

# GUIDE TO FREELANCE

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*Freelance Graphics* Version 2

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## How to Use This Book

The *User's Guide* includes step-by-step instructions for many Freelance Graphics® for Windows™ procedures. These procedures are designed for you to use with your own work, rather than as a tutorial.

---

### Conventions

The following table lists conventions used in this document.

| <i>This convention</i>  | <i>Is used to</i>   |
|---|---|
| Small capital letters: <b>ESC</b> , <b>ENTER</b> , <b>CTRL</b>                                  | Represent key names.  |
| Two key names together, for example, <b>ALT+F1</b>  | Represent key combinations. To use them, hold down the first key while pressing and releasing the second. |
| ↑, ↓, ←, and →  | Represent the arrow keys.   |
| Notes and Cautions  | Provide exceptions, limitations, and warnings for specific commands, options, or procedures.              |
|  <b>Help</b> | Refer to online Help topics that provide additional or related information.                               |
| <b>Boldface</b> type  | Indicate new terms as they are defined.   |
| The typeface: <b>copy sales.eps lpt2:</b>   | Indicate text you type.   |
| Click   | Refer to pressing and releasing the mouse button quickly.   |
| Double-click  | Refer to quickly pressing and releasing the mouse button twice without moving the mouse.                  |
| Drag  | Refer to holding down the mouse button while moving the mouse.  |

*Side notes provide suggestions for alternative methods and related procedures.*

*Click, double-click, and drag refer to the left mouse button unless the right mouse button is explicitly specified.*



When the text in this document refers to a Freelance Graphics icon, such as the Print File icon, the graphic representation of the icon appears in the left column. Freelance Graphics displays only a subset of all the available SmartIcons<sup>®</sup> on your screen at any one time, so a specific icon that is shown in this document may not appear on your screen. For information about choosing the SmartIcons that appear on your screen and the location of the set of SmartIcons, refer to Chapter 11, Use SmartIcons.

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## Reading Paths

Freelance Graphics documentation gets you going fast. Here's how:

*If you need reference information about a specific menu command, dialog box, or concept, see online Help.*

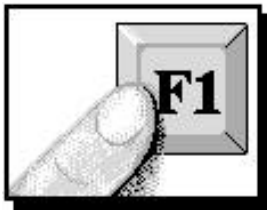
| <i>This piece</i>                                 | <i>Does this</i>  |
|---|---|
| QuickStart, the online tutorial                   | Shows you the basics if you have a VGA, 800 x 600, or 1024 x 768 SuperVGA graphics adapter. You can also use QuickStart if you have an XGA or IBM <sup>®</sup> 8514A graphics adapter configured to VGA mode. |
| <i>Help</i> , the online reference manual and aid | Takes over where the tutorial leaves off (see "Use Online Help" in Chapter 1 for more information).   |
| Chapter 1, Create a Presentation Quickly          | Takes you quickly through the three easy steps to create a presentation.  |
| The remaining chapters in this book               | Give step-by-step procedures for common tasks.  |
| The <i>Quick Reference Card</i>                   | Gives you summary procedures for basic tasks, and answers all your keyboard and screen display questions.   |
| <i>SmartMaster Sets and Symbols</i>               | Shows the professionally designed graphics—provided as part of Freelance Graphics—that can enhance your presentations.  |

---

# 1

## Create a Presentation Quickly

*Press F1 (HELP) at any time to display help on what you are doing.*



To create a presentation in Freelance Graphics, you simply:

1. Choose a look for your presentation.
2. Choose a page layout for your page.
3. Fill in the blanks with your content.

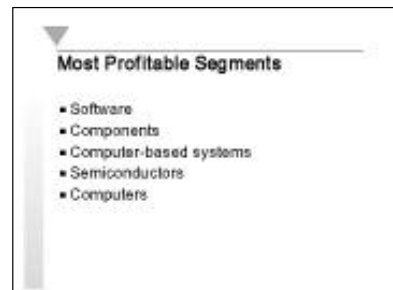
This chapter shows you step-by-step how to use Freelance Graphics to create a typical presentation. You can follow the procedures in this chapter in sequence to get a feel for how Freelance Graphics works, or you can pick and choose those topics that you need to create a particular presentation.

---

### Choose a Look

The first step in creating a presentation is to choose an overall look. You can pick from a wide variety of professional designs, called **SmartMaster™ sets**. Each SmartMaster set contains pre-designed page layouts that provide fill-in-the-blank formats to help you create presentation pages.

The following illustrations show a bulleted list using two different SmartMaster sets.



Use this procedure to start Freelance Graphics and choose a look for your presentation.

1. Activate the window containing the Freelance Graphics program icon (usually the Lotus® Applications program group window).

## 1-2 User's Guide

If you are starting Freelance Graphics for the first time, you may see a short animated tour (depending on your monitor type). Then, you can choose a QuickStart online tutorial activity or choose Quit to work on a presentation.

2. Double-click the Freelance Graphics program icon.



3. Complete the Welcome to Freelance Graphics dialog box, which lets you create a new presentation or work on an existing one.

Click to create a new presentation

Click to start QuickStart, the online tutorial



Click ? for Help

Click OK

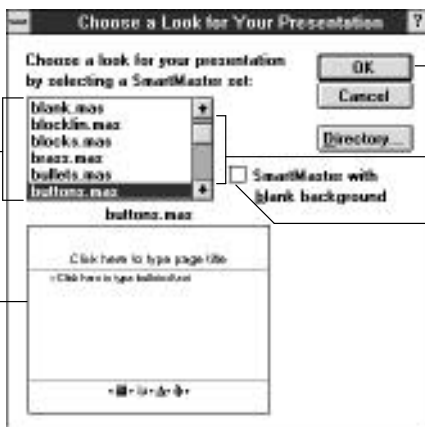
See your Microsoft Windows **User's Guide** if you don't know how to choose or cancel menu commands or pick options.

4. Complete the Choose a Look for Your Presentation dialog box by choosing a SmartMaster set. The SmartMaster set you choose will provide the basic look for all the pages in your presentation.

**Note** Choose any SmartMaster set you like. You can easily change to a different one later or switch between color and black and white. If you want blank pages without any graphic design, mark the SmartMaster with blank background check box.

Click a SmartMaster set name to see a sample of its design below

Illustration of the highlighted SmartMaster set



Click OK

Click to see more SmartMaster set names

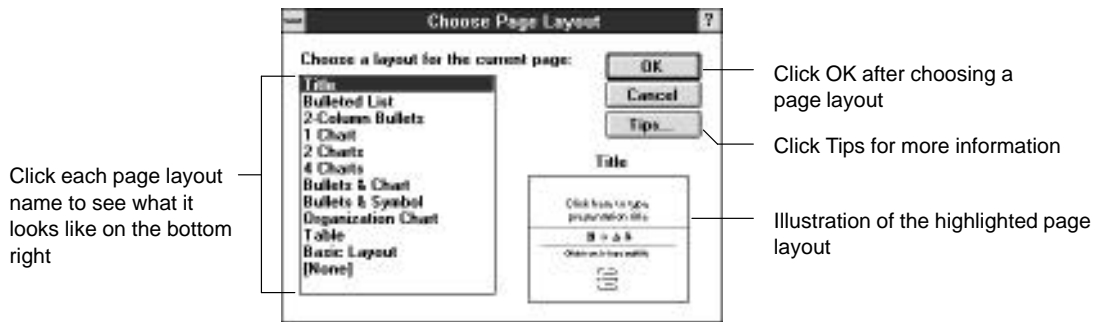
Mark to use a blank SmartMaster

Freelance Graphics displays the Choose Page Layout dialog box, which you use to pick a page layout for the first page in your presentation. See “Choose a Page Layout,” next, for more information.

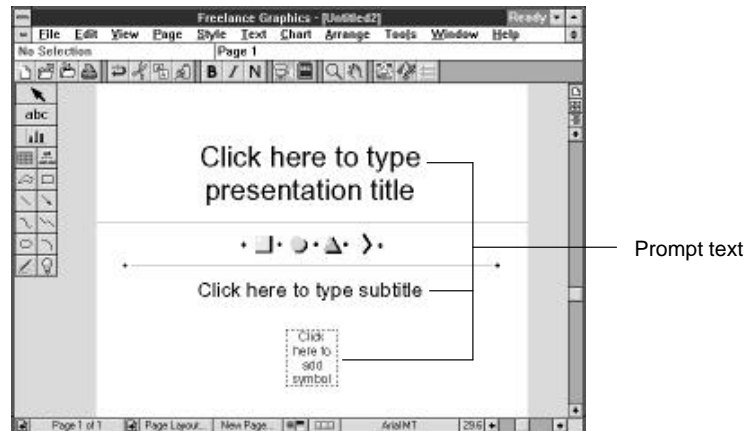
## Choose a Page Layout

To choose a page layout, complete the Choose Page Layout dialog box.

**Note** Choose any page layout you think is appropriate. You can easily change to a different one later. If you want a blank page without any prompt text, choose [None].



Freelance Graphics displays the SmartMaster set and the page layout you selected. The next illustration shows the Title page layout from the Buttons SmartMaster set. The SmartMaster set provides the general design, such as the row of colored buttons. Each page layout determines where design features are placed and what prompt text is added, and sets up the page so it is easy for you to add the appropriate bulleted list, table, chart, organization chart, or symbol.



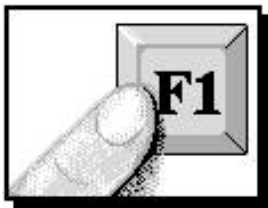
## Fill in the Blanks

After you choose a SmartMaster set for your presentation and your first page layout, you begin composing the individual pages in your presentation by filling in the blanks.

The following procedures tell you how to work with page layouts to create the various types of pages you'll need in your presentation.

## Create a Title Page

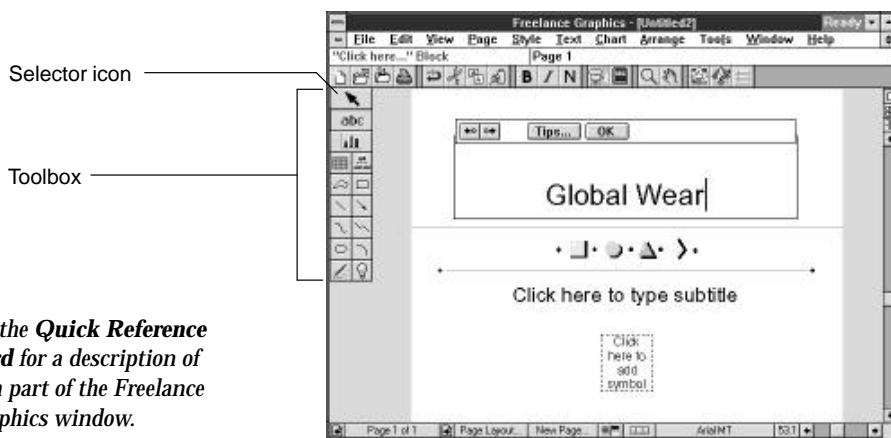
Press **F1 (HELP)** at any time to display help on what you are doing.



The title page is a logical place to begin a presentation. A brief title sets the tone of your presentation for your audience, and helps you focus on the goal of your presentation as you create it.

1. If your screen does not show the prompt text "Click here to type presentation title," you did not choose the Title page layout. To choose the Title page layout, click Page Layout at the bottom of the screen, click Title in the list box in the Choose Page Layout dialog box, and then click OK.
2. Click the prompt text "Click here to type presentation title."
3. Type the main title of your presentation. The text you type will automatically wrap to the next line when necessary. To force a carriage return at a specific place in the text, press **CTRL+ENTER**.

Your title replaces the prompt text "Click here to type presentation title," and takes on the text appearance that is pre-defined in the SmartMaster set.



See the **Quick Reference Card** for a description of each part of the Freelance Graphics window.

4. (Optional) Click on "Click here to type subtitle," then type a subtitle.



If you do not want to use a subtitle for your presentation, skip to Step 5.

**Note** If you do not type text over the prompt text, for example, “Click here to type subtitle,” the prompt text will *not* show on your printed presentation page or in a screen show.



*Freelance Graphics clip art symbols are shown in the SmartMaster Sets and Symbols booklet.*

5. Click OK, click the Selector icon in the Toolbox, or press **ESC** when you finish entering text.
6. (Optional) Click on “Click here to add symbol” to add a symbol. See “Add Symbols to a Presentation” in Chapter 6 for more instructions on adding symbols.

**Note** If you do not add a symbol, the prompt text and the box around it do not show when you print or view a screen show of your presentation.

*Sample title page*




---

## Add a New Page

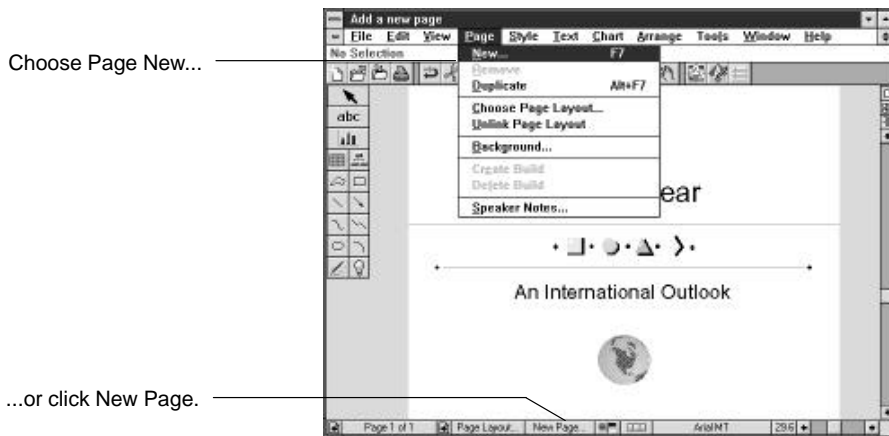
Before adding a new page, think about what you want to say and how visuals might help support your points. You can use any type of visual in a presentation, but there are four basic types that are used most often: bulleted lists, tables, charts, and diagrams. Once you decide on the type of visual, simply choose a corresponding page layout and Freelance Graphics provides the basis for a nicely formatted page.

The following table lists the benefits of each type of visual and the page layouts that work best with each.

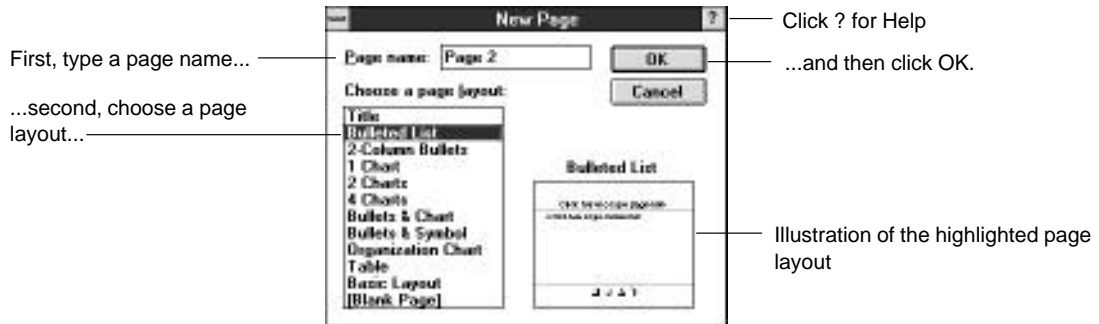
| <i>Visual</i>                         | <i>Benefits</i>  | <i>Available page layouts</i>  |
|---------------------------------------|--|--|
| Bulleted lists                        | Ideal format for presenting a list of points or topics. Concise, easy to read, and can help lead you and your audience through a presentation.   | Bulleted List<br>2-Column Bullets<br>Bullets & Chart<br>Bullets & Symbol |
| Tables                                | Organize textual information into rows and columns for clarity and simplicity. Help your audience compare and contrast alternatives.             | Table  |
| Charts                                | Increase the power of your message by presenting raw data in an appealing, easy-to-grasp format.   | 1 Chart<br>2 Charts<br>4 Charts<br>Bullets & Chart                       |
| Diagrams, symbols, and other graphics | Illustrate complex concepts that are often difficult to explain. Improve the appearance of your presentation by adding appealing visual effects. | Bullets & Symbol<br>Organization Chart<br>Basic Layout<br>[None]         |

Use the following procedure to add a new page.

1. Choose Page New from the menu or click the New Page box at the bottom of the window.



2. Complete the New Page dialog box.



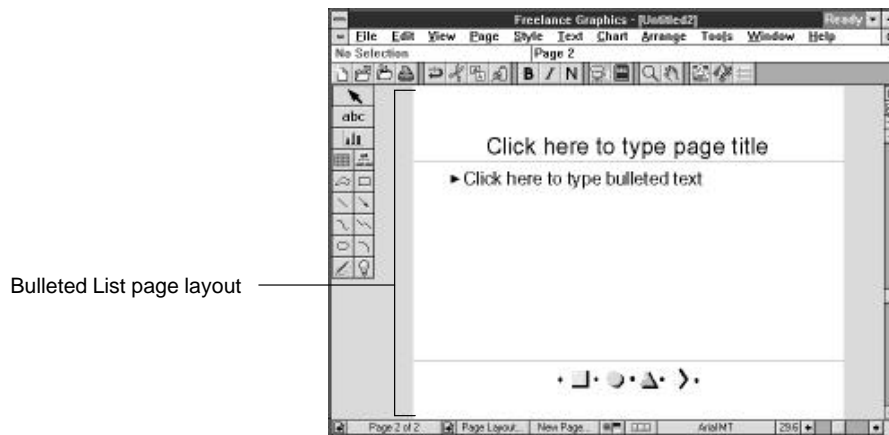
## Create a Bulleted List

*You can also choose the 2-Column Bullets, Bullets & Chart, or Bullets & Symbol page layouts to create different bulleted lists.*

The quickest way to create a bulleted list is to use one of the page layouts in a SmartMaster set. The Bulleted List page layout provides the format for the most common type of bulleted list: a title above a single column of bulleted items.

1. Choose Page New from the menu or click the New Page box at the bottom of the window.
2. Choose the Bulleted List page layout in the New Page dialog box and click OK.

Freelance Graphics displays a new page using the Bulleted List page layout.



*For more information on working with text, see Chapter 2.*

3. Click on the prompt text “Click here to type page title” and type the title of your page.
4. Click on “Click here to type bulleted text” or press ↓, and then type the text for the first bulleted item.

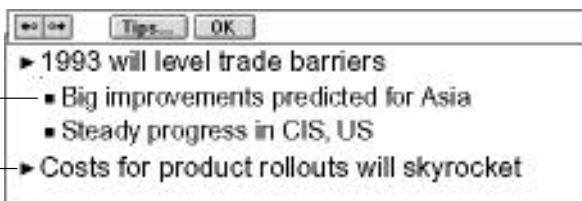
5. Press **ENTER**.  
Freelance Graphics adds the next bullet automatically.
6. Type the text for the next bulleted item.
7. Repeat Steps 5 and 6 to enter the remaining bulleted items. You can do one of the following:



| <i>To</i>  | <i>Do this</i>                                    |
|--|---|
| Begin creating sub-bullets                                       | Press <b>TAB</b> or click the Demote icon.        |
| Stop making sub-bullets and return to the previous bullet level  | Press <b>SHIFT+TAB</b> or click the Promote icon. |
| Type text on the next line without adding a bullet or sub-bullet | Press <b>CTRL+ENTER</b> .                         |

Click Demote to indent for sub-bullet

Click Promote to return to previous bullet level



8. Click **OK**, click the Selector icon in the Toolbox, or press **ESC** when you finish entering text.



---

## Create Build Pages

Once you have created a bulleted list, you can automatically create the sequence of pages leading up to it, called a **build**. When you create a build, Freelance Graphics automatically builds as many pages as necessary. The first build page contains only the first bulleted item. Each subsequent page contains one additional bulleted item, with previous bulleted items dimmed. The page you created becomes the final page in the build sequence, with all bulleted items except the last one dimmed.

*To create build pages, you must use one of the following page layouts: Bulleted List, 2-Column Bullets, Bullets & Chart, or Bullets & Symbol.*

To create build pages:

1. Create the complete bulleted list, using the procedure described in the preceding section, "Create a Bulleted List."
2. Choose Page Create Build.

The following illustrations show the four build pages that Freelance Graphics automatically creates from the sample page shown previously.




---

## Create an Organization Chart

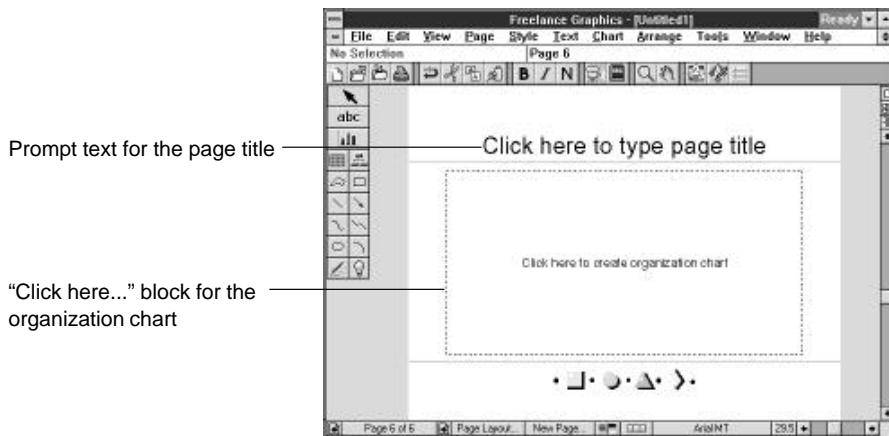
The easiest way to create an organization chart is to use the Organization Chart page layout.

1. Choose Page New from the menu or click the New Page box at the bottom of the window.

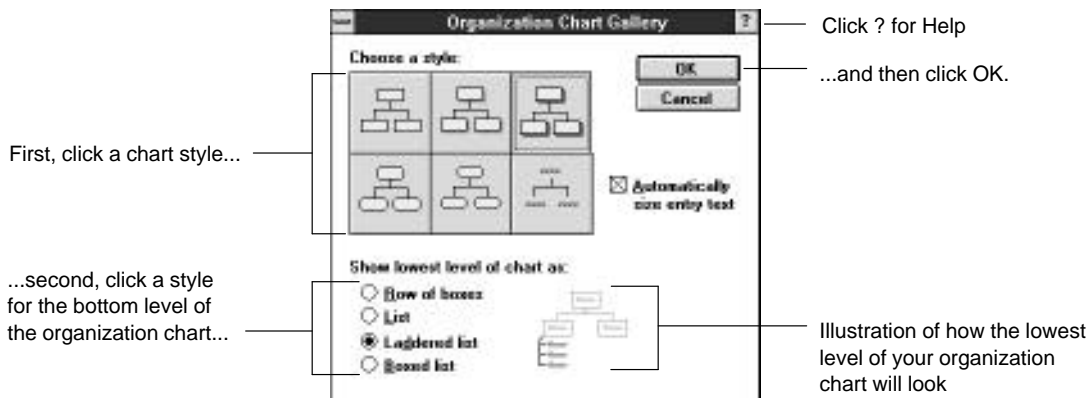
To create an organization chart on a page layout other than the Organization Chart page layout, click the Organization Chart icon in the Toolbox.

2. Choose the Organization Chart page layout in the New Page dialog box and click OK.

Freelance Graphics displays a new page using the Organization Chart page layout.



3. Click on "Click here to type page title" and type the title of the page.
4. Click on "Click here to create organization chart."
5. Complete the Organization Chart Gallery dialog box.



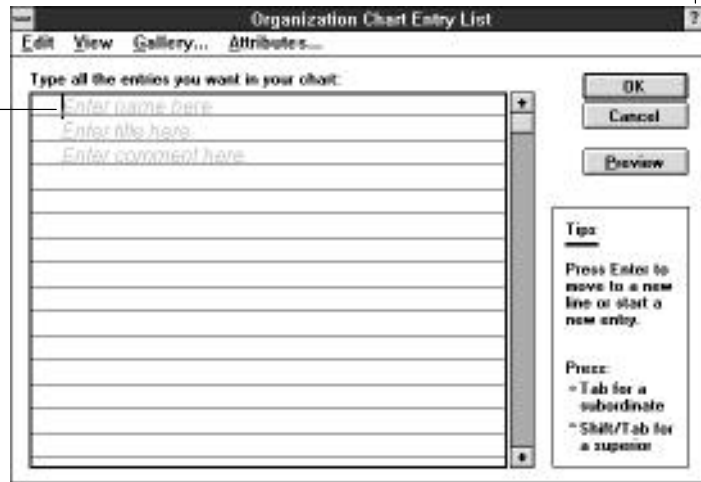
**Note** The organization chart styles shown in the gallery provide a sample of the style of the boxes in the organization chart. They do not reflect the number of entries you can have in your organization chart.

6. Type the first entry in the Organization Chart Entry List dialog box by typing up to three lines of information on the prompt

text. For example, type the company president's name and title, and the company name. Go to the next line in an entry by moving the mouse pointer and clicking, or pressing ENTER or ↓.

Click ?  
for Help

Type your first entry here



The top level of the organization chart can have only one entry.

7. When you finish with the entry, move the cursor to the third line of that entry and press ENTER.

Freelance Graphics automatically adds prompt text, for example, "Enter name here," for the first entry in the next level of the organization chart.

To see a preview of your organization chart, press and hold the mouse button down on Preview for as long as you are viewing the chart.

8. Do one of the following:

| To  | Do this  |
|---|--|
| Type an entry at that level of the organization chart   | Type up to three lines of information on top of the prompt text.   |
| Type a staff entry, such as an administrative assistant, reporting to the top entry in the organization chart | Choose Edit Staff from the menu and then type the entry. The Staff entry is not displayed in the Organization Chart Entry List dialog box. |
| Type a subordinate entry at the next level of the organization chart  | Press TAB before typing the entry.   |

Choose Attributes in the Organization Chart Entry List dialog box to change the style (font, line width and style, box borders, colors, and so on) of all entries in the organization chart.

Continued

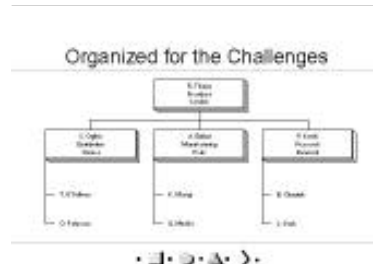
Choose View in the Organization Chart Entry List dialog box to display names only or names and titles only for all entries.

| To  | Do this   |
|---|---|
| Type a superior entry at the previous level of the organization chart | Press <b>SHIFT+TAB</b> before typing the entry. You can have only one entry at the top of the organization chart. |
| Delete an entry   | Click the bullet next to the first line of the entry and choose Edit Cut or Edit Clear, or press <b>DELETE</b> .  |

9. Repeat Steps 7 and 8 to make all of your organization chart entries.
10. Click OK.

Freelance Graphics automatically sizes and draws your organization chart to fit within the “Click here...” block on the page.

The following illustrations show an organization chart entry list on the left and the resulting organization chart on the right.



You can change the text and box attributes for individual entries, levels of the chart, and the entire chart. You can also change the line style for the connecting lines in the chart. To make any of these changes, double-click the part of the chart you want to change, or click the chart to select it and choose Chart Attributes. Double-click a blank area of the chart, or click the chart to select it and click the Organization Chart icon in the Toolbox to change the text entries.

**?** **Help** Choose Help Search and type “Organization charts” for more information about creating and editing organization charts.



## Create a Table

Use the procedure below to create a table of text and/or numbers such as one of the following.

|                |                     |
|----------------|---------------------|
| Frankfurt      | Wendel AG GmbH      |
| Tokyo          | Kobayashi, Ltd.     |
| Melbourne      | Phillips-Hart, Ltd. |
| Wachstein      | Milgram Scandinavia |
| Rio de Janeiro | Rivera Santos, Ltd. |
| Duba           | Arnold Maged        |
| Toronto        | C. M. Shadrak, Ltd. |

| Site     | Size           | Price     |
|----------|----------------|-----------|
| New York | 10,000 sq. ft. | \$450,000 |
| Boston   | 15,000 sq. ft. | \$350,000 |
| Albany   | 30,000 sq. ft. | \$275,000 |

*To create a table on a page layout other than the Table page layout, choose Chart New Table or click the Table icon in the Toolbox.*

1. Choose Page New from the menu or click the New Page box at the bottom of the window.
2. Choose the Table page layout in the New Page dialog box and click OK.

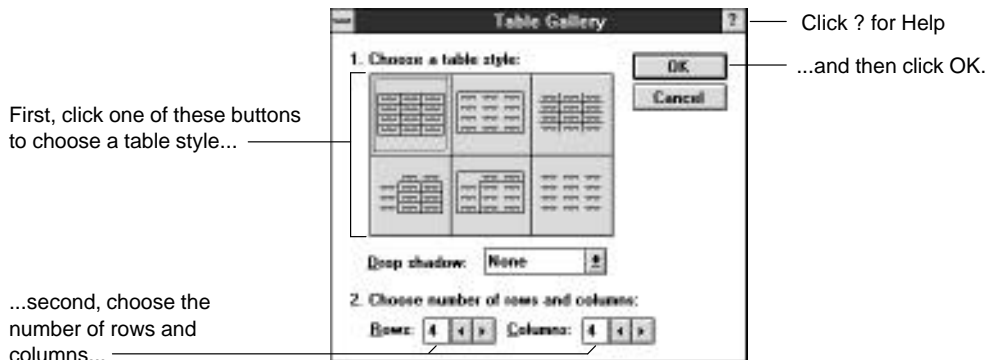
Freelance Graphics displays a new page using the Table page layout.

Prompt text for the page title

“Click here...” block for the table



3. Click on the prompt text “Click here to type page title” and type the title of the page.
4. Click on “Click here to create table.”
5. Complete the Table Gallery dialog box.



First, click one of these buttons to choose a table style...

...second, choose the number of rows and columns...

Click ? for Help

...and then click OK.

6. Type your text into the cells of the table.

To copy or link text from another application to the table, see Chapter 14.

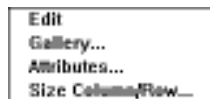
To navigate in the table with the mouse, move the pointer to a table cell and click. The following table lists several ways to use the keyboard to move around in the table.

| To   | Press      |
|--|------------|
| Start another line in the same cell        | ENTER.     |
| Move to the beginning of the next cell     | TAB.       |
| Move to the beginning of the previous cell | SHIFT+TAB. |

**?** **Help** Choose Help Search and type “Keys” for a complete list of keys you can use to navigate in a table.

You can change the text, line, and border attributes for individual cells and the entire table. To do so, double-click the part of the table you want to change, or click the table to select it and choose Chart Attributes.

To quickly change the size of a row or column, click the table once to select it, and position the pointer over the dividing line next to the row or column you want to change. (The pointer becomes a two-headed arrow.) Then drag the dividing line.



**Notes** Click a table once to select it. When a table is selected, you can move it, size it, or change its attributes as you can for any other object. You can also click the right mouse button for the menu of common functions shown to the left.



When a table is selected, click it again to edit the text in the table. While you are editing the text, you can click the right mouse button for the menu of common functions shown to the left.

- ? **Help** Choose Help Search and type “Tables” for more information about tables, including editing, sizing, adding, moving, and deleting rows, columns, or the entire table.

## Create a Chart

The Chart Gallery shows all the types of charts that Freelance Graphics offers. You simply choose a chart type and style you like and enter your data. Freelance Graphics applies the style you chose to your chart data.

1. Choose Page New from the menu or click the New Page box at the bottom of the window.
2. Choose the 1 Chart page layout in the New Page dialog box and click OK.

Freelance Graphics displays a new page using the 1 Chart page layout.



3. Click on “Click here to type page title” and type the title of the page.
4. Click on “Click here to create chart.”
5. Complete the New Chart Gallery dialog box.

Click ? for Help

First, click one of these buttons to choose a chart type...

...second, click a chart style...

...and then click OK.

6. Position the cell pointer where you want the data and type the data in the Chart Data & Titles window.

Legend rows: up to two lines to name the contents of each column below (use either line or both)

The chart sample shows the chart type, not your actual chart or style

Click to enter headings, notes, and axis titles (see illustration below)

Axis labels column: enter text or numbers (numbers are treated as text)

Data area: enter only numbers

Cell pointer

7. Click the Edit Titles button.

8. Type any headings, notes, and axis titles for the chart.

Click ? for Help

Click to see your data again before drawing the chart (see preceding illustration)

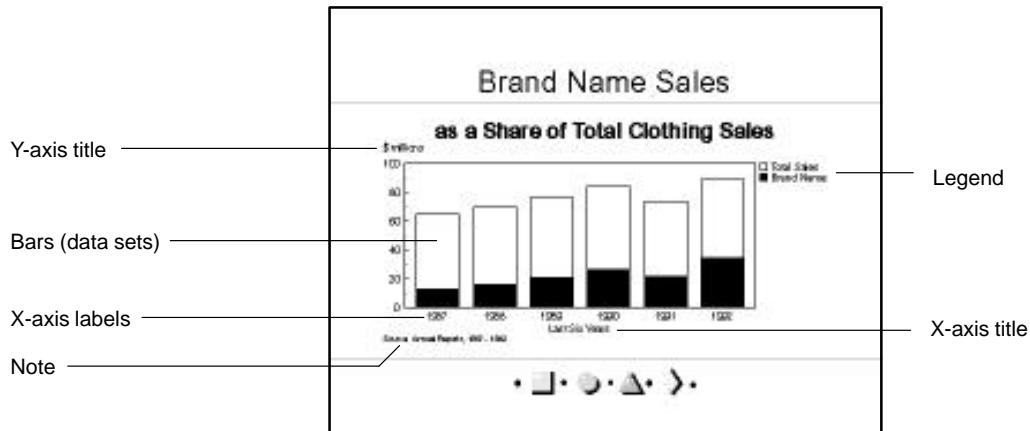
Click OK when finished

Type headings

Type notes

Type axis titles

Freelance Graphics automatically sizes and draws your chart to fit within the “Click here...” block on the page.



**Note** You can modify any chart style and bring in chart data from other sources. For more information on these topics, see Chapter 4, Work with Charts, and Chapter 5, Copy Chart Data from Other Applications.

