the toolbox and click the Warp button in the ribbon.
2. Click the Warp Type button and click the Bézier Warp button.
3. Select the desired point on the warp envelope.
4. Click the Unlocked Cusp button so that moving one control point does not affect the related control point on the other side of the anchor point.
   or
   Click the Locked Cusp button so that moving one control point moves the related control point on the other side of the anchor point to maintain the angle between the two control points
5. Drag one of the control points. The movement is controlled according to which button you selected.
6. Press **Esc** to leave warp mode.

Related Topics

Unlocked Cusp button
Locked Cusp button

Locked Cusp Button

The Locked Cusp button (**Ctrl+4**) is only available when you choose the Curve Reshape command in the Edit ribbon, not the Point Reshape command. It is also available when you choose the Warp button and choose a Bézier warp.

When you choose this button, the two control points move when you drag one of them to maintain the angle between them and their associated anchor point. To unlock a cusp so the each cusp moves independently, click the Unlocked Cusp button.

Related Topics

- Procedure information
- Edit tool

Symmetrical Curve Button (Edit Ribbon)

The Symmetrical Curve button (**Ctrl+7**) in the Edit ribbon converts the lines intersecting at selected points on a shape into curves. Moving one control point of a symmetrical curve moves the other control point in the same way.

Related Topics

- Creating a curve from a corner
- Edit tool

Creating a Curve from a Corner

You can create a curve on an angular or linear symbol. Creating a curve lets you give curves to angular or linear symbols. You can make a straight line curve by selecting an endpoint and clicking the Symmetrical Curve button.

To create a curve:

1. Select an angular or linear symbol to reshape.
2. Click the Edit tool in the toolbox and click the Point Reshape button or Curve Reshape button in the ribbon.
3. Select a point on the symbol.
4. Click the Symmetrical Curve button. The lines meeting at the point you selected are replaced with curves.
5. Press **Esc** to leave reshape mode.

Related Topics

Button information

Wireframe Button

Click the Wireframe button in the Edit ribbon to toggle between editing the symbol with and without fills. Editing with a fill shows the exact results, but editing without a fill is faster.

Related Topics

Edit tool

Reshaping an Ellipse, Arc, or Pie

You reshape in a special way an ellipse, arc, or pie that has not been skewed, rotated, or converted to curves.

To reshape an ellipse, arc, or pie:

1. Select the ellipse, arc, or pie you want to reshape.
2. Double click to put it in reshape mode. An ellipse shows one solid handle. An arc or pie wedge shows two solid handles.
3. Drag inside the circumference to reshape it as a pie wedge.
   Or
   Drag outside the circumference to reshape it as an arc.
4. Release the mouse button when it appears as you want it.

Related Topics

Ellipse button
3-Point Arc button
Pie button
Quarter Arc button

Copy Command (File Options Submenu)

The Copy command in the File Options submenu in file input/output dialog boxes lets you copy files without leaving Designer. This feature lets you keep successive versions of drawings or create a new drawing based on an existing one.

Related Topics

- Dialog Box information
- Procedure information
- Delete command
- Rename command
- Find File command
- Save As dialog box
- Import dialog box
- Export dialog box
- Import Palette dialog box
- Export Palette dialog box
- Print Multiple Files dialog box

Copy File Dialog Box

The Copy File dialog box lets you copy the highlighted file.

Path Name Area
The Path Name area displays the path of the file.

From Text Box
The From text box displays the name of the file you are copying.

To Text Box
Type a new name for the file in the To text box. You also can type a different drive or directory.

Related Topics

- Command information
- Procedure information

Copying a File

To make a copy of a file:

1. Open the File menu and choose Open. The Open dialog box opens.
2. Highlight the name of the file you want to copy.
3. Click the File Options button. A menu opens.
4. Choose Copy. The Copy File dialog box opens.
5. Type a new filename (including drive and directory, if necessary) in the To text box and press **Enter.** Designer makes a copy of the file with the filename you typed.

Note: You also can copy a file using the Copy command in the Options submenu in the Save As, Import, Export, Import Palette, Export Palette, and Print Multiple Files dialog boxes.

Related Topics

Command information
Dialog Box information

Delete Command (File Options Submenu)

The Delete command in the File Options submenu in file input/output dialog boxes lets you delete a file without leaving Designer.

Related Topics

- Dialog Box information
- Procedure information
- Copy command
- Rename command
- Find File command
- Save As dialog box
- Import dialog box
- Export dialog box
- Import Palette dialog box
- Export Palette dialog box
- Print Multiple Files dialog box

Delete File Dialog Box

The Delete File dialog box lets you delete a highlighted file.

Path Name Area
The Path Name area displays the path of the file.

Delete Text Box
The Delete text box contains the name of the current file, or you can type in a different filename.

Related Topics

- Command information
- Procedure information

Deleting a File

To delete a file:

1. Open the File menu and choose Open. The Open dialog box opens.
2. Highlight the name of the file you want to delete.
3. Click the File Options button. A menu opens.
4. Choose Delete. The Delete File dialog box opens, containing the selected filename.
5. Click OK. A dialog box prompts you to confirm the deletion.
6. Click OK to delete the file or click Cancel to cancel the deletion.

Note: You also can delete a file using the Delete command in the Options submenu in the Save As, Import, Export, Import Palette, Export Palette, and Print Multiple Files dialog boxes.

Related Topics

Command information
Dialog Box information

Rename Command (File Options Submenu)

The Rename command in the File Options submenu in file input/output dialog boxes lets you rename a file without leaving Designer.

Related Topics

- Dialog Box information
- Procedure information
- Copy command
- Delete command
- Find File command
- Save As dialog box
- Import dialog box
- Export dialog box
- Import Palette dialog box
- Export Palette dialog box
- Print Multiple Files dialog box

Rename File Dialog Box

The Rename File dialog box lets you rename the highlighted file.

Path Name Area
The Path Name area displays the path of the file.

From Text Box
The From text box displays the name of the file you are renaming.

To Text Box
Type a new filename and extension (including drive, and directory, if necessary) for the file in the To text box.

Related Topics

- Command information
- Procedure information

Renaming a File

To rename a file:

1. Open the File menu and choose Open. The Open dialog box opens.
2. Highlight the name of the file you want to rename.
3. Click the File Options button. A menu opens.
4. Choose Rename. The Rename File dialog box opens.
5. Type the new filename and extension (including drive and directory, if necessary) in the To text box and press **Enter**. Designer renames the file.

Note: You also can rename a file using the Rename command in the Options submenu in the Save As, Import, Export, Import Palette, Export Palette, and Print Multiple Files dialog boxes.

Related Topics

Command information
Dialog Box information

Find File Command (File Options Submenu)

If you are not sure of the location of a file, you can use the Find File command in the File Options submenu in file input/output dialog boxes to search for it. You can specify a search path that includes the drive, directory, and subdirectories, or you can search for a file on multiple disk drives.


If Designer lists multiple files found in a search, you can select the desired files from this list and then open all the files in one operation, even if the files are in different directories or subdirectories.

Related Topics

- Dialog Box information
- Procedure information
- Copy command
- Delete command
- Rename command
- Save As dialog box
- Import dialog box
- Export dialog box
- Import Palette dialog box
- Export Palette dialog box
- Print Multiple Files dialog box

Find File Dialog Box

The Find File dialog box lets you use Designer to search for specific files.

Search for Text Box
Type the name of the file you want to search for in this text box. You can use the wildcard character **?** (question mark) as a substitute for an individual character and the wildcard character ***** (asterisk) as a substitute for any number of characters.

Start from Area
The Start from area lets you choose from where you want to start the search. You can choose Path, which searches the path displayed in the text box to the right of the Path option; or you can choose Selected Drives, including Removable, Fixed, and Remote.

Files Found List Box
Designer lists the names and locations of matching files in the Files Found list box.

Search Button
Click the Search button to begin the search.

Open Button
Highlight a filename in the File Found list box, then click Open to open the file.


If Designer lists multiple files found in a search, you can select the desired files from this list and then open all the files in one operation, even if the files are in different directories or subdirectories. A maximum of nine windows can be open at one time.

Related Topics
- Command information
- Procedure information

Finding a File

To find a file:

1. Open the File menu and choose Open. The Open dialog box opens.
2. Click the File Options button. A menu opens.
3. Choose Find. The Find File dialog box opens.
4. Type the name of the file you want to search for.
5. Choose the Path option and type a drive and directory.
   or
   Choose the Selected Drives option and choose from Removable, Fixed, and Remote drives.
6. Click Search. Designer lists the names and locations of matching files.
7. Highlight one or more filenames from the search list.
8. Click Open. Each selected document opens in its own window.

Note: You can use DOS wild card characters (for example, *.DS4) to find files of the same type or files with similar names. (See your DOS manual for information on filenames, extensions, and wild card characters.)

Note: You also can find a file using the Find command in the Options submenu in the Save As, Import, Export, Import Palette, Export Palette, and Print Multiple Files dialog boxes.

Related Topics

Command information
Dialog Box information

View Tool

Viewing your work is often as important as creating it. The View tool in the Toolbox provides several ways for you to view your work.

Note: The view tools are gray if there are no open documents or if you click the Page Manager tool.

Click an icon below to read more information about the tool.

 Click the Zoom In tool to zoom in on a symbol.

 Click the Previous View tool to return to the previous view.

 Click the Used Area tool to zoom in on the portion of the current page that contains symbols.

 Click the Full Screen tool to view your work across the entire screen, without menus, title bar, or any other part of the Designer window.

 Click the Zoom Out tool to enlarge your view by a factor of two.

 Click the Actual Size tool to view symbols at the same size they print.

 Click the Full Page tool to view the entire page.

 Click the Refresh tool to redraw the drawing.

Zoom In Tool

The Zoom In tool (**F6**) in the View tool buttons lets you see and edit symbols in finer detail. You define the zoom area by dragging a rectangle around the area or symbols you want to magnify.

Related Topics

- Procedure information
- Zoom Out tool
- View tool

Zooming In

To zoom in on a symbol:

1. Click the View tool in the toolbox.
2. Click the Zoom In tool.
3. Drag a rectangle around the area you want magnified. When you release the mouse button, the view in Designer changes accordingly.

Related Topics

Tool information

Zoom Out Tool

Use the Zoom Out tool (**Ctrl+Shift+F6**) in the View tool buttons to enlarge your view. Each time you select Zoom Out, the viewing area enlarges by a factor of two.

Related Topics

- Procedure information
- Zoom In tool
- View tool

Zooming Out

To zoom out:

1. Click the View tool in the toolbox.
2. Click the Zoom Out tool. Your view is enlarged by a factor of two.

Related Topics

Tool information

Previous View Tool

The Previous View tool (**Shift+F3**) in the View tool buttons returns to the view used just prior to the current view, up to the last 16 views. This tool is gray if there is no previous view.

Related Topics

- Procedure information
- View tool

Changing to the Previous View

To change to the previous view:

1. Click the View tool in the toolbox.
2. Click the Previous View tool.

Press **Shift+F3** to change to the previous view.

Related Topics

Tool information

Actual Size Tool

The Actual Size tool (**Shift+F8**) in the View tool buttons displays symbols in the same size they print. You also can select a symbol and click the Actual Size tool to center the selected symbol in the active window.

Related Topics

- Procedure information
- View tool

Viewing a Drawing at Actual Size

To view a drawing at actual size:

1. Click the View tool in the toolbox.
2. Click the Actual Size tool.

Press **Shift+F8** to change to the actual size view.

Related Topics

Tool information

Used Area Tool

The Used Area tool (**Ctrl+Shift+F3**) in the View tool buttons zooms in on the portion of the current page that contains symbols.

Related Topics

- Procedure information
- View tool

Viewing the Used Area

To view the used area:

1. Click the View tool in the toolbox.
2. Click the Used Area tool.

Press **Ctrl+Shift+F3** to view the used area.

Related Topics

Tool information

Full Page Tool

The Full Page tool (**Shift+F6**) in the View tool buttons displays the current page in the working area. This is the default view.

Related Topics

- Procedure information
- View tool

Viewing the Page

To view the page:

1. Click the View tool in the toolbox.
2. Click the Full Page tool.

Press **Shift+F6** to view the full page.

Related Topics

Tool information

Full Screen Tool

The Full Screen tool (**F4**) in the View tool buttons lets you view just your work, without menus, title bar, or any other part of the Designer window. Press **Esc** to return to the previous view.

Related Topics

- Procedure information
- View tool

Viewing the Full Screen

To view the current page on the full screen:

1. Click the View tool in the toolbox.
2. Click the Full Screen tool.

Press **F4** to view the just your work without menus, title bar, or any other part of the Designer window.

Related Topics

Tool information

Refresh Tool

The Refresh tool (**F3**) in the View tool buttons redraws the drawing. This lets you clear the screen of unwanted "fragments" occasionally resulting from manipulating symbols.

Related Topics

- Procedure information
- View tool

Redrawing the Screen

To redraw the screen:

1. Click the View tool in the toolbox.
2. Click the Refresh tool.

Press **F3** to redraw the screen.

Related Topics

Tool information

Adding a View

To add a view:

- Open the Windows menu and choose Add View.

Press **Shift+F4** to add a view.

Related Topics

Command information
Open command

Page Manager Tool

The Page Manager tool in the Toolbox displays a reduced view of each page in the document. You can use the Page Manager to change the order of pages, change the page setup, and print. You also can use the Page Manager to create slideshows from the pages in the current document, complete with transition effects between each page.

The Page Manager ribbon displays the following buttons.

 Click the Create Standalone button to create a standalone presentation.

 Click the Copy To Diskette button to copy a standalone slideshow file to one or more diskettes.

 Click the Preferences button to set a pointer style and transition preferences.

 Click the Run Slideshow button to run an on-screen presentation.

 Click the Print button to open the Print Document dialog and print the selected pages.

 Click the Page Setup button to change the page size, orientation, and margins for the selected pages.

 Click the Select All button to select all the pages in the document. After you select pages, you can add transition effects, change the page setup, or print the selected pages.

 Click the Select None button to deselect all selected pages.

 Click the Transition Effects button to attach transition effects to one or more pages.

 Click the Advance Manually button to advance slides manually.

 Click the Advance Automatically button to specify a time in seconds that each displayed slide in a slideshow advances automatically.

Use the Transition list box to choose a transition for the selected pages.

Use the Directions button to choose a direction for the transition of the selected pages.

Use the Speed list box to choose a transition speed for the selected pages.

To return to page view, double click in the drawing window, or choose another tool in the toolbox.

Related Topics

- Using the chalkboard scribble feature
- Sorting pages in the Page Manager
- Setting Up Your Document for an On-Screen Slideshow

Sorting Pages in the Page Manager

To sort pages in the Page Manager:

1. Select a page you want to move by clicking the page. A box appears around the page.
2. Drag the page to a new location. As you drag, a vertical gray bar appears to indicate the placement of the page.
3. Repeat steps 1 and 2 for each page you want to move.

Related Topics

Page Manager Tool

Create Standalone Button

Click the Create Standalone button in the Page Manager ribbon to create a standalone slideshow file. A standalone file is an executable program (EXE) that runs when you double click it in the File Manager.

Related Topics

- Dialog Box information
- Procedure information
- Page Manager Tool

Create Standalone Dialog Box

Current Path
The current path displays at the top of the dialog box. Each time you choose a new directory or drive, the path reflects the new drive and directory.

File Name
Type a filename for the standalone file.

Directories List Box
Choose the directory where you want to store the standalone file.

List Files of Type
Choose the type of files you want displayed under the File Name.

Drives List Box
Choose the drive where you want to store the standalone file.

Setup Button
Click Setup to choose the number of colors you want in the standalone file and the resolution of the monitor you expect to use when running the standalone file.

Preferences Button
The Preferences button opens the Slideshow Preferences dialog box to let you set a pointer style and transition preferences.

Estimate Button
Click Estimate to estimate the maximum amount of disk space required for the standalone file, uncompressed. The number is frequently much larger than the size the file actually takes.

Related Topics

- Button information
- Procedure information
- Standalone Setup dialog box
- Slideshow Preferences

Standalone Setup Dialog Box

Number of Colors
Choose the number of colors you want in the standalone presentation. Currently, your only choice is the number of colors on the computer you are using.


Remember that a higher number of colors requires more disk space. A lower number of colors uses less disk space.

Target Screen
Choose the resolution of the monitor that will be used for the standalone presentation.

Related Topics
- Procedure information
- Create Standalone Dialog Box

Setting Up a Standalone Slideshow

To set up a standalone slideshow:

1. From the Create Standalone dialog box, click Setup.
2. Choose the number of colors you want in the file.
3. Choose the resolution of the monitor that will be used for the presentation.
4. Click OK.

Related Topics

Creating a Standalone Slideshow
Dialog Box information

Slideshow Preferences Dialog Box

Show Pointer Option
Select this option if you want to use the mouse as a pointer during the slideshow. You can choose one of several pointers provided with Designer.

Next Slide Ready Area
Choose the type of cue, if any, you want when Designer is ready to display the next slide. A visible cue displays a small arrow in the lower right hand corner of the window. An audible cue makes a sound when the next slide is ready.

Change Transitions Option
Select this option if you want to globally change the speed of all transitions in the presentation. You can make the transitions move faster or slower. This option is useful when you are developing a slideshow and want to show it more quickly or slowly than its intended speed.

Automatic Advancement Override Option
Select this option if you want to advance all slides manually, regardless of the type of advancement they were assigned.

Run Continuously Option
This option lets you repeat the slideshow until you manually stop it.

Related Topics

- Create Standalone Dialog Box
- Setting preferences for standalone slideshows
- Setting slideshow preferences
- Slideshow Preferences button
- Slideshow Control Panel

Setting Preferences for Standalone Slideshows

To set the preferences for a standalone slideshow:

1. From the Create Standalone dialog box, click Preferences.
2. Select Show Pointer if you want to use the mouse as a pointer during the slideshow. Select the type of pointer you want.
3. Choose the type of cue, if any, you want Designer to use when the next slide is ready to display.
4. Select Change Transitions if you want to globally adjust the speed of the transitions. Choose Faster or Slower.
5. Select Automatic Advancement Override if you want to advance all slides manually during the slideshow, regardless of the advance settings that were assigned to each slide.
6. Choose Run Continuously if you want the slideshow to run until you stop it.
7. Click OK.

Note: These settings only apply to this standalone presentation. You can use the Preferences button in the Page Manager ribbon to make changes in your default preferences.

Related Topics

Dialog Box information
Create Standalone Dialog Box

Creating a Standalone Slideshow

To create a standalone slideshow:

1. Click the Standalone button in the ribbon. The Create Standalone dialog box opens.
2. Type a filename for the presentation file.
3. Choose a destination directory and drive if you want to store the file in a different location.
4. Click Setup if you want to choose the number of colors for the file and the resolution of the monitor you will use to play the slideshow.
5. Click Preferences if you want to change the mouse pointer or transition options.
6. Click Estimate if you want to know the maximum amount of disk space required for the presentation file.
7. Click OK.

Related Topics

Button information
Dialog Box information

Running a Standalone Slideshow

To run a standalone slideshow:

1. Double click the standalone slideshow file in the Windows File Manager.
   or
   In the Windows Program Manager, open the File menu and choose Run. Type the path and filename of the standalone slideshow file. Click OK to run the slideshow.
2. Use the right mouse button to advance slides forward, and the left mouse button to advance slides backward.
3. Press **Esc** to end the presentation.

Related Topics

Creating a standalone slideshow
Controlling a slideshow

Copy to Diskette Button

Use the Copy To Diskette button in the Page Manager ribbon to copy a standalone slideshow file to diskettes that you can take to another computer. Since most standalone files are too large to fit on one diskette, Designer splits the files across multiple diskettes with an install program to restore the split files back to one file on the other computer.

Related Topics

- Dialog Box information
- Procedure information
- Page Manager Tool

Copy to Diskette Dialog Box

Current Path
The current path displays at the top of the dialog box. Each time you choose a new directory or drive, the path reflects the new drive and directory.

File Name
Type the filename of the standalone file.

Directories List Box
Choose the directory where the standalone file is stored.

List Files of Type
Choose the type of files you want displayed under the File Name.

Drive List Box
Choose the drive where the standalone file is stored.

Target Drive
Choose the floppy drive you want to copy the file to.

Related Topics

- Button information
- Procedure information

Copying a Standalone Slideshow File to Diskettes

To copy a standalone slideshow file to diskettes:

1. Create the standalone slideshow file on your hard drive.
2. Click the Copy To Diskette button in the ribbon. The Copy to Diskette dialog box opens.
3. Locate the standalone slideshow file you want to copy. Change the drive and directory, if necessary.
4. Choose the target drive you want to copy the file to.
5. Click OK. Designer prompts you for additional diskettes as it needs them.

Related Topics

Button information
Dialog Box information

Preferences Button

Click the Preferences button in the Page Manager ribbon to set a pointer style and transition preferences for slideshows.

Related Topics

- Dialog Box information
- Procedure information
- Page Manager Tool

Setting Slideshow Preferences

To set slideshow preferences:

1. Click the Preferences button in the ribbon.
2. Select Show Pointer if you want to use the mouse as a pointer during the slideshow. Select the type of pointer you want.
3. Choose the type of cue, if any, you want Designer to use when the next slide is ready to display.
4. Select Change Transitions if you want to globally adjust the speed of the transitions. Choose Faster or Slower.
5. Select Automatic Advancement Override if you want to advance all slides manually during the slideshow, regardless of the advance settings that were assigned to each slide.
6. Choose Run Continuously if you want the slideshow to run until you stop it.
7. Click OK.

Note: These settings apply to all standalone presentations. See Setting Preferences for Standalone Slideshows for information on setting your preferences in a single standalone presentation..