---

## See the Big Picture

Freelance Graphics provides a variety of ways to view and work with your presentation. **Current Page view**, which is the view used in all the preceding sections in this chapter, lets you work with text and graphics on individual pages of your presentation. Two other Freelance Graphics views let you see your entire presentation at once: Page Sorter view and Outliner view. You can also use Screen Show, a full-fledged presentation medium, to preview your presentation pages one-by-one at full-screen size.

The following sections describe Page Sorter view and Outliner view, and tell you how to choose a different look for your presentation. See Chapter 8, Produce a Screen Show, for more information about using Screen Show.

---

## See Miniatures of All Your Pages

**Page Sorter view** shows small pictures of all the pages in your presentation. From this view you can rearrange, copy, add, or delete pages, or combine pages from several presentations into one.

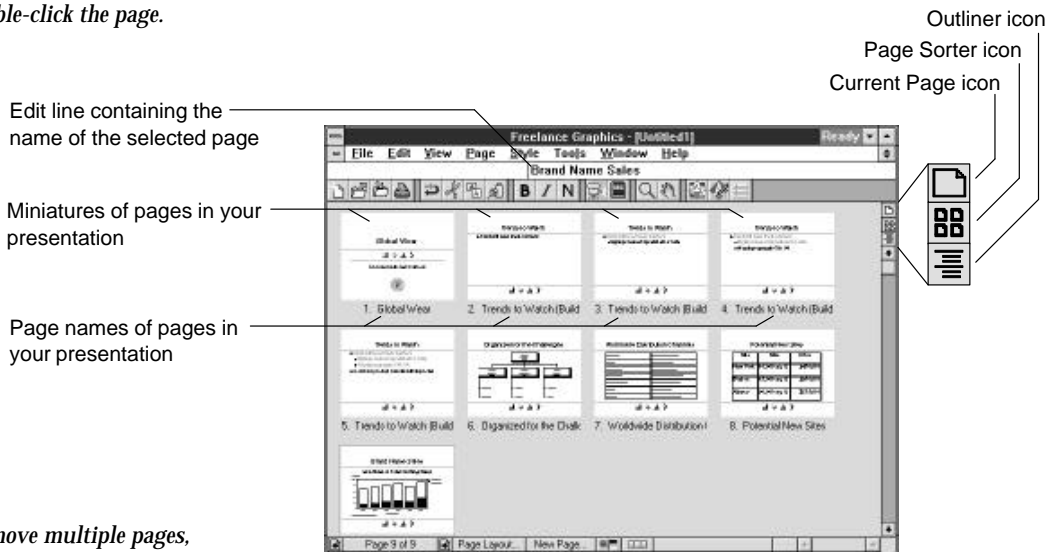
Use the following procedure to manage your presentation in Page Sorter view.



To work on one page in Current Page view, click the page to select it and click the Current Page icon, or double-click the page.

1. Click the Page Sorter icon on the right side of the window or choose View Page Sorter.

Freelance Graphics displays miniature representations of all the pages in your presentation.



Edit line containing the name of the selected page

Miniatures of pages in your presentation

Page names of pages in your presentation

To move multiple pages, select the pages by pressing and holding the **SHIFT** key while clicking the mouse button on each of them, and then drag them to a new location.

2. (Optional) To move a page in your presentation, position the pointer on the page, press and hold the left mouse button to select the page, and drag the page to a new location in this window.

A vertical bar appears between pages as you drag to show you where the page will be inserted if you release the mouse button at that moment.

To change the page name in Page Sorter view, click the page whose name you want to change, click the page name in the edit line, and then make your changes.

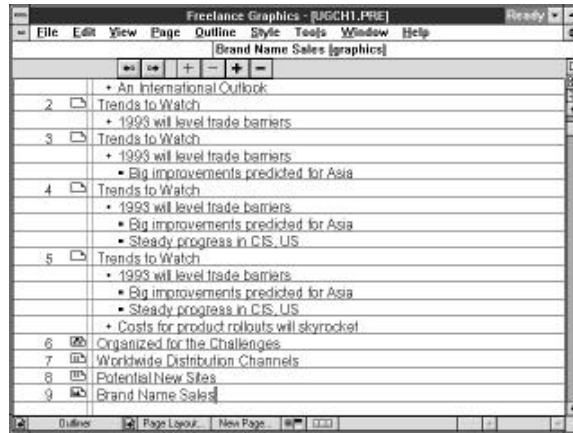
3. (Optional) To insert a page in Page Sorter view, select the page after which you want to insert a page and choose Page New or click New Page at the bottom of the screen, and complete the New Page dialog box.
4. (Optional) To delete one or more pages in Page Sorter view, select the page or pages and choose Page Remove, click the Cut icon, or press **DELETE**.



## See the Outline of Your Presentation

Although you can use Outliner view to create a presentation, it is also a useful way to view an existing presentation. **Outliner view** shows text from all the pages in your presentation as well as icons indicating other content, such as charts or drawings. From this view

you can also rearrange, copy, add, or delete bulleted items and pages; choose a page layout for a page; expand and collapse the outline to see more or less detail; and print the outline. You can also import outlines from word processing applications such as Ami Pro®.



To change to Outliner view, choose View Outliner or click the Outliner icon on the right side of the window. See Chapter 3, Work with the Outliner, for more information.

## Choose a Different Look

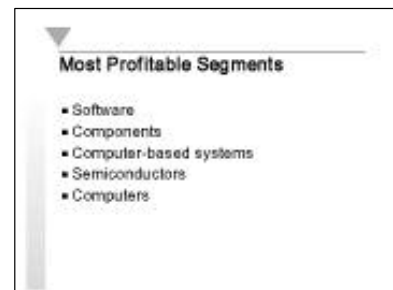
As you view all the pages in your presentation, you may decide that you would like a different design. You can easily change the overall design of your presentation without changing the content or basic structure by simply choosing a new SmartMaster set.

The following illustrations show a bulleted list using the BUTTONS.MAS and NEO2.MAS SmartMaster sets.

BUTTONS.MAS



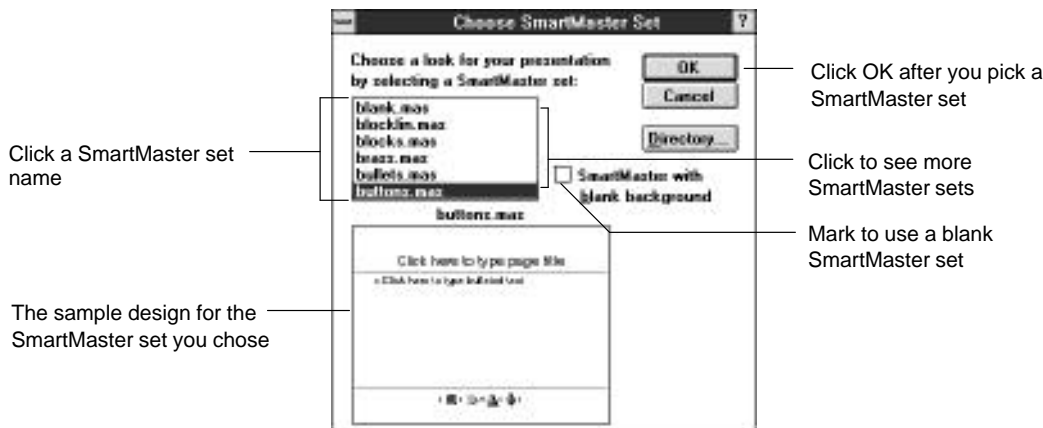
NEO2.MAS





To switch SmartMaster sets, follow these steps.

1. Choose the command Style Choose SmartMaster Set, or click the Choose SmartMaster Set icon.
2. Complete the Choose SmartMaster Set dialog box.



Freelance Graphics switches all pages in the presentation to the new SmartMaster set design. It updates the individual page layouts, including text and paragraph styles, and converts all the elements of your pages to the new color scheme.

## Add Speaker Notes

**Speaker notes** offer a convenient means of recording information about each page in your presentation. You can use speaker notes as prompts while you are giving your presentation, storage places for supporting facts or data sources, or messages to colleagues who might also deliver your presentation. You can print your presentation with or without speaker notes.

To create speaker notes:

1. Display the page for which you want to add a speaker note in Current Page view, or select the page in Page Sorter view.
2. Choose Page Speaker Notes or click the Speaker Notes icon.
3. Type your note into the form in the Speaker Note dialog box. The text you type will automatically wrap to the next line when necessary. To force a carriage return at a specific place in the text, press **CTRL+ENTER**.

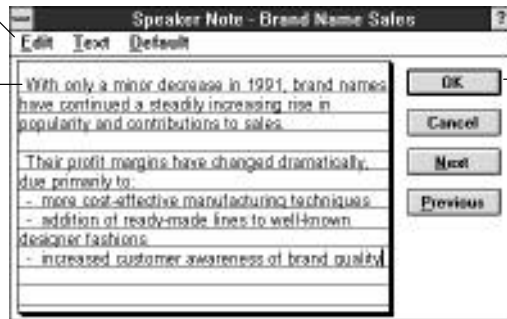




Use this menu to cut and paste text, and change text attributes and defaults

First, type your notes here...

*Click Next or Previous to create speaker notes for other pages in your presentation.*



Click ? for Help

...and then click OK.



*To view or edit speaker notes after you have created them, choose Page Speaker Notes or click the Speaker Notes icon.*

Freelance Graphics displays a Speaker Notes icon to the left of the page (below the Toolbox) in Current Page view or below the page in Page Sorter view to notify you that you have created speaker notes for that page.

See “Print Speaker Notes, Audience Notes, or Handouts” in Chapter 7 for information about printing speaker notes.

## Save a Presentation



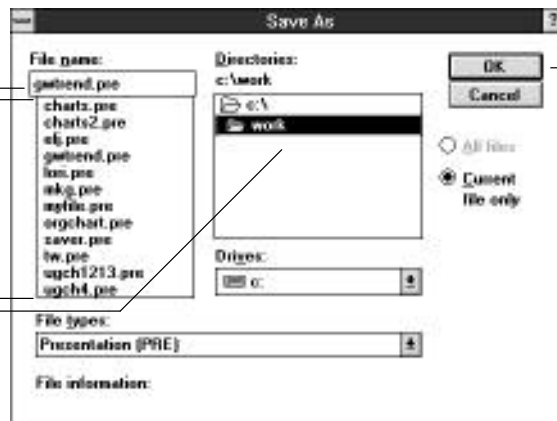
Save your presentation periodically to prevent losses. To save your presentation to a file on disk, use the following procedure.

1. Choose File Save, click the File Save icon, or press CTRL+S to save your changes.
2. Complete the Save As dialog box.

First, type a file name including a path, if desired...

List of existing files in the directory named at right

...or choose a different directory...



...and then click OK to save the file to disk and keep it open in the window.

**Note** To automatically save presentations periodically as you work on them, choose Tools User Setup, mark the Auto timed save check box, and choose the time between file saves.

## Print a Presentation



To print a presentation or part of a presentation, use this procedure.

1. Choose File Print, click the File Print icon, or press **CTRL+P**.
2. Complete the Print File dialog box.

The screenshot shows the 'Print File' dialog box with the following callouts:

- Click ? for Help (points to the question mark icon in the title bar)
- Click to print (points to the 'Print' button)
- Click to specify header, footer, page orientation, and margins (points to the 'Page Setup...' button)
- Use 1 and 999 to print the entire presentation, or type any starting and ending page numbers (points to the 'From page: 1' and 'to: 999' fields)
- ...and then mark to have 2, 4, or 6 pages on each handout. (points to the page count options: 2, 4, 6)
- Click to type the number of copies (points to the 'Number of copies' field)
- Mark to print only the current page (points to the 'Current page only' checkbox)
- Click to print speaker notes (points to the 'Speaker notes' radio button)
- Click to print audience notes (points to the 'Audience notes' radio button)
- Click to print handouts... (points to the 'Handouts' radio button)

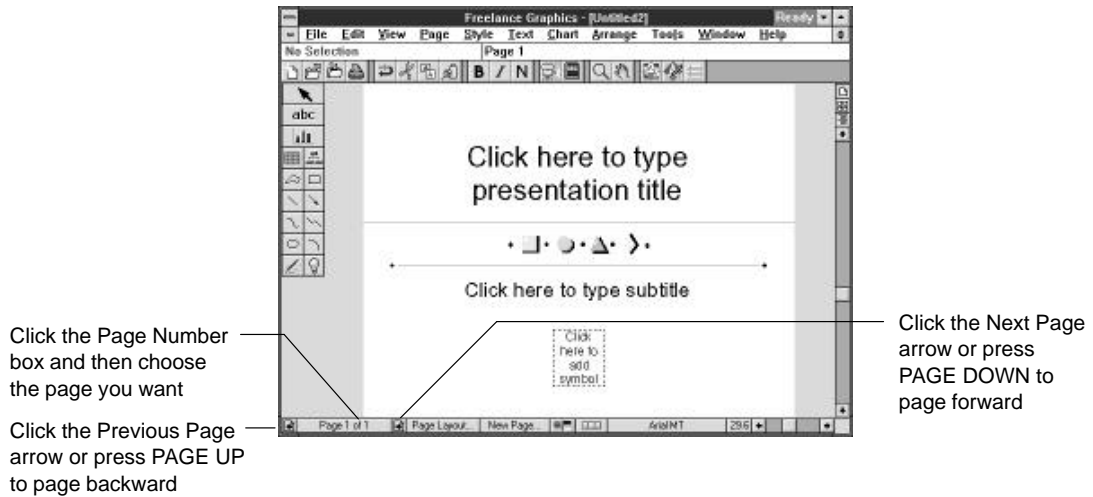
See Chapter 7, *Print a Presentation*, for more information about printing in Freelance Graphics.

## Navigate in a Presentation

Freelance Graphics displays your presentation in a window. You can move to any page of a presentation or scroll to any area of a page.

### Move from Page to Page

There are three ways to move to different pages in your presentation.



## View Different Parts of a Page

There are several ways to view different parts of a page and move a page with the mouse.



*To* Enlarge or reduce the page

*Do this*

Choose View Zoom In or View Zoom Out, or click the Zoom Page icon and then use the mouse to drag a rectangular area to enlarge.



View a different area of the page after enlarging or reducing the page

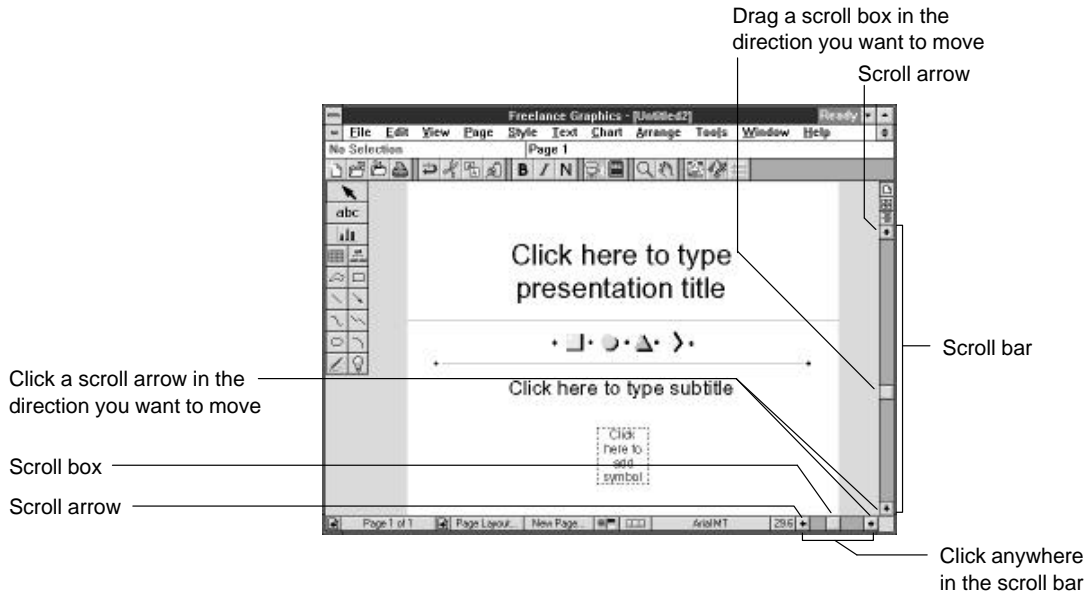
Click the Move Page icon.



View the entire page after viewing different areas

Choose View Full Page or click the View Full Page icon.

Once you enlarge or reduce a page, you can move the page left, right, up, or down to view different parts of the page, using the parts of the window that are called out in the following illustration.



## Use SmartIcons to Take Shortcuts

**SmartIcons** are small pictures that provide single-click access to common functions. SmartIcons offer shortcuts ranging from changing a chart type to printing a presentation. A set of SmartIcons is displayed across the top of the Freelance Graphics window, just below the edit line.

When you can use an icon instead of a menu command, this document names the icon and shows a picture of it in the left column. To use the icon, simply click it.

For example, to change any selected text to boldface, click the Text Bold icon. To display the Print File dialog box, click the File Print icon.



*All available Freelance Graphics SmartIcons are shown on the **Quick Reference Card**.*

**Notes** Hold the mouse pointer still on an icon to display a description of what it does.

Freelance Graphics displays only a subset of the available SmartIcons on the screen at any one time, so a specific icon may not appear on your screen. For information on using the Tools SmartIcons command to choose the SmartIcons that appear on your screen and their location, refer to Chapter 11, Use SmartIcons.

## Use Online Help

*Online Help contains additional procedures and reference information that are not in the printed documentation. The index at the back of this guide includes topics found in online Help.*

*Use the Window Tile command to place the windows side-by-side, and resize them by dragging their edges.*

Freelance Graphics offers “context-sensitive” and comprehensive online Help to give you immediate assistance.

In online Help you can:

- Search to find the topics you need
- Browse through related topics or jump from one topic to another
- Look up definitions
- Insert bookmarks for topics you frequently refer to or want to read later, add your own notes to topics, and print topics
- Copy a topic to the Windows Clipboard and then paste the topic into another Windows application, such as Ami Pro, so you can produce customized, printed documentation
- Resize and rearrange the online Help window so you can view it and the Freelance Graphics window side-by-side for quick reference

**? Help** Choose Help Using Help for information about how to do any of these functions.

## How to Display Online Help

*Press F1 (HELP) anytime to get Help for what you're doing.*

There are three ways to display online Help, as described in the following table.

| <i>To</i>   | <i>Do this</i>   |
|---|--|
| Display an online Help window containing specific information about the dialog box, window, or highlighted menu command that is displayed on the screen | Press <b>F1 (HELP)</b> from anywhere in Freelance Graphics.                      |
| <b>? Display a Help window describing the various options in the dialog box</b>   | Click the Help icon (the question mark) in any dialog box in Freelance Graphics. |
| Choose one of the menu items described in the next table  | Choose Help from the main menu or press <b>ALT+H</b> .                           |

**Note** You cannot choose Help from the main menu or press **ALT+H** when a dialog box is displayed on the screen.



Choose File Print Topic in the Help menu bar to print the Help topic you are viewing.

| Select this Help menu item | For  |
|----------------------------|--|
| Contents                   | A list of online Help topics.  |
| Search                     | Information about specific topics of your choice.  |
| Using Help                 | Information on how to use online Help, including Help buttons and commands, using Search, and navigating in Help.  |
| Keyboard                   | Information about Freelance Graphics function, accelerator, and navigation keys.   |
| How Do I?                  | Procedures for common tasks.   |
| For Upgraders              | Information on the differences between Freelance Graphics for Windows Release 2.0 and Freelance Graphics for Windows Release 1.0 and Freelance Graphics for DOS. |
| QuickStart Tutorial        | QuickStart, the Freelance Graphics online tutorial.  |
| About Freelance Graphics   | Information about the release of Freelance Graphics you are using.   |

## The Online Help Window

The following illustration shows the basic components of the online Help window.

Control menu box

Use this main menu to print or copy Help topics, add your own notes, and insert bookmarks

Use these buttons to move around in online Help

Click a phrase with a solid underline to display a related topic

Click a phrase with a dotted underline to display a definition

## Tips



- You can undo many of the commands you use in Freelance Graphics. Choose Edit Undo to reverse the most recent action. You can undo up to the last 10 actions you performed by choosing Edit Undo repeatedly. See online Help for more information about Edit Undo.

You can also click the Undo Last Operation icon or press CTRL+Z instead of choosing Edit Undo.



- To create a page and pick a page layout, choose Page New or click the New Page box at the bottom of the screen. To create a page with the same page layout as the current page, click the New Page icon or press F7.



- You can delete a page in Current Page view by choosing Page Remove. Choose Edit Undo if you delete a page unintentionally.
- You can cut or clear pages in Page Sorter view by selecting the page or pages and choosing Page Remove, Edit Cut, or Edit Clear, or clicking the Cut or Delete icons. When you use Edit Cut, you can use Edit Paste to paste the page in a new location. When you use Edit Clear or Page Remove, you can only use Edit Undo to redisplay the page.

- You can preview many changes you make in Freelance Graphics before accepting them. To do so, press and hold the mouse button down on Preview (when it is available in a dialog box) until you have reviewed your changes, then release the mouse button to return to the dialog box.
- You can create and customize icon sets to display all of the SmartIcons that you want. See Chapter 11, Use SmartIcons, for more information about customizing icon sets.
- You can create conceptual diagrams by drawing rectangles, lines, and other objects using the Toolbox icons. See Chapter 12, Draw with Freelance Graphics, for more information about drawing objects.
- It's easy to add ready-made symbols and images to enhance your presentation. See Chapter 6, Enhance Your Presentation with Symbols and Images, for more information.



- To retrieve an existing presentation, choose File Open or click the File Open icon.

## For More Information

*Choose Help Search to get help on a specific topic.*

- Chapter 4, *Work with Charts*, tells you how to create and modify charts.
- Chapter 5, *Copy Chart Data from Other Applications*, tells you how to create a chart with data from another Windows application or from a DOS file.
- Chapter 7, *Print a Presentation*, has more information about printing, including adding headers and footers, printing handouts and speaker notes, and printing colors and black-and-white patterns.
- Chapter 9, *Make Global Changes with SmartMaster Sets*, has more information about changing and creating SmartMaster sets.
- The *Quick Reference Card* lists accelerator keys, which provide keyboard shortcuts for many commands, and describes all of the Toolbox icons and SmartIcons.
- For more information on Help, choose Help Using Help or see your Windows documentation.



---

# 2

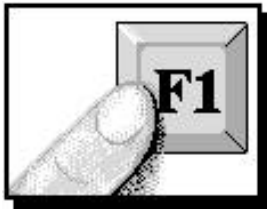
## Work with Text

It's easy to add and edit text in your presentations. While the SmartMaster page layouts provide the overall look of your presentation, including the appearance of the text, you can make changes to suit your needs. For example, you can move the text, change the font, and italicize a word to add emphasis. Freelance Graphics can also check the spelling in your presentation, including text that appears in data charts, organization charts, and speaker notes.

---

### About Text Blocks

*Press F1 (HELP) at any time to display help on what you are doing.*



Freelance Graphics uses text blocks to format and place text on a page. A **text block** is a rectangle that contains any number of lines of text. You can format the text in a single text block into different styles, using different bullets, indentation, and text attributes. You can also choose to display the rectangular border (called the frame), or hide it so only the text is shown.

Each page layout provides “Click here...” text blocks, such as “Click here to type presentation title.” The format and placement of these text blocks are pre-designed to work well with the other components of the SmartMaster design. If you choose a different SmartMaster set, the format and placement of the text in these text blocks change to match the new SmartMaster set.

You can also create text blocks to add text anywhere on a page, using any format you want. This is especially useful for adding comments to charts and labelling diagrams.

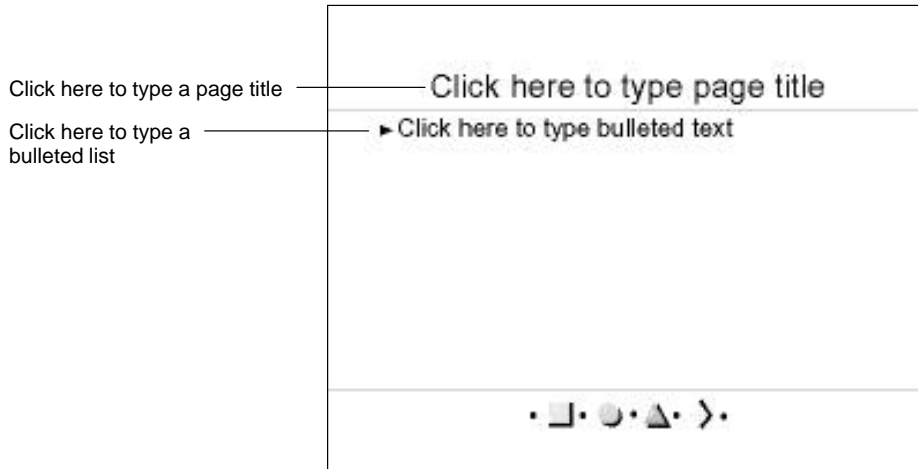
---

### Type Text in “Click here...” Text Blocks

You can click a “Click here...” text block and type your text.

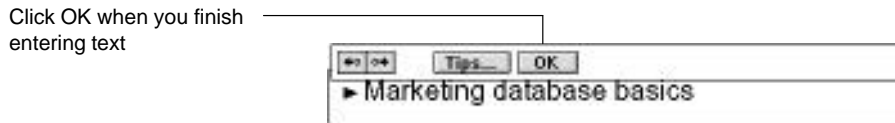
**Note** The “Click here...” prompt text doesn't print or display on slides or screen shows. This means that if you decide not to replace all the prompt text on a page, it doesn't appear on your printed pages or in a screen show.

1. Click a "Click here..." text block.



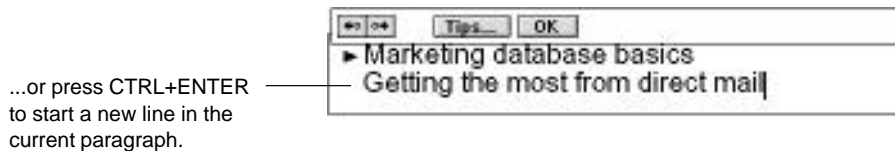
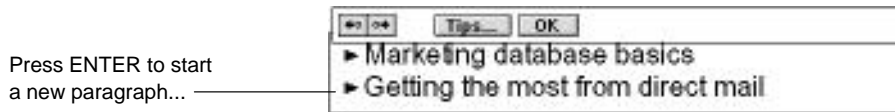
Freelance Graphics displays a box you use to enter your text.

2. Begin typing the text you want. For example, type **Marketing database basics**.



Freelance Graphics wraps the text automatically to a new line when the text reaches the right margin of the text block.

Use the following keys to start new lines and paragraphs.



**Note** A paragraph in Freelance Graphics is any one or more lines of text that is set off from other text by one or more carriage returns. A paragraph may begin with a bullet or number.

3. (Optional) Repeat Steps 1 and 2 to replace other "Click here..." prompt text on the page.

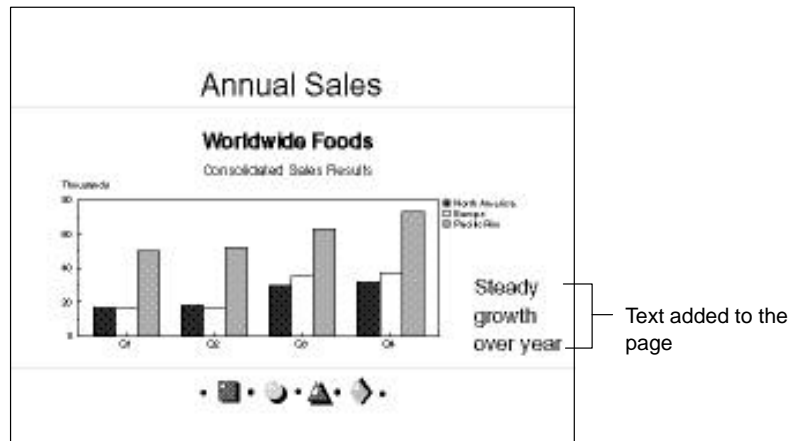


- When you finish entering text, click OK, click the Selector icon in the Toolbox, or press ESC.

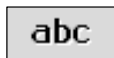
**Note** If you make a mistake, or want to edit the text, see “Edit Text” later in this chapter.

## Create a Text Block

Occasionally, you might want to add text to a page where there is no “Click here...” text block. For example, you might want to add a comment to a chart or label parts of an illustration.



Use the following procedure to create a text block.



*It may be easier to create the rectangle for the new text somewhere else on the page and move it to the proper location after you have typed the text.*

- Click the Text icon in the Toolbox.
- Move the pointer to the spot where you want the text to begin. If you want the text to wrap automatically to the next line when it reaches the right margin, drag a rectangle on the page. The rectangle defines the width and starting point of the lines of text. If you do not want the text to wrap automatically, click on the page without dragging a rectangle.

**Note** If there is other text already on the page, be careful when dragging a rectangle for the new text. If you start the rectangle on top of an existing text block, you’ll be selecting and editing the existing text instead of creating a new text block.

*Click Tips or press F1 (HELP) after you create a text block for more information about text blocks.*

- Type your text into the box. To start a new paragraph, press ENTER. To start a new line in the current paragraph, press CTRL+ENTER.



4. When you finish typing text, click OK, click the Selector icon in the Toolbox, or press **ESC**.

After typing the text, you can format it as you wish. See specific sections of this chapter for more information about editing text, changing margins and justification, changing paragraph styles, formatting text by paragraph style, and changing text attributes, such as color, line spacing, and bullet attributes.

## Drag Existing Text into “Click here...” Text Blocks

*You can also press **CTRL** and drag text away from a “Click here...” text block, leaving the original prompt text behind. The text you drag keeps the text format it had.*

You can drag existing text into a “Click here...” text block. When you do, the location and format of the text is influenced by the SmartMaster set, without your having to retype the text.

1. Click the text block you want to move and drag it over the “Click here...” prompt text.

When the pointer moves across the border of the “Click here...” text block, a dotted line appears around the border to show that you are within the “Click here...” text block.

2. Release the mouse button.

Freelance Graphics replaces the prompt text with the text you dragged. The text assumes the attributes specified in the “Click here...” text block, unless you specifically changed the attributes of selected text.

## Edit Text

*You can select, size, and move text blocks as you do other objects in Freelance Graphics. See Chapter 13 for more information about manipulating objects.*

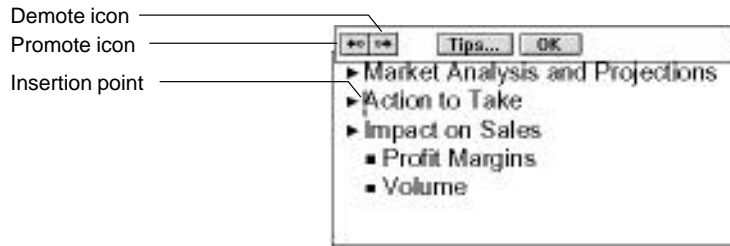
*Press **F1 (HELP)** in text edit mode for Help.*

You can add, modify, and delete text; you can also change the characteristics of selected text. For example, even though a “Click here...” text block automatically formats text, you might want to underline or italicize one or more words to add emphasis.

1. Click the text block you want to edit to select it.
2. Choose Text Edit, click the text block again, or press **F2 (EDIT)**.

Freelance Graphics displays the text in a box with the insertion point. This means you are in **text edit mode** and you can enter and edit the text.

3. Enter and edit the text as needed.



See “Change the Attributes of Selected Text” and “Format Text by Paragraph” later in this chapter for more information.



4. To leave text edit mode, click OK, click the Selector icon in the Toolbox, or press ESC.

---

## Navigate When Editing Text

You can use either the mouse or the keyboard to move within a block of text.

### With the Mouse

To navigate around text with the mouse, move the pointer to a location and click. The insertion point moves to that location.

### With the Keyboard

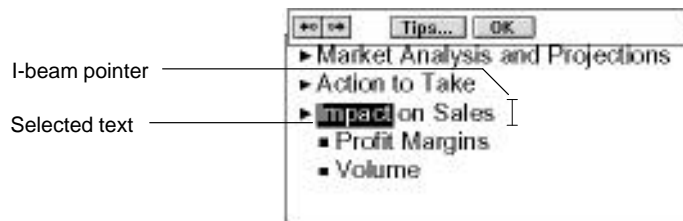
There are several ways to use the keyboard to move around in text edit mode. You can, for example, press **HOME** to move to the beginning of a line or press **CTRL+ ←** to move left one word.

**? Help** Choose Help Search and type “Keys” for more information.

---

## Select Letters, Words, and Phrases

You can select text, such as letters, words, or phrases, to change text attributes or to copy or delete the text. For example, you can select a word to italicize or a sentence to copy and then paste into another presentation page.



You can select text with the mouse or the keyboard when you're in text edit mode.

### With the Mouse

To select by dragging, position the I-beam pointer where you want to start selecting, then drag the mouse to select as much text as you want. Freelance Graphics highlights the selected text as you drag. Then release the mouse button.

You can also select an entire word at the insertion point position by double-clicking the word in text edit mode.

### With the Keyboard

You can select text without taking your hands off the keyboard by pressing and holding **SHIFT** while pressing a pointer movement key. For example, press **SHIFT+HOME** to select the text from the insertion point to the beginning of the line.

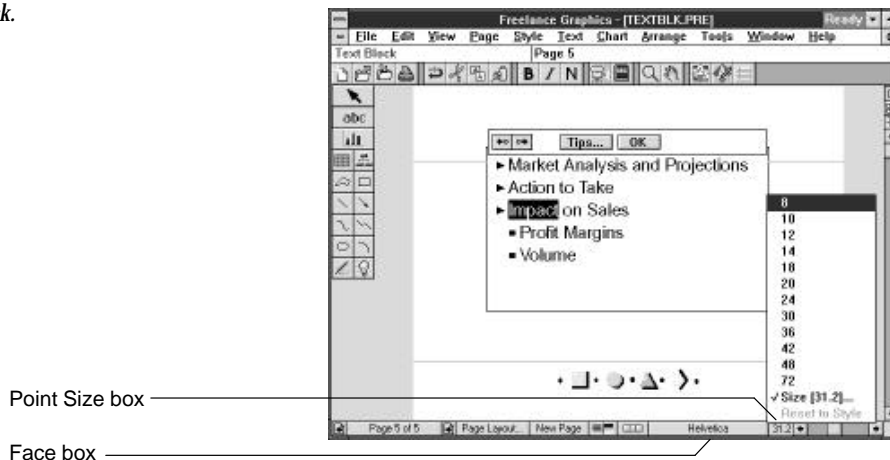
**? Help** Choose Help Search and type "Text edit mode" for more information about selecting text.

## Change Text Size

*You can also size a selected text block by holding down the **SHIFT** key and dragging a corner handle of the text block.*

You can size text quickly using the mouse.

1. Click the text block you want to size to select it.
2. Click the Point Size box at the bottom of the screen (next to the Face box) and choose a different size from the pop-up list.



---

## Delete a Bullet

You can delete a bullet from one or more bulleted items.

1. Select the text block you want to edit.
2. Highlight the text for which you want to remove the bullet.
3. Choose Text Bullet.
4. Click the Style drop-down arrow in the Text Bullet dialog box, click None, and then click OK.

**Note** To delete the bullet for all paragraphs of a specific style, refer to “Change How Paragraphs Look,” later in this chapter.

---

## Delete Text




*Choose Edit Cut instead of Edit Clear if you want to cut the text and then paste it elsewhere.*

You can quickly delete text in text edit mode:

- Select the text you want to delete and choose Edit Clear, click the Delete icon, or press **DELETE**.

You can also use any of several key combinations to delete text. For example, you can press **CTRL+DELETE** to delete the word after the insertion point.

 **Help** Choose Help Search and type “Text edit mode” for more information about deleting text.

---

## Edit a Series of Text Blocks

You can quickly edit multiple text blocks on a page, or on another page in your presentation, one after the other.

1. Select the first block of text that you want to edit.
2. Choose Text Edit, click the text block again, or press **F2 (EDIT)** to enter text edit mode.
3. Edit the text.
4. When you finish, do one of the following:
  - Make sure the insertion point is at the bottom or top line of the text in that text block and press **↓** or **↑** to edit the next or previous text block on the page.
  - Press **PAGE UP** or **PAGE DOWN** to edit the first text block on the next or previous presentation page.
5. Repeat Steps 3 and 4 until you have edited all the text that you want to edit.
6. When you finish, click OK, click the Selector icon in the Toolbox, or press **ESC**.



---

## Change the Attributes of Selected Text

Occasionally, you may want to override the attributes of specific text, for example, to italicize or change the color of a particular word or phrase to add emphasis, but keep the overall look of a paragraph. The following procedures tell you how to change existing text and change attributes as you type.

---

## Change Existing Text

You can select specific text and override the paragraph style attributes assigned to it.

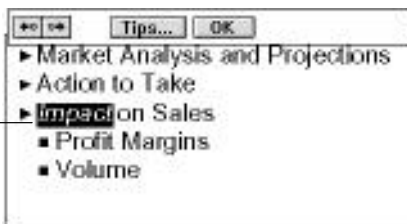
1. Click the text block you want to change to select it.
2. Choose Text Edit, click the text block again, or press **F2 (EDIT)** to enter text edit mode.
3. Position the I-beam pointer at the beginning of the text you want to change and drag to select all of the text you want to change.
4. Choose the appropriate Text command for the attribute you want. For example, choose Text Italic to italicize the selected text.

*You can choose multiple Text commands, such as Bold and Underline, or click multiple SmartIcons for a combination of attributes.*



You can also click the icon for the attribute you want or press the accelerator keys for this attribute. For example, click the Text Italic icon or press **CTRL+I** to italicize the selected text.

Italicized selected text




---

## Change Text as You Type

Use this procedure to change the attributes of text as you type.

1. Select the text block you want to edit.
2. Choose Text Edit, click the text block again, or press **F2 (EDIT)** to enter text edit mode.
3. Move the I-beam pointer to the location where you want to begin typing and click.



- Choose the appropriate Text command for the attribute you want. For example, choose Text Bold to boldface the text you type.



To remove special emphasis, choose Text Normal or click the Text Normal icon. To revert to the default appearance for the paragraph style, choose Text Reset to Style.

You can also click the icon for the attribute you want or press the accelerator keys for this attribute. For example, click the Text Bold icon or press CTRL+B.

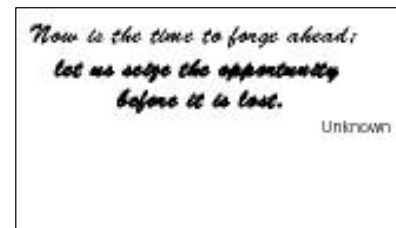
- Type the text you want to use the new attribute.
- To return to the previous attribute, choose the appropriate Text command, click the same icon again, or press the accelerator keys again.

---

## Format Text by Paragraph

Each text block has three paragraph styles, which allows you to have up to three different types of paragraphs. A paragraph style determines text attributes such as typeface, size, color, bullets, indents, and line and paragraph spacing for every paragraph that uses that style. Each paragraph can be associated with one paragraph style only.

The following illustrations show three different paragraph styles in a bulleted list and in non-bulleted text.



Paragraph styles in text blocks allow you to:

- Change how paragraphs look
- Adjust the left and right margins
- Indent the first line only in a paragraph
- Indent all but the first line in a paragraph
- Justify and align text

---

## Change to a Different Paragraph Style

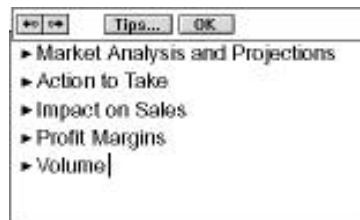
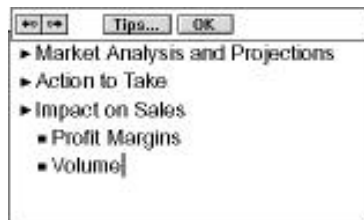
You can change the style of a paragraph by using the following procedure.

- Select the text block that you want to change.

2. Choose Text Edit, click the text block again, or press **F2 (EDIT)** to enter text edit mode.
3. Click the paragraph you want to work with.
4. Do one of the following:
  - Click the demote icon at the top of the text block, or press **TAB**, to move from style 1 to style 2 or from style 2 to style 3.
  - Click the promote icon at the top of the text block, or press **SHIFT+TAB**, to move from style 2 to style 1 or from style 3 to style 2.



The paragraph displays in the format of the new paragraph style. For example, the following illustrations show style 2 paragraphs (on the left) that are changed to style 1 paragraphs (on the right). Notice that they assume the same indentation and bullets as the original style 1 paragraphs.



## Change How Paragraphs Look

To set default attributes for all text blocks you add, double-click the **Text** icon in the **Toolbox** or choose **Style Default Attributes** and click the **abc** Object type.

You can also display the **Paragraph Styles** dialog box by selecting the text and choosing **Text Paragraph Styles**.



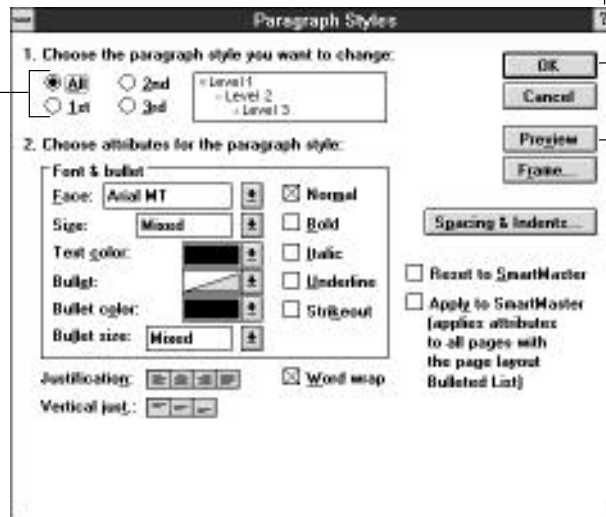
A paragraph style determines the text attributes, such as typeface, size, color, and indentation, for all paragraphs that use that style. You can set the attributes for each paragraph style.

Paragraph styles make it easy to control the layout and text attributes of paragraphs. When you make one change to a paragraph style, the change is reflected in all paragraphs that use that style in that text block.

To change the attributes associated with each of the three paragraph styles in a text block, follow this procedure.

1. Double-click the text block that you want to work with, or click the text block and choose **Style Attributes** or click the **Paragraph Styles** icon.
2. Complete the **Paragraph Styles** dialog box.

First, click a style button and specify attributes for that paragraph style; or click All and specify the same attributes for all three styles...

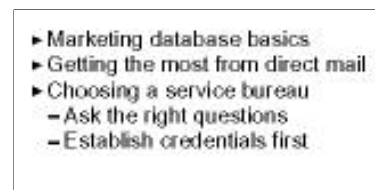


...and then click OK.

...second, press and hold the mouse button to see your changes...

To use numbered bullets, click the Bullet drop-down box and choose 1.

The following illustrations show two versions of the same text block. In the second illustration, the settings for style 1 paragraphs include boldface and numbered bullets.



- 1. Marketing database basics**
- 2. Getting the most from direct mail**
- 3. Choosing a service bureau**
  - a. Ask the right questions
  - b. Establish credentials first

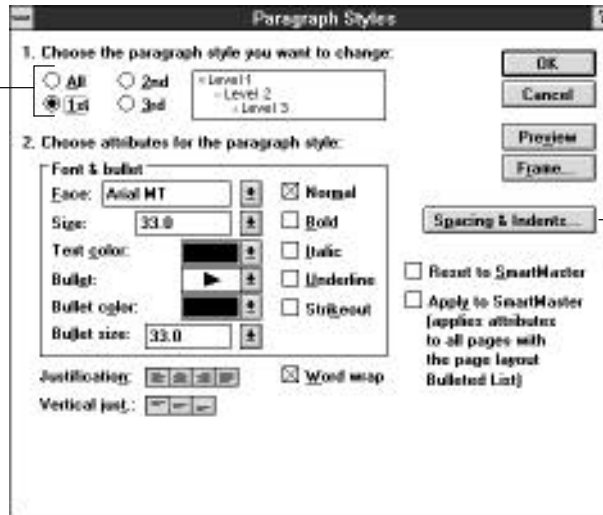
## Change Left and Right Margins

Margins set the left and right limits for text paragraphs. Margin settings affect all paragraphs that use the same paragraph style in the text block. (The location of the insertion point determines the selected paragraph.) Use the following procedure to specify left and right margin values.



1. Double-click the text block you want to work with, or click the text block and choose Style Attributes or click the Paragraph Styles icon.
2. Choose the paragraph style you want to work with and then click Spacing & Indents in the Paragraph Styles dialog box.

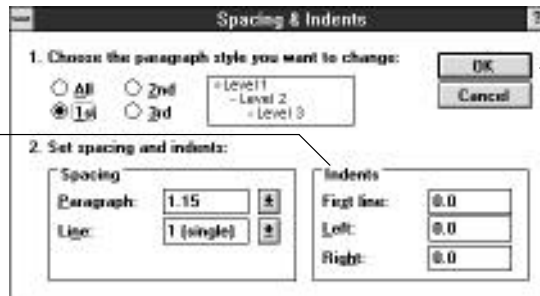
Click a style button when you want to specify attributes for that paragraph style; click All to specify the same attributes for all three styles...



...and then click Spacing & Indents.

### 3. Complete the Spacing & Indents dialog box.

Type new left and right indent values for the paragraph style...



...and then click OK.

### 4. Click OK to leave the Paragraph Styles dialog box.

**Note** The numbers you enter measure the distance from the left side of the text block in the units set in the Units & Grids dialog box. If the numbers for the first line indent and the left margin are the same, all lines in the paragraph start at the same position.

## Indent the First Line Only

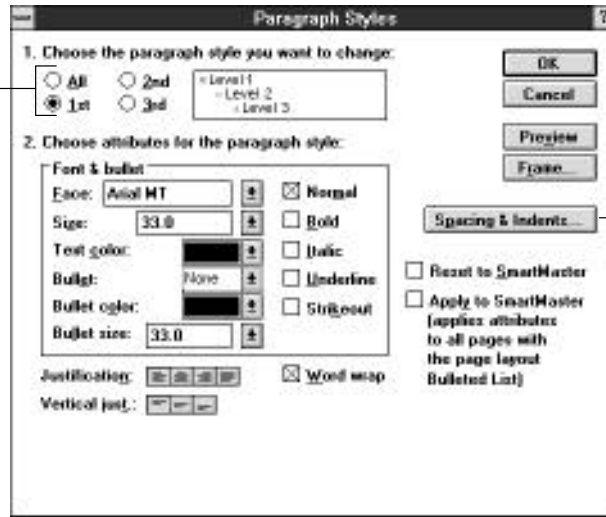


You can use the following procedure to indent the first line of a paragraph a few spaces.

1. Double-click the text block you want to work with, or click the text block and choose Style Attributes or click the Paragraph Styles icon.

- Choose the paragraph style you want to work with and then click Spacing & Indents in the Paragraph Styles dialog box.

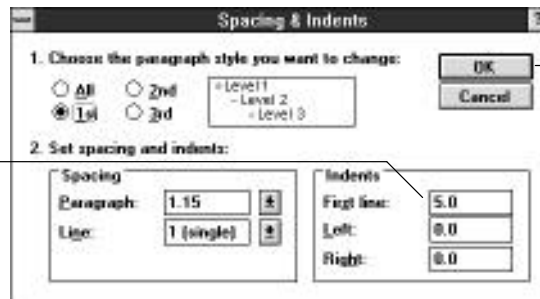
Click a style button when you want to specify attributes for that paragraph style; click All to specify the same attributes for all three styles...



...and then click Spacing & Indents.

- Complete the Spacing & Indents dialog box.

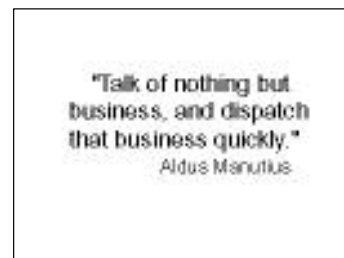
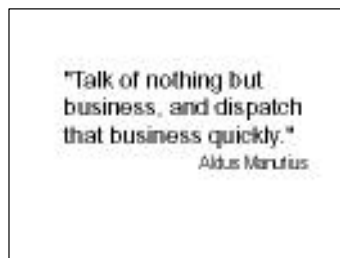
First, type a new First line value that is greater than the Left indent value...



...and then click OK.

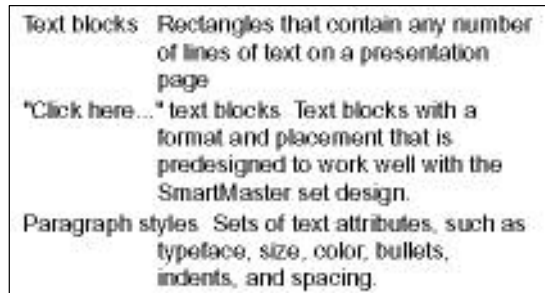
- Click OK to leave the Paragraph Styles dialog box.

The following illustrations show a paragraph before and after indenting the first line.



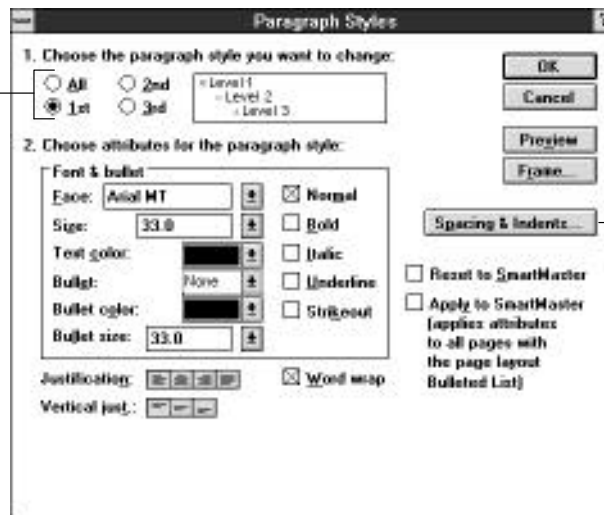
## Indent All But the First Line

You can change the indentation of a paragraph so all lines except the first are indented. This is called a **hanging indent**. You can use hanging indents to create a descriptive table in which a term or short phrase “hangs” in the left column and descriptive text is indented and aligned, as shown in the following illustration.



1. Double-click the text block you want to work with.
2. Choose the paragraph style you want to work with and then click Spacing & Indents in the Paragraph Styles dialog box.

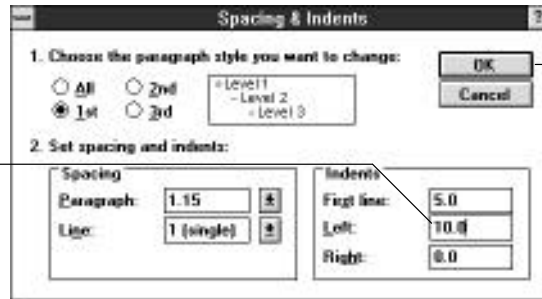
Click a style button when you want to specify attributes for that paragraph style; click All to specify the same attributes for all three styles...



...and then click Spacing & Indents.

3. Complete the Spacing & Indents dialog box.

Type a Left indent value that is greater than the First line value...



...and then click OK.

4. Click OK to leave the Paragraph Styles dialog box.

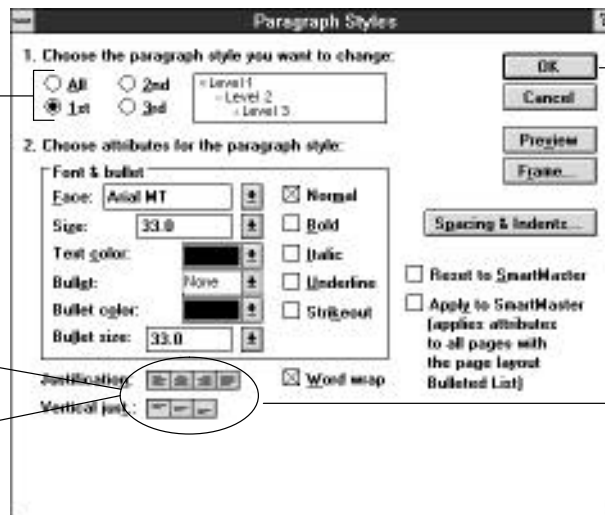
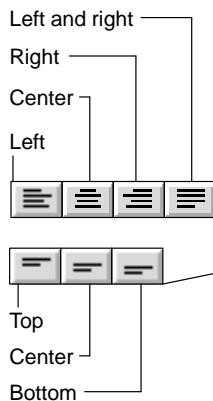
## Justify and Align Paragraphs

You can horizontally justify and vertically align the paragraphs in a text block. These paragraphs can be left justified, centered, right justified, or left and right justified, and they can be aligned at the top, center, or bottom of the text block.

**Note** You can choose a different horizontal justification for each paragraph style in a text block. Vertical justification applies to all the paragraphs in a text block, regardless of their styles.

1. Double-click the text block you want to work with.
2. Click the appropriate justification icons in the Paragraph Styles dialog box.

First, click a style button when you want to specify attributes for that paragraph style; click All to specify the same attributes for all three styles...



...and then click OK.

...second, click the appropriate justification icons...

## Cut, Copy, and Paste Text

*You can also cut or copy text and pages when you are working in Outliner view and creating or editing speaker notes.*

You can cut or copy selected text, and then paste it to a new location in the text block you are editing or to another text block. If you cut or copy an entire text block, you can paste it as a new text block or into an existing text block.

You use the same commands to cut, copy, and paste text as you do for other objects (Edit Cut, Edit Copy, Edit Paste, and Edit Paste Special). See Chapters 12, Draw with Freelance Graphics, and 13, Edit Objects, for information on objects.

**Notes** When you cut or copy text, it is temporarily stored on the Windows Clipboard.

See Chapter 14, Use Freelance Graphics with Other Applications, for information on cutting and copying text to other applications, and editing text links.

1. Click the text block you want to cut or copy.
2. Position the I-beam pointer at the beginning of the text you want to cut or copy, and drag to select all of the text you want.
3. Do one of the following:



- Choose Edit Cut, click the Cut icon, or press **CTRL+X** to cut the selected text to the Clipboard and delete it from the text block.



- Choose Edit Copy, click the Copy icon, or press **CTRL+C** to copy the selected text to the Clipboard.

4. Do one of the following:
  - To put the text in an existing text block, click the insertion point at the new location for the text, either within the same text block or in another text block.
  - To create a new text block, click OK at the top of the text block; then go to the page where you want the text block to appear.



5. Choose Edit Paste, click the Paste icon, or press **CTRL+V** to paste the text in the new location.

Freelance Graphics pastes the selected text in its new location. The pasted text assumes the attributes set for the paragraph style in which you pasted it.



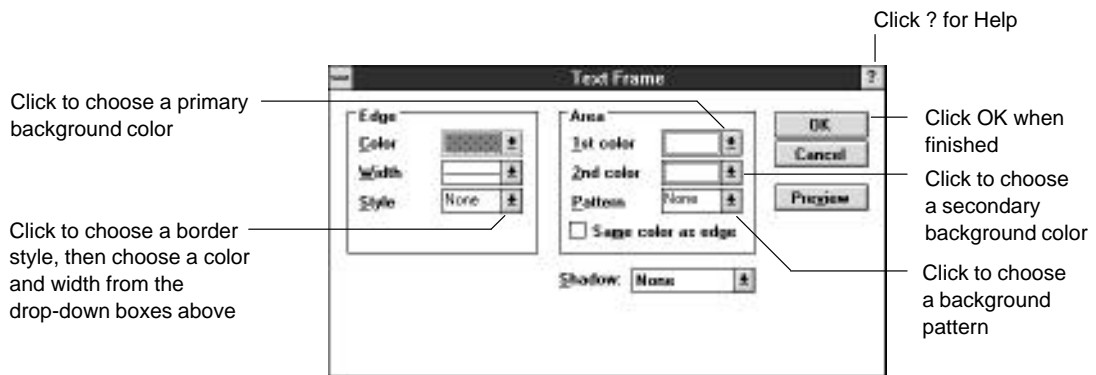
## Add or Change the Text Block Border and Pattern

*You can also double-click the text block and then click Frame in the Paragraph Styles dialog box.*

In addition to formatting and editing text, you can also add a border around the text (called a **frame**) and fill the frame of the text block with a color or pattern. For example, you might add a frame around text to enhance a flow chart or diagram.

You can change the settings for the frame of a text block from the Text menu or in the Paragraph Styles dialog box.

1. Click the text block you want to work with.
2. Choose Text Frame.
3. Complete the Text Frame dialog box.



**Note** To remove a border from around a text block, choose None for the Style in the Edge group box, and None for the Pattern in the Area group box.

## Curve Text

*To curve text around an existing shape on your page, convert the shape to lines or polygons, select both the text and the object, choose Text Curved Text, click Custom Shape, and then click OK.*

Freelance Graphics makes it easy to curve a line of text into the shape of diagonal lines, circles, arcs, S curves, bell curves, triangles, peaks, and so on. Use the following procedure:

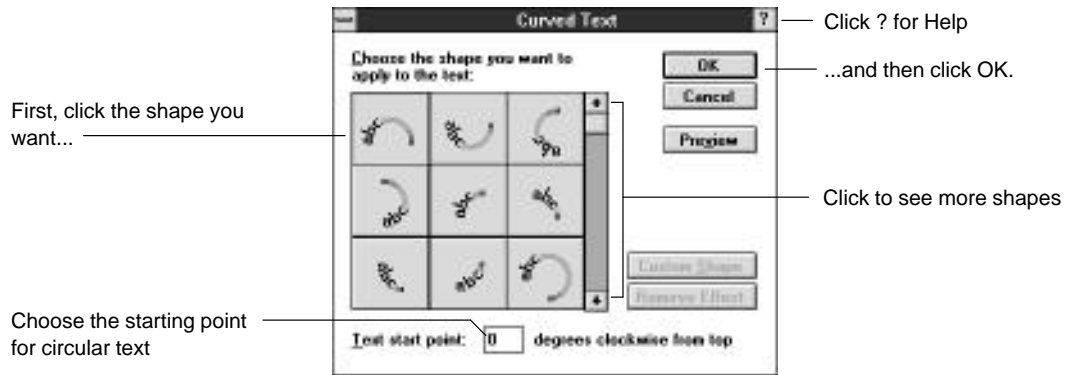
**Notes** You cannot curve text in a “Click here...” text block. Move the text out of a “Click here...” text block by pressing **CTRL** and dragging the text.

A bullet associated with the line of text will not be curved.

Depending on the number of characters you selected to curve, some shapes may not be available.

1. Select the text block you want to curve.
2. Choose Text Curved Text.

## 3. Complete the Curved Text dialog box.



The following illustrations show the same text in a circle with the starting point at 200 degrees and in an S shape.

*To edit text that you have rotated or curved, enter text edit mode as you would for any other text. Freelance Graphics temporarily displays the text horizontally for you to edit.*



## Check Your Spelling

*You can choose another language dictionary by choosing Tools Spell Check and clicking Language Options.*

As a final step to completing a presentation, you should check your spelling. Freelance Graphics has a spell checker that can examine the spelling of a single word, selected text, all text and tables on a single page, or all text and tables in an entire presentation. You can also check the spelling of text in charts, organization charts, and speaker notes.

You can enter special words unique to your company or business into the custom user dictionary.

**Note** The custom user dictionary is shared with other Lotus products, such as Ami Pro and 1-2-3® for Windows.

- To start the spell check, do one of the following:
  - Press CTRL+F2 (SPELL CHECK).

| <i>If you are in</i>                                   | <i>Freelance Graphics checks</i> |
|--|----------------------------------|
| Text edit mode with no text selected                   | The word at the insertion point. |
| Text edit mode with text selected                      | The selected text.               |
| Current Page view with no text block in text edit mode | The current page.                |
| Page Sorter view                                       | The entire presentation.         |
| Outliner view with no text selected                    | The word at the insertion point. |
| Outliner view with text selected                       | The selected text.               |



- Choose Tools Spell Check or click the Spell Check icon and complete the Spell Check dialog box.

First, click one of these buttons to choose the scope of the spell check...

Click to include text in charts

Click to include text in organization charts

Click to include speaker notes



...and then click OK.

**Notes** If you are in Outliner view, the Spell Check dialog box is slightly different. You can check the spelling of selected words or the entire outline. Freelance Graphics spell checks only the text that is actually displayed; it does not spell check collapsed text.

The spell checker automatically checks the spelling of text in text blocks and tables.

When Freelance Graphics finds a word that does not match the spelling in the dictionary, it displays the Spell Check dialog box.



Freelance Graphics reports the page where the unknown word occurs and displays the line of text with the unknown word underlined. The unknown word also appears in the Replace with text box where you can edit it.

2. Do one of the following:
  - To correct the spelling of the word, press **BACKSPACE** to delete the incorrect letters or use the mouse to select them, and retype the word correctly, or choose a word from the list of alternatives. Then click **Replace All**, or **Replace**, as described in the following table.
  - If you do not want to change the spelling of the word, select **Skip All**, **Skip**, **Add to Dictionary**, or **Cancel**, as described in the following table.

| <i>Choose</i>     | <i>To</i>   |
|-------------------|---|
| Replace All       | Correct the spelling of all subsequent occurrences of this word, including the current one. |
| Replace           | Correct the spelling of the current word only.  |
| Skip All          | Mark the word as correct for the rest of the presentation.                                  |
| Skip              | Ignore this occurrence of the word and stop on the next occurrence of this word.            |
| Add to Dictionary | Add the word as spelled (including capitalization) to the custom user dictionary.           |
| Cancel            | Stop the spell check entirely and close the dialog box.                                     |

## Edit the Custom User Dictionary

In addition to adding words found during a spelling check, you can add words to or delete words from the Freelance Graphics custom user dictionary. Often, these are technical terms unique to your business or company, or proper names and abbreviations you use frequently.

1. Choose Tools Spell Check.
2. Click Edit Dictionary.
3. Complete the Spell Check User's Dictionary dialog box.



## Tips

- If you change margins and indents often, you may want to use the text ruler for faster access to these settings. To turn on the text ruler, choose View View Preferences and mark the Text block ruler check box in the Display group box. For more information on the text ruler, choose Help Search and type “Text ruler.”
- To change the font or size of selected text, you can click the Face or Point Size box at the bottom of the screen and choose the typeface or size you want from the pop-up menu. Alternatively, you can click the Change Font icon to change the typeface, size, color, and attributes of selected text.
- To change just one attribute of selected text, you may want to choose the appropriate command from the text menu, such as Text Bullet, Text Underline, or Text Frame, or use the accelerator keys shown in the menu.
- To make your bullets from symbols, choose Text Paragraph Styles or Text Bullet and choose Symbol. See “Use Symbols as Bullets” in Chapter 6.



## **For More Information**

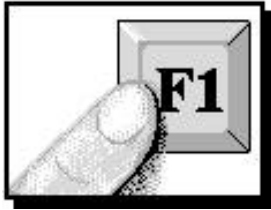
- For information on creating bulleted lists by importing an ASCII text file into a presentation and on creating linked text blocks, see Chapter 14, *Use Freelance Graphics with Other Applications*.
- For information on creating a bulleted list, see Chapter 1, *Create a Presentation Quickly*.
- For information on adding special characters to text, see Appendix A, *Freelance Graphics Character Set*.

---

# 3

## Work with the Outliner

*Press F1 (HELP) at any time to display help on what you are doing.*



Outliner view provides a big picture view of the text from all the pages in your presentation. You can reorganize the text in your presentation by adding, deleting, and moving specific text, bulleted items, or pages. You can even create most of your presentation in Outliner view. And, like any view in Freelance Graphics, changes you make to your presentation in Outliner view are reflected in all views of your presentation.

 **Help** Choose Help Search and type “Views” for more information on the views in Freelance Graphics.

---

### Display Your Presentation in Outliner View

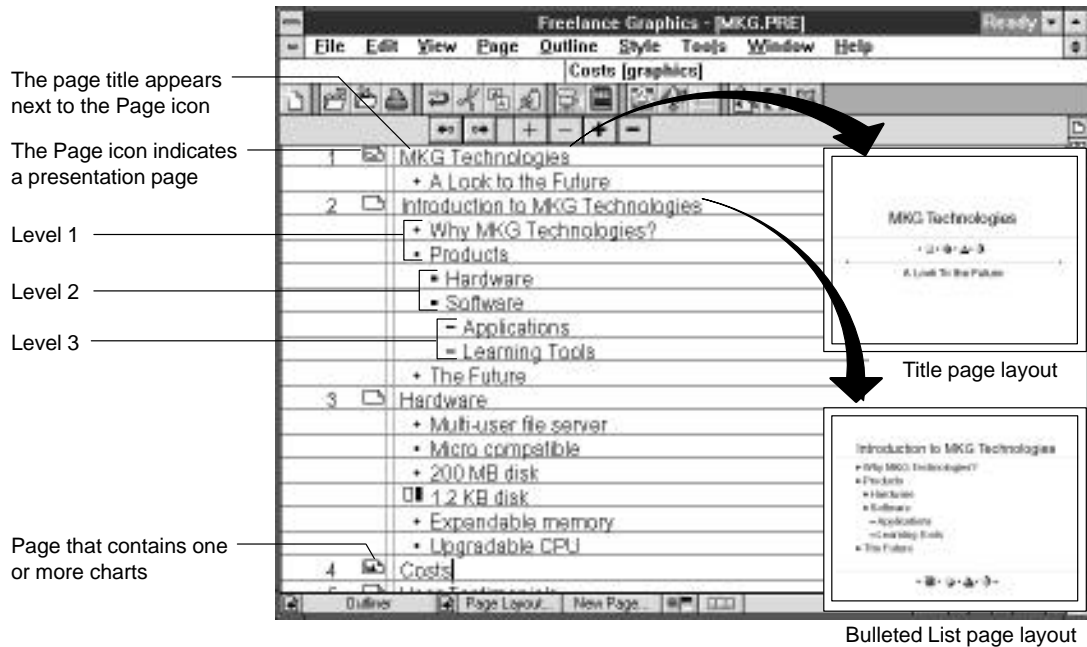


Outliner view lets you see the overall structure of your presentation. To display a presentation in Outliner view, choose View Outliner or click the Outliner icon on the right side of the window.






Freelance Graphics keeps the outline simple by using a standard sans serif typeface and bullet style in Outliner view, rather than displaying the text attributes from your presentation page. You cannot set or change the text attributes that are used in this view. You can, however, see how the text is formatted in Current Page view. (Double-click the Page icon for a page to see that page in Current Page view.)



The following illustration shows how two pages look in Outliner view and how they look when they are printed.