Related Topics

Button information
Dialog Box information

Run Slideshow Button

Use the Run Slideshow button in the Page Manager ribbon to play an on-screen presentation of the current document. The presentation uses the pages in your file as slides for the slideshow. The slideshow begins with the first page in the document. To start the presentation from the currently selected page, hold **Shift** and then click the button.

Related Topics

- Running a slideshow
- Controlling a slideshow
- Using the chalkboard scribble feature
- Page Manager Tool

Running a Slideshow

To run a slideshow:

1. Click the Run Slideshow button in the ribbon. Designer runs a slideshow of the current document, starting with the first slide. To start the presentation from the currently selected page, hold **Shift** and then click the button. Then release **Shift**.
2. Use the right mouse button to advance slides forward, and the left mouse button to advance slides backward.
3. Press **Esc** to return to Designer.

Related Topics

Button information
Controlling a slideshow
Using the chalkboard scribble feature

Controlling a Slideshow

During a slideshow you can use either the mouse or the keyboard to move forward and backward within the slideshow and to stop the slideshow.

Action	Result
Right mouse button **Right Arrow**	Move forward one slide
Left mouse button **Left Arrow**	Move backward one slide
Esc	Stop the slideshow and return to Designer
F1	Display the control panel
Pause	Pause and resume the slideshow

If you press the left mouse button while moving the mouse, the pointer draws on the screen. You can use this feature to underline important words or to write annotations. Press **Del** to remove your marks.

You also can control the Slideshow with the Slideshow Control Panel. To display the control panel, press **F1** while a slideshow is playing. To go to a specific slide using the Control Panel, select that slide in the list box, then click the Play button.

To use the shortcut keys to control a slideshow when the Slideshow Control Panel is open, click away from the Slideshow Control Panel to make it inactive.

To run an OLE object (for example, to play a sound), click on the OLE object.

Related Topics

- Running a slideshow
- Running a standalone slideshow
- Using the chalkboard scribble feature
- Slideshow Control Panel

Slideshow Control Panel

The Slideshow Control Panel appears when you press **F1** while running a slideshow.

First Slide Button
Click the First Slide button to display the first slide of the slideshow.

Previous Slide Button
Click the Previous Slide button to display the previous slide. Clicking the Previous Slide button is the same as clicking the left mouse button or pressing **Left Arrow**.

Next Slide Button
Click the Next Slide button to advance to the next slide. Clicking the Next Slide button is the same as clicking the right mouse button or pressing **Right Arrow**.

Last Slide Button
Click the Last Slide button to jump to the last slide in the slideshow.

Stop Button
Click the Stop button to stop the slideshow and return to Designer. Clicking the Stop button is the same as pressing **Esc**.

Play Button
Click the Play button to display the slide shown in the Slide list box.

Pause Button
Click the Pause button to temporarily pause the slideshow on the current slide. Click the Pause button again to resume the slideshow.

Preferences Button
The Preferences button displays the Slideshow Preferences dialog box to let you set a pointer style and transition preferences

Slide List Box
Use the Slide list box to choose the slide you want Designer to display when you click the Play button.

Control Box
Double click the Control box in the upper right corner of the Control Panel or press **Esc** to close the slideshow Control Panel.

Related Topics

Controlling a slideshow

Slideshow Preferences dialog box

Print Button

The Print button in the Page Manager ribbon opens the Print Document dialog box to let you print selected pages and choose other printing options. Clicking the Print button is the same as opening the File menu and choosing Print, then choosing Document in the submenu.

Related Topics

- Dialog Box information
- Procedure information
- Page Manager Tool

Printing in the Page Manager

To print in the Page Manager:

1. Select the pages you want to print.
2. Click the Print button. The Print Document dialog box opens.
3. Type the number of copies you want to print.
4. Choose the options you want.
5. Click OK. The document is sent to the target printer.

Related Topics

Button information
Dialog Box information

Page Setup Button

Use the Page Setup button in the Page Manager ribbon to change the page size, orientation, and margins for the selected pages. Clicking the Page Setup button is the same as choosing Page Setup in the File menu.

Related Topics

- Procedure information
- Dialog Box information
- Page Manager Tool

Changing the Page Setup

To change the page setup of selected pages in the Page Manager:

1. Select the pages you want to change.
2. Click the Page Setup button. The Page Setup dialog box opens.
3. Choose the page setup options you want.
4. Click OK. Designer applies your page setup choices to the selected pages.

Related Topics

Button information
Dialog Box information

Selecting Pages

To select one page:

- Click the page.

To select multiple pages:

1. Click the first page to select it.
2. Click the last page while pressing **Shift** to select all pages between the first and last selections.
   or
   Click each additional page while pressing **Ctrl** to select non-consecutive pages.

To select all pages:

- Click the Select All button.

To deselect one page:

- Press **Ctrl** and click the selected page.

To deselect all pages:

- Click the Select None button.

Related Topics

Deselect All Pages button
Page Manager Tool
Select All Pages button
Page Manager Tool

Select All Button (Page Manager)

Click the Select All button in the Page Manager ribbon to select all pages in the document. After you select all the pages, you can add transition effects, change the page setup, or print the file.

Related Topics

- Procedure information
- Page Manager Tool

Select None Button

Click the Select None button in the Page Manager ribbon to deselect all selected pages.

Related Topics

- Procedure information
- Page Manager Tool

Transition Effects Button

Click the Transition Effects button in the Page Manager ribbon to add a transition to one or more pages.

Related Topics

- Dialog Box information
- Procedure information
- Page Manager Tool

Transition Effects Dialog Box

Effect List Box
Choose the type of transition effect you want to apply to the selected slides.

Apply Effect to All Slides Option
Select Apply Effect to All Slides if you want to use the current transition for all slides in the document.

Direction Button
Most transitions have a choice of directions. Choose the direction you want for the current transition.

Speed Slider
Drag the slider to determine the speed of the transition. The highest position is very fast, and the lowest position is very slow.

Preview Effect Option
Select Preview Effect to display a preview of the current transition. Each time you change a transition element, the new transition displays in the preview box.

Advance Area
Choose the advancement option you want for the selected pages. You can have different advances for each page. The following options are available.

- Manually, when the mouse button is clicked or you press the **Right Arrow** or **Left Arrow**
- After the amount of time you specify

Details Button
Click the Details button to expand the dialog box and display additional options. After you click the details button, you can view a list of each page and its associated transition.

Title Effect List Box (Expanded view only)
The Title Effect list box displays each page, its title, and its associated transition. Select one or more pages from the list box and choose a transition, direction, and speed. Then click Apply to attach the transition to the selected slides. Continue choosing slides in this list box and applying a transition to them.

Apply Button
Click Apply to attach the current transition to the selected slides.

Close Button
Click Close to close the Transition dialog box.

Related Topics
Button information
Procedure information

Defining Transitions

There are two ways you can define the transitions for your presentation.

To define transitions using the ribbon options:

1. Select the page or pages you want to define a transition for.
2. Choose a transition in the Transition list box in the ribbon.
3. Choose a direction in the ribbon, if available.
4. Choose a speed in the Speed list box in the ribbon.
5. Choose the amount of time in the Timed list box that you want Designer to pause before advancing to the next page.
6. Repeat steps 1 through 5 for each transition you want to define.

To define transitions for selected pages with the Transition Effects dialog box:

1. Click the Page Manager tool in the toolbox. Thumbnails of all the slides in the document are displayed.
2. Select the slides for which you want to change the transition effect.
3. Click the Transition button in the ribbon. The Transition Effects dialog box opens.
4. Click the Details button to expand the dialog box, if necessary.
5. Click the scroll arrows under Effect to find the effect you want. Highlight the desired effect.
6. Click a Direction button to select a direction you want the effect to follow, if applicable.
7. Drag the Speed slider to select the speed at which you want the effect to move.
8. In the Advance area, select either Manually or After a specified number of seconds. If you choose After, enter a number of seconds.
9. Click Apply to make your changes.
10. Click Close to close the dialog box.

Related Topics

Button information
Dialog Box information

Transition List Box

Use the Transition list box in the Page Manager ribbon to change the type of transition for the selected pages.

Related Topics

- Procedure information
- Page Manager Tool

Changing the Type of Transition

To change the transition type for one or more pages:

1. Select the pages you want to change.
2. Click the Transition list box to display the list of available transitions.
3. Choose a transition from the list.

Related Topics

List Box information

Directions Button

Use the Directions button in the Page Manager ribbon to change the transition direction for the selected pages. The Directions button is not available for all transition types.

Related Topics

- Procedure information
- Page Manager Tool

Changing the Direction of a Transition

To change the transition direction for one or more pages:

1. Select the pages you want to change.
2. Click the Direction button in the ribbon to display a menu of direction options.
3. Click a direction from the submenu.

Related Topics

Button information

Speed List Box

Use the Speed list box in the Page Manager ribbon to change the transition speed for the selected pages.

Related Topics

- Procedure information
- Page Manager Tool

Changing the Speed of a Transition

To change the transition speed for one or more pages:

1. Select the pages you want to change.
2. Click the Speed list box in the ribbon to display a list of speeds.
3. Choose a speed from the list.

Related Topics

List Box information

Advance Automatically Button

When you click the Advance Automatically button in the Page Manager ribbon, the number value for Duration specifies the time in seconds that each slide is to be displayed in a slideshow that advances automatically. If needed, different slides can have different durations.

Related Topics

Page Manager Tool

Advance Manually Button

If you want to advance the slides manually, click the Advance Manually button in the Page Manager ribbon

Related Topics

Page Manager Tool

Coordinates Button

The Coordinates button in the status bar opens a menu that lets you change the coordinate system. You can also open a dialog box that lets you use numeric coordinates to control editing and drawing actions that usually require the mouse. This button shows only when the status bar is displayed. The menu contains the following commands.

Coordinates	Opens the Coordinates dialog box to let you draw, move, and resize symbols by entering precise coordinate values.
Width/Height	Displays in the status bar the width and height of a selected symbol.
Length/Angle	Displays in the status bar the length and angle of a selected symbol.
Range	Displays in the status bar the coordinates of two points of a selected symbol: the symbol origin, and the symbol end.
Cartesian	Displays Cartesian coordinates in the status bar.
Polar (Radians)	Displays polar coordinates in the status bar, with angles measured in radians.
Polar (Degrees)	Displays polar coordinates in the status bar, with angles measured in degrees.

Related Topics

Status Bar command

Cartesian Command

The Cartesian command in the Coordinates menu displays Cartesian coordinates in the status bar.

Cartesian coordinates use the familiar vertical and horizontal axes. The vertical axis is called Y and the horizontal axis is called X.

The X and Y axes correspond closely to the rulers in the Designer window. The ruler *origin* is the intersection of the two axes, where X=0, Y=0. If the origin is set at the top left of a page, the values for X go from left to right, and the values for Y go from top to bottom, just like the rulers.

You can quickly reset the ruler origin to its default position at the corner of the page by double clicking the button at the intersection of the two rulers.

Related Topics

- Procedure information
- Coordinates button

Polar (Radians) Command

The Polar (Radians) command in the Coordinates menu displays polar coordinates in the status bar, with angles measured in radians.

Polar coordinates measure the distance from the center, and the angle from the axis. The distance from the center is called R (for radius). R is measured in inches, centimeters, or some other linear unit of measure. Angles are called A and are measured in radians.

The zero degree point of the polar coordinate system corresponds to Designer's horizontal ruler. The ruler origin is the center of the polar coordinate model.

Related Topics

- Procedure information
- Coordinates button

Polar (Degrees) Command

The Polar (Degrees) command in the Coordinates menu displays polar coordinates in the status bar, with angles measured in degrees.

Polar coordinates measure the distance from the center, and the angle from the axis. The distance along the axis is called R (for radius). R is measured in inches, centimeters, or some other linear unit of measure. Angles are called A and are measured in radians. One radian is equal to approximately 57.3 degrees.

The zero degree point of the polar coordinate system corresponds to Designer's horizontal ruler. The ruler origin is the center of the polar coordinate model.

Related Topics

- Procedure information
- Coordinates button

Choosing a Coordinate System

To choose a coordinate system:

1. Click the Coordinates button in the status bar. A menu opens.
2. Choose a coordinate system from the menu: Cartesian, polar (degrees), or polar (radians). The status bar reflects the new coordinate system.

Related Topics

Cartesian Command
Polar (Degrees) Command
Polar (Radians) Command

Range Command

The Range command in the Coordinates menu displays the coordinates of two points of a selected symbol: the symbol origin, and the symbol end. The coordinates display in the status bar to the right of the Coordinates button.

Related Topics

- Procedure information
- Coordinates button

Width/Height Command

The Width/Height command in the Coordinates menu displays the value of the symbol's width and height. The values display in the status bar next to the Coordinates button.

Related Topics

- Procedure information
- Coordinates button

Length/Angle Command

The Length/Angle command in the Coordinates menu displays the value of the symbol's length and angle. The values display in the status bar next to the Coordinates button.

Related Topics

- Procedure information
- Coordinates button

Changing the Ruler Origin

The ruler origin is the point, on or off the page, where the two rulers intersect at zero. The default position for the ruler origin is at the upper left corner of the page. You can drag and drop to change the placement of the ruler origin.

To change the placement of the ruler origin:

1. Make sure that rulers are displayed. Open the Display menu and choose Workspace, and then choose Show Rulers, if necessary.
2. Point to the button at the intersection of the two rulers and press and hold the left mouse button.
3. Drag the mouse pointer to the desired position and release the mouse button. The zero point on each ruler changes to reflect the new placement.

You can quickly reset the ruler origin to its default position at the corner of the page by double clicking the button at the intersection of the two rulers.

Related Topics

Ruler Origin Method in Coordinates dialog box

Displaying Coordinates

You can display coordinates on the right hand side of the status bar next to the Coordinates button. The coordinates reflect the current mouse position or the size of the selected symbol.

Use the Coordinates button to modify the type of coordinates in the status bar. When you click the Coordinates button a menu opens. Choose one of the following commands in the menu to display coordinates in the status bar.

Choose	**To display**
Width/Height	The selected symbol's origin point and its width and height.
Length/Angle	The length and angle of a selected symbol.
Range	The selected symbol's origin point and end point.

Coordinates Command

The Coordinates command (**Ctrl+Q**) in the Coordinates menu and in the Symbol menu lets you draw, move, and resize symbols by entering precise coordinate values.

Related Topics

- Dialog Box information
- Defining custom dimensions
- Setting a scale for a defined unit
- Coordinates button
- Symbol menu

Coordinates Dialog Box

The Coordinates dialog box lets you have the effect of precise mouse movements using the current Designer action. For example, with the Rectangle tool selected you can use the coordinates dialog box to, in effect, click and drag precisely to draw a rectangle exactly the size you want.

Method Combo Box
Choose a method from the combo box for drawing, or specifying the movement of the mouse using the current tool. The result of the method you choose depends on the current drawing tool.

Method	Description
Width/Height	Lets you simulate clicking a mouse at a specific point, dragging, and then releasing the mouse button at a specific distance (width and height) from the first point.
Length/Angle	Lets you simulate clicking a mouse at a specific point, dragging, and then releasing the mouse button at a specific distance and angle from the first point.
Range	Lets you simulate clicking a mouse at a specific point, dragging, and then releasing the mouse button at a second specific point.
Current Position	Lets you specify a position for the mouse pointer.
Click	Applies the equivalent of a mouse click at the current position of the mouse pointer.
Double click	Applies the equivalent of a double mouse click at the current position of the mouse pointer.
Ruler Origin	Lets you specify the exact point for the placement of the ruler origin relative to the current origin.
X Guide	Lets you specify the position on the horizontal ruler (X-axis) to place a vertical guideline.
Y Guide	Lets you specify the position on the vertical ruler (Y-axis) to place a horizontal guideline.

Coordinates Button
The Coordinates button opens a menu containing the Cartesian, Polar (Radians), and Polar (Degrees) commands.

Units Button
The Units button is to the right of the Coordinates button, and lets you change the measuring increment.

To change the units, click the Units button. A menu opens, displaying the units available, including points, inches, centimeters, millimeters, picas, cicero, and didot, along with the More Units and Custom Units commands.

X, Y, X1, Y1, X2, Y2, H, W, L, A List Boxes
Type a measurement in one of these list boxes, or use the up or down scroll arrows to change the measurement. The list boxes available depend on the Method chosen.

Related Topics

- Command information
- Defining custom dimensions
- Setting a scale for a defined unit
- Using the Method list box
- Using the Range method
- Using the Width/Height method
- Using Ruler Origin, and X and Y guides

More Units Command

The More Units command opens the Available Units dialog box to let you choose from all previously defined units.

Available Units Dialog Box

This dialog box lets you choose units of measure.

The standard linear units are inches, centimeters, millimeters, points, picas and points, and ciceros. The standard radial units are degrees and radians. Standard units are used for the actual dimensions of symbols on a page or the page size.

Define Units Button
The Define Custom Units button opens the Custom Units dialog box.

Custom Units Command

Choose the Custom Units command to open the Custom Units dialog box.

Related Topics

- Dialog Box information
- Defining custom dimensions
- Setting a scale for a defined unit

Custom Units Dialog Box

You can use this dialog box to set a scale for a defined unit and to define custom units. You can access this dialog box from one of other dialog boxes.

Defined Units List Box
The Defined Units list box contains pre-defined units. You can create custom units and add them to this list. Pre-defined units include feet, feet and inches, kilometers, meters, miles, weeks and days, and yards and feet. You can set a different unit of measure for an individual dialog box, such as the Page Setup dialog box, Text Attributes dialog box, or the Line Weight dialog box. Changing this setting does not change other settings or affect the rulers or grid until you select the unit definition in that setting's Unit button.

Units preceded with a plus sign (+) are definitions saved to the PRO file for use in all drawings. All others will be saved with the current drawing.

Save to Drawing Button
Click the Save to drawing button to save the changes made in the dialog box to the current drawing. For example, you can edit the name or label of a defined unit by choosing it from the Defined Units list, making your changes, and clicking the Save to drawing button. If this button is gray, then the definition has already been saved to the drawing.

Save to Profile Button
Click the Save to profile button to save the changes made in the dialog box to the PRO file for use in all drawings. For example, you can edit the name or label of a defined unit by choosing it from the Defined Units list, making your changes, and clicking the Save to profile button. If this button is gray, then the definition has already been saved to the profile.

Delete Button
Click the Delete button to remove the highlighted unit from the profile or drawing, consequently removing it from Defined Units list box.

Note: Deleting custom units only affects the current file. However, if you delete something with a + sign, then it affects all files because it deletes it from the profile.

Custom Unit Name Text Box
Type a name for the custom unit in this text box.

Primary Unit Area
Set the Label and Scale for the primary custom unit you are creating. Type a name for the label, type a measure for the scale, and set the unit by which it is to be measured.

Secondary Unit Area
Set the Label and Scale for the secondary custom unit you are creating. Type a name for the label and type a measure for the scale.

Displayed Precision Text Box
Click the down arrow to the right of the text box and choose the displayed precision for the custom unit you are defining.

Related Topics

- Command information
- Defining custom dimensions
- Setting a scale for a defined unit

Setting a Scale for a Defined Unit

To set a scale for a defined unit:

1. Click the Units button (marked with the label of the current unit, such as in, cm, mm, pt, or P,p). A menu opens.
2. Click Custom Units. The Custom Units dialog box opens.
3. Highlight one of the defined units (such as Yards).
4. Enter a value for Scale (such as 10).
5. Click the down arrow in the list box and choose a standard unit (such as inches).
6. Click OK.

Subsequent dimension lines are set to the new scale. For example, with the scale set to 10 yards per one inch, a line two inches long is labeled as 20 yards.

Related Topics

Command information
Dialog Box information
Defining custom dimensions

Defining Custom Dimensions

To define a custom dimension unit:

1. Click the Units button (marked with the label of the current unit, such as in, cm, mm, pt, or P,p). A menu opens.
2. Click Custom Units. The Custom Units dialog box opens.
3. Click in the Name field and type a name (such as Yards).
4. Press tab and type a label (such as yd).
5. Press tab and enter a scale value (such as 5).
6. Click the down arrow in the list box and choose a standard unit (such as inches).
7. Click OK.

Note: The custom unit you define is the primary unit. If needed, you also can specify a secondary unit. Yards and feet, feet and inches, and weeks and days are all examples of primary and secondary units.

Related Topics

Command information
Dialog Box information
Setting a scale for a defined unit

Choosing Units

The Coordinates menu displays the available units. To choose a unit, open the Coordinates menu (by clicking the Units button or the Coordinates button) and choose the unit you want.

Using the Method List Box

In the Method list box of the Coordinates dialog box, you can choose a method for drawing, moving, and editing symbols.

Note: We recommend not using the Width/Height or Range methods with drawing tools that draw by placing more than two points (for example, the Star button and the Height/Width button in the Rectangle or Ellipse ribbon).

For more information, click a topic below.

Using the Width/Height method
Using the Range method
Using Ruler Origin, and X and Y guides

Using Coordinates (Width/Height Method)

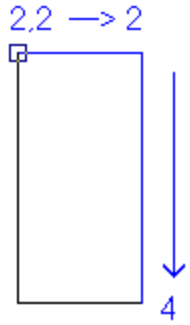
To better understand the Width/Height method, this topic covers two ways to use the Width/Height method. You can try these examples in Designer, and change the coordinates used, to understand this method of drawing and moving in Designer.

The Width/Height method lets you draw a rectangle by entering the starting coordinates, and the width and height values in the Coordinates dialog box. The way the rectangle is drawn depends on the tool you choose. The following example uses this data: X:2, Y:2, W:2, H:4.

To draw a rectangle using the Width/Height method and the Diagonal button:

1. Click the Draw tool, then choose the Rectangle button and the Diagonal button.
2. Open the Coordinates dialog box.
3. Enter the coordinates (X=2, Y=2, W=2, and H=4).
4. Click Apply.

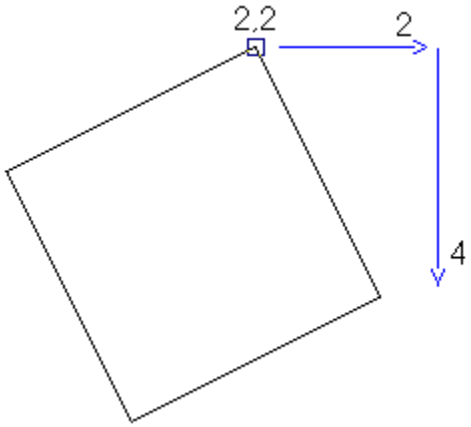
This is the result:



To draw a square using the Width/Height method and the Single Side button:

1. Click the Draw tool, then choose the Rectangle button and the Single Side button.
2. Open the Coordinates dialog box.
3. Choose Width/Height in the Method list box.
4. Enter the coordinates (X=2, Y=2, W=2, and H=4). Notice the direction in which the square is drawn.

This is the result:



Note: We recommend not using the Width/Height or Range method with drawing tools that draw by

placing more than two points (for example, the Star button and the Height/Width button in the Rectangle or Ellipse ribbon).

Using Coordinates (Range Method)

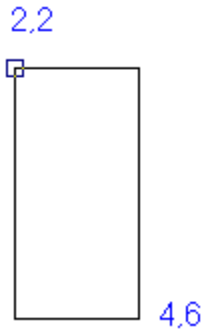
To better understand the Range method, this topic covers two ways to use the Range method. You can try these examples in Designer, and change the coordinates used, to understand this method of drawing and moving in Designer.

The Range method lets you draw a rectangle by entering the starting and ending coordinates in the Coordinates dialog box. The way the rectangle is drawn depends on the tool you choose. The following example uses this data: X:2, Y:2, W:4, H:6.

To draw a rectangle using the Range method and the Diagonal button:

1. Click the Draw tool, then choose the Rectangle button and the Diagonal button.
2. Open the Coordinates dialog box.
3. Choose Range in the Method list box.
4. Enter the coordinates (X=2, Y=2, W=4, and H=6).
5. Click Apply.

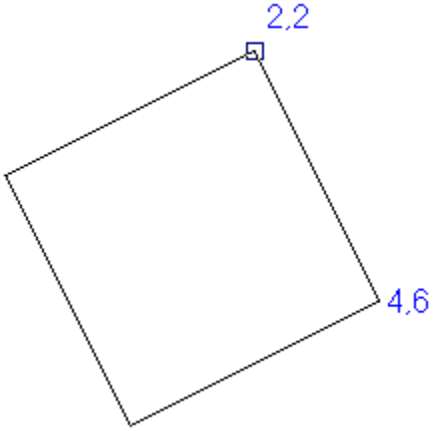
This is the result:



To draw a square using the Range method and the Single Side button:

1. Click the Draw tool, then choose the Rectangle button and the Single Side button.
2. Open the Coordinates dialog box.
3. Choose Range in the Method list box.
4. Enter the coordinates (X=2, Y=2, W=2, and H=4).
5. Click Apply. Notice the direction in which the square is drawn.

This is the result:



The second example shows how this method draws in the direction of the tool. You can remember this method as one that gives instructions (commands) to the mouse.

Note: We recommend not using the Width/Height or Range method with drawing tools that draw by placing more than two points (for example, the Star button and the Height/Width button in the Rectangle or Ellipse ribbon).

Using Ruler Origin, and X and Y Guides

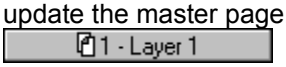
The Ruler Origin option in the Method list box in the Coordinates dialog box lets you change the ruler origin using the X and Y coordinates. When you enter a value in the X or Y box and click Apply, Designer uses that value to set the origin. For example if you enter 2 inches for X and 4 inches for Y, and click Apply, Designer moves the ruler origin 2 inches to the right and 4 inches toward the bottom.

You also can use the Coordinates dialog box to place guidelines in the drawing area. Choose the X or Y Guide in the Method list box, then type a value for the X or Y guide. Click Apply for Designer to place a guideline at that X or Y coordinate.

Permanent Buttons

Designer has buttons at the bottom of the window, to the left of the horizontal scroll bar, that let you manipulate pages and layers.

Click the Page button to open a menu that lets you add pages, access and update the master page, move to a different page, and open the Pages dialog box.



Click the Layer button to change to a different layer, add a layer, and open the Layers dialog box for other operations.

Related Topics

- Procedure information
- Status bar

Page Button

The Page button at the bottom left of the drawing window opens the Page menu. Use this menu to add pages, update the master page, move to a different page, or open the Pages dialog box to name, add, and delete pages.

Add Page Button
Pages Button
Master Page

Related Topics

Permanent buttons

Add Page Button

The Add Page button in the Page menu lets you add a new page at the end of your document.

Related Topics

- Procedure information
- Page button

Adding a Page

To add a page:

1. Click the Page button at the bottom left of the active window. The Page menu opens.
2. Click Add Page in the menu to add one additional page to the end of the document. The new page is displayed in the active window, and its name is added to the Page menu.

You also can click the Add button in the Pages dialog box as another way to add a new page to the end of the document.

Related Topics

Button information

Pages Button

The Pages button in the Page menu lets you rename, add, and delete pages in document.

Related Topics

- Dialog Box information
- Renaming a page
- Adding a page
- Deleting a page
- Page button

Pages Dialog Box

Page Name Text Box
You can name a new page, or rename a selected page.

Current Page List Box
The names of the pages in the current document are listed in the Current Page list box. Use this list box to highlight page names to rename or delete.

Add Button
Click the Add button to add a new page to the document.

Delete Button
Click the Delete button to delete the highlighted page.

Related Topics

- Button information
- Renaming a page
- Adding a page
- Deleting a page

Renaming a Page

By default, Designer names the pages Page 1, Page 2, and so forth. You can change the default page names to give each page in your drawing a unique name.

To rename a page:

1. Click the Page button at the bottom left of the active window. The Page menu opens.
2. Click Pages in the menu. The Pages dialog box opens.
3. Under Current Page, highlight the name of the page you want to rename, if necessary.
4. Point to the Page Name text box and click the left mouse button.
5. Type a new page name and press **Enter**.
6. Click Close.

Related Topics

Button information
Dialog Box information

Deleting a Page

To delete a page:

1. Click the Page button at the bottom left of the active window. The Page menu opens.
2. Click Pages in the menu. The Pages dialog box opens.
3. Highlight a page name.
4. Click Delete to delete the specified page and its contents.

Note: You cannot delete the current page or the Master page.

Related Topics

Button information
Dialog Box information

Adding a Page using the Pages Dialog Box

To add a page:

1. Click the Page button at the bottom left of the active window. The Page menu opens.
2. Click Pages in the menu. The Pages dialog box opens.
3. Click Add to add a new page at the end of the document.

Related Topics

Button information
Dialog Box information

Master Page

Every Designer document has a master page. You can use the master page to make all the pages in your document consistent in size, orientation, margins, and page fill. The size of the master page typically matches the paper size of your target printer.

If you want certain graphic or text symbols, such as a title or border, to appear on every page, you can place these symbols on the master page. These repeated symbols are called master items.

You can create and edit symbols on the master page as with other pages by clicking the Page button, choosing Master Page, and making your changes. However, you cannot select or change master items unless the master page is the current page; this protects the master items from accidental changes.

Related Topics

- Procedure information
- Page button

Using the Master Page

To set up and use the master page:

1. Create a new document.
2. Click the Page button at the bottom left of the window and choose Master Page. The master page displays.
3. Open the File menu and choose Page Setup. The Page Setup dialog box opens.
4. Choose page size and orientation to match your target printer, and adjust the margins if necessary.
5. If you want a background color or fill, choose the Page Fill Option, click the Page Fill button, and choose a fill style in the dialog box.
6. Click OK to close the Page Setup dialog box.
7. Place any items on the master page that you want to appear on all your pages.
8. Use the Use Master Page option as the page size for all other pages in your document.

If you have a page in the document that you want to be different from the rest, you can display that page, choose the Page Setup command, and chose the page size in the Page Setup dialog box to something other than Use Master Page. You can then make any changes you want to orientation, margins, and to other options. Master items do not appear on pages that are not set up to use the master page.

Related Topics

Button information
Page Setup

Layer Button

The Layer button at the bottom left of the drawing window opens the Layer menu. This menu lets you add new layers to your drawing, move to a different layer, and open the Layers dialog box for other operations.

You use layers to keep parts of your drawing separate. For example, you might import a bitmap on one layer and trace it on another layer. You can easily change the layer with the bitmap so it does not show or print. Also, you might want your drawing to have many overlapping images, such as in an anatomy chart. You could then display only the layer you are currently interested in, such as the circulatory system.

Add Layer Button
Layers Button

Related Topics

- Permanent buttons

Add Layer Button

The Add Layer button in the Layer menu lets you add a layer to the active document.

Related Topics

- Procedure information
- Layer button

Adding a Layer

To add a layer:

1. Click the Layer button at the bottom of the active window. The Layer menu opens.
2. Click the Add Layer button. The new layer becomes the active layer, and its name is added to the Layer menu.

Related Topics

Command information
Removing a layer
Layer button

Layers Button

Click the Layers button in the Layer menu to open the Layers dialog box.

Related Topics

- Dialog Box information
- Add Layer Button
- Changing the order of layers
- Editing all layers
- Hiding layers
- Locking layers
- Moving a symbol among layers
- Removing a layer
- Renaming a layer
- Showing layers
- Unlocking layers
- Using multicolor or single color layers
- Using printing and non-printing layers
- Layer button

Layers Dialog Box

Add Layer Button
Click the Add Layer button to add a layer to your drawing. New layers are placed on to of all existing layers.

Delete Layer Button
Click the Delete Layer button to remove a layer from your drawing. You cannot remove the current layer, which is displayed in red text.

Move Up Button
Click the Move Up button to move a layer up in your drawing.

Move Down Button
Click the Move Down button to move a layer down in your drawing.

Lock Layer Button
Click the Lock Layer button to lock a layer. You cannot move, edit, or delete a locked layer. You cannot lock the current layer.

Unlock Layer Button
Click the Unlock Layer button to unlock a layer.

Hide Layer Button
Click the Hide Layer button to hide a layer. You cannot hide the current layer. If you make a hidden layer the current layer, it is no longer hidden.

Show Layer Button
Click the Show Layer button to show a layer. If you want to print all of the layers in the drawing, be sure to show all the layers before you print.

Single-Color Button
Click the Single-color button to change a layer to a single color. This makes every symbol on the specified layer the same color.

No Print Button
Click the No Print button to set a layer so it does not print. Non-printing layers are still visible on your screen.

Print Button
Click the Print button to set a layer so it prints. By default, layers print.

Multicolor Button
Click the Multicolor button to change a layer back to a multicolor layer. By default, layers are multicolor.

Layer Color Button
Click the Layer Color button to open a color palette. Use this palette to choose a color for a selected layer.

Layer Name Text Box
Type a new name for the selected layer in this text box. By default, Designer names the layers Layer 1, Layer 2, and so forth. You can change these names to give each layer in your drawing a unique name.

Current Layer Combo Box
The Current layer combo box lists all the layers in the drawing. Use this combo box to change the current layer.

Move Symbols Button
Click the Move Symbols button to move the currently selected symbols to a layer you choose in the Current Layer list box.

Edit All Layers Option
Click this option to edit all layers in the drawing.

Note: You cannot move a symbol on a lower layer in front of a symbol on a higher layer. You can, however, change a layer number so that the entire layer and its contents move in front of another layer.

Related Topics

- Button information
- Add Layer Button
- Adding a layer
- Changing the order of layers
- Editing all layers
- Hiding layers
- Locking layers
- Moving a symbol among layers
- Removing a layer
- Renaming a layer
- Showing layers
- Unlocking layers
- Using multicolor or single color layers
- Using printing and non-printing layers

Renaming a Layer

To rename a layer:

1. Click the Layer button at the bottom of the active window. The Layer menu opens.
2. Click the Layers button in the menu. The Layers dialog box opens.
3. Highlight the name of the layer you want to rename.
4. Point to the Layer Name text box and click the left mouse button.
5. Type a new name and press **Enter**. The new name appears in the list of names.

Related Topics

Button information
Dialog Box information
Adding a layer
Changing the order of layers
Editing all layers
Hiding layers
Locking layers
Moving a symbol among layers
Removing a layer
Showing layers
Unlocking layers
Using multicolor or single color layers
Using printing and non-printing layers

Adding and Removing Layers

To add or remove layers:

1. Click the Layer button at the bottom of the active window. The Layer menu opens.
2. Click the Layers button in the menu. The Layers dialog box opens.
3. To add a layer, click the Add Layer button.
   or
   To remove a layer, choose the layer you want to remove and click the Delete Layer button.

Note: When you delete a layer, all symbols on that layer are deleted. You cannot delete the current layer.

Related Topics

Button information
Dialog Box information
Adding a layer
Changing the order of layers
Editing all layers
Hiding layers
Locking layers
Moving a symbol among layers
Renaming a layer
Showing layers
Unlocking layers
Using multicolor or single color layers
Using printing and non-printing layers

Changing the Order of Layers

To change the order of layers:

1. Click the Layer button at the bottom of the active window. The Layer menu opens.
2. Click the Layers button in the menu. The Layers dialog box opens.
3. To move a layer up the list, choose the layer you want to move and click the Move Up button.
   or
   To move a layer down the list, choose the layer you want to move and click the Move Down button.

Related Topics

Button information
Dialog Box information
Adding a layer
Editing all layers
Hiding layers
Locking layers
Moving a symbol among layers
Removing a layer
Renaming a layer
Showing layers
Unlocking layers
Using multicolor or single color layers
Using printing and non-printing layers

Moving Symbols among Layers

To move a symbol from one layer to another:

1. Click the Layer button at the bottom of the active menu. The Layer menu opens.
2. Click the layer where the symbol you want to move is located.
3. Select the symbol you want to move to another layer.
4. Click the Layer button at the bottom of the active window. The Layer menu opens.
5. Click the Layers button in the menu. The Layers dialog box opens.
6. Click the Move Symbols button.
7. Click the down arrow in the Current Layer list box and change to a different layer. The selected symbol is moved to the current layer.

Related Topics

Button information
Dialog Box information
Adding a layer
Changing the order of layers
Editing all layers
Hiding layers
Locking layers
Removing a layer
Renaming a layer
Showing layers
Unlocking layers
Using multicolor or single color layers
Using printing and non-printing layers

Editing All Layers

To edit all layers:

1. Click the Layer button at the bottom of the active window. The Layer menu opens.
2. Click the Layers button in the menu. The Layers dialog box opens.
3. Select the Edit All Layers option. You can now select and edit all symbols on all layers. Deselect this option to return to single-layer selection and editing.

Note: You cannot move a symbol on a lower layer in front of a symbol on a higher layer. You can, however, change a layer number so that the entire layer and its contents move in front of another layer.

Related Topics

Button information
Dialog Box information
Adding a layer
Changing the order of layers
Hiding layers
Locking layers
Moving a symbol among layers
Removing a layer
Renaming a layer
Showing layers
Unlocking layers
Using multicolor or single color layers
Using printing and non-printing layers

Locking and Unlocking Layers

When a layer is locked, it can either be displayed or hidden, but it cannot be edited, moved, or deleted. You cannot lock the current layer.

To lock or unlock layers:

1. Click the Layer button at the bottom of the active window. The Layer menu opens.
2. Click the Layers button in the menu. The Layers dialog box opens.
3. To lock a layer, choose the layer you want to lock and click the Lock Layer button.
   or
   To unlock a layer, choose the layer you want to unlock and click the Unlock Layer button.

Related Topics

Button information
Dialog Box information
Adding a layer
Changing the order of layers
Editing all layers
Hiding layers
Moving a symbol among layers
Removing a layer
Renaming a layer
Showing layers
Using multicolor or single color layers
Using printing and non-printing layers

Showing and Hiding Layers

You cannot hide the current layer. If you make a hidden layer the current layer, it is no longer hidden.

Hidden layers are not printed, so you can hide layers not only in your display but also in your printout. If you want to print all of the layers in the drawing, be sure to show all the layers before you print.

To show or hide layers:

1. Click the Layer button at the bottom of the active window. The Layer menu opens.
2. Click the Layers button in the menu. The Layers dialog box opens.
3. To show a layer, choose the layer you want to show and click the Show Layer button.
   or
   To hide a layer, choose the layer you want to hide and click the Hide Layer button.

Related Topics

Button information
Dialog Box information
Adding a layer
Changing the order of layers
Editing all layers
Locking layers
Moving a symbol among layers
Removing a layer
Renaming a layer
Unlocking layers
Using multicolor or single color layers
Using printing and non-printing layers

Using Multicolor or Single-Color Layers

You can make every symbol on a particular layer the same color. Using single-color layers can help you visually keep track of which symbols are on which layer. Designer lets you mix single-color layers and multiple-color layers in the same drawing.

By default, a layer is multicolor. If you limit a particular layer to a single color, all existing symbols and all subsequent symbols are filled with the single color. You can use the current default layer color or click the Layer Color button to choose a different color.

To change a layer to a single-color layer:

1. Click the Layer button at the bottom of the active window. The Layer menu opens.
2. Click the Layers button in the menu. The Layers dialog box opens.
3. Choose the layer that you want to make a single color.
4. Click the Layer Color button. A color palette opens.
5. Choose a color from the color palette.
6. Click the Single-color button. An indicator appears to mark the chosen layer as all one color.

   If you skip steps 4 and 5 above, the default layer color is applied.

To change a layer back to a multicolor layer, you can open the Layers dialog box, choose the layer, and click the Multicolor button. The symbols on the layer change back to their previous colors.

Related Topics

Button information
Dialog Box information
Adding a layer
Changing the order of layers
Editing all layers
Hiding layers
Locking layers
Moving a symbol among layers
Removing a layer
Renaming a layer
Showing layers
Unlocking layers
Using printing and non-printing layers

Using Layers

Using Printing and Non-Printing Layers

You can set layers so they don't print, or so they do print.

To set layers to print or not print:

1. Click the Layer button at the bottom of the active window. The Layer menu opens.
2. Click the Layers button in the menu. The Layers dialog box opens.
3. To have a layer print, choose the layer and click the Print button.
   or
   To have a layer not print, choose the layer you want to hide and click the No Print button.

Related Topics

- Button information
- Dialog Box information
- Adding a layer
- Changing the order of layers
- Editing all layers
- Hiding layers
- Locking layers
- Moving a symbol among layers
- Removing a layer
- Renaming a layer
- Unlocking layers
- Using multicolor or single color layers

Network Use of Designer

Network use requires a two-step installation process.

1. The system administrator performs the first installation by setting up the Installer to install Designer and a special Network User Installer to the network.
2. Each network user then runs the Network User Installer to complete the network installation process.

The Network User Installer does not copy Designer to the user's machine. Instead it modifies the user's INI file entries to run the copy of Designer installed on the network.

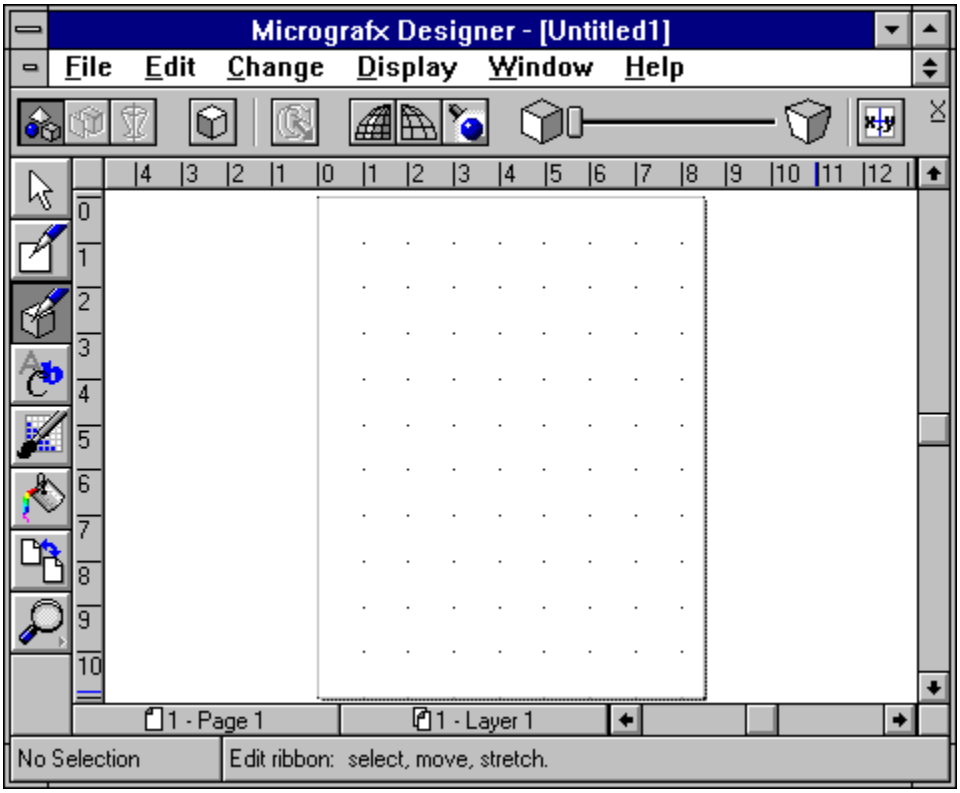
Help Menu Commands

The Help menu lets you receive help about Designer.