Outliner view displays text from the first two “Click here...” text blocks for each page in a presentation. Typically this includes the page title and one other text block from each presentation page. For all the page layouts that have bulleted text, this corresponds to the page title and the bulleted list. If the page layout is 2-Column Bullets, you can enter and display text for the second column as well. Outliner view displays one of the following variations of the Page icon, depending on the contents of the page.

| <i>If the Page icon looks like this</i>   | <i>The page contains</i>                    |
|---|---|
|  | Text only.                                  |
|  | Symbols such as bitmaps or additional text. |
|  | Charts.                                     |
|  | An organization chart.                      |
|  | A table.                                    |

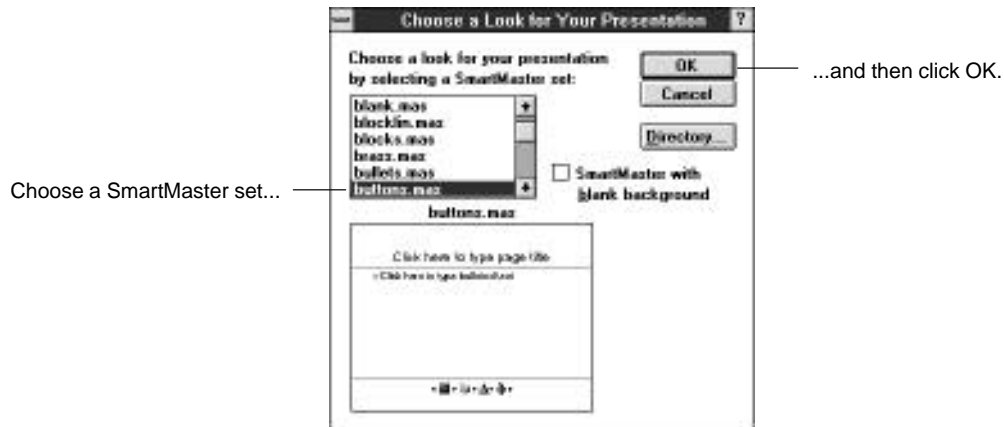


## Create a Presentation in Outliner View

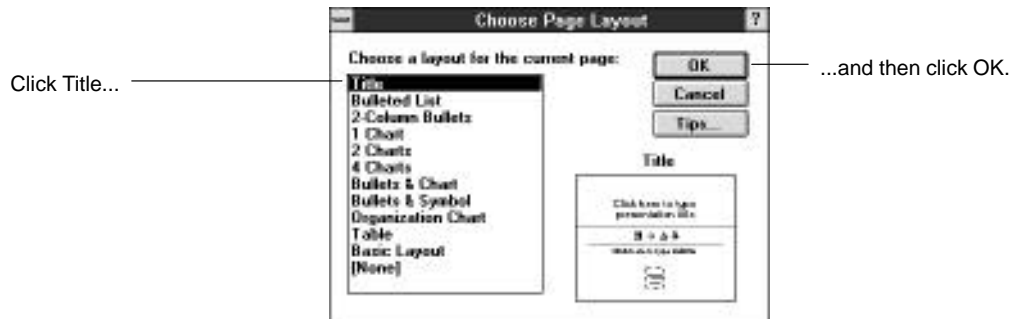


Outliner view is a good place to begin creating a presentation from scratch. Follow these steps to create a title page and then the other pages for a new presentation from Outliner view.

1. Choose File New or click the File New icon.
2. Complete the Choose a Look for Your Presentation dialog box.



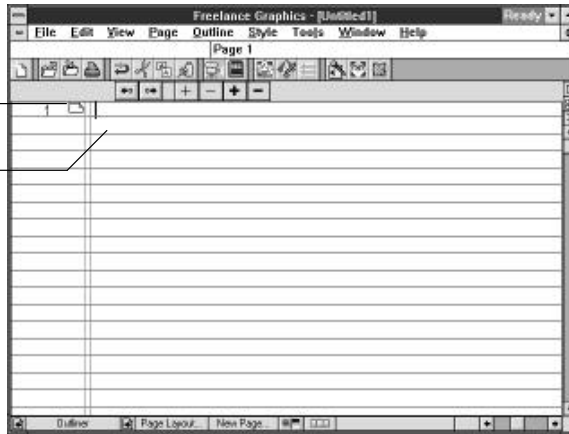
3. Complete the Choose Page Layout dialog box, choosing the Title page layout.



4. Choose View Outliner or click the Outliner icon on the right side of the window and create the title page for your presentation.

Type the title of your presentation next to the Page icon and then press ENTER...

...then type the presentation subtitle and press ENTER.



Outliner icon

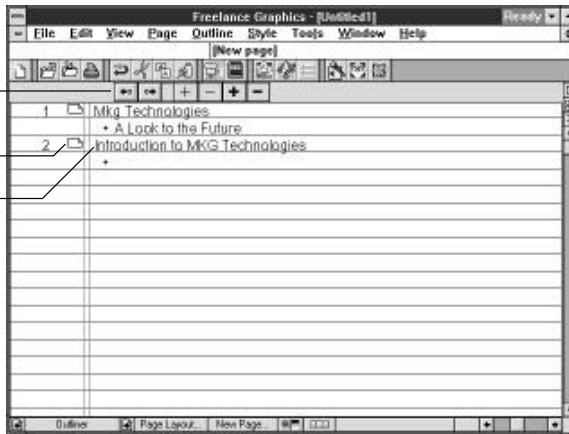


5. Click the Promote icon or press SHIFT+TAB to create the next page in your presentation.
6. Freelance Graphics displays the Page icon with the page number in the left margin.

Promote icon

Page icon

Type the page title and press ENTER



*Use standard text editing features, including cut, copy, paste, and clear, to edit text in Outliner view.*

Freelance Graphics automatically uses the Bulleted List page layout for all pages except the first. The text you type next to the Page icon appears as the page title on the presentation page; indented text that you type below the page title appears as bulleted text.

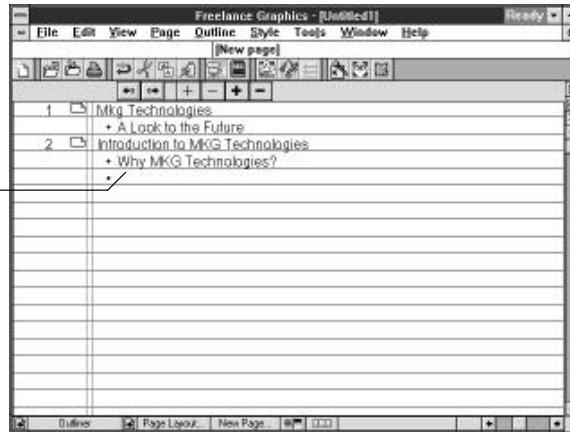
**Notes** To change the page layout for any page in Outliner view, click any of the text on the page, choose the command Page Choose Page Layout or click the Page Layout box, and then choose the page layout you want to use.

You cannot add graphics (charts, tables, symbols, or illustrations) to presentation pages from Outliner view. You must display the page in Current Page view to add a graphic.

See “Add a New Page,” later in this chapter, for more information about using different page layouts to accommodate different graphics.

7. Add the first bulleted item on the page.

Type your text and press  
ENTER



8. Continue typing text, clicking the Promote and Demote icons or pressing **SHIFT+TAB** or **TAB** to change outline levels and create new pages. For more information, see “Promote and Demote Text” later in this chapter.



9. When you finish, click the Page Sorter icon to see all the pages in your presentation, or double-click a Page icon to display that page in Current Page view.

The following illustrations show a single page in Outliner view on the left, and in Current Page view on the right. Notice how each outline level corresponds to a paragraph style in the text block on the page.

|   |                                  |
|---|----------------------------------|
| 2 | Introduction to MKG Technologies |
|   | • Why MKG Technologies?          |
|   | • Products                       |
|   | • Hardware                       |
|   | • Software                       |
|   | - Applications                   |
|   | - Learning Tools                 |







## Expand and Collapse an Outline



*A plus sign appears next to the page number of collapsed pages.*

Freelance Graphics gives you the ability to expand and collapse parts or all of your outline so that you can see as much or as little text as necessary.

1. If you are not in Outliner view, choose View Outliner or click the Outliner icon on the right side of the window.
2. Position the pointer anywhere in the outline to expand or collapse the entire outline, or position the pointer anywhere in a page to expand or collapse the page.
3. Do one of the following:

|   | <i>To</i>                   | <i>Do this</i>   |
|---|-----------------------------|--|
|  | Expand the entire outline   | Choose Outline Expand All or click the Expand All icon.            |
|  | Collapse the entire outline | Choose Outline Collapse All or click the Collapse All icon.        |
|  | Expand one page             | Choose Outline Expand, click the Expand icon, or press Gray +.     |
|  | Collapse one page           | Choose Outline Collapse, click the Collapse icon, or press Gray -. |

## Select More Than One Page or Paragraph

Before you can promote, demote, move, or delete pages or paragraphs, you must select them. Select multiple contiguous pages or paragraphs (lines of text) in one of the following ways:

- Click the left mouse button on the Page icon or bullet of the first page or bulleted item and click the right mouse button on all subsequent contiguous pages or bulleted items you want to select.
- Position the mouse pointer in the margin (to the left of the double red line) and drag a box that includes the pages or bulleted items you want to select.

Freelance Graphics draws a box around all the selected text.

## Promote and Demote Text

Promoting a line of text moves a paragraph to the left one level in Outliner view and to a lower-numbered paragraph style in the text block on the page; demoting a line of text moves a paragraph to the right one level and to a higher-numbered paragraph style. This is the quickest way to structure your presentation in Outliner view.

You can have up to three levels, in addition to the title text, for each page in the Outliner. Each level corresponds to a paragraph style in the text block on the presentation page.

Each paragraph style has specific attributes and characteristics, such as text face, text size, bullets, and paragraph indents. (The attributes and characteristics for each style are determined by the SmartMaster set and page layout for that page.) In Outliner view, however, all text and bullets are shown using a simple typeface and bullet style.

Display the page in Current Page view to see the text and bullets as they will appear on your printed pages.

See Chapter 2, *Work with Text*, for more information about paragraph styles and text attributes, including how to change them.

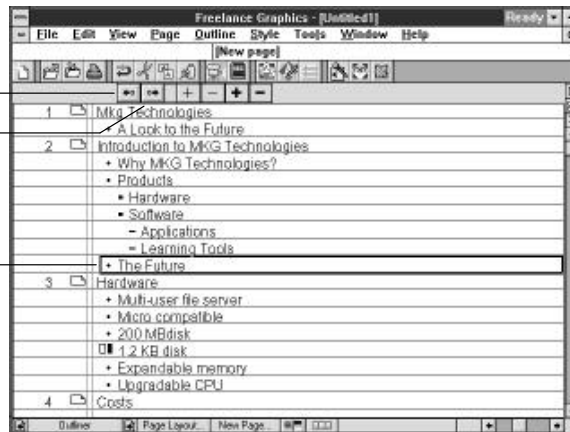
*Double-click the Page icon to see that page in Current Page view.*

*You can also use Edit Cut, Edit Copy, and Edit Paste to move text in the outline.*

1. Select one or more paragraphs you want to promote or demote. See “Select More Than One Page or Paragraph,” previously, for more information.

See “Select Letters, Words, and Phrases” in Chapter 2, *Work with Text*, for information on selecting text.

Promote icon —  
Demote icon —  
Click the paragraph you want to promote or demote

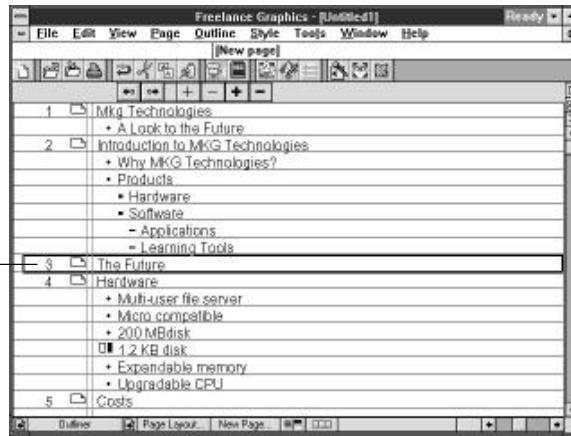


2. Do one of the following:

- To promote text, click the Promote icon or press **SHIFT+TAB**.
- To demote text, click the Demote icon or press **TAB**.



Paragraph promoted one level (now a new page)



## Move One or More Pages or Bulleted Items



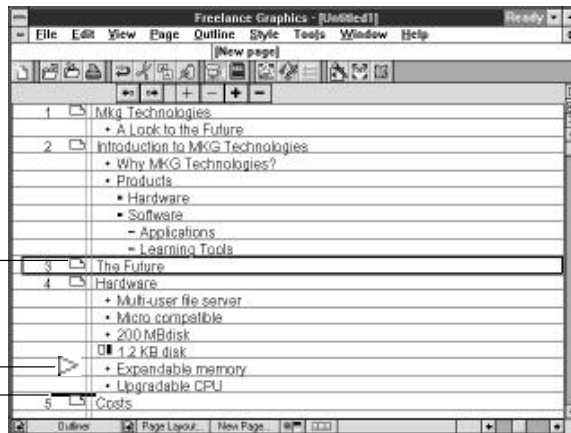
Moving pages and bulleted items is easy in Outliner view.

1. Do one of the following:
  - To move a page, drag the Page icon.
  - To move a bulleted item, drag the bullet.

**Note** To move multiple pages or text lines, select the pages or lines using one of the methods described in “Select More Than One Page or Paragraph” earlier in this chapter.

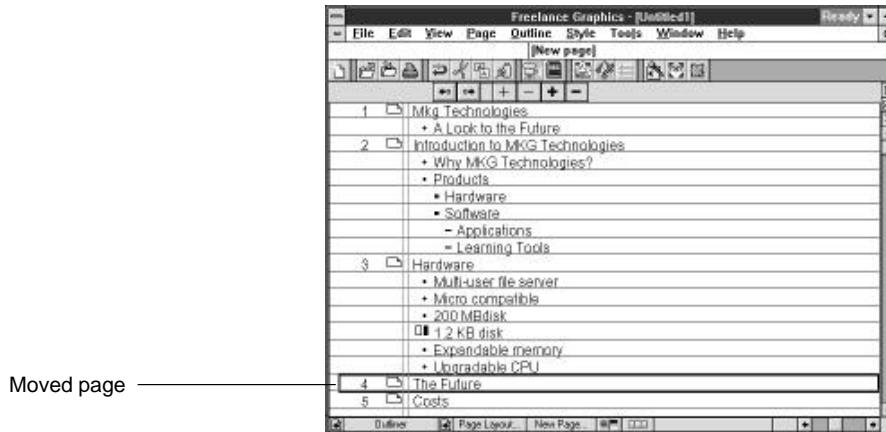
Drag the Page icon or bullet for the page or item you want to move

Move page pointer  
Horizontal bar



- ▷ Freelance Graphics draws a box around the page or bulleted item, changes the mouse pointer to a triangular move page pointer, and displays a thick horizontal bar indicating where the page or bulleted item will be placed.
2. Release the mouse button when the horizontal bar is positioned where you want to insert the page or bulleted item.

Freelance Graphics inserts that page or bulleted item where you placed it.



*Click elsewhere to deselect the selected page.*

3. Repeat Steps 1 and 2 for each page you want to move.

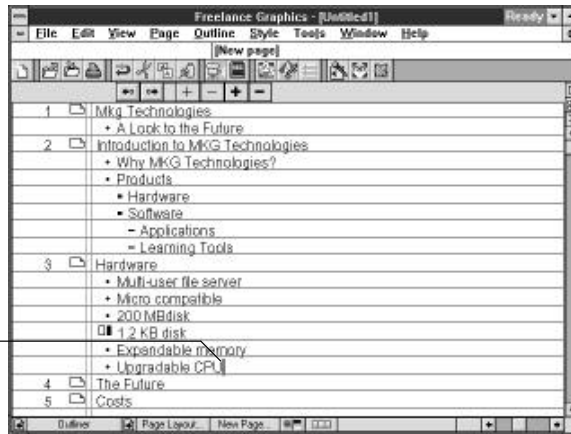
## Add a New Page

You can also quickly add a page of text to a presentation in Outliner view.

1. Determine where you want to add the new page, and click at the end of the last line of text for the preceding page.

The insertion point moves to that spot.

Click here to insert a page after this one



2. Press ENTER.

Freelance Graphics puts a bullet on the next line.

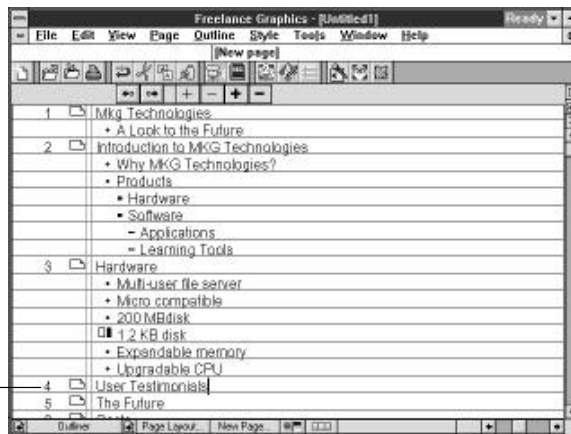


3. Click the Promote icon until a Page icon is displayed to the left.

4. To choose a page layout, choose the command Page Choose Page Layout or click the Page Layout box at the bottom of the screen, and then choose the page layout you want to use.

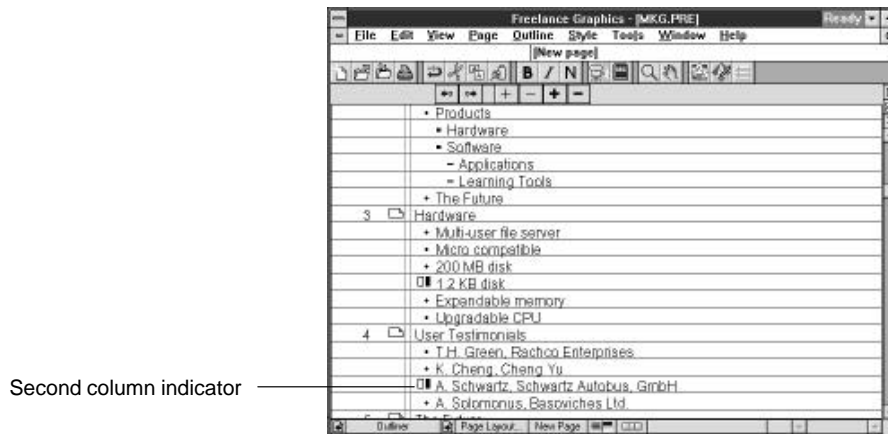
5. Type the text for the new page.

New page

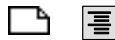




If you chose the 2-Column Bullets page layout, the Outliner displays the first bullet from the left column as a regular bullet, and a second column indicator for the first bullet in the second column. Type the text for the first bullet in the first column, and press **ENTER** to add another bullet in that column. Type all of your bullets for the first column in the same way. Then click the second column indicator and type the text for the first bullet in the second column. Press **ENTER** to type additional bullets in the second column.



6. (Optional) If you chose a page layout that includes an organization chart, table, chart, or symbol, the Outliner allows you to only enter the page title and text for one text block on the page. To create the graphic, double-click the Page icon to go to Current Page view, edit the page, and then click the Outliner icon to return to Outliner view.



**Note** See Chapter 6, Enhance Your Presentations with Symbols and Images, for information on adding symbols to pages.

## Delete a Page

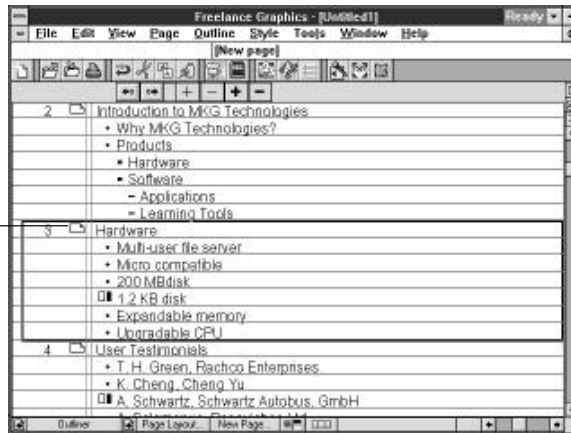
You can quickly delete a page from your presentation in Outliner view.



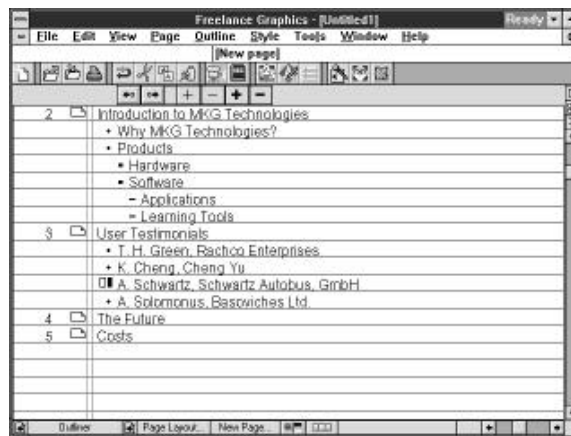
1. Click the Page icon for the page you want to delete.

Freelance Graphics selects the page by drawing a box around all the text on that page.

Click the Page icon for the page you want to delete



2. Press **DELETE**, and then click **OK** in the Delete Page confirmation box to delete the page.



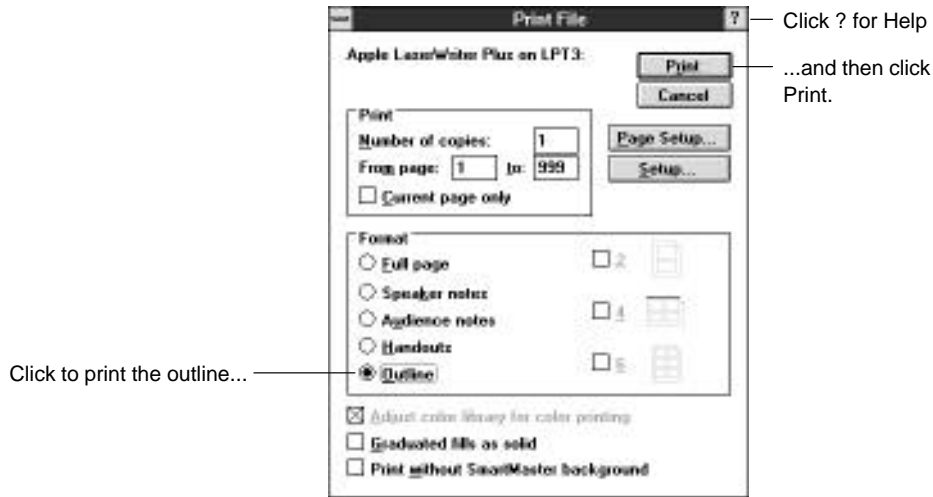
## Print the Outline

Follow these steps to print the outline of your presentation.

1. If you are not in Outliner view, choose **View Outliner** or click the Outliner icon on the right side of the window.
2. Choose **File Print** or click the File Print icon.
3. Click **Outline** in the Print File dialog box.



**Note** Collapsed text does not print. To print the entire outline, choose **Outline Expand All** or click the **Expand All** icon.




---

## Tips

- From Outliner view, you can also choose View Current Page to see the current page (the page containing the insertion point), View Page Sorter to see all pages in your presentation, or View Screen Show to see a screen show of your presentation.
- You can use the Windows Clipboard to copy or cut text from an Ami Pro or Microsoft® Word outline and paste it into the Freelance Graphics Outliner view. See “Copy Data to Outliner View” in Chapter 14 for more information.
- If your presentation includes a lot of text and/or pages, press PAGE UP or PAGE DOWN to move the Outliner up or down, one screen at a time, or collapse the outline to move quickly to another page.
- Choose Tools User Setup and click the Startup view Outliner button to have Freelance Graphics start in Outliner view.

---

## For More Information

- For information on importing an ASCII text file into Outliner view, see Chapter 14, Use Freelance Graphics with Other Applications.
- Choose Help Search and type “Outliner” for more information about Outliner view.

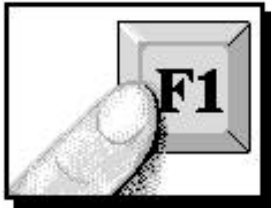


---

# 4

## Work with Charts

*Press **F1** (HELP) at any time to display help on what you are doing.*



With Freelance Graphics you can create perfectly composed, professional-looking charts quickly and easily. You can choose from numerous chart types, including 3D area/line, pie, line, area, bar, and radar charts. Each chart type is available in a variety of styles.

**Note** You can link a chart to data in another application (such as 1-2-3 for Windows or Microsoft Excel) or file (such as an ASCII file), so your chart is automatically updated when the data changes. See Chapter 5, “Copy Chart Data from Other Applications,” for more information.

**?** **Help** Choose Help Search, type “Chart,” scroll through the chart keywords, and pick the one of interest to you for additional information about charts.

---

### Create a Chart

The procedure “Create a Chart” in Chapter 1 provides all the information you need to quickly and easily create a chart.

---

### The Two Views of the Chart Data & Titles Window

When you choose Chart New to create a chart, or choose Chart Edit to change a chart, you see a simple data entry window that you use to enter the text and data for a single chart. This window has two views: you can display either the data for your chart or its titles. To switch between the two views, click the Edit Data or Edit Titles button. The name of this button alternates depending on the currently displayed view.

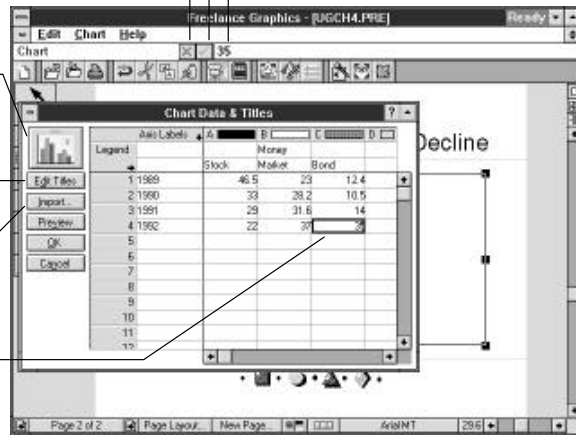
The following illustrations show the two views of the Chart Data & Titles window and how to use them. The first illustration shows the Edit Data view; the second illustration shows the Edit Titles view.

**Note** The first button below the Chart Sample on the left side of the screen allows you to change views. In Edit Data view, it is the Edit Titles button; click it to go to Edit Titles view. In Edit Titles view, it is the Edit Data button; click it to return to the Edit Data view.

*Edit Data view*

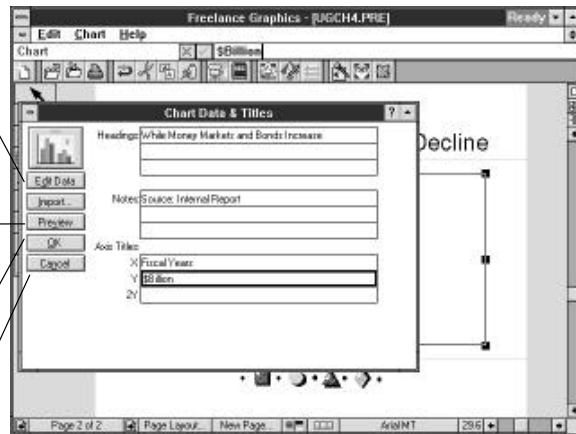
Click the Cancel button or press ESC to cancel edits to a cell  
 Click the Confirm button or press ENTER to accept edits to a cell  
 Use the edit line to view more characters in a cell

The Chart Sample shows the chart type, not your actual chart  
 Click to type headings, notes, and axis titles  
 Click to import data from another application  
 The cell pointer points to where you are typing data

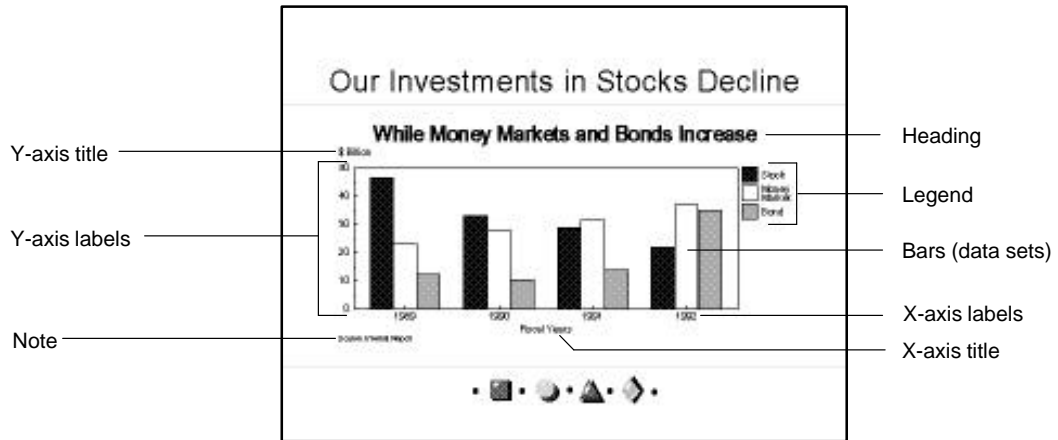


*Edit Titles view*

Click to enter and show chart data  
 Press and hold the mouse button to preview the chart  
 Click to close the window and display the chart  
 Click to cancel your changes and close the window



The following illustration shows the chart that Freelance Graphics creates from the data shown in the two previous illustrations.

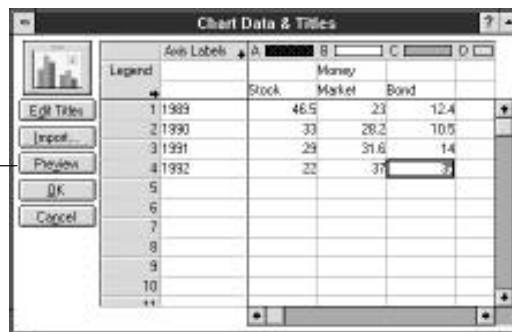


## Preview a Chart as You Work

As you enter or change your chart data, it is often useful to check your progress by seeing what your chart will look like on the page.

1. Press and *hold* the mouse button down on Preview to draw the chart based on the current data.

Press and hold the mouse button to preview your chart



2. When you have finished examining the chart, release the mouse button to return to the Chart Data & Titles window.

## Change Chart Data

Once you've created a chart, you can easily edit its data, or even add a new data set.

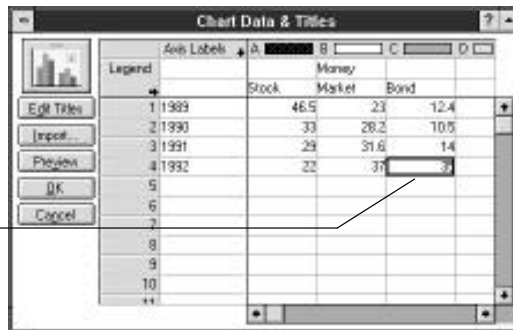
1. Click the chart to select it, then choose Chart Edit, click the Chart icon in the Toolbox, or click the Edit Chart Data icon to display the Chart Data & Titles window.



**Note** You can also display the Chart Data & Titles window by double-clicking a vacant portion of a chart. To do this, make sure the mouse pointer is not positioned on a chart component such as a heading, data set, axis label, or frame. If you double-click on a specific component, Freelance Graphics will display the style choices for that component. If this happens, you can click the Edit Data button or Edit Titles button (available in certain dialog boxes) to go to the Chart Data & Titles window.

2. Position the cell pointer in the cell containing the data you want to change.

Move the cell pointer to the cell you want to change



*Use Edit Copy or Edit Cut and Edit Paste to copy data from one area of the data entry form to another.*



To cancel your changes to an entry, click the Cancel icon in the edit line or press ESC.

4. To accept the new entry, do one of the following:

| <i>To</i>  | <i>Do this</i>                                       |
|--|--|
| Accept the entry and move the cell pointer down one cell                     | Press <b>ENTER</b> .                                 |
| Accept the entry and move the cell pointer right one cell                    | Press <b>TAB</b> .                                   |
| Accept the entry and move the cell pointer up, down, left, or right one cell | Press <b>↑</b> , <b>↓</b> , <b>←</b> , or <b>→</b> . |
| Accept the entry and keep the cell pointer in the same cell                  | Click the Confirm icon in the edit line.             |







**Notes** You can use the Edit Undo command to undo up to ten actions in the Chart Data & Titles window. Click the Cancel icon to cancel all of your changes and close the window.

While in the Chart Data & Titles window, you have access to the Edit and Chart menus, but you can't click elsewhere in the presentation to do work.

5. Click OK to close the Chart Data & Titles window and display the updated chart, or press and hold the mouse button on Preview to see your changes before you leave the window.

**?** **Help** Choose Help Search and type “Keys” for a full list of keys you can use to move around the Chart Data & Titles window.

## Add Headings, Notes, and Axis Titles



You can add headings, notes, or axis titles when you create or edit a chart.

1. Click the chart to select it, then choose Chart Edit, click the Chart icon in the Toolbox, or click the Edit Chart Data icon to display the Chart Data & Titles window.
2. Click the Edit Titles button in the data view of the Chart Data & Titles window.
3. Position the cell pointer in the appropriate entry line and type the text you want.

Press and hold the mouse button to preview the chart

Click to close the window and display the chart

Click to cancel your changes and close window

Enter a chart heading of up to three lines

Enter up to three lines of notes

Enter axis titles

**?** **Help** Choose Help Search and type “2y-axis” for information about the 2y-axis.

## Change to a New Chart Type

You can also select a different chart type from the Chart Type menu or by clicking the Chart Sample in the Chart Data & Titles window.

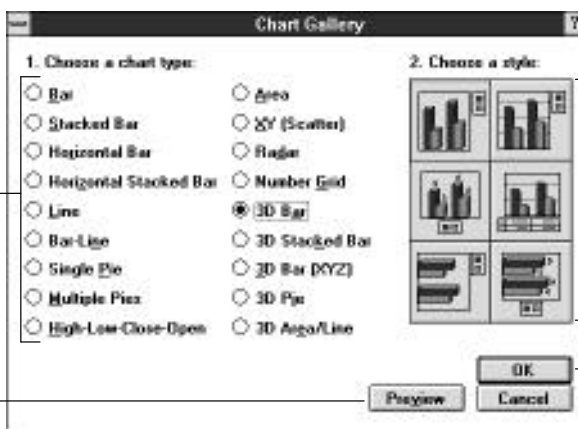


You can change the chart type from the Chart menu or from the Chart Data & Titles window. The Chart Data & Titles window reflects the chart type you select. The Chart Sample in the top left corner of the window displays a picture of the new chart type, and the data set samples above the columns of data change to reflect the new chart type.

1. Select the chart.
2. Choose Chart Gallery, or click the Chart Gallery icon.
3. Complete the Chart Gallery dialog box.

First, click one of these buttons to choose a chart type...

Press and hold the mouse button if you want to see your data using the new chart type



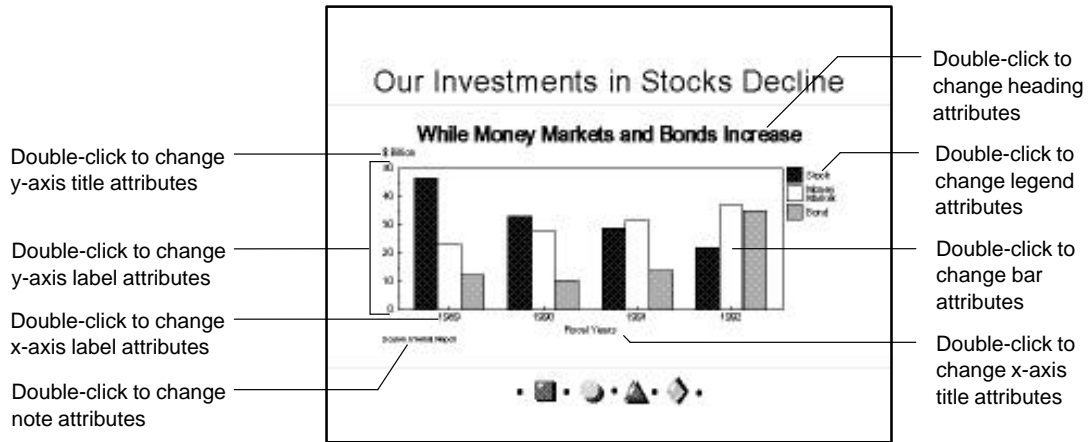
...second, click a chart style...

...and then click OK.

## Change Chart Settings

You can easily change any of the chart settings. For example, you may want to put a heading in italics, or change the color or pattern for the bars representing a data set, or even hide a data set.

1. Choose the component you want to change in one of the following ways:
  - From Current Page view, double-click the part of the chart or select the chart and choose the appropriate item from the Chart menu.



Double-click to change y-axis title attributes

Double-click to change y-axis label attributes

Double-click to change x-axis label attributes

Double-click to change note attributes

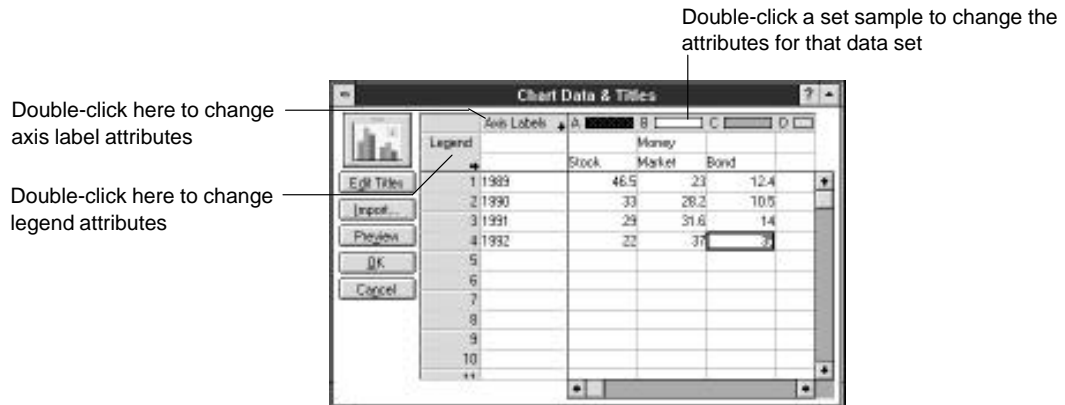
Double-click to change heading attributes

Double-click to change legend attributes

Double-click to change bar attributes

Double-click to change x-axis title attributes

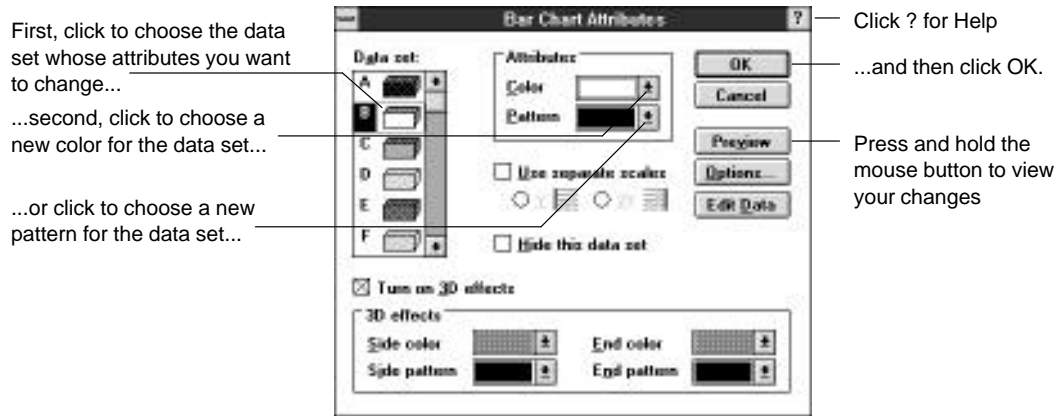
- From the Chart Data & Titles window, choose the appropriate item from the Chart menu, or double-click the data set sample, the column header Axis Labels, or the row header Legend.



Double-click here to change axis label attributes

Double-click here to change legend attributes

- Change the appropriate attribute in the dialog box that displays, for example, the Bar Chart Attributes dialog box.



**Note** You can edit chart text such as axis labels, legends, headings, and notes directly from the presentation page by clicking the text you want to edit, and then choosing Text Edit, clicking the text again, or pressing F2 (EDIT).

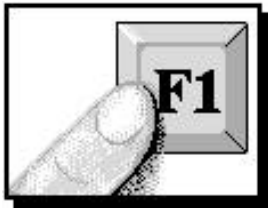
## Tips

- To hide a specific data set, mark the Hide this data set check box in the Chart Attributes dialog box. Freelance Graphics ignores that data when it recomposes the chart.
- You can size charts in the same way that you size any Freelance Graphics object: by dragging a handle. See “Size Objects” in Chapter 13 for more information.
- You can annotate charts with arrows and text using the Toolbox. See “Draw Objects” in Chapter 12 and “Create a Text Block” in Chapter 2 for more information.
- Select a chart and choose Chart Number Grid Under Chart to display the chart’s data on the same page as the chart.
- Choose Chart Replace Defaults to save your current style settings as the default chart style. When you create a new chart, click Use Default Chart in the New Chart Gallery dialog box to use your default chart. Choose Help Search and type “Chart defaults” for more information about chart defaults.
- If you are using the 1 Chart page layout, you may want to use the page title as the heading for your chart. However, if you do, the title will not automatically move or size if you move or size the chart.

# 5

## Copy Chart Data from Other Applications

Press **F1 (HELP)** at any time to display help on what you are doing.



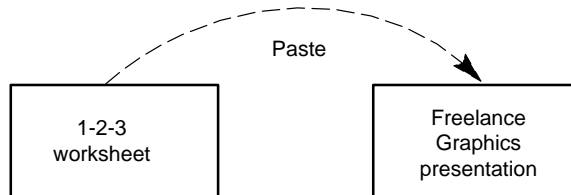
Charts are often created using data from a spreadsheet or database application. In Freelance Graphics, you can easily copy data directly from other files or Windows applications into a chart without retyping the data. You can also keep your charts up-to-date automatically by linking them to the data using the Windows paste link capability.

**Note** To copy text and graphics to and from other applications, see Chapter 14, Use Freelance Graphics with Other Applications.

### Bring Chart Data into Freelance Graphics

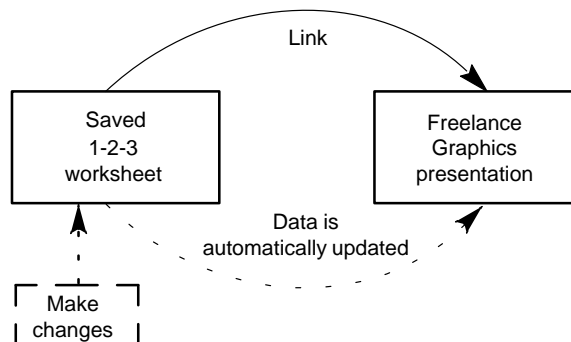
*Pasted data is copied once.*

Freelance Graphics uses the Windows paste and paste link capabilities to copy chart data. When you **paste** the data, you copy the data as it is on a one-time basis.



When you **link** the data, you copy the data as it is and you establish a link between the chart and the data so that the chart is updated when the data in the original application or file is updated.

*Linked data is copied and updated when it is changed in the original application or file.*



There are two primary ways to paste or link chart data: using the Import button or using the Edit Paste and Edit Paste Special commands.

The Import button, in the Chart Data & Titles window, is a feature of Freelance Graphics that lets you view and select the data in a file that you want to paste or link to a Freelance Graphics chart. You can use the Import button to copy data from a 1-2-3, Symphony<sup>®</sup>, or Microsoft Excel worksheet file, or from a dBase<sup>®</sup>, SYLK, or ASCII file. When you use the Import button to link data, you create a **file link**.

The Edit Paste and Edit Paste Special commands use the Windows Clipboard to transfer data. The Edit Paste command lets you copy the data as it is, without establishing a link between the chart and the data. The Edit Paste Special command lets you choose the format of the data, and choose to link the chart to the data. The Windows Clipboard is a part of Windows that temporarily stores data. You can use the Clipboard to transfer data between two open Windows applications.

When you use the Clipboard to link data (with the Edit Paste Special command), you create a Dynamic Data Exchange (**DDE**) **link**. If the other Windows application (called the **server application**) supports Object Linking and Embedding (OLE), you can double-click on the data to launch the server application if it is available on your system.

**Note** You can also use the Clipboard to paste and link text and graphic objects. When you link text, you create a **text link**; when you link a table, you create a **table link**; and when you link graphic objects, you create a **metafile link**. Chapter 14, Use Freelance Graphics with Other Applications, contains information about text, table, and metafile links.

The procedures in this chapter tell you how to use the Import button and the Edit Paste and Edit Paste Special commands to create charts with copied data. The method you use depends on where the data is located and what form it is in. Use the following table to determine which procedure best suits your needs.

*You can also use Edit Paste and Edit Paste Special to paste text or data from any Windows application directly into the Chart Data & Titles window.*

| <i>If you have</i>   | <i>Read this section</i>                    |
|--|---|
| Data in one or more files that you want to chart           | Copy Data from a File.                      |
| Data in another Windows application that you want to chart | Copy Data from an Open Windows Application. |

*Continued*

| <i>If you have</i>  | <i>Read this section</i>                |
|---|---|
| A 1-2-3 for Windows chart in an active window that you want to copy to Freelance Graphics | Copy a Chart from 1-2-3 for Windows.    |
| A named chart in a 1-2-3 or Symphony file that you want to copy to Freelance Graphics     | Import a 1-2-3 or Symphony Named Chart. |

## Copy Data from a File

*After any of the procedures, press and hold the mouse button on Preview to see the chart, or click OK to create it.*

You can use the procedures in this section to copy chart data from a 1-2-3, Symphony, or Microsoft Excel worksheet file, or from a dBase, SYLK, or ASCII file, into a Freelance Graphics chart.

These procedures are separated into the following tasks:

- Copy legends, axis labels, and data sets
- Copy chart headings, notes, and axis titles

The procedures use some of the data in the following 1-2-3 for Windows spreadsheet to create the subsequent chart.

| WFSALES.WK3 |                       |        |        |         |         |   |  |
|-------------|-----------------------|--------|--------|---------|---------|---|--|
|             | A                     | B      | C      | D       | E       | F |  |
| 1           | Worldwide Foods, Inc. |        |        |         |         |   |  |
| 2           | 1991 Sales            |        |        |         |         |   |  |
| 3           |                       |        |        |         |         |   |  |
| 4           |                       | Q1     | Q2     | Q3      | Q4      |   |  |
| 5           | North America         | 12,456 | 16,788 | 28,098  | 33,456  |   |  |
| 6           | Europe                | 11,456 | 14,456 | 34,567  | 39,909  |   |  |
| 7           | Pacific Rim           | 51,890 | 55,891 | 69,213  | 75,004  |   |  |
| 8           | Total Sales           | 75,802 | 87,115 | 131,878 | 148,369 |   |  |
| 9           |                       |        |        |         |         |   |  |
| 10          |                       |        |        |         |         |   |  |
| 11          |                       |        |        |         |         |   |  |
| 12          |                       |        |        |         |         |   |  |
| 13          |                       |        |        |         |         |   |  |
| 14          |                       |        |        |         |         |   |  |
| 15          |                       |        |        |         |         |   |  |
| 16          |                       |        |        |         |         |   |  |



## Copy Legends, Axis Labels, and Data Sets



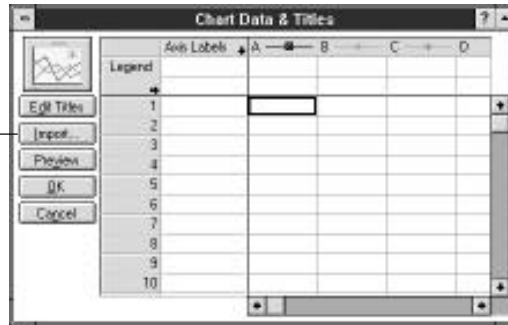
Use this procedure to import data for chart legends, axis labels, and data sets.

1. Do one of the following:
  - If you are creating a new chart, choose Chart New, click the Chart icon in the Toolbox, or click the prompt text “Click here to create chart.” Then choose the chart type and style that you want to use and click OK.
  - To add legends, labels, and data sets to an existing chart, select the chart on the current page and click the Chart icon in the Toolbox.

Freelance Graphics displays the Chart Data & Titles window.

2. In the Chart Data & Titles window, click Import, click the Import Data icon, or press F6 (IMPORT DATA).

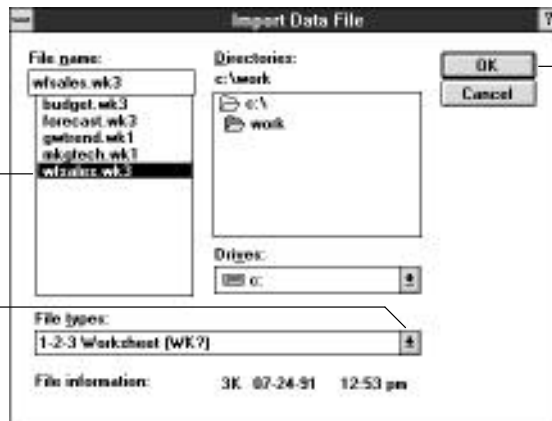
Click Import



3. Complete the Import Data File dialog box.

...second, choose a file from the list...

First, choose the type of file to import...



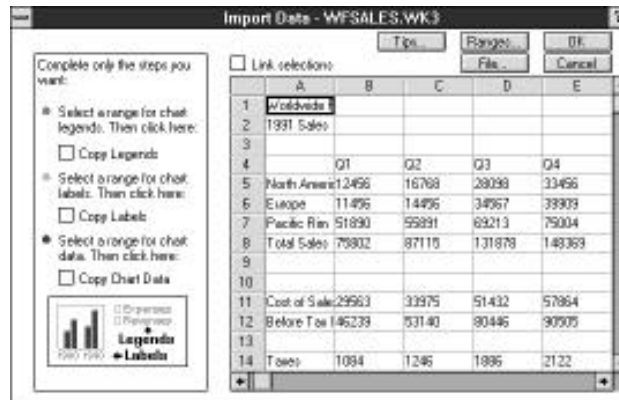
Click ? for Help

...and then click OK.



**Note** If you have already used the Import Data window, Freelance Graphics assumes you want to use the same file and displays that file instead of the Import Data File dialog box. To specify a new file name, click the File button in the Import Data window to open the Import Data File dialog box.

Freelance Graphics displays the Import Data window, which you use to select the legends, axis labels, and data sets.



The following procedures describe how to:

- Select legends to copy
- Select axis labels to copy
- Select one or more data sets to copy
- Copy the selected text and/or data

You can use these procedures in sequence to create an entire chart, or follow any one of them individually to copy a portion of chart text or data from a file. If you use only one or two of the procedures, be sure to use the procedure “Copy the Selected Text and/or Data” to actually copy the data.

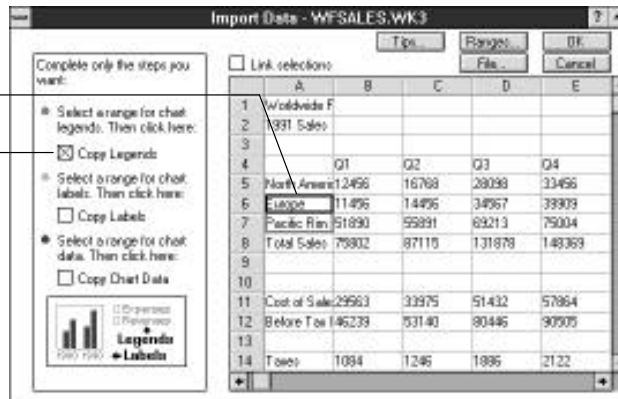
### Select Legends to Copy

Legends describe the patterns or symbols used to represent the data sets in your chart. Use this procedure to select the legend text.

- Select the text for the chart legends and then mark the Copy Legends check box.

First, highlight the text for the legends...

...and then click here.



Notice that the text you selected is highlighted in red to indicate that the text will be used for legends.

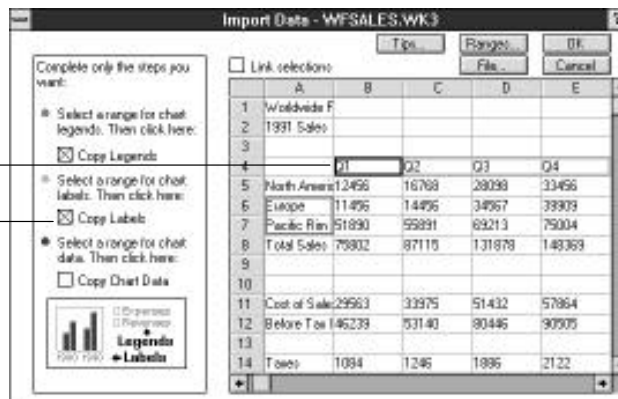
### Select Axis Labels to Copy

Use this procedure to select imported text for axis labels for a chart.

- Select the text for the axis labels and then mark the Copy Labels check box.

First, highlight the text for the labels...

...and then click here.



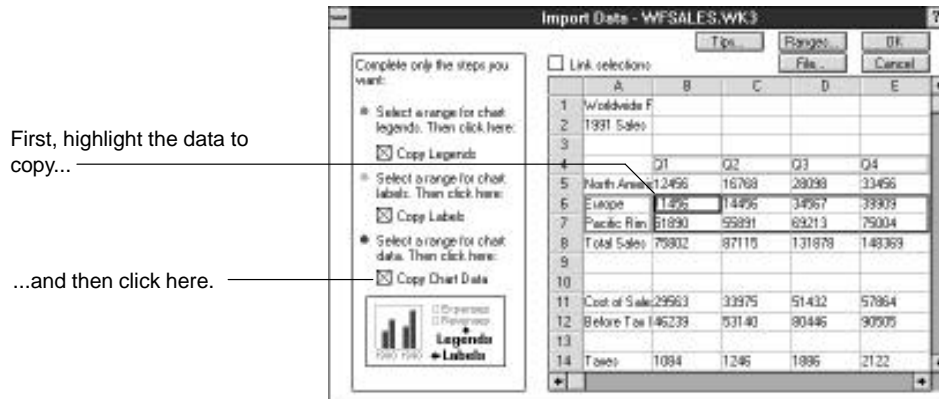
Notice that the text you selected is highlighted in green to indicate that the text will be used for labels.

### Select One or More Data Sets to Copy

Use this procedure to copy imported data for one or more chart data sets.

- Select the data you want to copy, for example, the data for all of your data sets, and then mark the Copy Chart Data check box.

*Click Ranges in the Import Data window to choose a named range or specify a range of cells.*

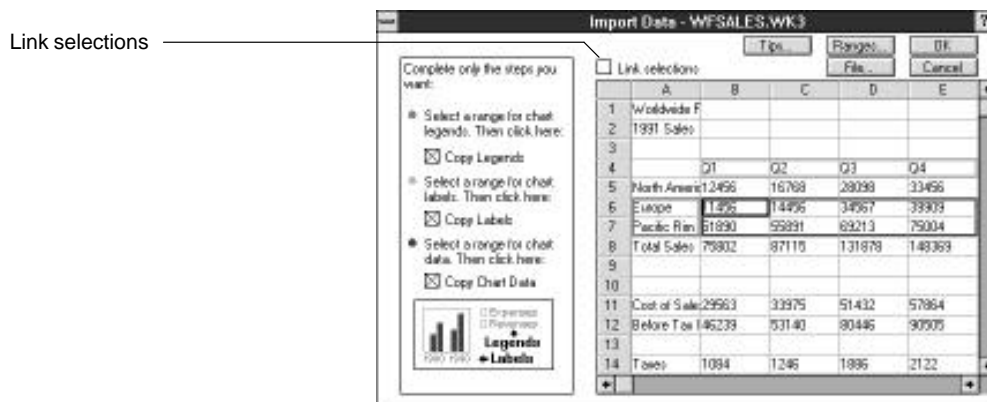


Notice that the data you selected is highlighted in blue to indicate that the data will be used for the chart.

### Copy the Selected Text and/or Data

Use this procedure after you have selected legends, labels, and/or data from the Import Data window.

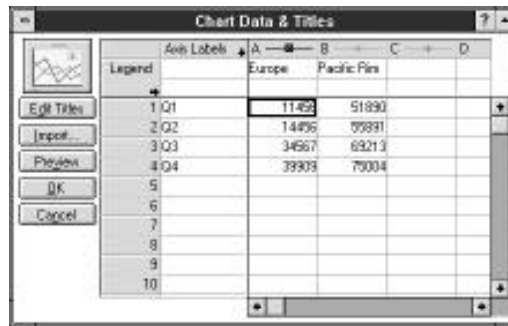
1. Mark the Link selections check box if you want to link the text and data you selected to the file.



2. Click OK to copy the text and data you selected to the Chart Data & Titles window.

**Note** If Freelance Graphics cannot determine how to orient the data you selected, it displays a dialog box asking you how to copy the data into the data set columns in the Chart Data & Titles window. To create one data set (a set of bars or a single pie, for example) from each column of data you selected, click Columns. To create a data set from each row of data you selected, click Rows.

Freelance Graphics displays the Chart Data & Titles window and places the text and data appropriately. If the data is linked, it is underlined in cyan (blue) so you can easily identify it as linked data.



To copy additional data from a different file, click File in the Import Data window and choose the appropriate file.



**Notes** If you want to copy additional data, click Import or press **F6 (IMPORT DATA)**, and select the data you want to copy. Click OK without marking the Copy Chart Data check box. Freelance Graphics tells you that the data will be copied to the Clipboard. (The data is copied to the Clipboard so you can choose where to place it in the Chart Data & Titles window.) Click OK. Then click the correct location in the Chart Data & Titles window and choose Edit Paste or click the Paste icon.

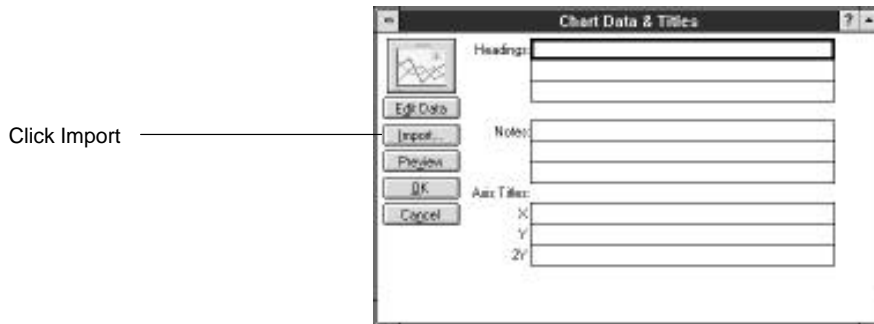
If you want to link the additional data, click the correct location in the Chart Data & Titles window, choose Edit Paste Special or click the Paste Special icon, click the Link data check box in the Edit Paste Special dialog box, and click OK. You cannot add data to the end of a data set that already contains linked data.

### Copy Chart Headings, Notes, and Axis Titles



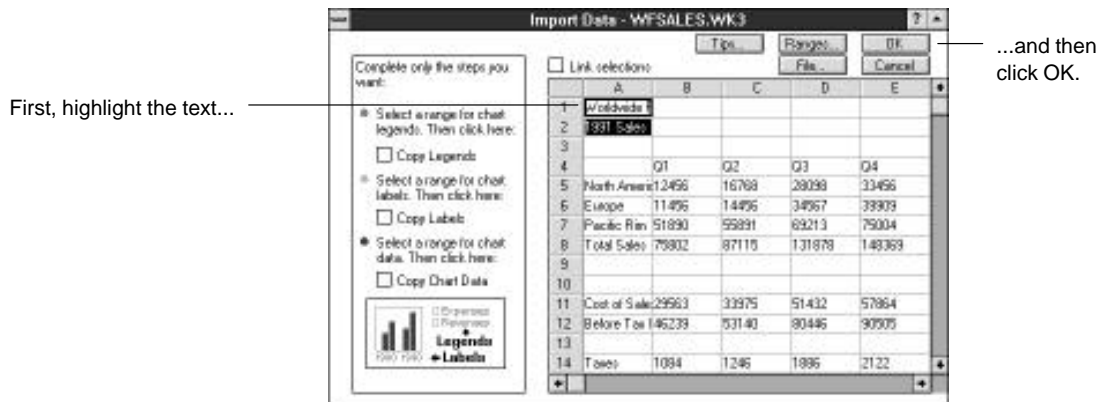
Use this procedure to copy imported text for chart headings, notes, or axis titles.

1. In the Chart Data & Titles window, click Edit Titles.
2. Click Import, click the Import Data icon, or press **F6 (IMPORT DATA)**



- If you have already used Import Data, Freelance Graphics displays the previously viewed file in the Import Data window. You can copy the heading, note, or title from the same file or click File to copy text from a different file.
- If you have not already used Import Data, Freelance Graphics displays the Import Data File dialog box. Choose the file type and file you want to copy text from and click OK.

3. Select the text for the heading, note, or title, and click OK.



Because you didn't mark any of the check boxes on the left side of the dialog box, Freelance Graphics displays a message telling you that it will copy the text to the Clipboard. Freelance Graphics copies the data to the Clipboard so you can choose where to place it in the Chart Data & Titles window.

4. Click OK.

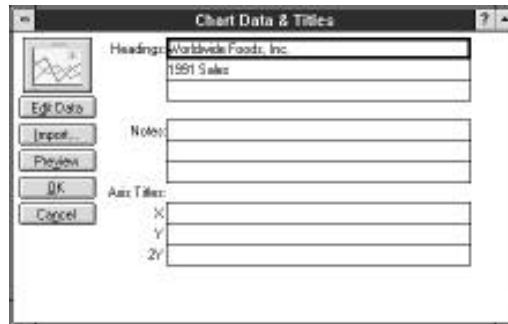


5. Click the line on which you want the text pasted and choose Edit Paste, click the Paste icon, or press CTRL+V.



**Note** If you want to link the heading, note, or axis title, click the line to which you want the text copied, choose Edit Paste Special or click the Paste Special icon, click the Link data check box in the Edit Paste Special dialog box, and click OK.

Freelance Graphics displays the Chart Data & Titles window with the copied heading shown.



6. Click OK.

Freelance Graphics displays the chart on the current page. If the page contains an empty "Click here..." chart block, Freelance Graphics automatically sizes the chart and puts it in the "Click here..." chart block.

*To add markers to indicate data points on a line chart, select the chart, choose Chart Attributes, and choose a marker from the Marker drop-down box in the Attributes group box for each data set.*

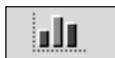


## Copy Data from an Open Windows Application

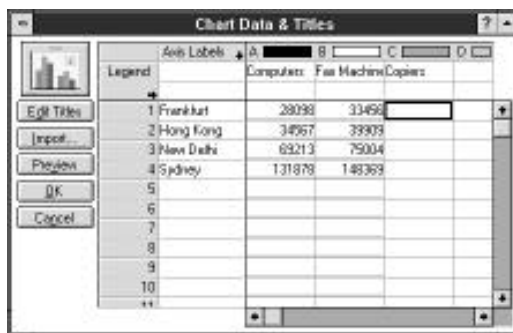
You can use the Windows Clipboard to copy data from another Windows application, such as 1-2-3 for Windows or Microsoft Excel, to Freelance Graphics. You place data on the Clipboard with Edit Copy. You retrieve data from the Clipboard with Edit Paste or Edit Paste Special. If you use Edit Paste Special and mark the Link data check box in the Paste Special dialog box, you create a DDE link.

This procedure makes it easy to copy data or other chart components between active windows.

1. Activate the application that created the data you want to use in Freelance Graphics and open the file containing the data.
2. Select and copy the data you want from that application to the Clipboard using the Edit Copy command.
3. Activate Freelance Graphics.
4. Do one of the following:
  - To create a new chart, choose Chart New, click on “Click here to create chart,” or click the Chart icon in the Toolbox. Then choose a chart type and style and click OK.
  - To add data to an existing chart, select the chart on the current page and click the Chart icon in the Toolbox.



Freelance Graphics displays the Chart Data & Titles window.



5. Do one of the following:
  - To copy the data as it is, without establishing a link between the chart and the data, select the destination cell for the copied data and choose Edit Paste, click the Paste icon, or press CTRL+V. Freelance Graphics puts the data in the location you indicated. Skip to Step 7.
  - To choose where the data is copied or to link the chart to the data, choose Edit Paste Special or click the Paste Special icon.



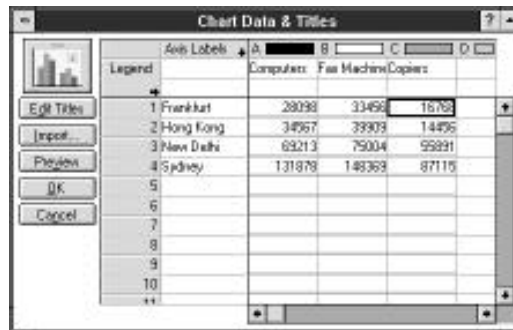
If you are copying data from 1-2-3 for Windows or Excel, choose *Whole chart* to paste a block of data, including optional legends and axis labels. This feature lets you transpose the rows and columns.

- Note** If you chose Edit Paste and selected a row of data, it will be placed in the Chart Data & Titles window as a row. If you selected a column of data, it will be placed as a column.
6. If you chose Edit Paste Special in Step 5, complete the Edit Paste Special dialog box.



**Note** If the Clipboard contains more than one row or column of data, you can choose the *Part of chart* option to copy the data into one row or column in the Chart Data & Titles window, depending on the destination you select. This feature lets you put multiple rows or columns of data into one data set.

Freelance Graphics puts the data in the location you indicated. If the data is linked, it is underlined in cyan (blue).



**Note** You cannot paste text into numeric data sets unless you are creating a number grid chart with text columns.

7. Repeat Steps 5 and 6 to copy additional data.
8. Click OK to see your chart on the current page.



## Copy Charts from 1-2-3 and Symphony

There are two methods you can use to copy existing charts from 1-2-3, and one method for copying charts from Symphony. These are:

- Copy the chart from an active 1-2-3 for Windows spreadsheet or chart window
- Import a named chart from a 1-2-3 or Symphony file

Use one of these procedures when you have created and customized a chart in 1-2-3 or Symphony. Freelance Graphics copies the chart's customizable attributes as they are in 1-2-3 or Symphony. You can change the attributes once the chart is copied to Freelance Graphics.

### Copy a Chart from 1-2-3 for Windows

The following steps describe the procedure to use the Clipboard to copy an entire chart from 1-2-3 for Windows while the application is open. You cannot use this procedure to copy charts from other Windows applications.

1. Activate 1-2-3 for Windows and select the chart. If the chart is on the 1-2-3 worksheet, click exactly one cell of the chart or the entire chart and nothing else. If the chart is in a separate chart window, click the chart.
2. Copy the chart to the Clipboard using Edit Copy.
3. Activate Freelance Graphics and choose View Current Page or click the Current Page icon. Make sure you are viewing the page you want to contain the chart.
4. Choose Edit Paste or click the Paste icon to paste the chart, or choose Edit Paste Special or click the Paste Special icon to paste and link the chart.
5. If you used Edit Paste Special, choose the 1-2-3Chart (Graph) format in the Edit Paste Special dialog box and then mark the Link data check box if you want to link the chart.



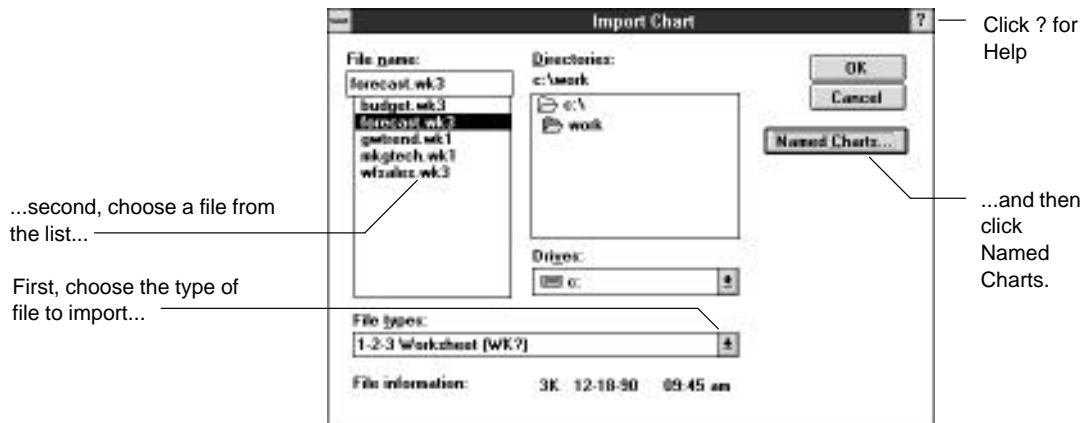
**Note** If you mark the Link data check box, Freelance Graphics links the chart to the data in 1-2-3 for Windows. The chart data, labels, and axis titles that are linked to worksheet ranges are updated automatically when the original data is changed in 1-2-3, unless you choose Edit Links and change the Update Mode in the Links dialog box to Manual. The chart headings, notes, legends, and attributes (such as colors and grids) are not changed unless you change them in Freelance Graphics.

Freelance Graphics displays the chart you copied on the current page. You can double-click the chart to display the Chart Data & Titles window and use the Chart commands to edit the chart attributes.