Current Topic (**F1**)	Displays help specific to the selected symbol, open dialog box, or highlighted command, tool, or button.
Contents	Displays a list of help topics.
Search For Help On	Opens the help system with the Search dialog box displayed.
Using Designer	Displays information about ways you can use Designer.
Read Me	Displays information that became available after *Discovering Designer* was printed.
Using Help	Displays on-line instructions for using the Designer help system.
About Designer	Displays a dialog box that includes the version number, version date, and serial number of your copy of Designer.

A Look at the Designer Window

Click an area of the window below to learn more about it.



Control menu box

The box, located in the upper left corner of a window, that opens the Control menu.

Hint

A message in a window or at the bottom of the main Designer window that provides information about a feature. The hint changes as you move your mouse to different areas of the Designer window.

Menu bar

The bar at the top of the Designer window (under the title bar) containing menu titles.

Minimize and maximize boxes

The boxes located in the upper right corner of each window that are used to reduce or enlarge the window. The frame around the window also is used to resize the window.

Ribbon

The area at the top of the window that displays options associated with the current tool.

Toolbox

The area of the main Designer window containing the Designer tools: Edit, Draw, Dimension, Text, Bitmap, Style, Page Manager, and View. The toolbox also displays any tools you add to the default toolbox.

Ruler and Guides

The rulers at the top and left of the Designer window help you place symbols. The guides within the rulers are vertical lines that move with your mouse, allowing precise placement of symbols. Additional guides appear when you drag a symbol.

Layer button

Click the Layer button to change to a different layer, add a layer, and open the Layers dialog box for other layer operations.

Page button

Click the Page button to open a menu that lets you add pages, access and update the master page, move to a different page, and open the Pages dialog box.

Title bar

The bar across the top of a window that contains the program name (Designer) and the filename. The title bar also contains the window's Control menu box and maximize and minimize boxes.

Floating palette

A window containing the colors in the current palette. Click with the left mouse button to change the interior color and with the right mouse button to change the line color. You can use the **Shift** key to access secondary colors such as gradient end color, symbol fill background color, and hatch fill background color. Click the Control box to open a menu containing color and palette options.

Status bar

A one- or two-line area at the bottom of the Designer window that shows the current line and interior fill styles, what is selected, tools, and the location of the mouse or the selected symbol.

Drawing area

The central area of the Designer window in which you draw.

Setting Up Your Document for an On-Screen Slideshow

To fill the screen with your slide, use the screen size as your page size (usually landscape orientation). To make all the slides in your document a consistent size and orientation, use the Master Page.

To set up your document for an on-screen slideshow:

1. Create a new document.
2. Click the Page button at the bottom left of the window and choose Master Page. The Master Page displays.
3. Open the File menu and choose Page Setup. The Page Setup dialog box opens.
4. Choose Screen Size in the Page Size list box.
5. Adjust the margins, if necessary.
6. If you want a background color or fill, choose the Page Fill option and click the Page Fill button. The Solid panel of the Fill dialog box opens.
7. Choose a fill style.
8. Click OK to close the Page Setup dialog box.
9. Place any items on the Master Page that you want to repeat on all your slides, such as a title, border, or logo.

Use the Master Page as the Page Size for all the remaining slides in your document.

Related Topics

Using the chalkboard scribble feature
Page Manager tool

Using the Chalkboard Scribble Feature

When a slideshow is running, you can use the mouse to paint freehand lines on the screen to highlight, underline, circle, or otherwise emphasize something in your presentation. Your scribbles appear in bright green.

The scribbles are temporary; they do not change your document. To erase the scribbles from the screen, press **Del**.

Related Topics

- Page Manager tool

Using On-line Help

On-line help messages provide detailed information about commands, dialog boxes, buttons, and tools; techniques for editing drawings; and additional concepts specific to Designer and the Windows environment. Using on-line help is more convenient than using a manual because getting information is as easy as pressing a button.

Accessing On-line Help

You can access help one of two ways. The first way involves pressing **F1** to access context-sensitive help. When you press **F1**, you receive a help message specific to the command, dialog box, button, or tool you choose or open.

The second way involves using the Help menu. The Help menu lets you access information about Designer commands, terms and phrases, error messages and solutions, shortcut keys, and topics specific to Designer and the Windows environment.

How Help Messages are Organized

Finding information in the Designer help system is easy; it is much like using a road map. It provides landmarks (related topics) and pointers (jump terms) to easily get you where you want to go.

Topics are "linked" to subtopics by jump terms.

Many Designer topics contain a Related Topics section that points you to additional information related to the following: topic information, dialog box information, and procedure information.

Command, Tool, and Button Topics
Command, tool, and button topics define and describe commands in Designer.

Dialog Box Topics
Dialog box topics list and explain the areas of a dialog box

Procedure Topics
The procedure topics contain step-by-step instructions for performing a particular task.

Jump Terms
Some help messages contain underlined words and phrases called "jump" terms. A jump term takes you to a related message for that term. Jump terms let you move throughout the help system without returning to the Help menu.

Glossary Terms
Words underlined with a dashed line have definitions attached to them. To view a definition for a word, point to the word and click the left mouse button. After reading the definition, click the mouse button to close the definition.

Printing Help

You can print a help message using the Print Topic command in the File menu of the Help window.

To print a help message:

- Choose the Print Topic command in the File menu.

Closing Help

You can close help and return to the drawing window in one of three ways.

- Double click the Control menu box in the Help window.
- Choose the Exit command in the File menu of the Help window.
- Choose the Close command in the Control menu of the Help window, or press **Alt+F4**.

Designer Help

Designed, written, illustrated, and produced by Shannon B. Krakosky, Monte Williams, and Robert Whitsitt.

Micrografx Designer Read Me

You can use this on-line "Read Me" file to give you faster access to important information. To see information about any topic below, click on it.

Because of the time required to print the manuals, they may not contain the most recent information about Designer's features. In the few places where the information in the manuals does not match the information in on-line help, use the more recent information in the on-line help.

Updates for Version 4.1a of Designer Technical Edition

Updates for Version 4.1a of Import/Export Translators

Changes to the Documentation

How do I set new defaults for my symbols?

Computer Based Training

Printing Problems
Printing Embedded or Linked Objects in WordPerfect for Windows 5.2

Creating EPS Files with TIFF Preview

Performing a Search Using a CD Catalog
Cannot Access ClipArt from CD over a Network

Font Mapping
Windows Stroke Fonts
Underlines Disappearing

Updating Embedded Objects in PageMaker 5

Gradient and Hatch Export Problems
Updating Translators

Designer 4.0 3-D Symbols

Contacting Micrografx through CompuServe

Scanner Information

Related Topics

- Commonly Asked Questions
- Glossary

Updates for Version 4.1a of Designer Technical Edition

Dimensions and Coordinates

- The Coordinates dialog box uses the adjusted ruler origin when moving or resizing.
- Using the Width/Height Method in the Coordinates dialog box resizes symbols incorrectly.
- Designer does not allow the tilde character (~) when defining a custom unit.
- Designer 4.1a can save whether the dimension text is displayed.
- Resizing the outside arrows on dimension lines works properly.
- Background color for text on dimension lines can be set through the Text - Fonts dialog box.

Text

- The default text background color can be set.
- A rare application error dealing with editing text after copy, paste, save, and open is fixed.
- Adding two words to a custom dictionary does not give an error.
- Using **Shift+F8** on line length text does not cause a problem.
- Some container text that was disappearing when going through the Windows Clipboard is handled properly.
- The text cursor does not get behind if text is typed quickly after entering freeform (label) text mode, which previously caused characters to be out of order.
- Certain problems when blending text (converted to curves) are fixed.
- Undoing while in shape text mode does not cause a problem because Hide and Lock are not available in this mode.
- Custom dictionaries appear correctly in the Spell Check dialog box.
- Highlighting text using Shift plus the arrow keys works correctly.
- Container text with a rounded rectangle is saved correctly.
- Pasting aligned text works correctly.

Printing

- Page labels print in the margins.
- Crop marks print correctly to HPPCL5E.
- Crop and registration marks print correctly with margins less than 0.20 inches.
- Printing TrueType fonts to a PostScript device does not cause a Stack Underflow Error.

Other

- Designer connects the closest endpoints when using the Connect Open and Connect Closed commands.
- The default, Flip Horizontal, in the Transform - Flip dialog box works correctly.
- The mesh density of 3-D objects in a Designer 4.0 file appears correctly in 4.1a.
- Certain bitmaps in Windows metafiles that were causing problems are handled correctly.
- Deleting multiple layers behaves correctly.
- Closing and saving two new documents does not cause a problem.
- An [Import] section has been added to the list displayed in the Preferences - .INI Settings dialog box.
- The ClipArt Manager updates to reflect subject renaming and subject removal.
- If the Country Setting in the Windows Control Panel is something other than the United States, setting a custom unit does not cause Designer to freeze.
- Perpendicular lines do not cause an error when the line begins and ends at the same point.
- Undoing a duplication of lines that show length does not cause a problem.

Related Topics

Updates for Version 4.1a of Import/Export Translators
Commonly Asked Questions
Micrografx Designer Read Me

Updates for Version 4.1a of Import/Export Translators

Bitmaps

- Performance for exporting bitmaps as monochrome has improved.

CDR

- Corel files with paragraph text import correctly.
- The Corel 3.0 translator does not import blank page or enlarge object size.

DRW

- Exporting to DRW wideline caps is correct.
- Exporting a bitmap in DRW format treats the bitmap as one entity.

CGM

- Importing certain CGM files does not size text blocks incorrectly.
- Importing CGM retains the correct line style.
- Certain CGM files no longer cause a General Protection Fault on import.

DXF

- Imported DXF symbols retain the correct size in Designer.
- Importing certain DXF files containing text does not lose the text.

IGES

- Performance for importing certain IGES files has improved.

PCT

- Importing a PCT file created in Designer retains correct line styles.

PLT

- Certain PLT files no longer give floating point errors on import.
- Edge and fill colors are correct in an HPGL (PLT) import.
- The line quality in an exported PLT file has improved.

WMF

- Importing WMF files with certain hatches and fills does not lose fill pattern or color.
- Exporting certain files to WMF no longer causes a General Protection Fault.
- Exporting to WMF with the Export Background Rectangle option on does not cause lines to change to white.

Other

- All translators export winding and alternate fills (Fill Overlaps and Skip Overlaps) correctly.
- When exporting to AI and EPS, filled symbols do not lose the edge (outline).
- The problem with colors changing or missing on export has been fixed.

Related Topics

Updates for Version 4.1a of Designer Technical Edition
Commonly Asked Questions
Micrografx Designer Read Me

Changes to the Documentation

There are currently no known changes required to the documentation.

Related Topics

- Commonly Asked Questions
- Micrografx Designer Read Me

How do I set new defaults for my symbols? For example, what if I want all my fill colors to be red and all my lines to be blue.

To set new defaults, first make sure nothing is selected (click away from all symbols). Then set the defaults you want (fill color, line color, style, and width, and so forth). The new defaults remain in effect until you change them. To change an individual symbol, select it and then set its attributes. Another way is to click the Line Weight button or Symbol Fill button on the status bar using the right mouse button. The setting becomes the new default for that button.

Related Topics

- Commonly Asked Questions
- Micrografx Designer Read Me

Font Mapping

There are several instances where a font previously used in a document may not be available. Documents may be opened or imported on machines that do not have the fonts used to compose the document, the current printer may be changed and not support the fonts previously used, or operations like warping or changing fill and line styles may cause text to be converted to curves and the font does not support curve manipulation.

Any time a font is not available or cannot be used, Designer substitutes Arial as the default font. The default font can be changed by modifying the following entry in the MGX.INI file with the name of the font to be used as the default.

[MGXGRE]
DefaultFont=Arial

If the FastRender value in the [TextSettings] section of the DS41.INI file is set to one (1), you may notice that some fonts may be remapped on screen, such as when zooming. Fonts may appear to spill out of a text container, but are correct when printed. Also, text redraws quicker in this case. If you want the text to be mapped correctly on screen, you can set the FastRender value to zero (0), which is the default.

Related Topics

Commonly Asked Questions
Micrografx Designer Read Me

Windows Stroke Fonts

Windows supplies three non-TrueType fonts, named Modern, Roman, and Script, that are often referred to as stroke fonts, or plotter fonts. The font characters are drawn using straight lines, or strokes, so that plotters and other devices that do not handle raster (bitmap) fonts or fonts that use curves for output can still process text output.

Depending on what printer is selected in Designer, you may or may not have access to the stroke fonts. If the current printer is a non-PostScript device, such as HPGL, PCL, plotter, etc., then the stroke fonts are available. If the current printer is the Micrografx PostScript Driver, then the stroke fonts are available. If the current printer is the Windows PostScript Driver, then the stroke fonts are not available unless the PostScript Adaptation Layer is disabled in the MGX.INI file.

There are several operations in Designer that will cause documents that use the stroke fonts to be mapped to another font. If a document uses one of the stroke fonts and the current printer is changed to the Windows PostScript Driver, then the stroke font will map to another font. Exporting a document that uses one of the stroke fonts will map the stroke font to another font. Performing any operation that requires converting that text to curves, that warps the text, or that changes the fill or line style so that the fill and line style are not the same, maps the stroke font to another font.

Related Topics

Font Mapping

Related Topics

Commonly Asked Questions
Micrografx Designer Read Me

Creating TIFF Files

When you export a file to the EPS format with TIFF preview chosen, the TIFF header is created with the current settings in the TIFF Export Setup dialog box. You can significantly decrease the file size (of the TIFF header and the EPS file) by choosing Monochrome or Grayscale.

Related Topics

- Commonly Asked Questions
- Micrografx Designer Read Me

Updating Embedded Objects in PageMaker 5

If you add fill colors or resize an embedded Designer object in PageMaker 5, and then choose Update or Exit and Return, only the fill color is updated in PageMaker 5. This is only a problem with PageMaker 5.

Related Topics

- Commonly Asked Questions
- Micrografx Designer Read Me

Printing Embedded or Linked Objects in WordPerfect for Windows 5.2

You may experience printing problems in WordPerfect for Windows 5.2 if you are

- Using the WordPerfect printer driver, **and**
- Printing an embedded or linked Designer 4.x object with a solid color other than black, **and**
- Using a 256-color video driver

You may be able to print the object using a standard VGA driver such as the Windows 3.1 VGA driver.

Related Topics

Commonly Asked Questions
Micrografx Designer Read Me

Performing a Search Using a CD Catalog

If you are performing a search using a CD Catalog, be sure Thumbnails are turned off before you start the search.

Related Topics

- Cannot Access ClipArt from CD over a Network
- Commonly Asked Questions
- Micrografx Designer Read Me

Scanner Information

Click the name of the scanner that you are using for information about using it with PhotoMagic.

Epson Scanner
Microtek Scanner
Mustek Handheld Scanner
Mustek Sheetfed Scanner
Mustek Flatbed Scanner
Niscan Handheld Scanner
Niscan Spectra Scanner
Sharp Flatbed Scanner

Related Topics

- Commonly Asked Questions
- Micrografx Designer Read Me

Epson Scanner

Before you can use your Epson scanner with PhotoMagic, you must install the interface card that was included with your scanner.

Please consult your scanner documentation for more information. If you have already installed the interface card for your scanner, you may disregard this message.

Related Topics

Commonly Asked Questions
Micrografx Designer Read Me

Microtek Scanner

Before you can use your Microtek scanner with PhotoMagic, you must manually add the following line to your CONFIG.SYS file and re-boot your computer.

DEVICE=[path]\MSCAN.SYS

Please consult your scanner documentation for more information. If you have already loaded this device driver and installed the interface card for your scanner, you may disregard this message.

Related Topics

Commonly Asked Questions
Micrografx Designer Read Me

Mustek Handheld Scanner

Before you can use your Mustek handheld scanner with PhotoMagic, you must manually add the following line to your CONFIG.SYS file and re-boot your computer.

DEVICE=[path]\M1904.SYS [W] [X] [Y] [Z]

where

[W] = DMA channel
[X] = Scanner Type
[Y] = I/O address
[Z] = Expanded memory location

Please consult your scanner documentation for more information. If you have already loaded this device driver and installed the interface card for your scanner, you may disregard this message.

Related Topics

Commonly Asked Questions
Micrografx Designer Read Me

Mustek Sheetfed Scanner

Before you can use your Mustek sheetfed scanner with PhotoMagic, you must manually add the following line to your CONFIG.SYS file and re-boot your computer.

DEVICE=[path]\SCANDEVC.SYS /H[Y] /I[Z]

where

[Y] = I/O address
[Z] = Hardware Interrupt

Please consult your scanner documentation for more information. If you have already loaded this device driver and installed the interface card for your scanner, you may disregard this message.

Related Topics

Commonly Asked Questions
Micrografx Designer Read Me

Mustek Flatbed Scanner

Before you can use your Mustek flatbed scanner with PhotoMagic, you must manually add the following line to your CONFIG.SYS file and re-boot your computer.

DEVICE=[path]\MSCAN.SYS

Please consult your scanner documentation for more information. If you have already loaded this device driver and installed the interface card for your scanner, you may disregard this message.

Related Topics

Commonly Asked Questions
Micrografx Designer Read Me

Niscan Handheld Scanner

Before you can use your Niscan handheld scanner with PhotoMagic, you must manually add the following line to your CONFIG.SYS file and re-boot your computer.

DEVICE=[path]\NISCANGS.SYS /[W] /[X] /[Y] /[Z]

where

[W] = I/O address
[X] = Hardware Interrupt
[Y] = DMA channel
[Z] = Time-out

Please consult your scanner documentation for more information. If you have already loaded this device driver and installed the interface card for your scanner, you may disregard this message.

Related Topics

Commonly Asked Questions
Micrografx Designer Read Me

Niscan Spectra Scanner

Before you can use your Niscan Spectra scanner with PhotoMagic, you must manually add the following line to your CONFIG.SYS file and re-boot your computer.

DEVICE=[path]\SPECTRA.SYS /P=[X] /B=[Y]

where

[X] = Communication Port number
[Y] = Baud Rate (0=9600 1=19200 2=37800 3=38400 4=57600)

Please consult your scanner documentation for more information. If you have already loaded this device driver for your scanner, you may disregard this message.

Related Topics

Commonly Asked Questions
Micrografx Designer Read Me

Sharp Flatbed Scanner

Before you can use your Sharp flatbed scanner with PhotoMagic, you must install the National Instruments GPIB interface card and run the National Instruments GPIB installation program for Windows that was included with your scanner.

Please consult your scanner documentation for more information. If you have already loaded these device drivers and installed the interface card for your scanner, you may disregard this message.

Related Topics

- Commonly Asked Questions
- Micrografx Designer Read Me

Printing Problems

Problem: Text is placed incorrectly on the **HP LaserJet 4** printer in raster mode at 600 dpi.
Solution: Select the Print TrueType as Graphics option in the Options dialog box of the Print Setup dialog box.

Problem: Text shows through opaque objects when printing to the **HP LaserJet Series III** PCL printer.
Solution: Select the Print TrueType as Graphics option in the Options dialog box of the Print Setup dialog box.

Problem: Objects do not crop, TrueType fonts print with a square opaque white background, or lines show through text when printing to an **HP PaintJet** printer.
Solution: Update to the latest version of the HP PaintJet driver.

Problem: Bitmaps printed to the **HP DeskJet** printer repeat the image or are rotated incorrectly.
Solution: Update to the latest version of the HP DeskJet driver.

Problem: Bitmaps printed to the **HP 550C** printer are extremely dark and oversaturated, or do not print correctly.
Solution: Update to the latest version of the HP 550C driver.

Problem: OLE objects from earlier versions of Micrografx products (Designer 3.1 and earlier, Charisma 2.1 and earlier, Draw 3.0 and earlier) do not print to a **PostScript** printer.
Solution: Export the object from the earlier version of the Micrografx product, then import it into Designer 4.1.

Problem: Printing to a Level 1 **PostScript** printer, a piece of one corner of a rectangle is missing.
Solution: This happens when you create an EPS file in Designer and put the EPS image into certain programs. To fix it, in the MGX.INI, turn PSAdapt off. Then set the options of the printer driver to EPS. Print. Print to EPS and use the new file.

Problem: Printing to an **AutoGrafix** device, there is a white line at the top of the **35 mm slide**.
Solution: When printing to 35 mm slides, choose a page size of Use Printable rather than 35mm in the Page Setup dialog box. Also, choose Center on Page in the Print Document dialog box.

Related Topics

Commonly Asked Questions
Micrografx Designer Read Me

Underlines Disappearing

Text underlines may disappear if you apply some attributes, such as italic, or convert the text to curves, rotate it, or change the color of an edge.

Related Topics

- Commonly Asked Questions
- Micrografx Designer Read Me

Cannot Access ClipArt from CD over a Network

When sharing access to a CD over a network, operation may be so slow that it appears to have failed. Copy the ClipArt files you need from the CD to your hard drive and then use those copies.

Related Topics

- Performing a Search Using a CD Catalog
- Commonly Asked Questions
- Micrografx Designer Read Me

Gradient and Hatch Export Problems

There are two translator switches you can use if certain symbols are exported improperly. You can set them in the [Translation] section of the MGX.INI file.

Set SimulateDRWGradient=1 if you experience problems exporting certain gradients to the DRW format. Gradients will be simulated, which will take longer and result in a larger output file, but it will correct the appearance of any gradients that do not export properly.

Set SimulateWMFHatch=1 if you experience problems exporting certain hatches to the WMF format. Hatches will be simulated, which will take longer and result in a larger output file, but it will correct the appearance of any hatches that do not export properly.

Related Topics

- Commonly Asked Questions
- Micrografx Designer Read Me

Updating Translators

The translators that are included with Designer 4.1 Technical Edition are continually being refined and enhanced. As improvements and additions are made to the translators, they will be made available to Designer customers.