## Import a 1-2-3 or Symphony Named Chart

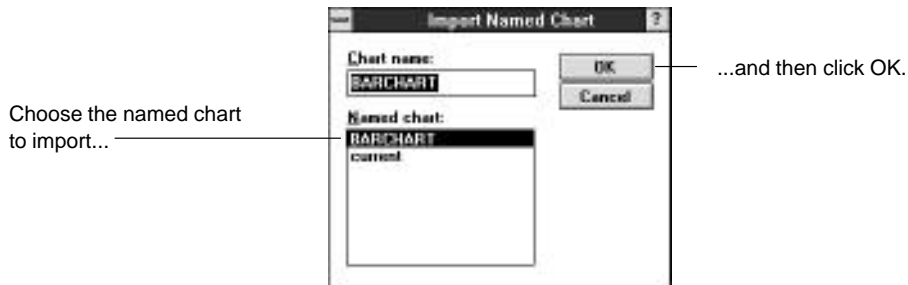
You can easily import any 1-2-3 or Symphony named chart to a Freelance Graphics chart. Use this procedure when you have a named chart in a WK? or WR? file.

1. Choose File Import Chart.
2. Complete the Import Chart dialog box.



**Note** Named Charts is available if the file type you selected can contain a named chart.

3. Complete the Import Named Chart dialog box.



Freelance Graphics draws the chart on the current page.

## Update Links

You can update the links between a Freelance Graphics chart and a data source automatically or manually. Use automatic update mode if you want to make sure that your chart data is always current. Use manual update mode when you want to control when your data is updated.

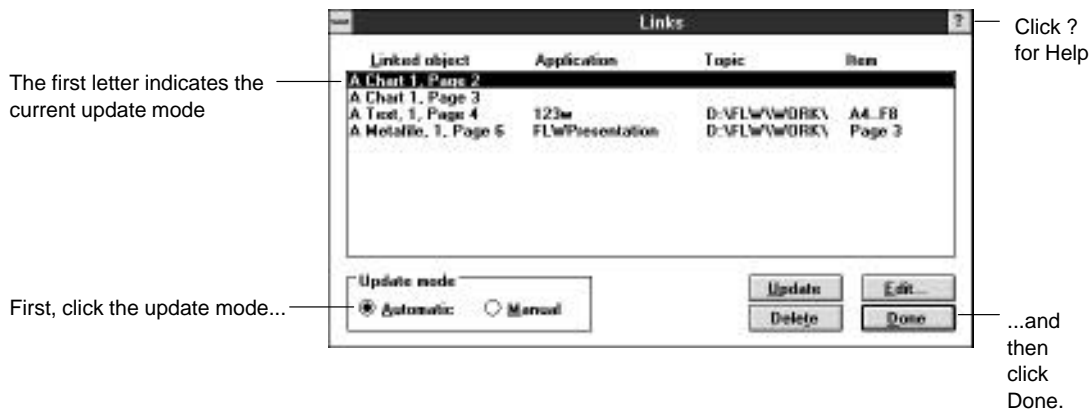
**Note** By default, Freelance Graphics sets the Update mode to Automatic when you link a chart to a data source.

## Change the Update Mode

Use the following procedure to change the update mode for a chart.

**Note** All of the links for a Freelance Graphics chart are either automatic or manual. You cannot have both automatic and manual links for one chart.

1. Select the chart in Current Page view.
2. Choose Edit Links.
3. Modify the Links dialog box, which displays information about all the linked objects in your presentation. The chart you selected is highlighted.



## Automatic Update

When the Update mode is Automatic, Freelance Graphics automatically updates linked data for you when one of the following occurs:

- If the data is linked to another Windows application, whenever you modify the data in that application.
- When you open your presentation file.

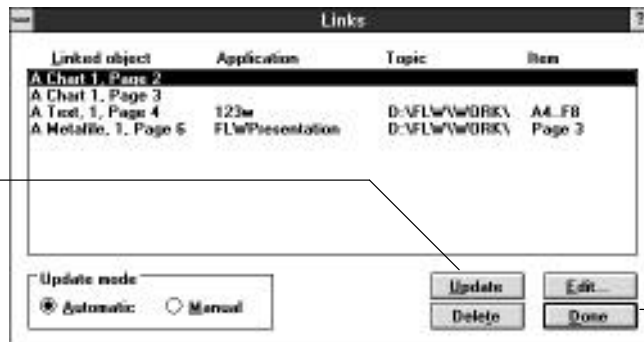
**Note** When the chart is linked to data in 1-2-3 for Windows files, other 1-2-3 or Symphony worksheet files, or Microsoft Excel, dBase, ASCII, or SYLK files, Freelance Graphics can update the link whenever you open your presentation file if the original file is available. However, links to data in Windows applications other than 1-2-3 for Windows or Microsoft Excel are updated only if the original data is in an open window. If the original data is not in an open window, Freelance Graphics displays a message indicating that the other application, known as the **server application**, is not available.

## Manual Update

When the Update mode is Manual, use the following procedure to manually update the links between a Freelance Graphics chart and a data source.

1. Select the chart in Current Page view.
2. Choose Edit Links to open the Links dialog box, which displays information about all the linked objects in your presentation. The chart you selected is highlighted.
3. Click Update.

First, click Update to update all links for the selected chart...



...and then click Done.



You can select the chart on the current page and click the Chart icon in the Toolbox to view the updated data in the Chart Data & Titles window.

## View and Edit Links

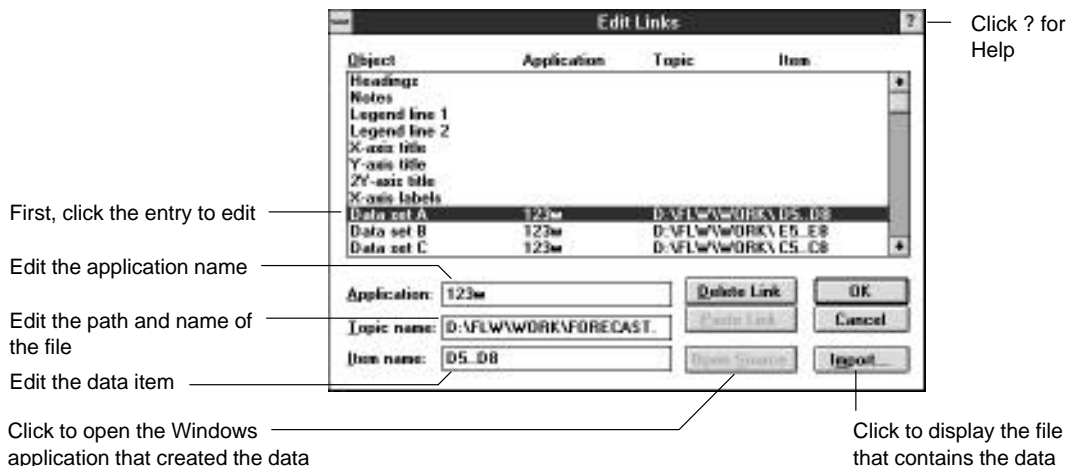
Once you've linked chart data, you can view and change the links.

1. Select the chart in Current Page view.
2. Choose Edit Links.

*Editing links is a quick and easy way to establish multiple links with another Windows application when both applications are open side by side.*

Freelance Graphics displays the Links dialog box, which displays information about all the linked objects in your presentation. The chart you selected is highlighted.

3. Click Edit.
4. Click the entry to edit and then complete the Edit Links dialog box.



Each link consists of three parts: Application, Topic, and Item.

| Part        | Description   |
|-------------|---|
| Application | An abbreviated form of the name of the application that is the source of the data, for example, 123w for 1-2-3 for Windows. Most likely, you will not need to edit this part of the link.   |
| Topic       | The path and name of the file that contains the original data. You may need to edit this, for example, if you move the file to a different directory.   |
| Item        | The data within the file to which the chart is linked. You can edit the Item directly, for example, to extend the range of original data that is linked to the chart. If the original file is a 1-2-3 file, the Item can be a 1-2-3 range name. |

**Note** The Open Source option is available only if the server application supports OLE; otherwise, it is dimmed. See the documentation for the server application for more information.

5. Click OK to close the Edit Links dialog box.
6. Click Done to close the Links dialog box.

---

## Delete Links

You can remove one or more links to a chart. When you delete a link, the existing chart data remains unchanged, but the chart no longer reflects any future changes made to the data in the original file.

---

## Delete All Links to a Chart

*To delete all the links in an entire presentation, choose Edit Links, click each link, and then click Delete.*

Use the following procedure to delete all links to a chart.

**Caution** You cannot cancel or undo this procedure after you delete the links to a chart.

1. Select the chart in Current Page view.
2. Choose Edit Links.

Freelance Graphics displays the Links dialog box, which displays information about all the linked objects in your presentation. The chart you selected is highlighted.

3. Click Delete.

Freelance Graphics permanently deletes all the links contained in the selected chart.

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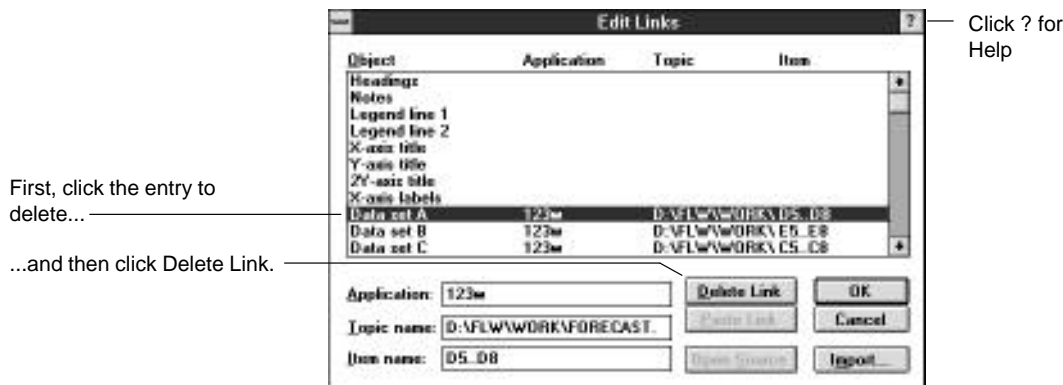
## Delete Selected Links in a Chart

Use the following procedure to delete selected links to a chart.

1. Select the chart in Current Page view.
2. Choose Edit Links.

Freelance Graphics displays the Links dialog box, which displays information about all the linked objects in your presentation. The chart you selected is highlighted.

3. Click Edit.
4. Highlight the link you want to delete and then click Delete Link in the Edit Links dialog box.



Freelance Graphics deletes the link you specified.

- Repeat Step 4 to delete additional links in the same chart.

**Caution** You cannot cancel or undo this procedure after you close the Edit Links dialog box.

- Click OK to close the Edit Links dialog box.
- Click Done to close the Links dialog box.

## Tips



- To copy a Freelance Graphics chart from one presentation to another, select the chart and choose Edit Copy, click the Copy icon, or press CTRL+C to copy it to the Clipboard. Then open the other presentation file and choose Edit Paste, click the Paste icon, or press CTRL+V to paste it to the current page of the destination presentation. Be sure to be in Current Page view in both presentations.
- You can double-click linked data (which is underlined in blue) in the Chart Data & Titles window to open the Import Data window (if the data is linked to a file) or start the Windows application that created the data (if that application supports OLE).

## For More Information

- Chapter 14, Use Freelance Graphics with Other Applications, has further details on sharing text and graphics between applications, transferring data, and importing files.
- Choose Help Search and type “File compatibility” for information on sharing files with Freelance® Plus and other Freelance Graphics products.





# 6

## Enhance Your Presentations with Symbols and Images

It's easy to add ready-made symbols (or clip art) and images to make your presentation even more effective.

### Add Symbols to a Presentation

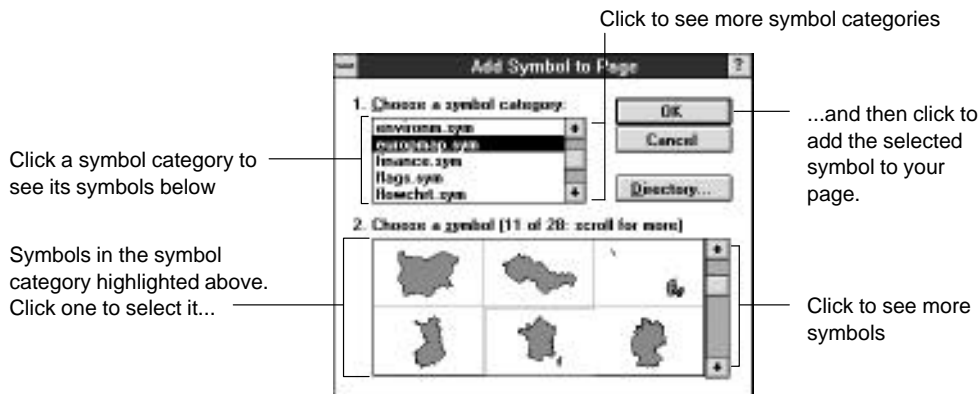
*The **SmartMaster Sets and Symbols** booklet is a complete visual catalog of all the Freelance Graphics symbols. Use it to plan your presentation.*



Symbols are professionally designed graphics that you can place anywhere on a page to add visual impact. The Freelance Graphics symbol library contains hundreds of symbols grouped into categories. Each **symbol category** contains related symbols, such as industry symbols, buildings and historical sites, diagramming symbols, and buttons. By clicking the Symbol icon in the Toolbox, you can browse through the symbol categories right on your screen.

Use the following procedure to add one or more symbols to a page in your presentation.

1. Do one of the following:
  - To add a symbol to a page that includes a “Click here...” symbol block, simply click the prompt text.
  - Click the Symbol icon in the Toolbox.
2. Complete the Add Symbol to Page dialog box.



If you're adding a symbol to a page that includes a "Click here..." symbol block, Freelance Graphics automatically sizes and places the symbol to fit in the "Click here..." symbol block. If you're adding a symbol to another page layout, Freelance Graphics adds the symbol to the page at the size and location it was created.

Bullets & Symbol page layout with the France symbol from the EUROPE.SYM symbol category

*You can now copy, move, or size the symbol exactly as you do any other object. You can also combine symbols, and add text and drawn objects to symbols. See Chapter 13 for more information on sizing and moving objects.*



## Use Symbols as Bullets

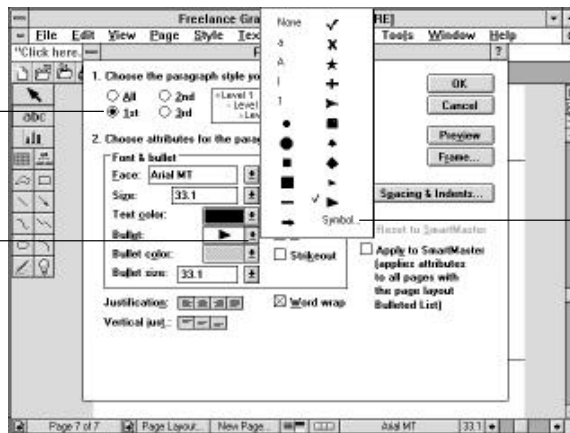
You can use any symbol included with Freelance Graphics (or any other Lotus product) as a bullet in bulleted lists.

1. Click the text you want to choose a bullet for and choose Text Paragraph Styles, or double-click the text.
2. Complete the Paragraph Styles dialog box.

First, click the paragraph style for which you want to choose a bullet...

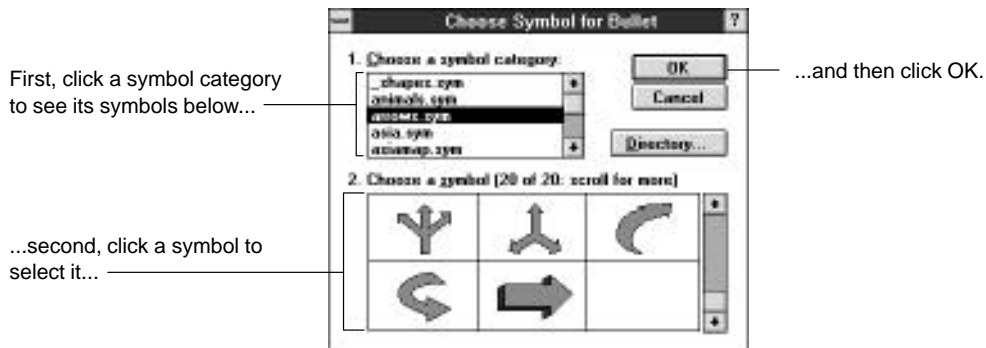
...second, click the bullet drop-down box...

...and then click Symbol.



*To change the bullet size, use the Bullet Size drop-down box in the Paragraph Styles dialog box.*

- Choose the symbol from the Choose Symbol for Bullet dialog box.



- Click OK to leave the Paragraph Styles dialog box.

Freelance Graphics uses the symbol as a bullet for each bulleted item in that text block that uses the paragraph style you selected.



**Note** To choose a symbol to use for just one bulleted item, click the text block to select it, select the text of the bulleted item, choose Text Bullet, click the Bullet drop-down arrow, and then click Symbol.

**?** **Help** To make a chart or bitmap image a bullet, add the chart or image to a symbol category. Choose Help Search and type “Symbols” for information about creating symbols.

## Edit a Symbol

Once you add a symbol to a page, you can edit or customize it to meet your needs. Most symbols are comprised of individual objects and are “grouped” so that you can work with the symbol—for example, move it, resize it, and so forth—as a single object. If, however, you want to edit the individual objects that comprise a symbol separately, you must first “ungroup” the symbol.

**Note** You can, however, edit the **attributes** of a symbol, such as its color or edge, without ungrouping it. To do so, double-click the symbol on the presentation page and make changes to the appropriate Style Attributes dialog box.

1. Select the symbol you want to edit.
2. Choose Arrange Ungroup or click the Ungroup icon to split the symbol into its component objects or grouped objects.




**Note** If a symbol consists of several grouped objects, you may have to ungroup more than once to split the symbol into individual objects.

3. Edit the individual objects as needed.
4. Select the individual objects and choose Arrange Group or click the Group icon to rejoin the objects into a symbol.



*To edit all the symbols in a category, choose File Open to read the category, then edit the symbols and save the category.*

If you wish, you can save this edited symbol as a new symbol to use in other presentations by using Tools Add Symbol to Library.

-  **Help** Choose Help Search and type “Symbols” for more information about saving a symbol.

## Add an Image to a Page

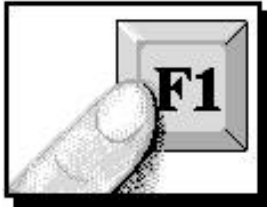
Another way to enhance your presentation is to bring in an image—such as your company logo, photographs, or other images from another software package. Images are added by pasting them from the Clipboard or by using the File Import feature of Freelance Graphics, which allows you to use images from many different sources.

*Images are often called **bit-maps**, which are raster graphics files that form images from a series of dots, or pixels.*

-  **Help** Choose Help Search and type “Importing, file types” for additional information, including a list of all the file types you can import into Freelance Graphics.

**Note** Freelance Graphics supports 1-bit, 4-bit, 8-bit, and 24-bit bitmaps.

Press **F1 (HELP)** at any time to display help on what you are doing.



If the colors in an imported bitmap are not accurate, you can obtain more accurate colors in a screen show by choosing the Use Bitmap Colors replacement effect for the page containing the bitmap.



To import a bitmap file, choose File Import and complete the Import File dialog box. See “Import Files from Other Applications” in Chapter 14 for more information.

**Note** If you mark the Include image with file check box, Freelance Graphics embeds the image in the presentation, making the image part of the presentation file. Embedded images make your presentation file much larger, but allow you to easily copy and move your presentation file without losing the image.

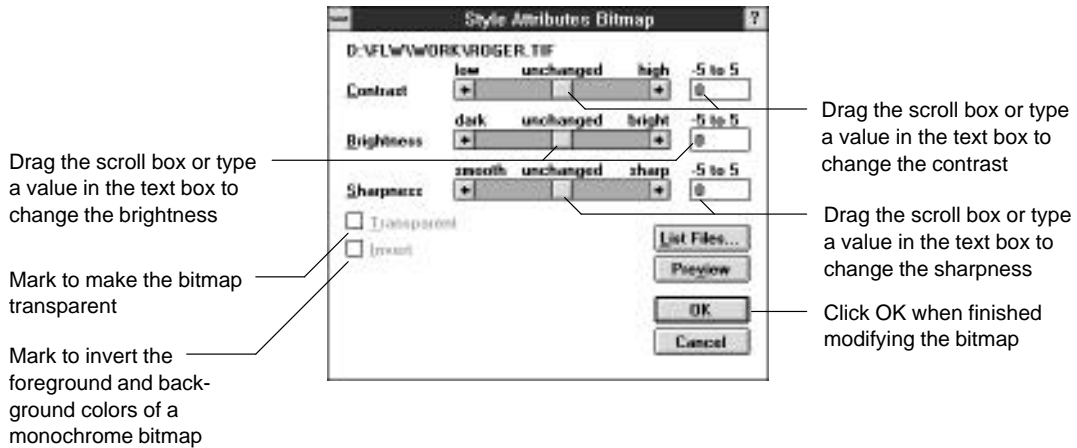
If you do not mark the Include image with file check box, the presentation file refers to the bitmap file by the path name only. If you save the presentation file to another drive or directory, Freelance Graphics asks if you want to copy the referenced bitmap files as well. If you copy a presentation file to another drive or directory, you must also copy any bitmap files referred to in the presentation.

Freelance Graphics displays the bitmap in the top left corner of the presentation page.

The following table lists some of the ways you can size and manipulate bitmaps on the presentation page.

| <i>To</i>   | <i>Do this</i>  |
|---|---|
| Size the bitmap without changing its proportions      | Press <b>SHIFT</b> and drag a corner handle of the bitmap (see Chapter 13, Edit Objects, for more information). |
| Size or move the cropping rectangle around the bitmap | Select the bitmap and choose Arrange Crop Bitmap.   |
| Flip the bitmap horizontally or vertically            | Select the bitmap and choose Arrange Flip, or click the Flip Top to Bottom or Flip Left to Right icon.          |
| Rotate the bitmap in 90-degree increments             | Select the bitmap and choose Arrange Rotate or click the Rotate icon.   |

You can also double-click the bitmap or choose Style Attributes to display the Style Attributes Bitmap dialog box, which lets you modify the contrast, brightness, sharpness, transparency, and shades of the bitmap.



**? Help** Choose Help Search and type “Symbols” for information on saving an image as a symbol.

---

## Tip

- If you create build pages using the Bullets & Symbol page layout, you can add a different picture to each page in the build sequence.

---

## For More Information

- Choose Help Search and type “Images” for more information about bitmaps and images.
- Choose Help Search and type “Symbols” for more information about symbols.
- Choose Help Search and type “Screen show buttons” for more information about using symbols as Screen Show buttons.
- See “Add Text or Graphics to Every Page in a Presentation” in Chapter 9 for information about adding symbols to every page.

---

# 7

## Print a Presentation

*To print the outline of your presentation, see “Print the Outline” in Chapter 3.*

Freelance Graphics offers a wide variety of printing options and page formats, which are described in this chapter.

See Chapter 8, Produce a Screen Show, and choose Help Search and type “Viewing screen shows” for information on displaying your presentation as a screen show. Choose Help Search and type “Slides, producing” for the procedure to create slides.

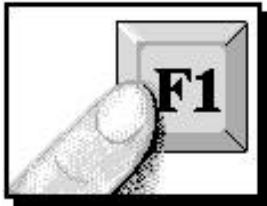
**Notes** Freelance Graphics is a fully compatible Windows product and therefore uses all Windows device drivers. See your Windows documentation for a list of Windows device drivers.

See your Windows documentation for information on printing to a file.

---

### Add Headers and Footers

*Press F1 (HELP) at any time to display help on what you are doing.*



You can use the following procedure to add headers and footers to printed presentations, for example, to include page numbers and the current date on each presentation page.

**Notes** Headers and footers appear only when you actually *print* pages; they are not displayed onscreen.

The header and footer font is a 10-point sans serif; you cannot change it.

Headers and footers are positioned in the printable area of the page, not in the margins.

1. Choose File Page Setup.
2. Complete the File Page Setup dialog box.



The header and footer can be up to 512 characters each. The header and footer can have up to three parts, each part with a different position: left aligned, centered, and right aligned. You choose header and footer positions by entering a non-printing vertical bar character (|) in the header or footer text boxes in the File Page Setup dialog box.

Here's an example of a header with three parts:

**New York Office|Annual Meeting|March**

If a header or footer has only one part, Freelance Graphics aligns it on the left, unless you precede it with one of the following:

- One vertical bar character to center it
- Two vertical bar characters to align it on the right

For example, the following header would be right aligned:

**|| Meeting Agenda**

Use the following guidelines when entering headers and footers for your presentation pages.

| <i>To print</i>   | <i>Do this</i>  | <i>Result/Example</i>  |
|---|---|--|
| Sequential page numbers   | Type the number sign (#) anywhere in the header or footer.    | Freelance Graphics replaces the # with the sequential number when you print. |
| Sequential page numbers, starting with a specific page number (on the first page you choose to print) | Type two number signs (##) followed by the start page number. | For example, ##25 prints starting with page 25.                              |

*Continued*



The footer **MKG Technologies|#|@** prints the name “MKG Technologies” in the left column, the page number in the middle column, and the current date in the right column.

The footer **MKG Technologies~A division of MKG Global|#|@** prints the same footer as above, with “A division of MKG Global” in a second line in the left column.

| <i>To print</i>   | <i>Do this</i>   | <i>Result/Example</i>  |
|---|--|--|
| The current date on each printed page   | Type the at sign (@) anywhere in the header or footer. | Freelance Graphics prints the current date using the format specified in Tools User Setup International. See online Help for more information. |
| A header or footer of more than one line  | Separate each line with a tilde (~).                   | Freelance Graphics prints the header or footer on multiple lines. The tilde doesn't print.   |
| A vertical bar character ( ), backslash (\), tilde (~), number sign (#), or at sign (@) in a header or footer | Precede each character with a backslash character (\). | Freelance Graphics prints the specified character. The backslash doesn't print. For example, <b>MKG\ Global</b> prints as “MKG\Global.”        |

## Change the Page Orientation

You can change the orientation of a presentation's pages to Portrait (vertical) or Landscape (horizontal).

**Notes** You cannot mix page orientations within a print cycle; all pages must be either portrait or landscape.

If you mark the Set margins for slides check box in the File Page Setup dialog box, Freelance Graphics automatically sets the margins and rescales the presentation pages to fit the slide dimensions.

*For optimum portrait presentations, choose the VERTBAR SmartMaster set, which has a vertical orientation.*

The illustration on the left shows a page with landscape orientation; the one on the right shows the same page with portrait orientation.



You can also choose File Print and then click Page Setup to display the File Page Setup dialog box.

1. Choose File Page Setup.
2. Modify the File Page Setup dialog box.



**Notes** If you choose System setting, Freelance Graphics uses the same page orientation as specified for the current printer in Windows.

Not all early releases of printer drivers support software-control of page orientation. In these cases, you must modify the printer driver to change the page orientation. To do this, choose File Printer Setup and click Setup. Then choose the page orientation you want and click OK.

Changing these settings does not change the orientation of pages in other Freelance Graphics presentations or Windows applications.

## Print Your Presentation

Freelance Graphics lets you print the current presentation page, a range of pages, or your entire presentation. To do so, choose File Print, complete the Print File dialog box, and then click Print. See “Print a Presentation” in Chapter 1 for more information about printing the entire presentation. Procedures for printing the current page or a range of pages are described in the following sections.

**? Help** Choose Help Search and type “File commands” for more information on the File Print command.

**Note** To display your presentation on a screen, rather than print it, click Optimize for screen show in the Printer Setup dialog box. This option chooses the screen as your output device, rather than a printer.

## Print One or More Pages



Use the following procedure to print the current page or a range of pages.

1. Make sure your presentation is displayed in color if you want it to print in color. To print it in black and white, choose a black-and-white printer or display your presentation in black and white before printing. To change whether your presentation is displayed in color or black and white, choose Style Use Color Palette or Style Use Black & White Palette, click the Color/B&W box at the bottom of the screen, or press ALT+F9.
2. To print the current page only, display the page you want to print in Current Page view.
3. Choose File Print, click the File Print icon, or press CTRL+P.
4. Complete the Print File dialog box.

Click to print only the current page...



Click ? for Help

...and then click Print.

...or enter the numbers of the first and last pages to print...

*To print non-sequential pages, select the pages in Page Sorter view, choose File Print, and mark the Selected pages only check box.*

**Note** If the “to” value is 999, Freelance Graphics prints from the “From page” to the end of the presentation, *unless* the Current page only check box is marked.

## Print Speaker Notes, Audience Notes, or Handouts

Freelance Graphics also lets you print speaker notes, audience notes, or handouts for your presentation. The following table indicates what is printed when you choose each of these format options.

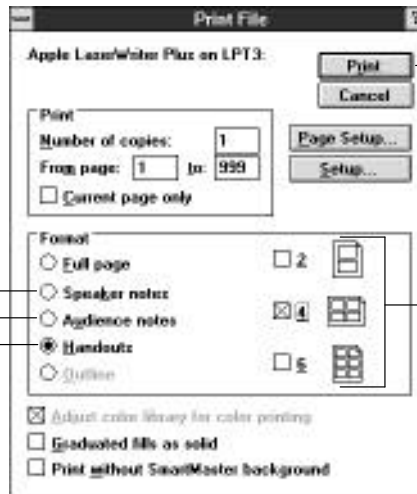
| <i>Choose this format</i> | <i>To print</i>   |
|---------------------------|---|
| Speaker notes             | The presentation page on the top half of the printed page and the speaker notes on the bottom half of the printed page. |
| Audience notes            | The presentation page on the top half of the printed page and blank lines on the bottom half of the printed page.       |
| Handouts                  | Two, four, or six presentation pages on each printed page.  |

1. Make sure your presentation is displayed in color if you want it to print in color. To print it in black and white, choose a black-and-white printer or display your presentation in black and white before printing. To change whether your presentation is displayed in color or black and white, choose Style Use Color Palette or Style Use Black & White Palette, click the Color/B&W box at the bottom of the screen, or press ALT+F9.
2. Choose File Print, click the File Print icon, or press CTRL+P.
3. Complete the Print File dialog box.



*Choose six pages per handout for presentations with short text charts. Choose two pages per handout for presentations with lengthy text, tables, or detailed graphics.*

Click for speaker notes  
Click for audience notes  
Click for handouts...



...and then click Print.

...then choose 2, 4, or 6 handouts per page...

**Notes** When you print handouts, the headers and footers print at the top and bottom of each handout; each presentation page represented on a handout page does not have its own header and footer.

If the printer you are using is not able to print 2, 4, or 6 handouts on a page, options that are not available will be dimmed.

## Change Printers

Freelance Graphics lets you choose among your installed printers to print your presentation.

**Note** You cannot install printers in Freelance Graphics. See your Windows documentation for information on installing printers.

1. Choose File Printer Setup.
2. Complete the Printer Setup dialog box.



Freelance Graphics displays a message asking if you want to recompose the presentation pages for the new printer settings.

**Notes** The printer you choose becomes the printer for the current session only. The next time you use Freelance Graphics, it returns to the Windows default printer.

If you mark the Set margins for slides check box in the Printer Setup dialog box, Freelance Graphics automatically sets the margins and rescales the presentation pages to fit the slide dimensions.

## Print to Black-and-White Printers



Freelance Graphics makes it easy for you to print good-looking color and black-and-white versions of the same presentation by simply clicking the Color/B&W box at the bottom of the screen or pressing ALT+F9.

**Note** Be aware that some printer drivers, such as those used for some HP® LaserJet® printers, are limited in certain graphics capabilities. With these drivers, lines and text print only in black

or white, not in shades of gray. This is also true for certain fill patterns and color combinations. This means that although your Freelance Graphics presentation may display properly onscreen (in black, white, and shades of gray), it will print to these drivers in black and white only. To work around this driver limitation, use a solid black or black-and-white fill pattern instead of other colors when using these drivers.

---

## Tips

- If your output device cannot print graduated fills, or if you want to simplify your presentation handouts by replacing graduated fills with a solid color, mark the Graduated fills as solid check box in the Print File dialog box in any of the procedures earlier in this chapter.
- If objects on your page are cut off when you print, choose View View Preferences and click Printable area to see a dashed line indicating the printable area in Current Page view. Move all the objects inside the dashed line and reprint the page.
- To print a quick draft of your presentation without the SmartMaster design, mark the Print without SmartMaster background check box at the bottom of the Print File dialog box.
- You can print a presentation from a DOS or Windows command line. This is a quick way to update the data in linked charts and print a presentation in one easy step.

To print from DOS, type **win c:\flw\flw.exe /p filename** and press ENTER, where **c:** is the drive where Freelance Graphics resides, **flw** is the name of your Freelance Graphics directory, and **filename** is the name of the presentation file you want to print.

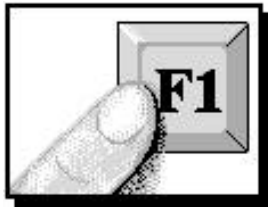
To print from Windows, activate the Program Manager, choose File Run, type **c:\flw\flw.exe /p filename**, and click OK or press ENTER. In both cases, the command line automatically starts Freelance Graphics and prints the presentation.

- To print a presentation from DOS to a PostScript printer without starting Freelance Graphics, use File Export to export the presentation to an EPS file. Then, use the DOS copy command from the command line to copy the EPS file to the printer, for example, type **copy sales.eps lpt2:** and press ENTER.
- You can also add a Windows program icon to print a specific file using the command line **c:\flw\flw.exe /p filename**. See your Windows documentation for assistance.

# 8

## Produce a Screen Show

*Press **F1 (HELP)** at any time to display help on what you are doing.*



A **screen show** is a presentation displayed page by page on a computer screen. You can use a screen show as a way of getting a quick preview of a presentation as you develop it, or as the final delivery medium for your presentation.

The branching capabilities of Freelance Graphics let you branch to a specific page or launch another application on the fly during your screen show. And the multimedia features make it easy for you to add sound and motion to your presentations.

**Note** To display your presentation on a screen rather than print it, choose File Printer Setup and click Optimize for screen show in the Printer Setup dialog box. This option chooses the screen as your output device, rather than a printer.

### Run a Screen Show



*During your screen show, be sure to allow Freelance Graphics time to retrieve the next presentation page from disk.*

Use the following procedure to run a screen show using the default settings or the settings last used for the current presentation.