Related Topics

- Commonly Asked Questions
- Micrografx Designer Read Me

Computer Based Training

Running the Designer 4.1 Technical Edition CBT (Computer-Based Training) and Tutorial located on the CD-ROM requires installation of Video for Windows. There are two ways to install Video for Windows prior to running the CBT.

- Run SETUP.EXE on the VFW11 directory on the Designer 4.1 CD-ROM
  or
- Run INSTALL.EXE on the root directory of the Designer 4.1 CD-ROM, choose the Custom installation option, and choose the Video for Windows option.

Related Topics

Commonly Asked Questions
Micrografx Designer Read Me

Designer 4.0 3-D Symbols

Designer 4.1 Technical Edition posts a message when you open a Designer 4.0 file that contains one or more 3-D symbols. The 3-D symbols are changed into a 2-D representation that Designer 4.1 can use. The 3-D data is not retained in the Designer 4.1 file, but the appearance of the 3-D symbols is maintained by the representation. The title of the opened document in Designer 4.1 is changed to Untitled to prevent accidental erasure of the original Designer 4.0 file.

Related Topics

- Commonly Asked Questions
- Micrografx Designer Read Me

Contacting Micrografx through CompuServe

Micrografx maintains a forum on CompuServe for Technical Support inquiries, requests, and new product information and updates. Just type GO MICROGRAFX to access the most helpful Technical Support in the industry. (Not available for the 30-day trial version.)

Related Topics

Commonly Asked Questions
Micrografx Designer Read Me

New Command (Profile Panel)

The New command in the Profile panel of the Preferences dialog box lets you create a new profile.

Related Topics

- Dialog Box information
- Procedure information
- Preferences-Profile panel

New Profile Document Dialog Box

File Name Text Box
Type a filename for the profile in the File Name text box.

Path
The Path area displays the path of the file.

Related Topics

- Command information
- Procedure information

Creating a New Profile

To create a new profile:

1. Open the File menu and choose Preferences. The Preferences submenu opens.
2. Click Profile. The Preferences dialog box opens with the Profile panel displayed.
3. Click the File Options button and choose New. The New Profile Document dialog box opens.
4. Type a DOS filename for the new profile and press **Enter**. The New Profile Document dialog box closes, and the new filename appears as the current Profile Document.

Related Topics

Command information
Dialog Box information

Copy Command (Profile Panel)

The Copy command in the Profile panel of the Preferences dialog box lets you copy a profile.

Related Topics

- Dialog Box information
- Procedure information
- Preferences-Profile panel

Copy Profile Document Dialog Box

From Area
The From area displays the name of the file you are copying.

To Text Box
Type a new name for the file in the To text box. You also can type a different drive or directory.

Path Name
The Path Name displays the path of the file.

Related Topics

- Command information
- Procedure information

Copying a Profile

To copy a profile:

1. Open the File menu and choose Preferences. The Preferences submenu opens.
2. Click Profile. The Preferences dialog box opens with the Profile panel displayed.
3. Click the File Options button and choose Copy. The Copy Profile Document dialog box opens.
4. Type a new filename and press **Enter**. The Copy Profile Document dialog box closes. The new filename is listed as an option in the Profile Document list box.

Related Topics

Command information
Dialog Box information

Delete Command (Profile Panel)

The Delete command in the Profile panel of the Preferences dialog box lets you delete the selected profile.

Related Topics

- Procedure information
- Preferences-Profile panel

Deleting a Profile

To delete a profile:

1. Open the File menu and choose Preferences. The Preferences submenu opens.
2. Click Profile. The Preferences dialog box opens with the Profile panel displayed.
3. Choose a file in the Profile Document list box that you want to delete.
4. Click the File Options button and choose Delete. You are asked to confirm that you want to delete the profile.
5. Click Yes to confirm the deletion.

Related Topics

Command information

Rename Command (Profile Panel)

The Rename command in the Profile panel of the Preferences dialog box lets you rename a profile.

Related Topics

- Dialog Box information
- Procedure information
- Preferences-Profile panel

Rename Profile Document Dialog Box

From Area
The From area displays the name of the file you are renaming.

To Text Box
Type a new name for the file in the To Text Box. You also can type a different drive or directory.

Path Area
The Path area displays the path of the file.

Related Topics
- Command information
- Procedure information

Renaming a Profile

To rename a profile:

1. Open the File menu and choose Preferences. The Preferences submenu opens.
2. Click Profile. The Preferences dialog box opens with the Profile panel displayed.
3. Click the File Options button and choose Rename. The Rename Profile Document dialog box opens.
4. Type a new filename and press **Enter**. The Rename Profile Document dialog box closes, and the renamed profile appears as the current Profile Document.

Related Topics

Command information
Dialog Box information

Update Command (Profile Panel)

The Update command in the Profile panel of the Preferences dialog box lets you update the current profile with any preferences that you have changed since the last time the profile was saved or updated.

The current profile is automatically updated each time you close Designer unless you have deselected the Save on Exit option. See Changing Profiles for more information

Related Topics

- Procedure information
- Preferences-Profile panel

Updating a Profile

To update a profile:

1. Open the File menu and choose Preferences. The Preferences submenu opens.
2. Click Profile. The Preferences dialog box opens with the Profile panel displayed.
3. Click the File Options button and choose Update. The current profile is updated with any preferences that have changed since the last time the profile was saved or updated.

Related Topics

Command information

File Options Button

The File Options button is in the Profile Panel of the Preferences dialog box. When you click it, a menu opens with commands to let you create a new profile, copy a profile, delete a profile, rename a profile, or update the current profile.

Related Topics

- Creating a new profile
- Copying a profile
- Deleting a profile
- Renaming a profile
- Updating a profile
- Preferences-Profile dialog box

The New Designer

We've updated Designer to make it friendlier and more functional than ever before. Click a topic to see an overview of the most significant differences between Designer 4.1 and earlier versions of Designer.

Multiple Drawing Windows
Page Display
The Toolbox
The Ribbon
Selecting Symbols
Using DRW Files
Micrografx PostScript Printer Driver

Related Topics

Finding your way in Designer

Multiple Drawing Windows

You can open multiple drawing windows inside the main Designer window. Each window is a completely separate document that contains any number of pages.

Related Topics

- Finding your way in Designer
- The New Designer

Page Display

Pages are displayed one at a time. You add pages as you need them with the Page button. You can see all the pages in your document by clicking the Page Manager tool.

You also can use a variety of page styles in one document. For example, page one can display in landscape orientation, while page two displays in portrait orientation at twice the size.

Related Topics

- Finding your way in Designer
- The New Designer

The Toolbox

The function of Designer's toolbox has been expanded. Many of the options that were in the command menus are now found here. For example, you access all drawing methods by clicking the Draw tool.

Each tool in the toolbox has a corresponding ribbon that appears when you click the tool. For example, the Text ribbon appears when you click the Text tool. When you click a tool, you are ready to perform the last action you did with the tool. For example, if you draw a circle with the Draw tool, you'll be in the same mode when you click the Draw tool again.

The Ribbon

The ribbon modifies the action of the selected tool. For example, you can modify the actions of the Text tool by changing the font in the Text ribbon.

Some ribbons let you modify *how* an action takes place. For example, if you've modified the Draw tool to draw rectangles, you are presented with three buttons in the ribbon that let you modify how to draw the rectangles.

Related Topics

- Finding your way in Designer
- The New Designer

Selecting Symbols with the Select Pointer

You select symbols by pointing to an element of the symbol with the Select Pointer and clicking the left mouse button. If you are in an action mode, such as draw mode, you can double click the symbol to select it.

Unlike versions of Designer 3.x and earlier, you must point to an edge or interior fill to select the symbol. For example, if you click inside a hollow symbol, it will not be selected; you must click its edge.

If the mouse pointer does not show the selection pointer (the arrow), you can activate the Select Pointer you either double click away from symbols, or click the Edit tool and click the Select button in the ribbon.

The Select Pointer replaces the Block Select and Select commands in versions of Designer 3.x and earlier. For example, you can drag the Select Pointer to "surround" select multiple symbols.

After you draw a symbol, you can immediately change its fill without actually selecting it. The symbol doesn't have the standard solid handles--it has a single hollow Implied Selection handle.

In Designer 3.1 and previously, you could click anywhere inside a symbol's bounding box to select it. That sometime made it hard to select a symbol when several overlapped. You tended to select the symbol on top. With Designer 4.1, you select a symbol if you click on any visible part of it, without regard to its bounding box. That makes it easy to select exactly the symbol you want.

If a symbol is completely behind another symbol, you can press the Alt key and click repeatedly where you know the symbol is. Designer will cycle through the symbols whose bounding boxes are beneath the mouse cursor. Stop clicking and release Alt when the symbol you are looking for is selected.

See Preferences-Input if you want to change so that the default behavior is as if you were pressing Alt, and the behavior when pressing Alt is the standard default behavior.

Related Topics

- Select button
- Finding your way in Designer
- The New Designer

Using DRW Files

Designer 4.1 uses a more advanced file format (DS4 file type) than versions of Designer 3.x and earlier (DRW file type). Designer 4.1 can *open* DS4, DRW, and MGX (Micrografx ClipArt) files. You also can *import* any of these file types.

When you open a DRW file, it is automatically converted to a DS4 file, and the extension is changed to DS4. The file preview in the expanded view of the Open dialog box works for DS4 and MGX file types, but not DRW file types.

If you open a document with multiple pages that was created with a version of Designer 3.x and earlier (DRW file type), you receive a message asking you to choose whether you want to keep the contents on separate pages or enlarge the page size to fit the entire drawing.

Related Topics

Finding your way in Designer
The New Designer

Micrografx PostScript Printer Driver

Windows uses a printer driver that communicates with your printer or other output device. The Windows Control Panel or Print Manager lets you add, remove, and set up printer drivers.

Micrografx no longer develops or maintains a PostScript printer driver. If you use the Micrografx PostScript driver (MGXPS.DRV) with Designer 4.1, you may experience printing problems. We recommend that you use either the Microsoft PostScript driver (PSCRIPT.DRV) included with Windows or another printer driver recommended for your PostScript output device.

Related Topics

Finding your way in Designer
The New Designer

Finding Your Way in Designer

Use this section to help you find the features you're used to using in Designer. Click a topic to learn more about the commands that were in that menu in Designer 3.x.

File Menu
Edit Menu
Draw Menu
View Menu
Change Menu
Arrange Menu
Line Menu
Pattern Menu
Text Menu

Related Topics

- The New Designer

File Menu

Action	Designer 3.x	Designer 4.1
List parts	File/List Parts	Symbol/List
Slide show	File/Slideshow	Page Manager tool (**Ctrl+G**)
Print page	File/Print Page (**Shift+F4**)	File/Print/Current Page (**Ctrl+P**)
Print options	File/Print	File/Print/Document
Change printer	File/Change Printer	File/Print/Target Printer
Print multiple files	File/Batch Print	File/Print/Multiple

Related Topics

- Finding your way in Designer
- The New Designer

Edit Menu

Action	Designer 3.x	Designer 4.1
Replace	Edit/Replace	Symbol/Replace
Display Clipboard contents	Edit/Clipboard	Windows Accessories/ Clipboard
Change paste format	Edit/Clipboard /Input formats	Edit/Paste Special/Data Type
Add snap points	Edit/Object Snap (**Ctrl+O**)	Edit tool/Add Snap Points button (**Ctrl+N**)
Snap point placement preferences	Edit/Snap Mode (**Ctrl+N**)	File/Preferences/Rulers/Snap
Assign right mouse button action	Edit/Button 2 (**Alt+Left Mouse Button**)	File/Preferences/Input
Label a symbol	Edit/Symbol ID (**F12**)	Edit tool/Symbol Properties button (**F12**)
Block select	Edit/Block Select (**Ctrl+B**)	Edit tool/Select button

Related Topics

Finding your way in Designer
The New Designer

Draw Menu

Action	Designer 3.x	Designer 4.1
Arc	Draw/Arc (**Ctrl+A**)	Draw tool/Simple Line button/ Quarter Arc button
Bézier curve	Draw/Bézier Curve	Draw tool/Compound Line button/Bézier Curve button
Circle	Draw/Circle (**Ctrl+U**)	Draw tool/Ellipse button/Diameter or 3-Point Circle button
Curve	Draw/Curve	Draw tool/Compound Line button/Curve button
Elliptical arc	Draw/Elliptical Arc	Select an ellipse/Edit tool/ Reshape button/drag around ellipse
Ellipse	Draw/Ellipse (**Ctrl+E**)	Draw tool/Ellipse button/ Diagonal or Height/Width button
Freehand drawing	Draw/Freehand (**Ctrl+F**)	Draw tool/Compound Line button/Freehand button
Horizontal and vertical lines	Draw/Horz/Vert Line (**Ctrl+H**)	Draw tool/Simple Line button/ Angle Constraint button
Line	Draw/Line (**Ctrl+L**)	Draw tool/Simple Line button/ Line Segment button
Parabola	Draw/Parabola	Draw tool/Simple Line button/ Parabola button
Pie	Draw/Pie	Select an ellipse/Edit tool/ Reshape button/drag inside ellipse
Polyline	Draw/Polyline	Draw tool/Compound Line button/Jointed Line button
Rounded rectangle	Draw/Rounded Rectangle	Draw tool/Rectangle button/ Rounded Rectangle button
Rectangle	Draw/Rectangle (**Ctrl+R**)	Draw tool/Rectangle button/ Diagonal or Height/Width button
Square	Draw/Square	Draw tool/Rectangle button/ Single Side button
Text	Draw/Text (**Ctrl+T**)	Text tool/Text Mode button (**Ctrl+T**)

Related Topics

Finding your way in Designer
The New Designer

View Menu

Action	Designer 3.x	Designer 4.1
View actual size	View/View Actual Size	View tool/Actual Size tool (**Shift+F8**)
View page	View/View Page	View tool/Full Page tool (**Shift+F6**)
View all pages	View/View Pages	Page Manager tool (**Ctrl+G**)
View used pages	View/View Used Pages	View tool/Used Area tool (**Ctrl+Shift+F3**)
View previous view	View/View Previous (**Ctrl+V**)	View tool/Previous View tool (**Shift+F3**)
Zoom	View/Zoom (**Ctrl+Z**)	View tool/Zoom tool (**F6**)
Crosshairs pointer	View/Crosshairs (**Ctrl+C**)	Display/Workspace/ Crosshairs (**Ctrl+H**)
Dimensions	View/Dimensions	File/Custom/Units
Handle size	View/Preferences	File/Preferences/General
Automatic scrolling	View/Preferences/Automatic Scroll	File/Preferences/General
Make backups	View/Preferences/Make Backups	File/Preferences/General/ Make Backups
Show preview	View/Preferences/Show Preview	Display/Preview
Tracing preferences	View/Preferences	Bitmap tool/Trace Quality and Line Type buttons
Number of ruler division marks	View/Rulers/Grid/Rulers Horiz/Vert	File/Preferences/Rulers/Snap button/Snaps per Unit
Number of grid points	View/Rulers/Grid/Grid Horiz/Vert	File/Preferences/Rulers/Snap button/Snaps per Unit
Change ruler measurements	View/Rulers/Grid/ Centimeters or Inches	File/Preferences/Rulers/ Snap/Units button
Screen color	View/Preferences	File/Page Setup/Page Fill
Change the coordinate origin	View/Status/Origin	Drag the ruler intersection button
Add tools to the toolbox	View/Tools	File/Preferences/Toolbox
Show preview	View/Show Preview	Display/Preview
Redraw	View/Redraw (**F3**)	View tool/Refresh tool (**F3**)

Related Topics

Finding your way in Designer
The New Designer

Change Menu

Action	Designer 3.x	Designer 4.1
Flip horizontal or vertical	Change/Flip Horizontal or Flip Vertical (**F7** or **Shift+F7**)	**F7** or **Shift+F7**
Slant or rotate	Change/Slant or Rotate	Edit tool/Rotate/Skew button
Rotate	Change/rotate commands	Change/Transform/Rotate button incrementally
Rotate to zero	Change/Rotate to Zero	Edit/Undo Transform (**Ctrl+Z**)
Set rotation	Change/Rotation	Change/Transform/Rotate button
Set pivot point	Change/Rotation	Change/Transform/Rotate button
Reshape points	Change/Reshape Points	Edit tool/Reshape button
Reshape Béziers	Change/Reshape Points	Edit tool/Reshape button/ Symmetrical Curve button or Cusp button (**Ctrl+7** or **Ctrl+6**)
Reshape connected	Change/Reshape Connected	Edit tool/Reshape button
Smooth	Change/Smooth (**F6**)	Edit tool/Reshape button/ Symmetrical Curve button (**Ctrl+7**)
Unsmooth	Change/Unsmooth (**Shift+F6**)	Edit tool/Reshape button/ Corner button (**Ctrl+5**)
Trace bitmap	Change/Trace	Bitmap tool/Trace button
Opaque or transparent background fill	Change/Opaque or Transparent	Style tool/Interior Fill or Line Fill button
Background color	Change/Background	Style tool/Interior Fill or Line Fill button

Related Topics

Finding your way in Designer
The New Designer

Arrange Menu

Action	Designer 3.x	Designer 4.1
Align symbols	Arrange/Align (**Ctrl+F1**)	Change/Align
Array	Arrange/Array	Change/Transform/Move (Copies)
Blend	Arrange/Blend	Change/Blend
Duplicate	Arrange/Duplicate	Edit tool/Duplicate button
Move symbols to back or front	Arrange/Move to Back or Move to Front (**F9** or **Shift+F9**)	Change/Order/Move to Bottom or Move to Top (**F9** or **F10**)
Change to a layer	Arrange/Layers/Current Layer	Layers button/Select layer
Layers	Arrange/Layers	Layers button/Layers
Break apart	Arrange/Break Apart (**Shift+F5**)	Change/Combine/Ungroup (**Shift+F5**)
Combine	Arrange/Combine (**F5**)	Change/Combine/Group (**F5**)
Connect closed and open	Arrange/Connect Closed or Open (**F11** or **Shift+F11**)	Change/Combine/Connect or Disconnect (**Shift+F11**)

Related Topics

Finding your way in Designer
The New Designer

Line Menu

Action	Designer 3.x	Designer 4.1
Line color	Line/Line Color	Style tool/Line Fill button or click the Color Palette with the right mouse button
Invisible line	Line/Invisible Line	Style tool/Line Style button/ Invisible
Wide styles for lines	Line/Wide Style	Style tool/Line Weight button
Calligraphic lines	Line/Wide Style	Style tool/Line Weight button
End styles	Line/Ends	Style tool/Line End button
Dimension lines	Line/Show Length	Dimension tool/Horizontal, Vertical, or Aligned Dimension Line button

Related Topics

Finding your way in Designer
The New Designer

Pattern Menu

Action	Previous Designer	Designer 4.1
Pattern color	Pattern/Color	Style tool/Interior Fill button/ Solid or click the Color Palette with the left mouse button
Hatch fill	Pattern/Hatch	Style tool/Interior Fill button/ Hatch
Bitmap fill	Pattern/Bitmap	Style tool/Interior Fill button/ Image
Gradient fill	Pattern/Gradient	Style tool/Interior Fill button/ Gradient
Symbol fill	Pattern/Symbol Fill	Style tool/Interior Fill button/ Symbol
Mask symbol	Pattern/Mask Symbol	Change/Symbol/Paste Inside
No pattern	Pattern/None	Style tool/Interior Fill button/ Unfilled
Alternate or winding pattern	Pattern/Alternate or Winding	Style tool/Fill Options button
Show complex fill patterns	Pattern/Show Complex	Display

Related Topics

Finding your way in Designer
The New Designer

Text Menu

Action	Designer 3.x	Designer 4.1
Bold, Italic, or Underline	Text/Bold, Italic, or Underline	Text tool/Bold, Italic, and Underline buttons (**Ctrl+B**, **Ctrl+I**, **Ctrl+U**)
Choose last used font	Text/[font]	Text tool/Font Recall button
Select a typeface and size	Text/Font	Text tool/Text ribbon (**Ctrl+T**)
Change font measuring units	Text/Font	Text tool/Text Attributes button/Units button (**Ctrl+Shift+T**)
Text color	Text/Color	Style tool/Interior Fill button
Text alignment	Text/Alignment	Text tool/Alignment buttons
Text spacing	Text/Spacing	Text tool/Text Attributes button/Spacing button
Text margins	Text/Paragraph	Text tool/Text attributes button/Margins and Alignment button and indents
Word wrap	Text/Word wrap	Automatic
Text along a curve	Text/Text Along a Curve	Change/Align/Align to Path button
Convert text to curves	Text/Convert to Curves	Edit tool/Convert to Curves button (**Ctrl+R**)
Split and join text	Text/Split or Join	Text/Change/Join or Split

Related Topics

Finding your way in Designer
The New Designer

Keyboard Shortcuts

Alignment **Clipboard** **Context-Sensitive Help** **File** **Reshape Options** **Ribbons and Dialog Boxes** **Symbol Options** **Text** **Viewing**

Alignment

Align bottom	**Alt+8**
Align center	**Alt+5**
Align dialog box	**Alt+1**
Align left	**Alt+3**
Align middle	**Alt+6**
Align right	**Alt+7**
Align evenly spaced, horizontal	**Alt+9**
Align evenly spaced, vertical	**Alt+0 (zero)**
Align top	**Alt+4**
Align to rulers	**Alt+2**
Align to bottom of page	**Ctrl+Shift+8**
Align to center of page	**Ctrl+Shift+5**
Align to left of page	**Ctrl+Shift+3**
Align to middle of page	**Ctrl+Shift+6**
Align to right of page	**Ctrl+Shift+7**
Align to page evenly spaced, horizontal	**Ctrl+Shift+9**
Align to page evenly spaced, vertical	**Ctrl+Shift+0 (zero)**
Align to top of page	**Ctrl+Shift+4**

Clipboard

Copy	**Ctrl+C**
Cut	**Ctrl+X**
Delete	**Delete**
Paste	**Ctrl+V**

Context-Sensitive Help

Context-sensitive help	**F1**

File

Close drawing window	**Ctrl+F4**
Exit Designer	**Alt+F4**
Export	**Ctrl+2**
Import	**Ctrl+1**
Next drawing window	**Ctrl+F6**
Open document	**Ctrl+O**
Print page	**Ctrl+P**
Print selected symbols	**Ctrl+Shift+P**
Redo	**Ctrl+Shift+Z**
Save	**Ctrl+S**
Save as	**Ctrl+Shift+S**
Undo	**Ctrl+Z**

Reshape Options

Connect closed	**F11**
Connect open	**Ctrl+F11**
Convert to curves	**Ctrl+R**
Cusp	**Ctrl+6**
Symmetrical curve	**Ctrl+7**

Unsmooth	**Ctrl+5**

Ribbons and Dialog Boxes

Align dialog box	**Alt+1**
Bitmap ribbon	**Ctrl+W**
Coordinates dialog box	**Ctrl+Q**
Dimension Ribbon	**Ctrl+0 (zero)**
Draw ribbon	**Ctrl+D**
Edit ribbon	**Ctrl+E**
Floating Color Palette	**Ctrl+F**
Page Manager ribbon	**Ctrl+G**
Properties dialog box	**F12**
Select dialog box	**Ctrl+Shift+F2**
Style ribbon	**Ctrl+Y**
Text Attributes dialog box	**Ctrl+Shift+T**
Text ribbon	**Ctrl+T**

Symbol Options

Disconnect closed	**Shift+F11**
Flip horizontal	**F7**
Flip vertical	**Shift+F7**
Group symbols	**F5**
Move to bottom	**F9**
Move to top	**F10**
Properties dialog box	**F12**
Reverse order	**Ctrl+Shift+F9**
Rotate preset amount	**F8**
Select all symbols (current page)	**Ctrl+A** or **F2**
Select all symbols (except currently selected)	**Ctrl+Shift+A** or **Shift+F2**
Select dialog box	**Ctrl+Shift+F2**
Snap points on	**Ctrl+N**
Snap points off	**Ctrl+Shift+N**
Step down	**Shift+F9**
Step up	**Shift+F10**
Ungroup	**Shift+F5**

Text

Align to bottom	**Ctrl+Shift+B**
Align to center	**Ctrl+Shift+C**
Align to left	**Ctrl+Shift+L**
Align to middle	**Ctrl+Shift+M**
Align to right	**Ctrl+Shift+R**
Align to top	**Ctrl+Shift+O**
Bold	**Ctrl+B**
Force justify horizontal	**Ctrl+Shift+F**
Full justify horizontal	**Ctrl+Shift+J**
Italics	**Ctrl+I**
Move to beginning of line	**Home**
Move to end of line	**End**
Small caps	**Ctrl+M**
Subscript	**Ctrl+Shift+K**
Superscript	**Ctrl+K**
Text Attributes dialog box	**Ctrl+Shift+T**

Underline	**Ctrl+U**

Viewing

Add view	**Shift+F4**
Crosshairs	**Ctrl+H**
Move down one layer	**Shift+Page Down**
Move up one layer	**Shift+Page Up**
Refresh the screen	**F3**
Scroll down	**Page Down**
Scroll up	**Page Up**
View actual size	**Ctrl+F8**
View all pages	**Ctrl+G**
View first page	**Ctrl+Home**
View full screen	**F4**
View last page	**Ctrl+End**
View next page	**Ctrl+Page Up**
View page	**Shift+F6**
View previous	**Shift+F3**
View previous page	**Ctrl+Page Down**
View used area	**Ctrl+Shift+F3**
Zoom in	**F6**
Zoom out	**Ctrl+Shift+F6**

Commonly Asked Questions

General

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Text

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When I put text on a path, I lose my small capital letters, superscript, and subscript.
The Split Text command causes non-visible text in the container to be lost.
When I flow text between containers, sometimes the text overwrites itself.
Symbol fill sizing is inconsistent when applied to freeform text.
When I print to HPPCL or HPPJ printers, sometimes bits of text appear through opaque symbols.
My Bitstream facelift fonts are not displaying or printing correctly.
My path text does not print correctly to my printer, an HP LaserJet.
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Should joining text change the size of the font?
I reshaped my text and the "holes'" disappeared. How do I get them back?
When I fit text to a path, it doesn't always exactly center the text.
Can you change or delete redefined custom units?

Related Topics

- Micrografx Designer Read Me
- Glossary

How do I set new defaults for my symbols? For example, what if I want all my fill colors to be red and all my lines to be blue.

To set new defaults, first make sure nothing is selected (click away from all symbols). Then set the defaults you want (fill color, line color, style, and width, and so forth). The new defaults remain in effect until you change them. To change an individual symbol, select it and then set its attributes. Another way is to click the Line Weight button or Symbol Fill button on the status bar using the right mouse button. The setting becomes the new default for that button.

Related Topics

- Micrografx Designer Read Me
- Commonly asked questions

I can't find the icon. How can I run the program?

To add the icon, consult your Windows manual for creating an icon. If you are running a shell in Windows other than the Program Manager (for example, Norton Desktop), you may need to create the icon according to the instructions provided with your software.

Related Topics

- Micrografx Designer Read Me
- Commonly asked questions

The package lists several fonts that I can use, but they aren't available to me. Why don't I have all the fonts?

To install individual features of Designer, choose the Custom Installation option. This option lists each feature such as translators, fonts, and ClipArt, which allows you to customize your software or to add features not previously installed.

Related Topics

- Micrografx Designer Read Me
- Commonly asked questions

During installation, why didn't I use all the diskettes?

The installation was successful, but I used only some of the diskettes.

Depending on which selections you choose from the Installation Menu, you may or may not use all the diskettes provided. The Full Installation option will require all the diskettes. Choosing either the Minimum or Custom installation may not require all the diskettes to be used.

Related Topics

- Micrografx Designer Read Me
- Commonly asked questions

How much disk space is required to install the entire program?

During installation, each option you select should display the amount of disk space required to completely install your selection. If the amount of disk space shown is not enough to install your selection, clear off more disk space or change to a location on your hard drive where more disk space is available.

Related Topics

- Micrografx Designer Read Me
- Commonly asked questions

Why do weighted (non-hairline) lines export to DRW as polygons?

Exporting symbols that have weighted (non-hairline) lines to the "DRW -- Micrografx Drawing (mgx)" filter result in the lines being converted to polygons. Exporting to the "DRW -- Micrografx Drawing" filter correctly retains the weighted lines.

Related Topics

- Micrografx Designer Read Me
- Commonly asked questions

Why does importing an EPS file into Designer 4.1 result in a gray box?

EPS files contain PostScript data, which is not translatable by applications. EPS files may contain an optional TIFF or WMF header that can be used to view the content of the EPS file. Designer displays a gray box in place of the preview data when importing an EPS file that does not contain a preview image. If the EPS file contains a TIFF or WMF preview, then Designer displays that preview when the EPS file is imported. Designer imports and translates the Adobe Illustrator format of EPS so you can edit it in Designer. For more information, see the description of EPS and PostScript.

Related Topics

- Micrografx Designer Read Me
- Commonly asked questions

Bitmaps or bitmap fills do not export properly to the Adobe Illustrator (AI) format.

The "AI -- Adobe Illustrator (mgx)" filter does not support exporting bitmaps or bitmap filled symbols, including bitmaps that are used to represent hatched fills. Depending on the option selected in the Setup dialog box, bitmaps will be exported in one of three possible solid colors: the foreground color of the bitmap, the background color of the bitmap, or a blend of the foreground and background colors of the bitmap to create a new color.

Related Topics

- Micrografx Designer Read Me
- Commonly asked questions

Exporting a bitmap filled object results in a solid fill.

Many formats do not support, or do not support well, clipping of bitmap filled objects. Designer must clip the image and reduce the clipped bitmap to a series of scan lines that represent the bitmap fill in order to reproduce the object as it appears in Designer. This process results in exported files that may be large and take a long time to process. Designer will substitute a solid fill for clipped bitmap fills in these situations. An override exists if you wish to allow Designer to generate the clipped bitmap fill as a series of scan lines. Set ClipImageFill=1 in the [Translation] section of the MGX.INI file to generate the scan line fill. This process may take a long time and result in a large output file.

Related Topics

- Micrografx Designer Read Me
- Commonly asked questions

Printing to an AutoGrafix device, there is a white line at the top of the 35 mm slide.

When printing to 35 mm slides, choose a page size of Use Printable rather than 35 mm in the Page Setup dialog box. Also, choose Center on Page in the Print Document dialog box.

Related Topics

- Micrografx Designer Read Me
- Commonly asked questions

Printing to a Level 1 PostScript printer, a piece of one corner of a rectangle is missing.

This happens when you create an EPS file in Designer and put the EPS image into certain programs. To fix it, in the MGX.INI, turn PSAdapt off. Then set the options of the printer driver to EPS. Print. Print to EPS and use the new file.

Related Topics

- Micrografx Designer Read Me
- Commonly asked questions

During reshape mode, angle information displayed in Designer's status bar does not appear to be correct.

Designer reports the current mouse position and the change of angle (relative to the original position). When reshaping, the status bar shows you how far you have moved the selected points and in what direction.

Related Topics

- Micrografx Designer Read Me
- Commonly asked questions

Bitmaps printed to the HP 550C printer are extremely dark and oversaturated, or do not print correctly.

Update to the latest version of the HP 550C driver.

Related Topics

- Micrografx Designer Read Me
- Commonly asked questions

Bitmaps printed to the HP DeskJet printer repeat the image or are rotated incorrectly.

Update to the latest version of the HP DeskJet driver.

Related Topics

- Micrografx Designer Read Me
- Commonly asked questions

I'd like to know more about PostScript, EPS, and AI.

What is PostScript? What is EPS and why do there seem to be so many variations? Why can my application edit some EPS files and not others? What's the difference between AI and EPS files? How does Designer work with EPS files?

These are just a few of the questions people ask when confronted with distinguishing between PostScript, AI, and EPS. The following descriptions help to explain the differences and how to decide which format is appropriate for which use.

PostScript

PostScript is a high level, device independent programming language that is used to describe the appearance of text, graphical shapes, and images on displayed or printed pages. Printing or displaying PostScript involves the use of a PostScript interpreter written for a specific output device. The interpreter executes the commands in the PostScript language and converts them to the low level operations understood by the device.

In Windows, a PostScript print stream can be generated by an application printing to a PostScript device driver. Either the application or the device driver may generate its own specialized definition of the output pages using PostScript commands. The PostScript commands, along with printer-specific information, make up the print stream. A PostScript print stream that is saved to a file is a PostScript file, and typically has a PS file extension. A PostScript file is intended for output to a specific device, and as such is not editable or suitable for use as a file transfer format.

PostScript File Support in Designer
Set the Target Printer to a PostScript device and print to a file. Designer uses its own internal PostScript Adaptation Layer to generate the PostScript, which may be disabled to allow the device driver to generate the PostScript.

Designer does not read or import a PostScript print file.

Encapsulated PostScript (EPS)

Encapsulated PostScript (EPS) is a file containing PostScript commands that describe a single page. An EPS file does not contain printer-specific information. The typical purpose of an EPS file is to be included, or encapsulated, into another PostScript page description. Applications import the EPS data into a document, which is then output (the original document plus the included EPS data) to a PostScript device. EPS files are not editable after they are imported into a document. Applications may manipulate the whole EPS data, to some extent, including modifying the size, position, and rotation of the EPS data, but they cannot modify the EPS data directly.

Since the application cannot edit the EPS data, the format of the EPS file allows for the inclusion of a preview image that an application may use to display the representation of the EPS data. This preview image is usually either a Windows Metafile (WMF) or a TIFF bitmap. Applications that do not support Windows Metafile or TIFF images usually display a place holder that assists in the placement and manipulation of the EPS data.

In addition to being used to display the representation of the EPS data, the preview may also be used when a document is printed to a device that does not support PostScript. An application that creates a document containing EPS data and then prints the document to a PostScript device passes the EPS data to the PostScript device for printing. If the application prints the document to a device that does not support PostScript, it must print the preview instead. A TIFF or Windows Metafile preview will give a more accurate presentation than a place holder, although it is usually inferior to the results generated by the EPS data to a PostScript device.

Some PostScript device drivers have an option to create an EPS file from a PostScript print stream. The PostScript driver supplied with Windows 3.1 has this feature. When the option is selected and an application prints to the driver, the user is prompted for the file name to be used to create the EPS file.

EPS Support in Designer
Designer supports four types of EPS export. Select the desired type in the Export dialog box.

- "EPS - Encapsulated PostScript, No Header or Preview" generates a minimum EPS file.
- "EPS - Encapsulated PostScript, No Preview" generates an EPS file with a header but no preview.
- "EPS - Encapsulated PostScript, TIFF Preview" generates an EPS file with a TIFF preview.
- "EPS - Encapsulated PostScript, WMF Preview" generates an EPS file with a WMF preview.

Designer does not fully support importing EPS files. The preview data is imported, but the EPS data is ignored. Importing an EPS file that does not have a preview displays a gray filled rectangle of the same size as the EPS data. Importing an EPS file with a TIFF or WMF header displays only the preview data. Select the "EPS - Adobe Illustrator EPS" filter in the Import dialog box to import an EPS file.

Adobe Illustrator

An Adobe Illustrator file (AI) is an EPS file that conforms to the language restrictions defined and published by Adobe for use as a file data transfer format. It is the native file format for Adobe Illustrator and has an AI file extension. Unlike other PostScript files that require device interpreters, the AI file does not contain custom extensions: It is a defined set of operators that can be translated into other page and graphical primitives. Applications can read and write the file format just like any other file data transfer format. Like other file formats, different release versions exist. Applications must ensure that they are compatible with the format version specified in the file.

Since it is an EPS file, an AI file also may contain the preview header. Applications that do not choose to support the AI file format primitives directly may elect to import the preview instead. Applications that do support the AI file format can edit the data that is contained in the file after it is imported.

AI files are sometimes called Adobe Illustrator EPS files, or AI/EPS files, and have an EPS extension. Most clip art packages that offer EPS files are AI files with TIFF previews and have the EPS extension. Applications can import and edit these EPS files, unlike other EPS files, because they conform to the AI language restrictions and can be parsed and translated. EPS files that do not conform to the AI language restrictions are not AI files and cannot be edited, only incorporated into a document.

AI Support in Designer
Designer supports importing and exporting the AI file format. Imported AI files are translated and the EPS data can be edited in Designer.

For files with the AI extension, select the "AI - Adobe Illustrator AI" filter for both import and export.

For files with the EPS extension that are AI files, select the "EPS - Adobe Illustrator EPS" filter for both import and export.

Related Topics
Micrografx Designer Read Me
Commonly asked questions

Why does slanting underline text cause the underline to go away?

Some effects applied to text, such as slanting or warping, are too complicated to be rendered by Windows or ATM. Designer converts the text to curves before displaying it, causing the underline to be lost. Since Windows can only render TrueType and Type 1 fonts as solid single color, text that has an edge color different from the fill color and text that has a complex fill also are converted to curves.

Related Topics

- Micrografx Designer Read Me
- Commonly asked questions

Why is the estimated file size for a standalone slideshow so large?

The value show is the uncompressed size and should be considered the maximum size required. The actual size will vary based on the content of the slides.

Related Topics

- Micrografx Designer Read Me
- Commonly asked questions

Why are the sizes of the ClipArt files on disk different from those on the CD?

The ClipArt files on disk don't contain the thumbnail preview of the file. Omitting these allows more ClipArt files to be placed on the diskettes.

Related Topics

- Micrografx Designer Read Me
- Commonly asked questions

Why does the Reset Transform command move inserted ClipArt to the page origin?

The Reset Transform command removes all transformations applied to a symbol since its original defined location. When inserted, ClipArt is defined to be at the page origin and is translated to the location where you place it.

Related Topics

- Micrografx Designer Read Me
- Commonly asked questions

The Split Text command causes non-visible text in the container to be lost.

The Split Text command is intended to make generating individual text labels easy. In order to convert all text lines to labels, first resize the text container so that all text is visible.

Related Topics

- Micrografx Designer Read Me
- Commonly asked questions

How are the number of points in the Reduce Points dialog box determined?

In the Reduce Points dialog box, the number of points that may be removed from a symbol is based on a tolerance that varies based on the size of the symbol. For example, start with two identical symbols and reduce the size of one of those symbols. The number of points that can be removed from the reduced symbol is larger than that other symbol because the distance or tolerance between the points in the reduced symbol is smaller.

Related Topics

- Micrografx Designer Read Me
- Commonly asked questions

When I flow text between containers, sometimes the text overwrites itself.

The shape is only used as a template to create a text container. The text container and the shape are two different objects. To see this, draw two rectangles and select the first one as a container for text. Enter text until the text overflows, then press F2 to select everything. Notice that three items are selected; two rectangles and one text block. The rectangle is still a separate block so that when you reflow text it is again used as a template for the next block, drawing right on top of the first one.

Related Topics

- Micrografx Designer Read Me
- Commonly asked questions

Why does rotating a dimension line make the length smaller?

This is correct behavior for a dimensioning symbol. When you transform (move, scale, rotate, skew, and so forth) a dimensioning symbol, you are only transforming the points about which the dimensioning symbol is defined. Consequently, when you rotate the horizontal dimension line, you are, in effect, rotation the imaginary line measured. As you rotate this line, its horizontal component changes.

Related Topics

- Micrografx Designer Read Me
- Commonly asked questions

Can you change or delete redefined custom units?

Designer has a set of redefined custom unit that it places in every file it creates. These custom units can be changed and even deleted from both the file and Designer's profile. New files will, however, always contain the original custom units.

Related Topics

- Micrografx Designer Read Me
- Commonly asked questions

Importing a Designer 3.1 PAL file results in multiple palettes being created.

A Designer 3.1 palette file (PAL) can contain multiple palette definitions and is imported into separate Designer 4.1 palettes so you do not lose any of the colors in the original palette.

Related Topics

- Micrografx Designer Read Me
- Commonly asked questions

Symbol fill sizing is inconsistent when applied to freeform text.

To understand what is occurring it is necessary to look at how symbol fills work. Before displaying, a symbol fill is transformed using the same transform as the symbol being filled. This allows the symbol fill to maintain the same size relative to the filled symbol. For example, suppose you fill a square with the star symbol fill and it takes only five stars to fill the square. If you resize the square, the symbol fill is also resized so that the same five stars fill the square. Filling freeform text with a symbol fill works exactly the same way. The difference is that the size of freeform text can be changed in two ways, one of which applies a transformation and one that does not. Resizing the text by dragging one of its boundary handles causes a transformation to be applied to the text. In this case, the symbol fill is resized with the text symbol. Enlarging or reducing the font size using the font size spinner on the Text ribbon does not apply a transformation, so in that case the symbol fill does not change size. You can tell if a transformation has been applied to a selected symbol by looking for a T in a red box in the two-line status bar.

Related Topics

- Micrografx Designer Read Me
- Commonly asked questions

Printer fonts are not WYSIWYG (what you see is what you get).

Since a printer font may not have a close on-screen representation, all printer fonts are mapped to a single font for consistent on screen display. The default font used is Arial. You can change the default by modifying the DefaultFont entry in the Mgxgre section of the MGX.INI file. Independent of the font selected for screen display, the text will print correctly if the target printer supports the fonts.

Related Topics

- Micrografx Designer Read Me
- Commonly asked questions

Why do text sizes differ in Designer 3.1 and Designer 4.1?

The "dot" fonts used by earlier versions of Designer (such as Swiss) are no longer supported. TrueType and Type 1 equivalent fonts have been created for use in Designer 4.1. There are slight differences between Designer 3.1's rendering of dot fonts and that of Windows and ATM. To compensate for these differences, a table of variations was introduced into the MGX.INI file. This table is used to slightly resize fonts when DRW files are read into Designer 4.1. All previous Designer file formats were tested and best fit values were created for use in converting Designer 3.x fonts to Type 1 and TrueType fonts.

Related Topics

- Micrografx Designer Read Me
- Commonly asked questions

Some Designer 4.0 drawings that have container text display differently in Designer 4.1. What has changed?

In Designer 4.0, container text behaved differently from all other types of text when transformed (rotated, scaled, and so forth). The container was transformed and the text reflowed in the new container using the original point size. While this is a common implementation that is found in many page layout applications, many Designer users found this inconsistent and confusing. In Designer 4.1, all text types are transformed the same way. If text is flowed or entered into a transformed container, the text is also transformed. Note: If un-transformed text is desired, convert the container to curves to normalize the container's transformation before inserting text.

Related Topics

- Micrografx Designer Read Me
- Commonly asked questions

After Connecting closed two symbols, both Disconnect and Ungroup are available in the Change menu.

Are the symbols grouped as well as connected?

No. In Designer 3.1 the **Shift+F5** shortcut chose the Break Apart menu command. This single command would both ungroup grouped symbols and disconnect connected open or closed symbols. This was added as a convenience for Designer 3.1 users.

Related Topics

- Micrografx Designer Read Me
- Commonly asked questions

When I print to HPPCL or HPPJ printers, sometimes bits of text appear through opaque symbols. How can I get correct output?

For HPPCL printers select the Print TrueType as graphics option in the options dialog box of the printer driver setup dialog box.

Related Topics

- Micrografx Designer Read Me
- Commonly asked questions

I want to link a Designer object into Designer. Can I do this?

No.

Related Topics

- Micrografx Designer Read Me
- Commonly asked questions

How can I merge a multi-page DS4 file into Designer 4.1?

Multi-page DS4 import is not supported. However, you can open both files and cut and paste symbols from one file to another.