- Choose View Screen Show Run, click the Screen Show icon, or press **ALT+F10**.

During the screen show, use the following keys and mouse clicks as appropriate.

| <i>To</i>  | <i>Use this key or mouse button</i>                                      |
|--|--|
| Display an onscreen pointer (use the mouse to move the pointer to various elements of your presentation) | Move the mouse.  |
| Draw onscreen  | Drag the mouse.  |
| Pause and restart the screen show, if you chose automatic timing   | Press <b>SPACEBAR</b> .  |
| Move to the next page, if you chose manual timing  | Click the left mouse button, or press <b>PAGE DOWN</b> or <b>ENTER</b> . |

*Continued*

| <i>To</i>  | <i>Use this key or mouse button</i>   |
|--|---|
| Move to the previous page, if you chose manual timing        | Click the right mouse button, or press <b>PAGE UP</b> or <b>BACKSPACE</b> . |
| Display a list of pages to skip to or cancel the screen show | Press <b>ESC</b> .  |

**Note** You can also use the Screen Show control panel to go to specific pages in your presentation. See “Control the Sequence of Pages,” later in this chapter, for more information about the control panel.

## Choose Replacement Effects and Advancement

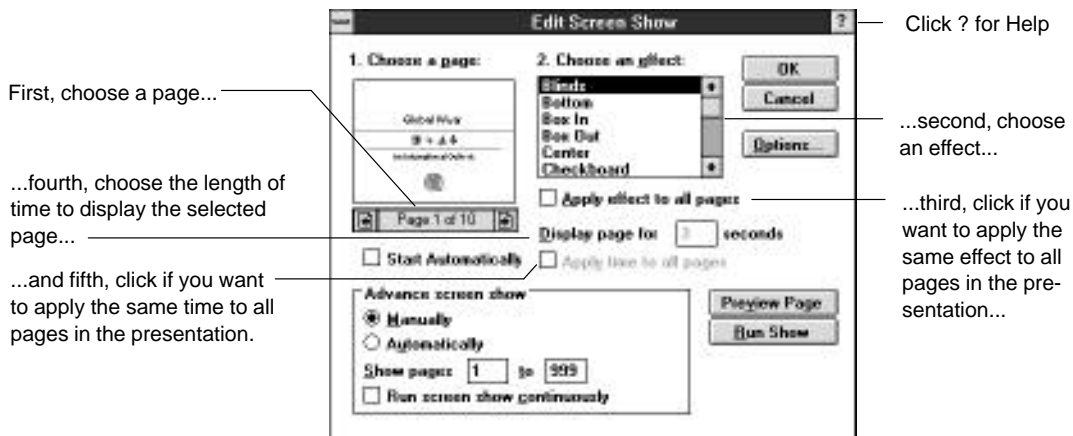
*If the colors in an imported bitmap are not accurate, choose the Use Bitmap Colors replacement effect for the page containing the bitmap to use more accurate colors during the screen show.*

**Replacement effects** are the way in which one page of your presentation replaces another in a screen show. For example, you can have a page slide into position from the left, as the previous page slides off to the right, or have blocks of the page replace blocks of the previous page in a checkerboard style.

**Advancement** is the timing by which one page replaces another. You can choose to manually or automatically advance the pages, and run the screen show continuously. If you automatically advance the pages, you can choose the length of time you want each page to display.

Use this procedure to choose replacement effects and advancement.

1. Choose View Screen Show Edit Effects.
2. (Optional) Choose replacement effects and timing for individual pages in the Edit Screen Show dialog box.





- (Optional) Choose advancement options for the entire presentation in the Edit Screen Show dialog box.

The screenshot shows the 'Edit Screen Show' dialog box with the following elements and annotations:

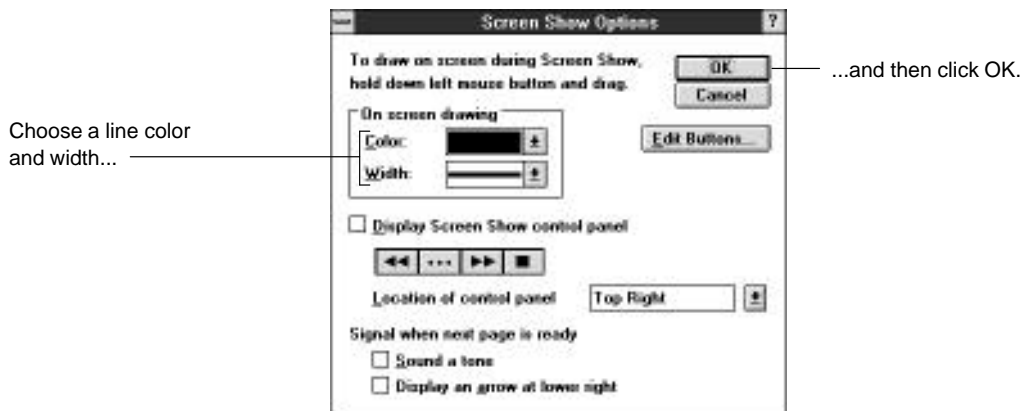
- 1. Choose a page:** A preview window showing a slide titled 'Global View' with 'Page 1 of 10' below it. An annotation points to the 'Page 1 of 10' text: 'Mark to start screen show when file is opened'.
- 2. Choose an object:** A list box containing 'Start', 'Bottom', 'Box In', 'Box Out', 'Center', and 'Checkboard'. An annotation points to the '?' icon in the top right corner: 'Click ? for Help'.
- Buttons:** 'OK', 'Cancel', and 'Options...' are located on the right side.
- Apply to all pages:** Two checkboxes: 'Apply object to all pages' and 'Apply time to all pages'.
- Display page for:** A spin box set to '3' seconds.
- Start Automatically:** A checkbox.
- Advance screen show:** A section with two radio buttons: 'Manually' (selected) and 'Automatically'.
- Show pages:** Two spin boxes set to '1' and '999'. An annotation points to these boxes: 'Use 1 and 999 to display the entire presentation, or type any starting and ending page numbers'.
- Run screen show continuously:** A checkbox.
- Preview Page and Run Show:** Two buttons on the right side.
- Annotations:**
  - 'Click to display a page until you click the mouse or press a key' points to the 'Manually' radio button.
  - 'Mark to rerun the screen show until you press ESC' points to the 'Run screen show continuously' checkbox.

- Click Run Show to view the screen show, or click OK to return to the presentation.

## Draw Onscreen During a Show

Freelance Graphics makes it easy for you to draw onscreen during your screen show to highlight important information or augment the information on a page. To draw onscreen during your screen show, simply drag the mouse. To choose the color and width of the line you draw, follow this procedure.

- Choose View Screen Show Edit Effects.
- Click Options.
- Complete the Screen Show Options dialog box.



4. Click Run Show in the Edit Screen Show dialog box to view the screen show, or click OK to return to the presentation.
5. During the screen show, move the pointer to the location where you want to begin drawing and then drag the mouse.

---

## Control the Sequence of Pages

Freelance Graphics provides two ways to control the sequence of pages in a screen show. You can use the Screen Show control panel, like the control panel on a VCR, to go forward, backward, choose a page to go to, and quit the screen show. You can also use Screen Show buttons to jump to preset pages, launch a separate application, or set up a predefined action.

---





## Use the Screen Show Control Panel

Use this procedure to add the Screen Show control panel to your screen show.

1. Choose View Screen Show Edit Effects.
2. Click Manually in the Advance screen show group box.
3. Click Options.
4. Mark the Display Screen Show control panel check box.
5. Click the Location of control panel drop-down box and choose a location to display the Screen Show control panel.
6. Click OK to close the Screen Show Options dialog box.
7. Click OK to close the Edit Screen Show dialog box.

*You can also press ESC to display a list of pages and then choose a page to which you want to skip.*

Freelance Graphics automatically displays the Screen Show control panel on your screen when you run a screen show. Use the buttons on the panel as described in the following table.

| <i>Click</i>  | <i>To</i>                               |
|---|---|
|  | Go to the previous page.                |
|  | Display a list of pages and choose one. |
|  | Go to the next page.                    |
|  | Quit the screen show.                   |

## Use Screen Show Buttons

For more sophisticated branching control, use Screen Show buttons. Screen Show buttons give you complete control over your screen show, including letting you launch separate applications, play multimedia objects, and execute other predefined actions.

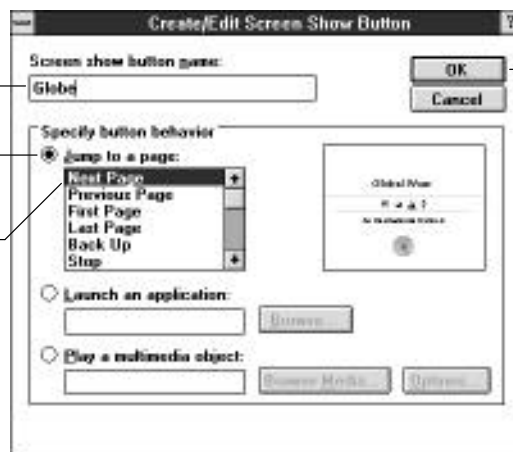
1. Select any object—such as a symbol, text block, image, or chart—you want to use as a Screen Show button to execute a predefined action.
2. Choose View Screen Show Create/Edit Button.
3. Complete the Create/Edit Screen Show Button dialog box. You can choose to specify an action, launch another application, or play a multimedia object.

To specify an action, complete the dialog box as shown in the following illustration.

First, type a name for the object...

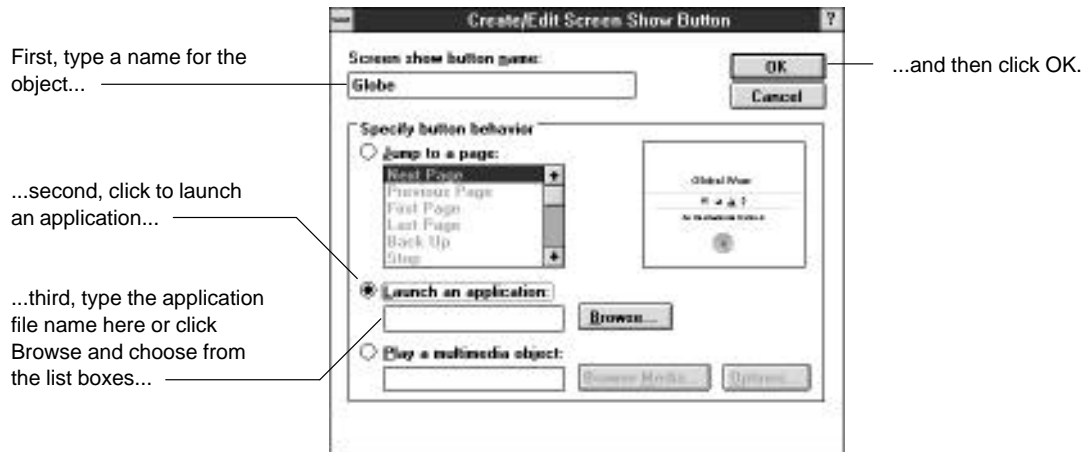
...second, click to specify an action...

...third, select the action...



...and then click OK.

To launch another application, complete the dialog box as shown in the following illustration.



**Notes** When you launch an application from a Screen Show button, you must remember to close the application; Freelance Graphics does not close the application for you.

You can also use the Create/Edit Screen Show Button dialog box to create buttons that play multimedia objects. See “Use Multimedia,” next, for more information about using multimedia.

4. When you run your screen show, click the Screen Show button at any time to execute the specified action or launch the chosen application.

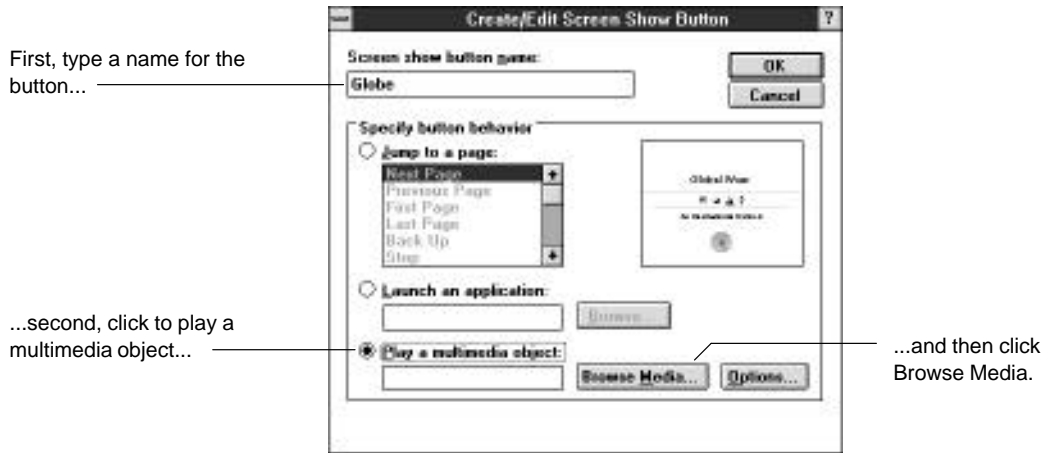
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## Use Multimedia

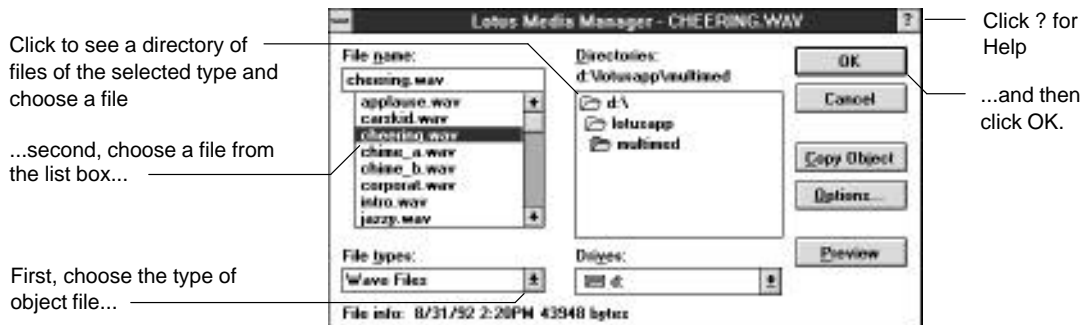
You can use the following procedure to add multimedia objects, such as sound and video, to your presentation.

**? Help** Choose Help Search and type “Multimedia objects” for more information about multimedia objects and options for playing them in a screen show.

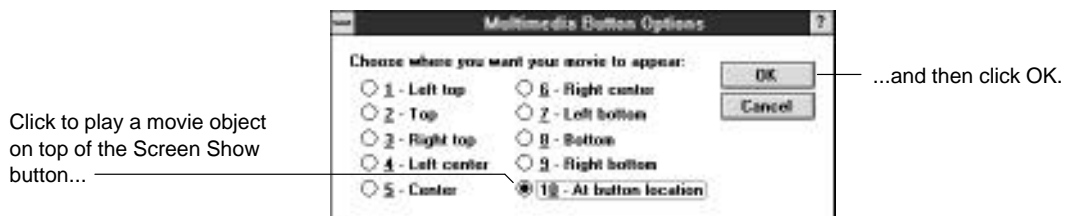
1. Select an object you want to use as a Screen Show button to play a multimedia object.
2. Choose View Screen Show Create/Edit Button.
3. Complete the Create/Edit Screen Show Button dialog box.



4. Choose the multimedia object file from the Lotus Media Manager™ dialog box.



5. Click Options in the Create/Edit Screen Show Button dialog box.
6. Complete the Multimedia Button Options dialog box.



7. Click OK to close the Create/Edit Screen Show dialog box.

Freelance Graphics stores a reference to the multimedia object in your presentation.

8. To play the object during a screen show, simply click the Screen Show button associated with it.

*Multimedia object files are usually large, and embedding them in your presentation may significantly increase the size of your presentation file.*

**Note** You can also use OLE to embed multimedia objects in your presentation by choosing Edit Insert Object in Current Page view. Then choose the type of object you want to add in the Insert Object dialog box. If you use OLE to embed the object, you can double-click the multimedia object in Current Page view to play it.

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## Tips

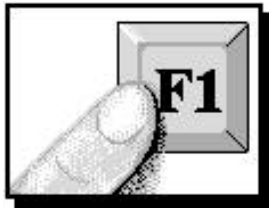
- The settings in the Edit Screen Show dialog box are saved with each presentation. When you open a presentation, you do not have to reset these settings.
- Build pages are especially effective when you use Screen Show to make your presentation. When you create build pages from a bulleted list, the first build page contains only the first bulleted item. Each subsequent page contains one additional bulleted item, with previous bulleted items dimmed. The bulleted list you created becomes the final page in the build sequence. For more information about creating build pages from a bulleted list in your presentation, see “Create a Bulleted List” in Chapter 1.
- To change the specified action or application that a Screen Show button is linked to, choose View Screen Show Create/Edit Button and modify the Create/Edit Screen Show Button dialog box.
- You can use Lotus Sound, which is included with Freelance Graphics, to create your own sounds. Choose Help Search and type “Sound” for more information.
- The Lotus Annotator™ allows you to record personal notes about specific objects on your presentation pages, for example, describing the source of facts for a bulleted list or the calculations you used to create a chart. These Annotator notes do not print as part of your presentation or appear in a screen show. Choose Help Search and type “Lotus Annotator” for more information.
- To create a screen show that you can copy to disk and run from the DOS command without starting Windows or Freelance Graphics, choose View Screen Show Prepare Standalone. Note that you will not be able to use multimedia objects and Screen Show buttons, and you will not be able to view some replacement effects. Choose Help Search and type “Screen shows” for more information about standalone screen shows.

---

# 9

## Make Global Changes with SmartMaster Sets

*Press F1 (HELP) at any time to display help on what you are doing.*



The Freelance Graphics SmartMaster sets take care of all the presentation design and layout decisions—such as font, colors, and other design elements—so you can focus on the content of your presentation. This chapter describes the various ways that you can modify SmartMaster sets.

**Notes** See “See the Big Picture” in Chapter 1 for information about how you can select a new SmartMaster set to give an entire presentation a different look.

The Freelance Graphics installation procedure gives you the option to install a subset of SmartMaster sets. If you installed a subset and now want to install additional SmartMaster sets, run the Installation program. On the Install Options & Freelance Graphics Directory screen, select Customize features and click Next. Then click the Master Sets tab and select the additional SmartMaster sets you want.

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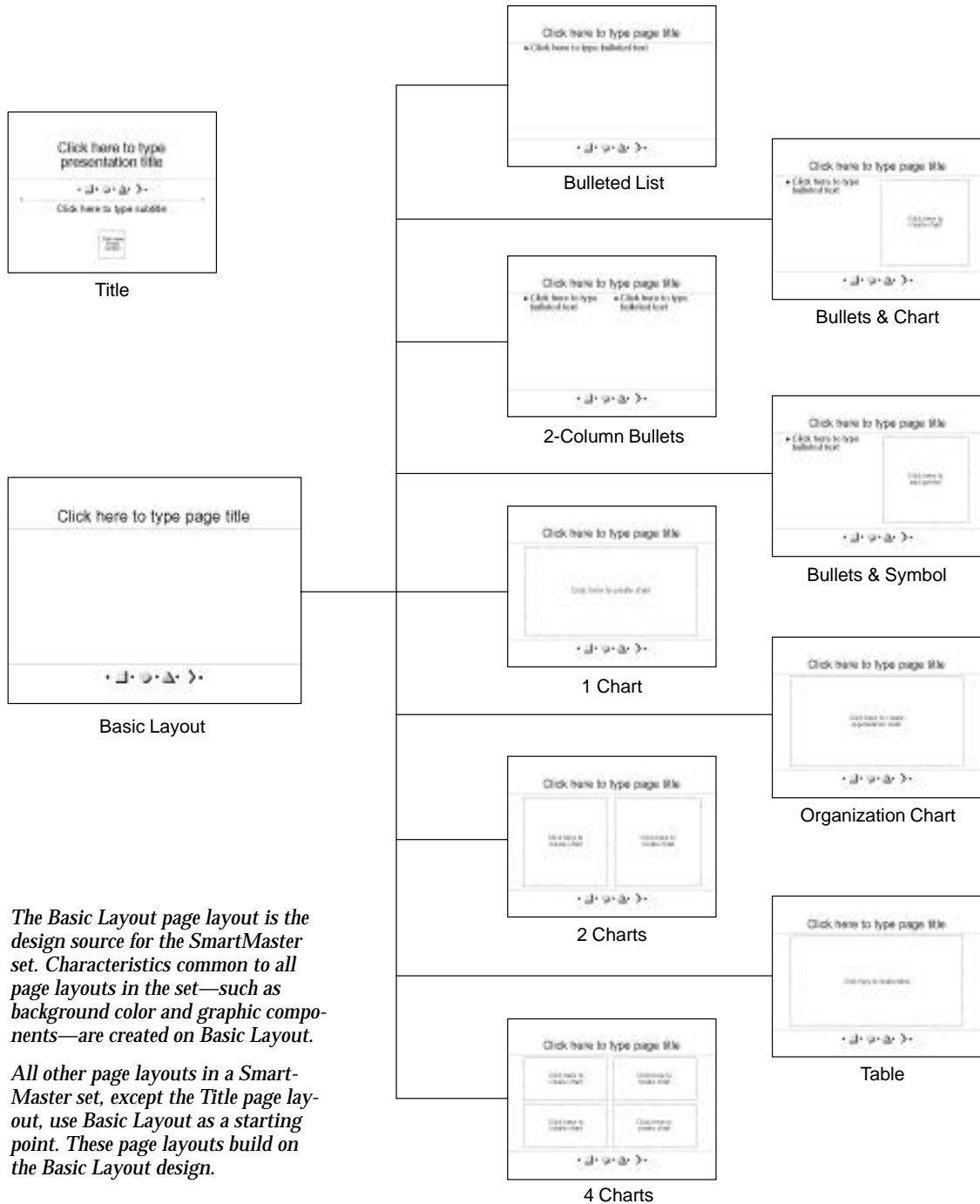
### How SmartMaster Sets Work

*See **SmartMaster Sets and Symbols** for a quick view of all of the SmartMaster sets.*

Each SmartMaster set contains page layouts. Each page layout tells you just where to click to add text and graphic objects. In other words, a page layout is a fill-in-the-blanks template. There is a page layout for every type of page you'll ever need in your presentations.

Each SmartMaster set has eleven page layouts, and the same names (such as Title, Bulleted List, and Organization Chart) are used for the page layouts in each SmartMaster set. This uniform design means that you can switch at any time to another SmartMaster set to change the overall design of your presentation without changing the content or basic structure.

For example, all SmartMaster sets have a page layout named Bulleted List. When you switch SmartMaster sets, the bulleted list text you entered remains the same, but assumes the format and location specified in the new SmartMaster set.



*The Basic Layout page layout is the design source for the SmartMaster set. Characteristics common to all page layouts in the set—such as background color and graphic components—are created on Basic Layout.*

*All other page layouts in a SmartMaster set, except the Title page layout, use Basic Layout as a starting point. These page layouts build on the Basic Layout design.*





Title



Basic Layout



Bulleted List



2-Column Bullets



Bullets & Chart



Bullets & Symbol



1 Chart



Organization Chart



2 Charts



Table



4 Charts

*With the centralized design of SmartMaster sets, it is easy to quickly change the look of an entire presentation. You can customize Basic Layout and make changes to all page layouts and their presentation pages—except Title—at once. Your design change, such as the globe in this illustration, will then flow to your presentation pages.*

## Add Text or Graphics to Every Page in a Presentation

You can add text or an object—such as your division name, a Freelance Graphics symbol, or your company logo—to every page of your presentation by making one change to the Basic Layout page layout.

**Notes** This procedure changes only the presentation you are working on; it does not change the original SmartMaster set or other presentations that use that SmartMaster set.

You can also add “Click here...” blocks to pages in a presentation, making it easy to add different text or graphics to the same place on every page. See “‘Click here...’ Blocks for Text and Graphic Objects” later in this chapter.



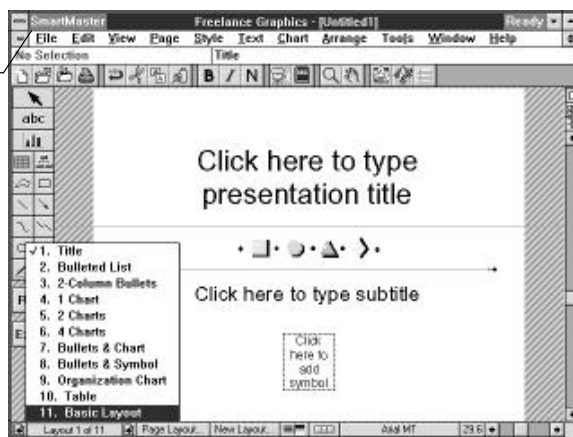
1. Choose Edit Edit Page Layouts, click the Edit Page Layouts icon, or press **SHIFT+F9**.

Freelance Graphics displays the page layout used by the current page of your presentation, and changes the color and pattern of the area around the page layout to indicate that you are editing SmartMaster page layouts. The text and graphic objects from your presentation pages are not visible.

2. Click the Layout Number box and select Basic Layout.

Indicator that you are editing SmartMaster page layouts

*The bright, diagonal lines and Return and Explain buttons are other indicators that you are editing page layouts.*



Click the Layout Number box and select Basic Layout

Freelance Graphics displays the Basic Layout page layout.

This page contains one “Click here...” text block to place the title of the page and the design elements that are common to all of the page layouts in the SmartMaster set (except Title).

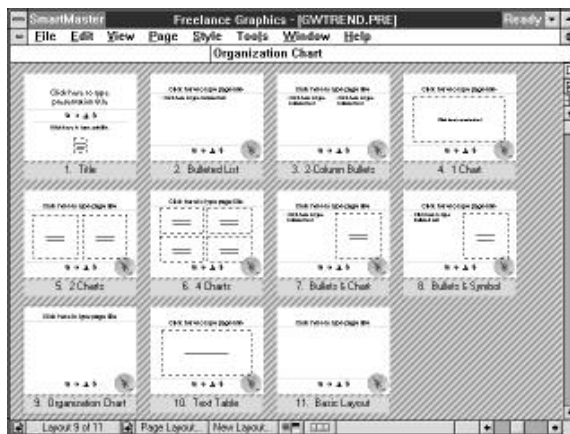


See “Add Symbols to a Presentation” in Chapter 6 for information about adding a symbol to a page.



3. Add graphics or text to Basic Layout. For example, click the Symbol icon in the Toolbox and add a symbol.
 

The graphic or text is added to every page (and to all page layouts that use Basic Layout) in your presentation except Title.
4. Click the Page Sorter icon to view the SmartMaster set with the added graphic or text.



5. Choose Edit Edit Presentation Pages, click the Edit Presentation Pages icon, or press **SHIFT+F9** to continue working on your presentation.

## Change Text Attributes Globally

You can change the attributes for text across all similar pages of your presentation. For example, you can change the font of bulleted lists across an entire presentation.

This procedure changes the text attributes of a particular “Click here...” text block on all pages that use the same page layout in your presentation. For example, if you use this procedure to change the attributes of the bulleted list text block on a Bulleted List page layout, the attributes change for the bulleted list text block on every page in your presentation that uses the Bulleted List page layout. Repeat this procedure to change the text attributes of other “Click here...” text blocks on the same or other page layouts.

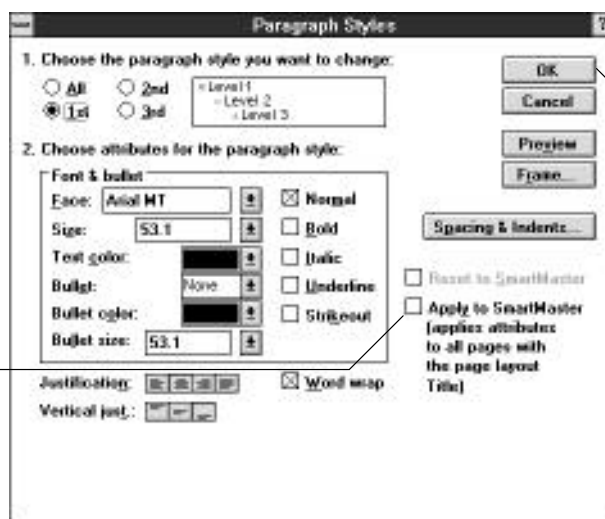
**Note** This procedure changes the text attributes for the current presentation only. The change does not affect other presentations that use the same SmartMaster set.

1. While you are editing your presentation pages, double-click the “Click here...” text block that you want to change.

**Note** The text block must contain text you've added. You cannot double-click a text block containing “Click here...” prompt text.

2. Modify the Paragraph Styles dialog box.

First, make your changes and mark to apply those changes to the page layout and all pages in your presentation which use it...



Click ?  
for Help

...and  
then  
click  
OK.

## Customize SmartMaster Sets

This section describes how you can easily create your own SmartMaster set by modifying an existing one.

### Open a SmartMaster Set

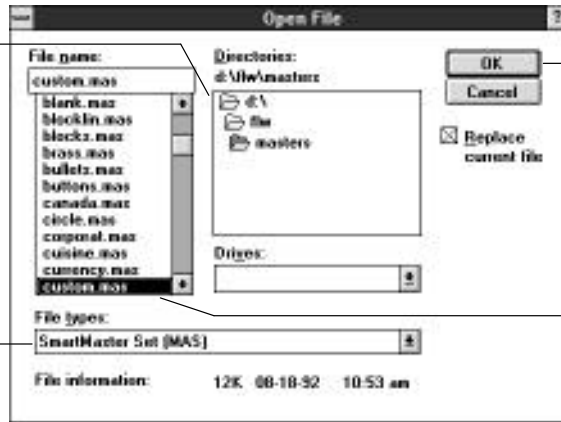


*For your SmartMaster set to work well with the others, create the same number of page layouts with the same page names as those used in the original SmartMaster sets.*

You can create a customized SmartMaster set based on an existing set. The SmartMaster set named CUSTOM.MAS is a good place to start, because it has the standard number of pages and names used in all SmartMaster sets, and it has “Click here...” blocks, but otherwise consists of blank pages that you can fill in with your own design.

1. Choose File Open, or click the File Open icon.
2. Complete the Open File dialog box.

...second, double-click the Freelance Graphics directory in the list box and double-click the MASTERS subdirectory...



...and then click OK.

First, choose the SmartMaster set file type...

...third, click the name of the SmartMaster set you want to modify...

Freelance Graphics opens the SmartMaster set file in Page Sorter view. The bright, diagonal lines indicate that you are editing page layouts.

3. To modify an existing page layout, double-click that page layout to show the page in Current Page view. Then modify the page layout as needed.
4. To add any new page layouts, use the next procedure, "Create a New Page Layout."
5. When you finish modifying the SmartMaster set, choose View Page Sorter or click the Page Sorter icon to return to Page Sorter view, following the Freelance Graphics convention of saving SmartMaster sets in Page Sorter view.
6. In Page Sorter view, choose File Save As and save the new SmartMaster set with a new name in the MASTERS subdirectory.



## Create a New Page Layout

To create a new page layout, start by choosing Edit Edit Page Layouts and adding a new page.



1. If you are not already editing page layouts (look for bright, diagonal stripes around the edges of your page), choose Edit Edit Page Layouts, click the Edit Page Layouts icon, or press **SHIFT+F9**.
2. Choose Page New or click the New Layout box at the bottom of the screen.
3. Complete the New Layout dialog box.

Type a name for the new page layout



Click OK

Click Basic Layout to start with the design elements common to the rest of the presentation

Click the Duplicate Page icon or press **ALT+F7 (PAGE DUPL)** to duplicate the current page layout. You can modify the new page layout without having to start from scratch.



4. Choose View Current Page or click the Current Page icon to switch to Current Page view.
5. Add graphic objects, text, or “Click here...” blocks to the new page layout. See the following sections for details on “Click here...” blocks.
6. When you finish modifying the SmartMaster set, choose View Page Sorter or click the Page Sorter icon to return to Page Sorter view, following the Freelance Graphics convention of saving SmartMaster sets in Page Sorter view.
7. Choose File Save As to save the new SmartMaster set.



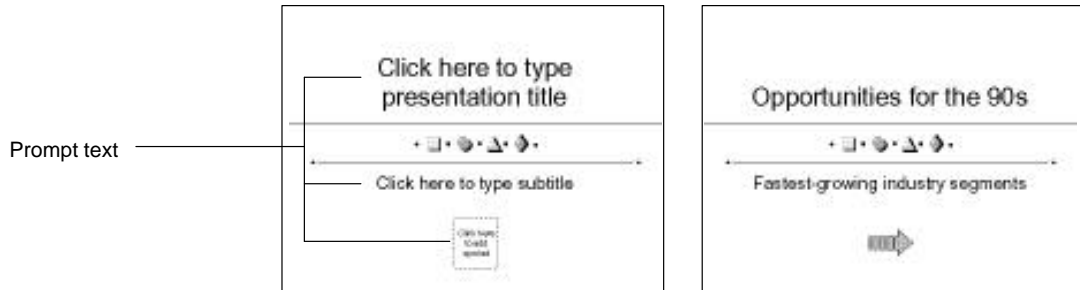
## “Click here...” Blocks for Text and Graphic Objects

Freelance Graphics “Click here...” blocks make it easy to create bulleted lists and place graphic objects on a page.

“Click here...” text blocks are areas into which you can type new text or drag existing text. When you add text to a “Click here...” text block, the text assumes the attributes defined in the “Click here...” text block, including typeface, size, color, and bullets.

“Click here...” chart, organization chart, table, and symbol blocks are areas into which you can place charts, organization charts, tables, or symbols and drawings. When you do so, the graphic object is sized and positioned by the “Click here...” block automatically.

The following two screens show a presentation page before and after it has been filled out with text and a graphic object.



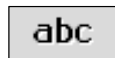
## Create Your Own “Click here...” Text Blocks

*“Click here...” text blocks can have three paragraph styles. See Chapter 2 for more information.*

You can create your own “Click here...” text blocks to encourage users to type text in certain areas on a presentation page. You might, for example, want a user to type the date in a certain position. If so, your prompt text might read “Click here and type today’s date.”