Related Topics

- Micrografx Designer Read Me
- Commonly asked questions

I can't import CorelDRAW (CDR) version 4.0 files.

CorelDRAW 4 format is not supported.

Related Topics

- Micrografx Designer Read Me
- Commonly asked questions

When I print to the HP DeskJet, I get extra copies.

Some printer drivers do not support the ExtDeviceMode command. If a driver does, and you requests multiple print copies, then Designer spools one copy and tells the driver to print multiple copies. If the driver does not support ExtDeviceMode, then Designer must print multiple copies itself, which takes longer.

Related Topics

- Micrografx Designer Read Me
- Commonly asked questions

When I put text on a path, I lose my small capital letters, superscript, and subscript.

Small caps, superscript, and subscript do not work with path text. They are changed to normal text.

Related Topics

- Micrografx Designer Read Me
- Commonly asked questions

My printed bitmaps look worse than when I printed them using Designer 3.1

There's a setting to fix the problem. Setting UseGDIForBLTPrinting to 1 in the [Mgxgre] section of MGX.INI will cause GDI to be used to dither printed images. The default value of 0 causes the internal bitmap code to do the dithering itself. GDI dithering produces the same results as Designer 3.1 bitmap printing. This setting only applies to bitmaps printed through GDI and does not affect either screen or Postscript output.

In Designer 4.0, bitmaps imported from Designer 3.1 could look quite bad on screen when running with a 256-color display. This was because bitmaps imported from DRW files came in as VBMs, one of Designer's bitmap formats. VBMs display poorly on palette-based 256-color devices. To remedy this problem, Designer now converts bitmaps coming from Designer 3.1 to Frames, another internal bitmap type. Setting ImportBMPAsVBM=1 in the [Micrografx] section of the MGX.INI will restore the old behavior.

Related Topics

- Micrografx Designer Read Me
- Commonly asked questions

My Bitstream facelift fonts are not displaying or printing correctly.

Bitstream Facelift is a font technology, like TrueType or ATM. While that technological difference may be irrelevant to some Windows applications, drawing programs such as Designer that manipulate fonts at a low level need to explicitly support the technology to work fully. Designer does not.

Facelift can be used in a limited way within Designer, though. Setting the option DontFilterDeviceFonts=1 in the [Mgxgre] section of the MGX.INI file causes Designer to bypass its usual checking of device fonts (and substitution of a default font, usually Arial) and select a font. With the option set to 1, Facelift fonts appear correctly on-screen and when printing. Any printer device fonts are mapped by Windows to a screen font, often an unattractive-when-resized bitmap one. It works pretty well if you set the option to 1 and stick to TrueType, ATM, and Facelift fonts.

The facelift fonts are still recognized as and treated like device fonts, though, so support for them is far from complete. Converting them to curves turns them into Arial. So does any implicit convert-to-curves, such as rendering with an edge or fill, some non-proportional resizing, and various other operations.

Another issue to worry about is Facelift's Printer Shell Drivers. To have the Facelift fonts available for a given printer, you set it up so that your normal printer drivers are replaced by SHELLPRT, Facelift's shell. The shell then passes printer commands to the actual driver. One side effect of this is that it defeats Designer's normal detection of whether a printer is Postscript. Therefore, Designer will not use its PostScript adaptation layer.

Related Topics

- Micrografx Designer Read Me
- Commonly asked questions

Some symbols filled with bitmap images are not clipping correctly when printed.

This occurs when printing to the IBM/Lexmark WinWriter 600 using the Microsoft Windows Printing System. When a symbol containing an image is printed, the image prints beyond the symbol's borders. The Printer's driver appears to be reporting its capabilities incorrectly. Contact Lexmark for a fixed driver.

Related Topics

- Micrografx Designer Read Me
- Commonly asked questions

When I transfer symbols from Designer to PhotoMagic using Copy and Paste, I lose the foreground and background colors.

The colors are not applied to the bitmap itself: They are saved as foreground and background attributes. The transition into PhotoMagic does take these attributes into account to some extent. If the foreground color is black, then the monochrome bitmap comes into PhotoMagic as black on white. If the foreground color is not black, then the monochrome bitmap comes into PhotoMagic inverted (white on black).

Related Topics

- Micrografx Designer Read Me
- Commonly asked questions

My path text does not print correctly to my printer, an HP LaserJet 4Si/4Si MX Driver.

The symptom is that some of the characters of a text-along-a-curve string are either too high or too low. Printing to Postscript, or using the "Print True Type as Graphics" driver option fixes it.

Related Topics

- Micrografx Designer Read Me
- Commonly asked questions

I want to know more about reducing points.

The algorithm works by specifying a tolerance with which to approximate the polyshape. When parts of the curve slip under that tolerance, then there will be fewer points in general, but sometimes lessening the tolerance actually adds a few points. The overall behavior is a reduction in points as the tolerance increases, but it is not a perfectly predictable or smooth process.

Related Topics

- Micrografx Designer Read Me
- Commonly asked questions

My text exports to DRW as individual lines.

A text block (container) exported to DRW -- or any other vector format -- exports as individual text lines, not as an entire text block.

Related Topics

- Micrografx Designer Read Me
- Commonly asked questions

My text displays incorrectly with my printer, an HP4.

With the HP4 PCL driver set to 600 dpi, checking and unchecking the "Print TrueType as Graphics" option in the driver causes Designer to display text slightly misplaced. This effect is base on the text metrics returned from the printer driver and does not affect printing, only display.

Selecting the "Print TrueType as Graphics" option ensures that text displays and prints the same.

Note: The "Print TrueType as Graphics" option is in the printer driver's Options dialog box and cannot be selected unless the "Graphics Mode" is set to "Raster."

Related Topics

- Micrografx Designer Read Me
- Commonly asked questions

The CorelDRAW 3.0 filter distorts imported shapes that have the Perspective Effect added.

The CorelDRAW 3.0 filter distorts a CDR (CorelDRAW version 3.0) file that has the Perspective Effect added. The CDR-CorelDRAW 2.x, 3.x filter can successfully import the Perspective effect.

Related Topics

- Micrografx Designer Read Me
- Commonly asked questions

When proportionally scaling, wide objects don't snap to horizontal guides and tall objects don't snap to vertical guides.

Proportional resize of tall objects only snaps to horizontal guides (the horizontal component of the symbol's size box is calculated based on the vertical size). Likewise, proportional resize of wide objects only snaps to vertical guides (the vertical component is calculated based on the horizontal size).

Related Topics

- Micrografx Designer Read Me
- Commonly asked questions

Polylines export with too many points.

You can change this behavior with an entry in the MGX.INI file.

This entry sets an abstract tolerance factor that removes excess points from a polyline based on the distance and colinearity between points. The default is 4. The larger the number, the more points are removed and the fewer points remain in the polyline. This entry can be modified in MGX.INI as follows.

ExportPointReductionFactor=(VALUE)

The (VALUE) is a positive integer value. The practical range is between 1 and 10.

Depending on the capabilities of the file format and/or filter, certain symbols must be represented by polylines instead of Bézier. More points must be maintained for visual fidelity.

Related Topics

- Micrografx Designer Read Me
- Commonly asked questions

Why are the Designer symbols that I've placed into PageMaker 5.0 getting cut off when printing to a PostScript device?

This problem only happens when you are using a full-page graphic. This is a known PageMaker 5.0 bug and occurs with any vector graphic imported into PageMaker, not just Designer's. The workaround suggested by Aldus Technical Support is:

1. In the Windows Control Panel install a driver for a printer that is capable of printing at a resolution higher than 1500 dpi, such as the Linotronic 330 and connect it to the port to which your printer is connected.
2. In the PageMaker Page Setup dialog box (File/Page Setup), choose this printer as the target printer and select a resolution higher than 1500 dpi.
3. Print the page.

Limitations: This workaround limits the ability to choose different paper trays and other printer specific options.

Another workaround is to use a PCL driver instead of PostScript if you are printing to an HP printer.

Related Topics

Micrografx Designer Read Me
Commonly asked questions

Why do transparent bitmaps placed into PageMaker from Designer display incorrectly in Normal Graphics mode?

In Normal Mode, PageMaker displays a metafile. Windows metafiles do not support transparent bitmaps. The workaround is to select High Graphics Mode in PageMaker preferences.

Related Topics

- Micrografx Designer Read Me
- Commonly asked questions

Why do hairlines exported as HPGL appear to be thicker?

This is because the default pen nib width for HPGL plotters is used for the hairline width. This is correct behavior.

Related Topics

- Micrografx Designer Read Me
- Commonly asked questions

What is the limit on the size of a text file I can import?

Importing text in a text block is limited to files that have less than 10,000 characters. Text is truncated after that.

Related Topics

- Micrografx Designer Read Me
- Commonly asked questions

Why don't thumbnails display in the ClipArt Manager after performing a search?

Because the Search Results subject is created dynamically, thumbnails are not able to be displayed.

Related Topics

- Micrografx Designer Read Me
- Commonly asked questions

How do I get vector clipping in an HPGL file when there is no option in the export setup to do so?

Load an HPGL driver and print to a file.

Related Topics

- Micrografx Designer Read Me
- Commonly asked questions

Why can't I select symbol-filled objects using the Select dialog box in a file I have saved and reloaded?

The Select by Interior Fill in the Select dialog box is valid for symbol-filled objects in the current Designer session only. After the file is reloaded, the symbol fills have moved in memory and are not selectable by the Interior Fill option.

Related Topics

- Micrografx Designer Read Me
- Commonly asked questions

Why does converting a metafile to curves sometimes change the size?

When Designer interprets a metafile and converts it to Designer symbols, it uses the bounds stored in the metafile to determine the size of the symbols. If the application that created the metafile incorrectly stored the bounds, the symbols may change in size when they are converted to Designer symbols (converted to curves).

Related Topics

- Micrografx Designer Read Me
- Commonly asked questions

Clicking the up arrow in the vertical movement field of the Transform-Move dialog box moves the symbol down.

Why doesn't it go up?

An increasing value in the spinner matches increasing numbers down the ruler. The spinners do not transform the symbol up or down the page; they increase or decrease the *number*.

Related Topics

- Micrografx Designer Read Me
- Commonly asked questions

How can I select multiple documents to print?

In the Print Multiple Files dialog box, click the File Options button. Choose Find. After searching, multiple files can be selected in the Files Found list box.

Note: Due to a current program limitation, files printed in this manner do not print their master page.

Related Topics

- Micrografx Designer Read Me
- Commonly asked questions

Why can't I embed a Designer object that is greater than 64K?

Most OLE applications are not capable of handling objects bigger than 64K. Because of this common disability, we do not allow other applications to embed these Designer 4.1 objects. If the client does not support the OLE data that is greater than 64K, then it will not be able to pass the correct data back to Designer when you attempt to edit the object. You can try to work around this using the AllowLargeClipboardObjects= option in the Micrografx section of the MGX.INI file.

Related Topics

- Micrografx Designer Read Me
- Commonly asked questions

Why don't GIF, PCX, and TGA bitmaps retain their original size when importing or exporting?

The GIF, PCX, and TGA filters do not understand the concept of the DPI setting. To them a bit is just a little square with no specific size. That means that the bitmap will appear larger or smaller when displayed on a lower resolution device or a higher resolution device. Some programs, such as PhotoMagic, assume that these files were created at 75 dpi. When importing one of these files, Designer assumes that it was created at the current screen resolution and will resize the bitmap according to that assumption. For example, if you are running SuperVGA mode (800 x 600), Designer resizes the bitmap as though there were 96 pixels per inch. When exporting to one of these formats, the BitmapResolution entry in the MGX.INI file governs the output resolution. If the entry isn't present, then Designer defaults to the current screen resolution and writes that value to the Bitmap Resolution entry in the MGX.INI file. If another application reads GIF, PCX, and TGA files created by Designer and assumes that they were created at 75 dpi, then the bitmap may appear larger than it does in Designer.

Related Topics

- Micrografx Designer Read Me
- Commonly asked questions

Why are JPG bitmaps not the same size in CorelDRAW as they were in Designer?

CorelDRAW ignores the dpi field in the file when importing JPG.

Related Topics

- Micrografx Designer Read Me
- Commonly asked questions

Why do CGM files exported from Designer import into some other applications at a different size?

Designer exports metric, that is, with a scale factor. Some applications use an abstract scale.

Related Topics

- Micrografx Designer Read Me
- Commonly asked questions

Should blank pages in my document print?

No. Pages that do not contain symbols should not print. Designer does not currently have any word processing features such as page numbers, headers, footers, and so forth, so you can just insert a blank piece of paper, if needed. Designer does print blank tiles that result from a tiling operation.

Note: When printing tiled output (Designer's page is larger than the printer's page), blank pages do print. That way you can paste all the pages together to create a single large document.

Related Topics

- Micrografx Designer Read Me
- Commonly asked questions

My mouse is unsteady. How can I move a symbol just a little?

There are some keyboard sequences you may find handy.

- The **Spacebar** acts like the left mouse button. You can tap to click, hold to press, or tap twice quickly to double click.
- The **Arrow keys** move the cursor one dot at a time. Zoom in and out to have more or less precision.
- The **2** key at the top of the keyboard opens the mouse menu.

All the constraint keys (such as **Ctrl** and **Shift**) can be used with these keys just like you were using a mouse.

Related Topics

Micrografx Designer Read Me
Commonly asked questions

How do you add a point quickly in reshape mode? Shift+hold does not work as it did in Designer 3.1.

Shift+click adds a point in point reshape or Bézier reshape.

Related Topics

- Micrografx Designer Read Me
- Commonly asked questions

How can I move the pivot point and make it stay?

Use **Shift**+drag to move the pivot point and make it stay.

Related Topics

- Micrografx Designer Read Me
- Commonly asked questions

How can I reset the pivot point to the default after I move it?

In the Preferences-Rulers/Snap dialog box, select Center Snap Points. Select the symbol. Turn on snap points (**Ctrl+N**). Hold **Shift** and drag the pivot point to the center. Release.

Related Topics

- Micrografx Designer Read Me
- Commonly asked questions

How can I resize a hatch-filled symbol without affecting the fill?

Choose the Convert to Curves command after resizing the symbol. This can be done as many times as needed.

Related Topics

- Micrografx Designer Read Me
- Commonly asked questions

Should joining text change the size of the font?

When text is joined, all text symbols joined will inherit the transformation, if any, of the first text symbol.

Related Topics

- Micrografx Designer Read Me
- Commonly asked questions

Why does text along a curve change when I save a Designer 4.0 file in Designer 4.1 and then open the file in Designer 4.0?

There were several problems with Designer 4.0's placement of text along a curve. In fact, saving and reopening a file in Designer 4.0 would sometimes cause the text to shift position. Attempts have been made to recreate the Designer 4.0 anomalies when Designer 4.1 saves Designer 4.0 compatible files. However, priority has been given to the display of Designer 4.0 files in Designer 4.1.

Related Topics

- Micrografx Designer Read Me
- Commonly asked questions

How can I get text to wrap on all four sides of a rectangle?

The basic implementation of text along a curve is to wrap text along each side of a polygon and to continue in a straight line after the polygon sides are exhausted. Text unwrapping from a rectangle is a side effect of that. If you move the alignment point to the top line of the rectangle (only a slight movement is required), the text should wrap correctly.

Related Topics

- Micrografx Designer Read Me
- Commonly asked questions

How can I space text evenly along a path?

Designer 4.1 does not perform this operation. Text is a single symbol. In order to space it evenly, it is necessary to adjust the character and/or word spacing, or possibly the character widths.

Note: You can convert the text to curves and then use the Align To Path dialog box to space the characters evenly along a path. However, after converting the text to curves, you will no longer be able to edit the text (correct typographical errors, change fonts, and so forth).

Related Topics

- Micrografx Designer Read Me
- Commonly asked questions

Should aligning symbols as group in the Align to Page dialog box automatically group the symbols?

No. The purpose of the Align Symbols as Group option is not to group the symbols, but to treat them like a group during the alignment.

Related Topics

- Micrografx Designer Read Me
- Commonly asked questions

Sharing CD ClipArt over Windows for Workgroups is slow. Is there any way to speed it up?

Put the thumbnails and MED files on the local hard drive to cut down on the disk access. To do this install a piece of ClipArt from the CD.

Related Topics

- Micrografx Designer Read Me
- Commonly asked questions

I reshaped my text and the "holes" disappeared. How do I get them back?

When a letter such as an A is reshaped, it is converted to curves and becomes two shapes. You can regain the original "holes" by Connecting Closed (**F11**) the two new shapes.

Related Topics

- Micrografx Designer Read Me
- Commonly asked questions

Sometimes I cannot ungroup symbols pasted from the Clipboard. Why is this?

Check the two-line status bar to see what kind of symbol was pasted.

If the symbol is an OLE symbol, Designer cannot edit the object. Use Paste Special and choose Picture to paste a symbol Designer can edit.

The symbol may be a picture (Windows metafile). Metafiles pasted from the Clipboard must be decomposed by using the Convert to Curves command before you can edit the symbols. Then they can be ungrouped and edited.

Related Topics

- Micrografx Designer Read Me
- Commonly asked questions

The Layer dialog box appears to change the wrong layer.

Note that Designer automatically names layers as they are added. Create a new drawing and add a few layers. Now go to the layers dialog and start moving the layers (using the up and down arrow keys). Notice that unnamed layers are renamed to reflect their new position when they are moved.

Related Topics

- Micrografx Designer Read Me
- Commonly asked questions

How do I delete a palette when the Delete option is not available?

Designer does not allow you to delete the current or active palette. Select another palette to make it active. Then you can delete the nonactive palette.

Related Topics

- Micrografx Designer Read Me
- Commonly asked questions

How do I invoke an OLE sound object during a slideshow?

Single click is used to execute OLE objects during a slideshow.

Related Topics

- Micrografx Designer Read Me
- Commonly asked questions

When I fit text to a path, it doesn't always exactly center the text.

The Change/Align/Text to Path command enters an interactive text placement mode. The text is initially placed on the curve centered about the point on the curve that is nearest the top middle selection handle. To automatically place the text, choose one of the predefined positions in the Text ribbon's Path Fit button.

Related Topics

- Micrografx Designer Read Me
- Commonly asked questions

Some OLE objects do not print to PostScript devices.

Designer 4.1 has certain restrictions processing files that contain embedded or linked OLE objects that were created in Designer 3.1, Windows Draw, and Charisma 2.1. Due to limitations in the implementation of these OLE objects, Designer 4.1 cannot print these objects to a PostScript device or export them to another file format. Designer 4.1 can print these objects to a PCL device. There are two workarounds for preserving the appearance of the OLE data and enabling Designer 4.1 to print to PostScript or export the data.

- Copy the OLE object to the Clipboard from Designer 4.1. Select Paste Special and paste in as a DIB or bitmap.
  or
- Double click the OLE object from Designer 4.1 to launch the original application. From that application, copy all the data to the Clipboard. Close the original application. Select Paste Special in Designer 4.1 and paste the data as a picture, DIB, or bitmap.

Related Topics

Micrografx Designer Read Me
Commonly asked questions

My DRW files containing dashed lines with opaque backgrounds lose their opaque background when opened in Designer 4.1

Designer 4.1 does not support opaque backgrounds for styled lines. Opening or importing a DRW file that contains styled lines with opaque backgrounds results in the loss of the background color. The styled lines are read correctly.

Related Topics

- Micrografx Designer Read Me
- Commonly asked questions

Why do color bitmaps sometimes print incorrectly to PostScript?

There are two things to do if your color bitmaps don't print correctly to PostScript.

1. Use the PSCRIPT driver instead of the Adobe PostScript driver.
2. Set UseAlternateBlt=1 in the [Mgxre] section of the MGX.INI file.

Related Topics

Micrografx Designer Read Me
Commonly asked questions

Why can't I print spot color separations from PageMaker 5 using the PageMaker filter supplied by Micrografx?

When PageMaker outputs a process separation, it does it using the PostScript driver, telling the printer to output multiple copies, each masked for a particular process color. The PageMaker filter renders an image one time, and PageMaker takes care of the masking. For a PageMaker filter to be able to output spot colors, there must be some sort of mechanism, such as a callback, that allows it to tell PageMaker when to output another page. This mechanism does not exist in the current PageMaker Graphics Import Filter Specification provided by Aldus.

Related Topics

- Micrografx Designer Read Me
- Commonly asked questions

DS41.INI Entries

Here are some entries in the DS41.INI file.

[Designer] Section

PrintingGradientStep=4
The lower the number, the smaller the gradient step becomes on output devices. The default is 4.

You should consider the resolution of the output device. For example, with an output device with 2500 lines per inch and a PrintingGradientStep setting of 4, you get a large file with a very fine resolution gradient. You should experiment with this setting to find an appropriate setting.

[Preferences] Section

CompressProfile=x
This entry tells Designer whether to compress the PRO file when saving. By default, Designer does not compress the profile.

1 = compress the profile
0 = do not compress the profile

LockFileDialogs=x
If this option is set to 0, which is the default, Designer's file dialog boxes retain the latest directory from session to session.

If this option is set to 1, then all the file dialog boxes point to the last used directory in the same way as Designer 3.1. This directory is NOT be saved to the INI file, so the next time Designer is run, the file dialog boxes point to whatever the current directory is, as set by Windows.

ProfileDocument=DS41.PRO
The value is the name of the profile document to be used by Designer. You can use various profiles for settings in Designer 4.1, and with this setting can set the profile document you wish to use. You can set the value of this option using the Preferences-Profile Panel dialog box. See also "ProfileDocumentDir="

ProfileDocumentDir=C:\WINDOWS
The value is the fully qualified path for the directory containing the profile document to be used by Designer. This lets you specify a location other than the Windows directory in which to store the profile document. See also "ProfileDocument="

SaveOnExit=x
This entry tells Designer whether to save the current PRO file when you close Designer.

1 = save on exit
0 = do not save on exit

SuppressNewOnStartup=x
If this option is set to 0, the default, a new document is created when Designer runs (if no filename is specified on the DS41 command line).

If this option is set to 1, no new document is created when Designer starts. Setting this option to 1 speeds Designer startup if you will be using the File/Open dialog to open a drawing as soon as Designer starts.

TileOrCascadeAddedViews=x
This entry tells Designer how to arrange the current windows after when you add a new view. If this line is absent, Designer tiles the windows.

1 = tiling
0 = cascading

[Recall] Section

Recall1=c:\temp\file1.ds4
"
Recall9=c:\temp\file9.ds4
The value is a fully qualified DOS path and file name. This generates the list of the last nine previously used files in the Recall submenu in the File menu.

Related Topics
MGX.INI Entries

MGX.INI Entries

Here are some entries in the MGX.INI file.

[MGX Font Adjust] Section

ATF Century Schoolbook=1.13,0.0
The value is a width and height value for character spacing. The first value is inter-character spacing. The second value is paragraph/line spacing.

[MGX Font Aliases] Section

ATF Century Schoolbook=CenturySchbk SWA
The value is a font name to replace the MGX font name from Designer 3.x. If you prefer a different font than that supplied, you can change to a font already on your system. Generally, it is not advisable to use this option.

[Mgxgre] Section

DefaultFont=Arial
The value is a Windows font name. This value lets you map the device fonts in a DRW file to a font on your system other than Arial. Arial is the default. The font name must match the font name used by Windows.

EnablePSAdapt=x
This entry lets you disable PSAdapt. A value of 1, the default, uses PSAdapt to generate the PostScript. A value of 0 uses the driver to generate the PostScript (GDIAdapt).

PSExcludeDrivers=PSCRIPT,ADOBEPS
This entry lets you disable PSAdapt for specific drivers. Valid options are driver names. The default is none.

PSBinaryBmp=x
This entry lets you create smaller PostScript files by using binary bitmaps. 1 bit bitmaps and EPS files will always use HEX-ASCII. A value of 0, the default, outputs all bitmaps as HEX-ASCII. A value of 1 outputs 8, 24, or 32 bit bitmaps as binary.

PSBmpThreshold=635
The value is any printer resolution. Color bitmaps will be sent to monochrome printers with this dpi or higher. If you have a 300 dpi monochrome printer but want to send color bitmaps to it for color separations, set this value to 300. If you have an 800 dpi monochrome printer, you can set this value to 801 to force monochrome bitmaps to be sent to the printer instead of color. Color bitmaps are always sent to color printers and EPS files. The default value is 635.

PSUnpacked=x
This entry lets you create more readable PostScript for debugging. A value of 0, the default, packs multiple PostScript commands on the same line. A value of 1 starts each command on a new line.

MetafileResolution=300
This entry sets the resolution for metafiles that are pasted to the Clipboard. The entry has no effect on metafile export. Valid options are any dpi, but should usually be greater than or equal to the screen resolution -- 96 dpi. The default value is 300.

UseGDIForBLTPrinting=x

This entry was added to fix problems printing bitmaps imported into DS41. It causes GDI to be used to dither printed images. A value of 0, the default, causes the internal MGXFRAME bitmap code to do the dithering itself. GDI dithering appears to produce results that are identical to printing the same bitmap after importing it into Designer 3.1.

This setting only applies to bitmaps printed through GDI and does not affect either screen or Postscript Adaptation Layer processing. Bitmaps imported as part of a DRW file (VBMs) are printed using another mechanism.

WMFGradientRes=100
Valid options are any desired gradient step size. This option sets the gradient step size for metafiles. The default is 100.

WMFImageFill=x
This entry specifies whether image fills will be retained in metafiles. A value of 0 substitutes the image fill with a solid gray color. A value of 1, the default, retains bitmap fills in metafiles.

AllowVerticalScans=x
Value is 0 or 1. Designer's internal clipping has been modified to always use horizontal scan lines. Previously, it would generate vertical scan lines if the Y dimension of the object being rendered was longer than the object's X dimension. Forcing this horizontal scanning improves performance (especially for printing) and greatly reduces print file sizes. Set this value to 1 if there is a need to duplicate the old behavior.

PCLBorderTextAsCurves=x
Value is 0 or 1. Most PCL printers will not clip text characters across a page border; if the character is partly off the page, it does not print at all. Therefore, Designer's default behavior is now to send lines of text that cross the physical page border to non-postscript printers as curves. Set this value to 0 if you are using a non-postscript printer that does not have this character-clipping problem, or if you are using your printer driver's "Print True Type as Graphics" option. This option, found on many drivers, solves the clipping problem for TrueType fonts and can produce slightly higher-quality output.

DontFilterDeviceFonts=x
Value is 0 or 1. Normally, Designer shows any printer device fonts on-screen in the default font (usually Arial). Designer also checks that device fonts can be accurately used by the printer before allowing them to be printed. Setting this option to 1 causes Designer to ignore these checks, allowing Windows or the printer driver to map the font as they see fit. This is especially useful if you are using the Bitstream Facelift package. Setting this option to 1 will cause the Facelift fonts to render correctly on screen and to the printer. The fonts are not fully supported in any case, though, since Designer has no way of converting them to curves.

DoNotInvertMonoBmps=x
Certain PCL drivers erroneously invert monochrome bitmaps when they are printed from Designer. When Designer detects that the driver may not support the correct processing of foreground and background colors for monochrome bitmaps, it promotes the bitmap to a color bitmap, and its color table is adjusted so that the device can dither the desired foreground and background colors appropriately. This is the default behavior of Designer. Set the value to 1 to turn the modification off and obtain the old behavior.

[Micrografx] Section

Designer 4.1=C:\DESIGNER
The value is the path to the Designer 4.1 executable files. This entry is made during installation.

Libraries=C:\MGXLIBS

The value is the path to the libraries for Designer 4.1. This entry is made during installation.

Help=C:\MGXLIBS\HELP
Value is the path to the Designer 4.1 help files. This entry is made during installation.

AllowLargeClipboardObjects=x
This entry enables a copy to the Clipboard in Native and OwnerLink formats of drawing data that is greater than 64K bytes in size. These copy operations were disallowed because of support problems with OLE client applications that do not properly handle data blocks of this size. A value of 1 allows the large copy operation to occur. The default value is 0, which disallows the copy operation.

ImportBMPAsVBM=x
The value is 0, the default, or 1. DRW file bitmaps that are not transparent are now converted from VBM (their native format) to FRAME as a part of the import process. This provides for much more consistent bitmap handling throughout Designer. If it is desired to preserve these bitmaps as VBMs rather than converting them to FRAMEs, then set this option to 1. The default value is 0 in order to allow the conversion. Transparent bitmaps in DRW files are retained as VBM formats when imported into Designer 4.1.

UseAlternateBlt=1
This option fixes a problem with PaintJet printer drivers. Bitmaps that span tiles are now cropped properly by using the value of 1 (the default).

[Translation] Section

BitmapResolution=300
This value is set by the Setup dialog box in any bitmap format in Designer. You should not modify it by editing the MGX.INI file. The value is a number from 10 to 2540. The value represents the DPI setting for the exported bitmap. The default is the current screen resolution.

EnableAltTrans=1
By default the Micrografx vector filters (filters that have (mgx) as part of their description) will not show up in either the import or export dialog boxes. To instruct Designer to make these filters available, add the line shown above. Note that this line also affects the MGX WMF filter, which is an "internal" filter.

ExportPageFill=0
If this entry is 1 then the page fill will be exported along with the other selected symbols. The default is 0.

ExportPointReductionFactor=x
This factor is an abstract tolerance factor that removes excess points from a polyline based on the distance and colinearity between points. The default factor is 4. The larger the factor, the greater the number of points removed and the fewer the number of points remaining in the polyline. The practical range of the value is between 1 and 10.

ExportPointReductionThreshold=50
This threshold defines the maximum number of points allowed in a single geometry before point reduction will be performed on it. The default threshold is 50. This entry lets you control the resolution of poly- geometries (polylines, polygons, polybeziers, and so forth). The practical range of the value is between 30 and 2048.

SimulateHatch=x
If this value is set to 0 and the vector export filter supports hatch fills, then Designer maps the hatch to a hatch pattern native to the export format. If the value is set to 1 or the vector format

export filter does not support hatch fill, then the Designer hatch pattern will be decomposed and sent out as lines.

[Controls] Section

UseMonoMask=x
A value of 1, the default, means that monochrome bitmaps are used for the bitmap masks for all button faces. A value of 0 causes 24-bit bitmaps to be used for the masks, requiring more memory for each button. Usually this is needed to correct problems with certain screen drivers when in true-color modes because these drivers have problems dealing with monochrome bitmaps and the button faces usually end up black.

[Designer 4.1] Section

Libraries=C:\MGXLIBS
The value is the path to the libraries for Designer 4.1. Written during installation.

Help=C:\MGXLIBS\HELP
The value is the path to the Designer 4.1 help files. Written during installation.

PM5Filter=C:\DESIGNER
The value is the path to the rendering DLL (MGXRENDR.DLL), used for PageMaker.

[Import] Section

CenterSymbols=x
If the option is set to 1, the default, all imported symbols are centered on the current page in the same way as they were in Designer 4.0. If the imported file contains layers and CollapseLayers is set to 0, then this behavior is overridden and the imported symbols retain their original positioning.

If the option is set to 0, the imported symbols appear at the origin for formats that do not save page information and are properly placed on the page for formats that do (such as DRW and DS4).

CollapseLayers=x
If the option is set to 1, then Designer 4.1 duplicates Designer 4.0's behavior by collapsing all the layers and putting the symbols on the current layer.

If the option is set to 0, the default, Designer reacts according to the answer to the question, "Does the imported file contain only one layer?"

If yes, Designer puts the symbols on the current layer, even if the current layer already contains symbols.
If no, Designer appends the new layers following the existing layers.

Note that if the imported file is a DS4 file and the first page references a master page, then the master page is treated as a separate layer when importing the file.

The filters that support layers on import are IGS, DRW, DXF, and DS4.

Related Topics
DS41.INI Entries

Dimension Tool


The Dimension tool gives you the capability to show the size, length, and distance of elements in drawings.

The Designer dimension features are powerful and easy-to-use. The dimension capabilities of Designer include:

- Dimension lines can measure the aligned (diagonal), horizontal, or vertical distances between points.
- Dimension lines are *dynamic symbols* that automatically recalculate their measurements when scaled, moved, rotated, or skewed.
- Dimension lines can be offset from their measured points to improve appearance and to aid clarity.
- Dimension lines can have a variety of line ends, including arrowheads, bars, and boxes.
- You can position the dimension units above, on, or below a dimension line, and adjust their orientation.
- You can position the dimension units anywhere along a dimension line, or extend the units beyond either end of the line.
- You can set the degree of precision, font, and font size individually for each dimension line.
- You can specify the units of measure, including custom units, for each dimension line. You can also set a scale to relate one unit of measure to another.
- You can add text before and after the dimension value for a dimension line.
- The dimension units that you use with a drawing are saved with the drawing so that you do not have to reset them each time you open the file.

Buttons in the Dimension ribbon let you set the angle of the dimension line, change dimension lines, set the text in dimension lines, choose end styles for dimension lines, choose units and precision in dimension lines, choose to center text in a dimension line, and constrain the angle of a dimension line.

 Click the Aligned Dimension Line button to draw dimension lines that measure the distance along a line.

 Click the Horizontal Dimension Line button to draw dimension lines that measure horizontally.

 Click the Vertical Dimension Line button to draw dimension lines that measure vertically.

 Click the Dimension Reshape button to edit a selected dimension line.

 Click the Dimension Options button to set dimension line options.

 Click the Line Ends button to open a menu that lets you choose the type and placement of line ends.

Click the Units button to set the units displayed in dimension lines.

 Click the Center Text button to put the alignment point in the center of the dimension line.

 Click the Angle Constraint button to constrain dimension lines to increments of 15 degrees when you draw and reshape them.

Related Topics

- Drawing dimension lines
- Reshaping dimension lines
- Setting dimension options
- Adding line ends

Adding prefix and suffix text to a dimension line
Setting a custom dimension angle
Displaying units above a dimension line

Aligned Dimension Line Button

Click the Aligned Dimension Line button to draw dimension lines at any angle. The angle at which the dimension line draws is based on how you move the mouse. Usually, you align the dimension line to an existing object.

Related Topics

- Procedure information
- Horizontal Dimension Line button
- Vertical Dimension Line button
- Angle Constraint button
- Center Text button

Horizontal Dimension Line Button

Click the Horizontal Dimension Line button to draw dimension lines that measure the horizontal distance between two points.

Related Topics

- Procedure information
- Aligned Dimension Line button
- Vertical Dimension Line button
- Center Text button

Vertical Dimension Line Button

Click the Vertical Dimension Line button to draw dimension lines that measure the vertical distance between two points.

Related Topics

- Procedure information
- Aligned Dimension Line button
- Horizontal Dimension Line button
- Center Text button

Drawing Dimension Lines

To add draw dimension lines:

1. Click the Dimension tool in the toolbox or press the keyboard shortcut **Ctrl+0** (zero).
2. Click the Aligned, Horizontal, or Vertical Dimension Line button in the ribbon.
3. Move the pointer to the starting point of the line you want to measure, and press and hold the left mouse button.
4. Drag the pointer to the endpoint of the line you want to measure and release the mouse button. You can use **Ctrl** to constrain the angle to increments of 15 degrees. A dimension line appears between the two points. The blue handle at the cursor location indicates the position of the dimension text.
5. Move the mouse in the appropriate direction to offset the dimension line and to adjust the location of the dimension units. You can use **Shift** to force the alignment point to the center.
6. After positioning the dimension line and text, click the left mouse button to finish drawing the dimension line.

If you make a mistake while drawing a dimension line, you can press **Esc** to erase the line and start over.

Related Topics

Aligned Dimension Line button
Horizontal Dimension Line button
Vertical Dimension Line button
Center Text button
Angle Constraint button
Adding Prefix and Suffix Text to a Dimension Line
Setting a custom dimension angle
Displaying units above a dimension line

Dimension Reshape Button

Click the Dimension Reshape button to edit a selected dimension line.

Related Topics

Procedure information

Reshaping Dimension Lines

To reshape a dimension line:

1. Click the Dimension tool in the toolbox.
2. Select the dimension line you want to reshape by pointing and clicking the left mouse button.
3. Click the Dimension Reshape button in the ribbon. Solid blue handles appear at the line's endpoints and units location.
4. Drag the handles that you want to change to their new positions. You can use **Shift** to force the alignment point to the center.
5. Press **Esc** or double click the mouse button when you finish.

To enter the dimension reshape mode quickly, double click a selected dimension line.

Related Topics

Button information
Drawing dimension lines

Dimension Options Button

Click the Dimension Options button to open a the Dimensions dialog box to set options and defaults for dimension lines.

Related Topics

- Dialog Box information
- Procedure information

Dimensions Dialog Box

The Dimensions dialog box lets you set options and defaults for dimensions. Click the panel you want information about.

If a dimension line is selected when you click Apply, your changes are applied to that dimension line. If no dimension lines are selected, your choices become the defaults for new dimension lines you draw.


Click the General button in the dialog box to display the Dimensions-General panel.


Click the Orientation button in the dialog box to display the Dimensions-Text Orientation panel.


Click the Position button in the dialog box to display the Dimensions-Text Position panel.

Related Topics

- Button information
- Procedure information

Dimensions-General Panel

The General panel of the Dimensions dialog box lets you set options affecting a dimension line's appearance.

Units Button
The Units button lets you change the measuring units used.

To change the units, click the Units button. A submenu opens, displaying the units available, along with the More Units command.

Precision List Box
The Precision list box shows the current decimal precision of the dimension units. You can change the number of decimal places shown by clicking the down arrow next to the box and choosing another setting. This setting has the same effect as the Displayed Precision list box in the Dimension ribbon.

Prefix and Suffix Text Boxes
The Prefix and Suffix text boxes let you enter text to appear before and after the units of a dimension line.

Extension Gap Box
The Extension Gap box specifies the amount of space between an offset dimension line and the start of its extension lines.

Extension Box
The Extension box specifies how far extension lines protrude beyond a dimension line.

Show Extension Lines and Show Dimension Text Options
The Show Extension Lines and Show Dimension Text options determine whether extension lines and dimension units are shown or hidden.

Use Outside Arrows Option
The Use Outside Arrows option determines whether dimension lines show arrows pointing inwards.

Outside Arrow Length Box
The Outside Arrow Length box specifies the length of outside arrows.

Related Topics

- Button information
- Dimensions-Text Orientation panel
- Dimensions-Text Position panel
- Procedure information
- Adding prefix and suffix text to a dimension line
- Center Text button

Adding Prefix and Suffix Text to a Dimension Line

To add Prefix and Suffix text to a dimension line:

1. Click the Dimension tool in the toolbox.
2. Select the dimension line you want to modify.
3. Click the Dimension Options button in the ribbon. The Dimensions dialog box opens.
4. Click the General button to display the General panel, if necessary.
5. Click the Prefix text box and enter the text you want to appear before the dimension units.
   or
   Click the Suffix text box and enter the text you want to appear after the dimension units.
6. Click Apply to add the text to the dimension units.

Related Topics

Button information
Dialog Box information
Drawing dimension lines
Reshaping dimension lines
Setting dimension options
Adding line ends
Center Text button

Dimensions-Text Orientation Panel

The Text Orientation panel of the Dimensions dialog box sets the orientation of the dimension units in relation to the dimension line.

Aligned Face Up Option
Select Aligned Face Up to force the dimension text to be aligned with the dimension. However, the text is always rotated so that it faces up or to the right.

Towards Symbol Option
Select Towards Symbol to force dimension units to display so that the text is oriented along the dimension line. The text always faces the line being measured.

Horizontal Option
Select Horizontal to force the dimension units to display horizontally, even for vertical and aligned (diagonal) dimension lines.

Horz/Vert Option
Select Horz/Vert to force the dimension units to display horizontally for horizontal and aligned (diagonal) lines, and vertically for vertical lines.

Custom Angle Option
Select Custom Angle to display dimension units at a specific angle. To set the custom angle, you can either drag the red needle in the dial control or double click in the Angle text box and enter a specific value.

Related Topics

- Button information
- Dimensions-General panel
- Dimensions-Text Position panel
- Procedure information
- Setting a custom dimension angle
- Center Text button

Setting a Custom Dimension Angle

To set a custom angle:

1. Click the Dimension tool in the toolbox.
2. Select the dimension line you want to modify.
3. Click the Dimension Options button in the ribbon. The Dimensions dialog box opens.
4. Click the Text Orientation button to display the Text Orientation panel, if necessary.
5. Type a number in the Angle text box or drag the red needle in the dial control to specify a custom angle.
6. Click the Custom Angle option to select it.
7. Click Apply to display the dimension at the custom angle.

Related Topics

Button information
Dialog Box information
Drawing dimension lines
Reshaping dimension lines
Setting dimension options
Center Text button

Dimensions-Text Position Panel

The Text Position panel of the Dimensions dialog box sets the position of the dimension units in relation to the dimension line.

Horz Text Position Area
The Horz Text Position options determine whether the units display on the text point of the dimension line or are aligned left, center, or right.

Vert Text Position Area
The Vert Text Position options determine whether the units display above, on, or below the dimension line.

Related Topics

- Button information
- Dimensions-General panel
- Dimensions-Text Orientation panel
- Procedure information
- Displaying units above a dimension line
- Center Text button

Displaying Units above a Dimension Line

To display units above a dimension line:

1. Click the Dimension tool in the toolbox.
2. Select the dimension line you want to modify.
3. Click the Dimension Options button in the ribbon. The Dimensions dialog box opens.
4. Click the Text Position button to display the Text Position panel, if necessary.
5. Click Above Line (under Vert Text Position) to select this option.
6. Click Apply to reposition the dimension units.

Related Topics

Button information
Dialog Box information
Drawing dimension lines
Reshaping dimension lines
Setting dimension options
Center Text button

Setting Dimension Options

To set dimension options:

1. Click the Dimension tool in the toolbox.
2. Click the Dimension Options button in the ribbon. The Dimensions dialog box opens.
3. Click the General, Orientation, or Position button to choose the panel you want to work in.
4. Select the options you want.
5. Click Apply to apply the options.
6. Click Close to close the dialog box.

Related Topics

Button information
Dialog Box information
Drawing dimension lines
Reshaping dimension lines
Adding line ends
Adding prefix and suffix text to a dimension line
Setting a custom dimension angle
Displaying units above a dimension line
Center Text button

Units Button (Dimension Ribbon)

The Units button in the Dimension ribbon is to the right of the Line Ends button. It lets you change the measuring units used.

There are Units buttons in many dialog boxes. They act the same as the Units button in the Dimension ribbon.

To change the units, click the Units button. A submenu opens, displaying the units available, along with the More Units command.

Related Topics

- Drawing dimension lines
- Reshaping dimension lines
- Setting dimension options
- Adding line ends
- Adding prefix and suffix text to a dimension line
- Setting a custom dimension angle
- Displaying units above a dimension line
- Center Text button

Center Text Button

Click the Center Text button to center text in selected dimension lines.

Related Topics

- Drawing dimension lines
- Reshaping dimension lines
- Setting dimension options
- Adding line ends
- Adding prefix and suffix text to a dimension line
- Setting a custom dimension angle
- Displaying units above a dimension line

Displayed Precision

Click the down arrow to the right of this text to see the choices for the precision with which you want to display dimensions. Click the choice you want to set the precision for a selected dimension line. To set a new default, deselect all dimension lines and set a precision

Related Topics

- Drawing dimension lines
- Setting dimension options
- Adding line ends
- Adding prefix and suffix text to a dimension line
- Displaying units above a dimension line