“Click here...” text blocks define the location and attributes of text on a page layout, and they appear on every page that uses that page layout. The prompt text disappears when you click it and is replaced by what you type.

To add a “Click here...” text block to a page layout, complete these steps.



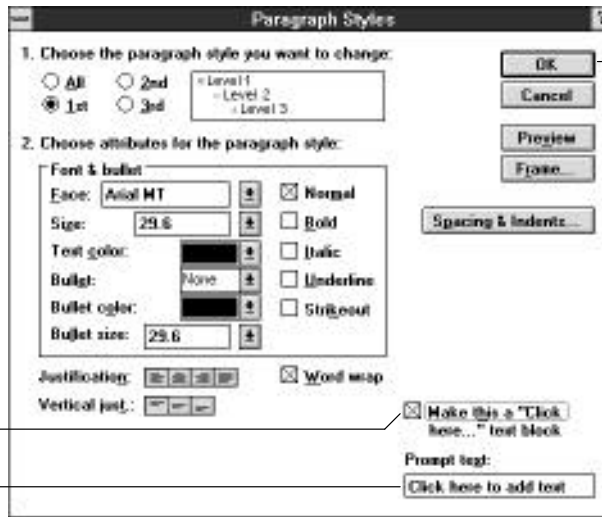
1. If you are not already editing page layouts (look for bright, diagonal stripes around the edges of your page), choose Edit Page Layouts, click the Edit Page Layouts icon, or press **SHIFT+F9**.
2. If you are not already in Current Page view, choose View Current Page or click the Current Page icon.
3. Click the Next Page arrow or Previous Page arrow, or use the Layout Number box to display the page layout you want to change.
4. Click the Text icon in the Toolbox.
5. Move the pointer to where you want the text to begin. To make the text wrap automatically, drag a rectangle to define the width and starting point of the text block. To keep the text from wrapping, click on the page without dragging a rectangle.
6. Choose Text Paragraph Styles or click the Paragraph Styles icon to make the block a “Click here...” text block and set its attributes.

*If you choose a bullet marker, it is automatically displayed in the “Click here...” text block on the page layout and on any presentation page or page layout that uses this page layout.*

First, mark to display the prompt text on any presentation page that uses this page layout...

...second, type the prompt text here, or accept the default...

7. Modify the Paragraph Styles dialog box. You can choose the typeface, size, color, and other attributes for each paragraph style. For more information, see Chapter 2, Work with Text.



...and then click OK.

**Note** When you want the same phrase, such as your company name, to be printed on all pages that use the same page layout, do not mark the Make this a “Click here...” text block check box. If you do, the phrase becomes prompt text that does not print.

8. Choose Edit Edit Presentation Pages, click Return, or press **SHIFT+F9** to continue working on your presentation.

## Create Your Own “Click here...” Blocks for Graphic Objects

*“Click here...” blocks are especially useful for placing a graphic of the same size in the same place on every page.*

“Click here...” blocks for graphic objects are rectangles created on page layouts that determine the size and location of objects on that page. You can customize page layouts for your presentation pages using “Click here...” blocks for charts, organization charts, tables, or symbols and drawings. Then, when using that page layout, you can click on the “Click here...” block to add the necessary elements to the page. Just like the “Click here...” blocks on pre-designed page layouts, all objects will be sized to fit inside the “Click here...” block.

If the object is a chart, the chart is sized to the exact dimensions of the “Click here...” block. For other object types, Freelance Graphics makes the object as large as possible to fill the “Click here...” block while maintaining the object’s proper proportions.



Once an object is sized and positioned in a “Click here...” block, the block’s border and prompt text disappear. When you press CTRL and drag an object out of a “Click here...” block, the border and “Click here...” prompt text return, and you can add other objects to it.

To add a “Click here...” block to a page layout, follow these steps.

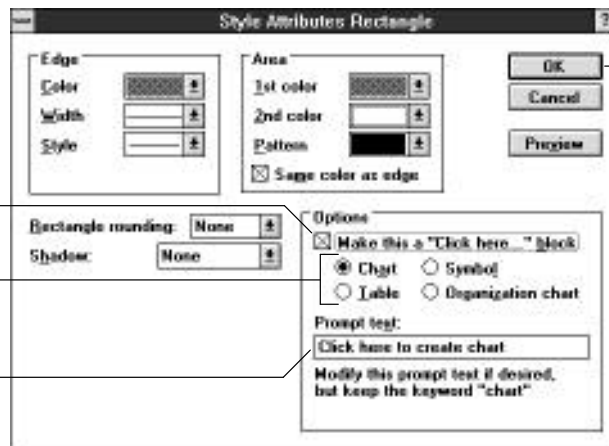
1. If you are not already editing page layouts (look for bright, diagonal stripes around the edges of your page), choose Edit Edit Page Layouts, click the Edit Page Layouts icon, or press SHIFT+F9.
2. If you are not already in Current Page view, choose View Current Page or click the Current Page icon.
3. Click the Next Page arrow or Previous Page arrow, or use the Layout Number box to display the page layout you want.
4. Click the Rectangle icon in the Toolbox and drag a rectangle to the size you want.
5. Double-click the rectangle to set its attributes.
6. Modify the Style Attributes Rectangle dialog box.



First, mark to designate the rectangle as a “Click here...” block...

...second, choose the type of “Click here...” block...

...third, edit the prompt text if you want...



...and then click OK.

The “Click here...” block has a dotted edge and the prompt text you entered or the default prompt text for the type of graphic object you choose.

**Note** While you are editing SmartMaster page layouts, you cannot click a “Click here...” block to display the chart, organization chart, or table gallery, or the Add Symbol to Page dialog box. The “Click here...” block is a rectangle with text in it until you return to your presentation pages.

You can change the “Click here...” prompt text for the graphic object on the page layout where it was created by:

- Double-clicking the “Click here...” block and editing the text in the Style Attributes Rectangle dialog box.
- Clicking the “Click here...” block twice (once to select it and once to enter text edit mode), moving the mouse pointer (which becomes an I-beam pointer) to the desired place in the text, and editing the text appropriately.

If you edit the prompt text for the “Click here...” block for graphic objects, however, be aware that Freelance Graphics uses the text to determine what to do when the user clicks on the “Click here...” block, as described in the following table.

| <i>If the prompt text includes the word</i> | <i>Freelance Graphics displays this when the user clicks the prompt text</i> |
|---|--|
| Chart or graph                              | New Chart Gallery dialog box.  |
| Organization chart                          | Organization Chart Gallery dialog box.                                       |
| Symbol                                      | Add Symbol to Page dialog box.   |
| Table                                       | Table Gallery dialog box.  |

For example, to encourage users to properly place a specific chart, you might use the text “Click here to create budget exceptions chart.” When the user clicks the prompt text, Freelance Graphics displays the New Chart Gallery dialog box.

As with “Click here...” text blocks, the prompt text is not printed, and disappears as soon as you fill the block.

7. Choose Edit Edit Presentation Pages, click Return, or press **SHIFT+F9** to continue working on your presentation.

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## For More Information

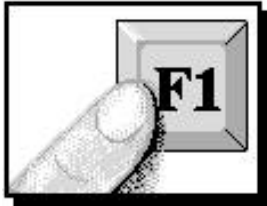
- Choose Help Search and type “SmartMaster sets” for more information about SmartMaster sets.
- See Chapter 10, Work with Colors, for more information about changing the colors in your presentation.
- See Chapter 2, Work with Text, for more information about modifying attributes in individual “Click here...” text blocks.

---

# 10

## Work with Colors

*Press F1 (HELP) at any time to display help on what you are doing.*



The effective use of color is one of the hallmarks of a professional presentation. Freelance Graphics makes choosing the right colors for your presentation easy by offering you a set of colors that work well together with each SmartMaster set. But, if you need to choose specific colors, such as your corporate colors, you can quickly choose from the set of 256 library colors. Freelance Graphics also gives you single-click access to finely matched gray scales for black-and-white printing.

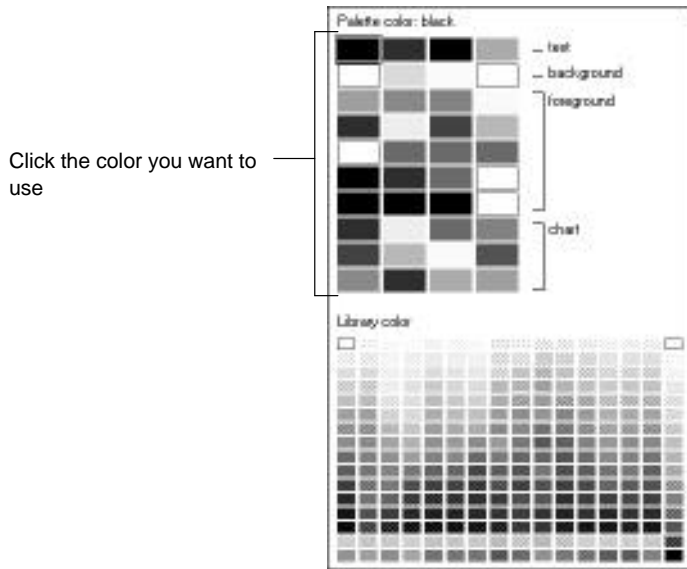
---

### Change the Color of an Object

Freelance Graphics uses default colors when you create any object, including a chart or table, but you can use the following procedure to change the color of any object.

1. Select the object and choose Style Attributes, or double-click the object.
2. Click the appropriate color drop-down box in the object's style attributes dialog box, for example, the 1st color or 2nd color drop-down box in the Area group box or the Color drop-down box in the Edge group box.
3. Choose a color from the choices at the top of the pop-up box.

The colors in each palette are grouped and labelled as text, background, foreground, and chart colors, as shown in the next illustration. Background colors are appropriate for text block, chart, table, and page backgrounds. Foreground colors are best for objects added to pages, object shadows, grids, and frames. Choose colors from the chart group for chart components—such as bars, areas, and pie slices—to ensure appropriate color choices if you decide to switch to a three-dimensional chart type.



**Note** If you want to choose a color that will not change when you choose a different SmartMaster set, see “Choose a Color That Will Not Change,” later in this chapter.

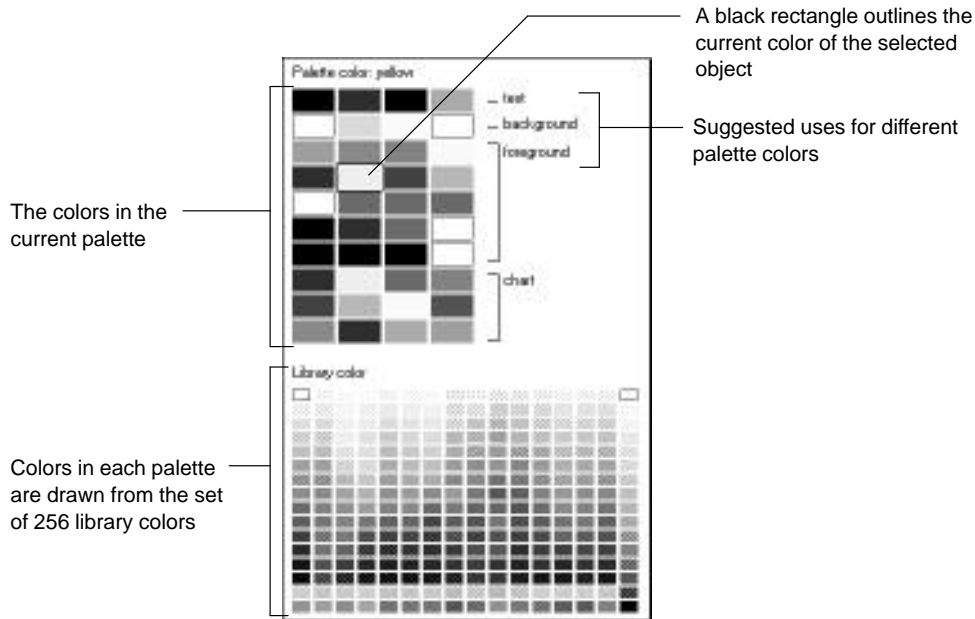
4. Click OK to leave the object's style attributes dialog box.

**?** **Help** Choose Help Search and type “Palette colors” for additional information about how Freelance Graphics uses the colors in the color palette.

---

## Palettes and the Color Library

Whenever you choose a color in a Freelance Graphics dialog box, you will see a pop-up box similar to the one in the following illustration.



The colors at the top of the pop-up box make up the current color scheme, or **palette**, for your presentation. These colors will change whenever you choose a different SmartMaster set.

The 256 colors at the bottom of the pop-up box are the **color library**. Each palette is drawn from colors in this color library. Normally, the colors in the library do not change.

*When you switch to black and white for your presentation, Freelance Graphics switches to a black-and-white version of the library so that all objects in the presentation display and print in black, white, and shades of gray.*

Freelance Graphics provides a wide variety of color and black-and-white palettes. Each SmartMaster set has a color and a black-and-white palette associated with it. When you create a presentation and choose a SmartMaster set, the palettes associated with that SmartMaster set are copied to your presentation. When you save your presentation, Freelance Graphics also automatically saves the palettes with it.

A palette's colors give a presentation a harmonious color scheme, but there may be times when you need to choose a specific color for an object in your presentation. It's important to understand when to pick a palette color and when to pick a library color for objects in your presentation. Choose palette colors, for example, for the text, charts, or diagrams in your presentation. This way, if you choose a different SmartMaster set for your presentation, Freelance Graphics

automatically recolors these objects, displaying them with the corresponding color in the new SmartMaster set's palette. See "Change the Color of an Object," earlier in this chapter, for information about choosing a palette color.

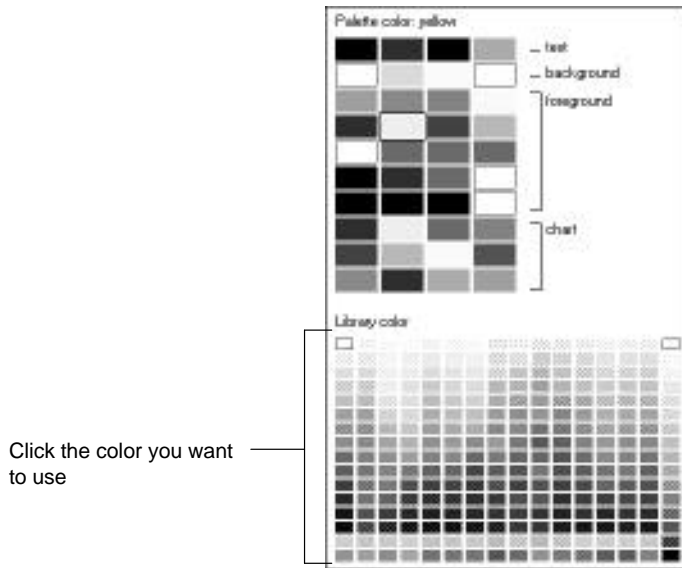
There are some things in your presentation, however, that you'll want to keep the same color, regardless of the SmartMaster set you choose. For example, a company's logo or a country's flag should always remain the same color. Choose colors from the color library for these objects, instead of palette colors. Since all the Freelance Graphics color palettes use the same color library, when you switch between SmartMaster sets, objects that use colors in the library will normally not change color. See "Choose a Color That Will Not Change," next, for instructions to choose a library color.

---

### **Choose a Color That Will Not Change**

Use the following procedure to choose a library color for an object, such as your company logo, so that the color of the object will not change when you choose a new SmartMaster set.

1. Select the object and choose Style Attributes, or double-click the object.
2. Click the appropriate color drop-down box in the object's style attributes dialog box, for example, the 1st color or 2nd color drop-down box in the Area group box.
3. Choose a color from the 256 choices at the bottom of the pop-up box.



4. Click OK to leave the object's style attributes dialog box.

## Switch Between Color and Black and White



With just one click, you can change from viewing your presentation in color to viewing it in black and white, or vice versa.

- To switch, simply choose Style Use Color Palette or Style Use Black & White Palette, click the Color/B&W box, or press ALT+F9.

**Notes** If you switch to black and white, dark backgrounds are automatically changed to white, and light text is changed to black or dark gray.

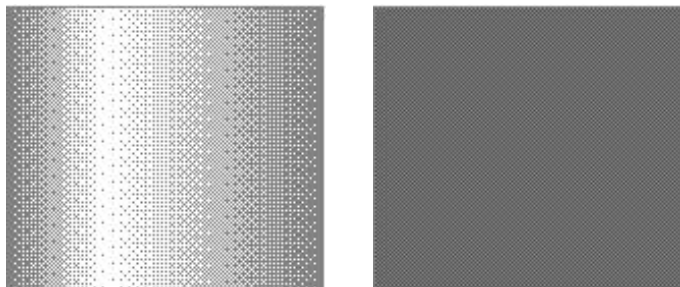
Your presentation is always printed in black and white unless you are viewing the presentation in color and your output device can print in color. To print in black and white on a color printer, switch to black and white before printing your presentation. See Chapter 7, "Print a Presentation," for more information about printing your presentation.

---

## Change Graduated Fills to Solid for Printing

Plotters and many other printers cannot print objects and pages with **graduated fills** or **backgrounds** (patterns that gradually change from one color to another). Printers that can print these graduated fills often take longer to print them than solid colors. To change graduated fills to solid colors when you want to print a quick draft or if your printer cannot print graduated fills, choose File Print and mark the Graduated fills as solid check box in the Print File dialog box.

The following illustration shows a rectangle with a graduated fill as it appears on the screen and as it is printed if you mark the Graduated fills as solid check box.



---

## Adjust for Color Printing

If you print a color presentation to certain color printers, you may discover that the printed version doesn't precisely match the colors displayed on the screen. Because manufacturers of color monitors and printers have not yet standardized their representations of color information, colors often look different when represented by different devices. Freelance Graphics provides an alternate color library that offers greater color fidelity in some cases. Freelance Graphics uses this option by default. You may want to experiment to see if you get better results with this option off or on for your particular output device.

To turn the alternate color library option off and on:



- Choose File Print, click the File Print icon, or press **CTRL+P** and mark or unmark the Adjust color library for color printing check box.



## Make Global Color Changes

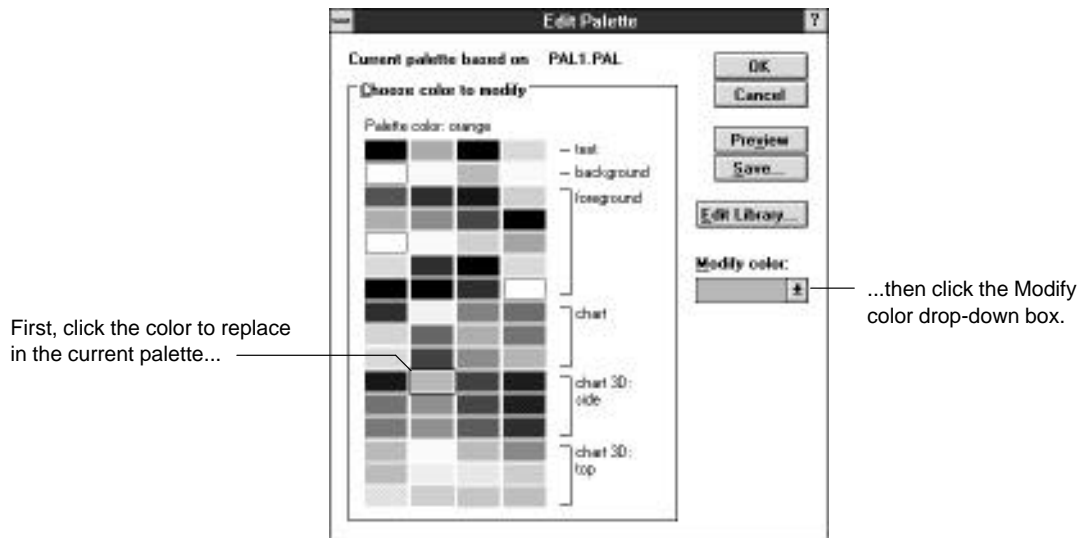
You can customize the color scheme for your current presentation by replacing a color in the palette with another color from the library, or by changing a library color.

### Replace a Color in the Palette

Replacing a color in the palette is the easiest way to make global color changes to your presentation. For example, you can replace red in the palette with orange from the library so that all red objects in your presentation automatically become orange (unless they were assigned to the *library* color red instead of the *palette* color).

**Note** Changes you make to the color palette affect only the current presentation.

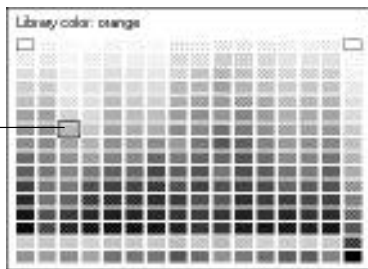
1. Choose Style Edit Palette.
2. Complete the Edit Palette dialog box.



**Note** The chart 3D: side and chart 3D: top colors are used for the sides and tops of 3D charts. They are designed to match the chart colors that are used for the front of the 3D bar, area, or pie slice. If you replace a chart color, replace the corresponding chart 3D: side and chart 3D: top colors so your 3D charts will continue to look good.

3. Choose the new color from the color library.

Click the color to replace the color in the current palette



*To save a modified palette for use with other presentations, click Save in the Edit Palette dialog box, type a file name ending with .BW for a black-and-white palette or .PAL for a color palette, and click OK.*

4. Repeat Steps 2 and 3 for any other colors you want to replace in the palette.
5. Click OK to accept the changes and close the dialog box.  
The palette is now updated for the current presentation.

Because palettes are saved with a presentation, this palette will be used the next time you open this presentation.

---

## Modify Library Colors

The subset of palette colors is taken from the set of library colors. The colors in each palette that Freelance Graphics offers are specially harmonized for business presentations.

**Notes** Library colors are saved with the palette for each presentation. If you modify a library color that is used in a palette, the palette color changes too.

Changes you make to the color library affect only the current presentation.

While, in general, it's best not to modify colors in the color library, sometimes you might need to do so. Two possible reasons for modifying the color library are:

- You need a particular shade that isn't available in the Freelance Graphics color library.
- Your output device can print a color or colors you want to use, but those exact colors are not in the color library.

**Note** If colors don't appear bright enough onscreen, first try adjusting the contrast and brightness settings on your color monitor before modifying library colors.

In both these cases, it's best to adjust an existing color that is not very different from the one you want. For example, if you want a dark green, choose evergreen and make it darker.

**Note** Each black-and-white palette uses a black-and-white version of the color library. You cannot edit library colors when viewing the presentation in black and white.

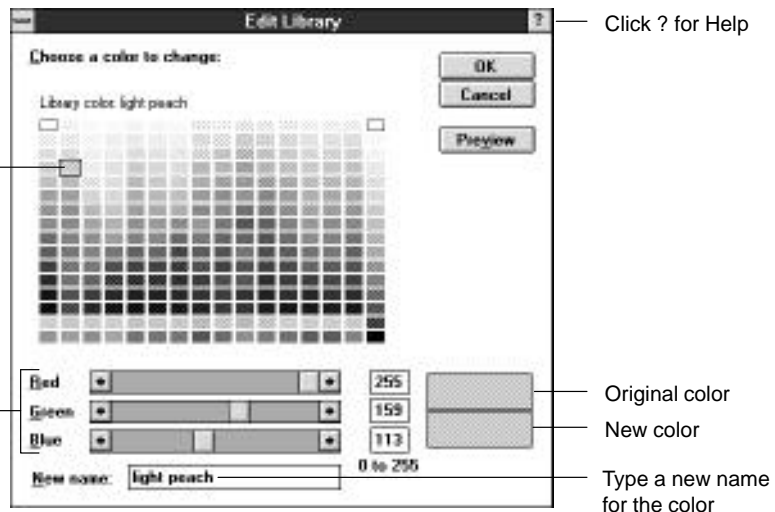
To change one or more colors in the color library, use the following procedure.

1. Choose Style Edit Palette.
2. Click Edit Library in the Edit Palette dialog box.
3. Modify the Edit Library dialog box.

*Change the name of a color to help you keep track of it. Use color names such as “Dark blue:STANDARD” or “Logo red.”*

First, click the color to change...

...then adjust the red, green, and blue (RGB) values by moving the scroll bar or typing a value.



RGB values represent the amounts of red, green, and blue in any given color. For example, slate blue has RGB values of 0 parts red, 64 parts green, and 128 parts blue.

4. Repeat Step 3 to change RGB values for other colors.
5. Click OK to close the Edit Library dialog box.
6. Click OK to close the Edit Palette dialog box.

When you save your presentation, both the palette and the color library are saved with it.

## Tips

- You can change the color scheme of an entire presentation by choosing another palette. However, since the palettes in Freelance Graphics are carefully designed to match particular SmartMaster sets, the resulting colors may not work well in your

presentation. Choose Help Search and type "Switching palettes" for more information about switching color palettes.

- To see how the 256 colors in the Freelance Graphics library will look on your printer, print the presentation file 256COLOR.PRE in the MASTERS subdirectory of the Freelance Graphics program directory.

---

## For More Information

- Choose Help Search, type "Color," scroll through the color keywords, and pick the one of interest to you for more information about color palettes and color libraries.

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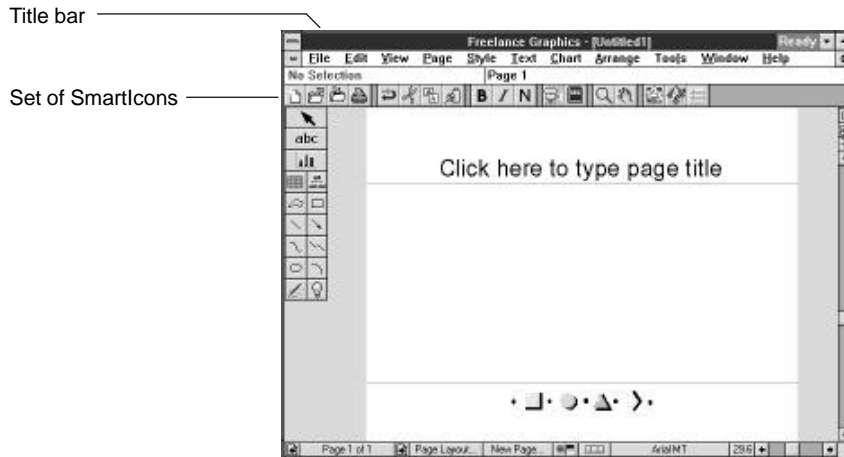
# 11

## Use SmartIcons

*Hold the mouse pointer still on an icon to display a description of what it does.*

SmartIcons are small pictures that provide single-click access to common Freelance Graphics functions. SmartIcons offer shortcuts ranging from changing a chart type to printing a presentation.

The following illustration shows the Freelance Graphics window with the default set of SmartIcons.



*See the **Quick Reference Card** for pictures and descriptions of SmartIcons.*

**Note** Freelance Graphics displays only a subset of all the available SmartIcons on your screen at any one time, so a specific icon may not appear on your screen. See the procedures in this chapter for more information about choosing the SmartIcons that appear on your screen and the location of the set of SmartIcons.

---

### Take a Shortcut

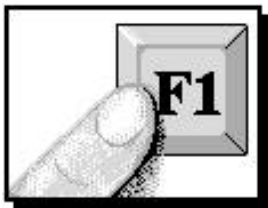
To use SmartIcons to take a shortcut, click the desired icon.

For example, to change any selected text to boldface, click the Text Bold icon. To display the Print File dialog box, click the File Print icon.



## Reposition the Set of SmartIcons

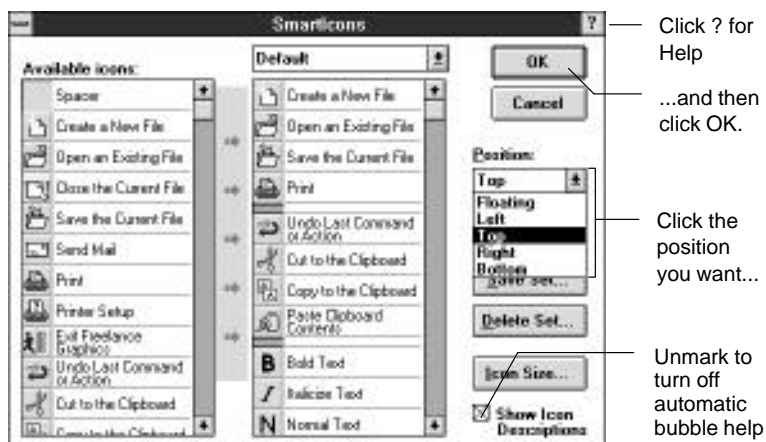
Press **F1 (HELP)** at any time to display help on what you are doing.



The first time you start Freelance Graphics, the default set of SmartIcons is displayed at the top of the window. You can move the set of SmartIcons to the bottom, left side, or right side of the Freelance Graphics window, or to any position you define.

Use the following procedure to move the set of SmartIcons.

1. Choose Tools SmartIcons.
2. Modify the SmartIcons dialog box.



**Note** If you choose “Floating,” Freelance Graphics displays the first three SmartIcons in the top left corner of the window. Then you can use the mouse to move and resize the set of SmartIcons to best suit your needs.

## Customize a Set of SmartIcons

The default set of SmartIcons contains only a few of the more than 100 SmartIcons that are available in Freelance Graphics. You can modify the set of SmartIcons and save variations of it to suit your needs. You can add and remove icons, and rearrange them so each set of SmartIcons contains the shortcuts you use most.

### Add SmartIcons to a Set

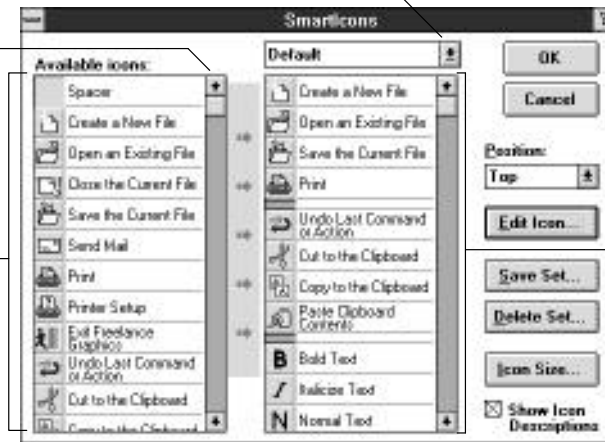


- You can add as many SmartIcons as you wish from the list of available icons to a set of SmartIcons. Use the following procedure.
1. Choose Tools SmartIcons or click the Customize SmartIcons icon.
  2. Use the SmartIcons dialog box to add SmartIcons to a set.

First, choose the set of SmartIcons you want to change...

Use the scroll bar to see more icons

...second, position the mouse pointer on an icon in the Available icons list...



...and then drag the icon to the desired position in the list for the current set.

*You can also rearrange the SmartIcons in the current set by dragging them from one position to another.*

3. Click Save Set.
4. Click OK in the Save Set of SmartIcons dialog box.

**Note** If you are modifying the default set of SmartIcons, you must save it with a different name by typing the set name and a file name in the Save Set of SmartIcons dialog box.

5. Click Yes to replace the current set.
6. Click OK to leave the SmartIcons dialog box.

## Remove SmartIcons from a Set

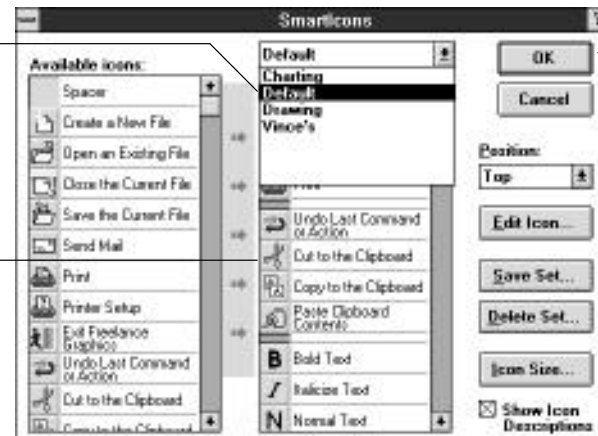


Use this procedure to remove icons from a set of SmartIcons.

1. Choose Tools SmartIcons or click the Customize SmartIcons icon.
2. Use the SmartIcons dialog box to remove SmartIcons.

First, choose the set of SmartIcons you want to change...

...second, position the mouse pointer on an icon in the selected set, and drag it out of the set...



...and then click OK when you finish removing icons.

3. Click Save Set.
4. Click OK in the Save Set of SmartIcons dialog box.

**Note** If you are modifying the default set of SmartIcons, you must save it with a different name by typing the set name and a file name in the Save Set of SmartIcons dialog box.

5. Click Yes to replace the current set.
6. Click OK to leave the SmartIcons dialog box.

---

## Rearrange SmartIcons in a Set

You can reorder the set of SmartIcons right in the Freelance Graphics window. To move an icon, press and hold CTRL while you drag the icon to the desired position in the set of SmartIcons. Freelance Graphics automatically saves your changes.

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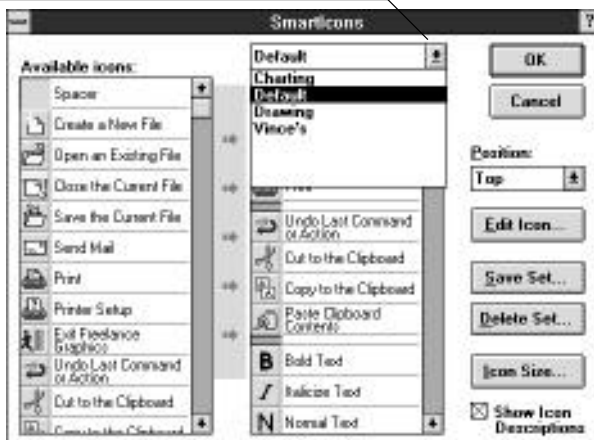
## Create a New Set of SmartIcons

You can easily create new sets of SmartIcons for special requirements or to accommodate multiple users sharing one computer. You can create and save as many sets of SmartIcons as you want.



Click to see a list of existing sets of SmartIcons and choose one

1. Choose Tools SmartIcons or click the Customize SmartIcons icon.
2. Choose an existing set of SmartIcons to modify.



3. Add and remove SmartIcons using the previous procedures.
4. Click Save Set.
5. Complete the Save Set of SmartIcons dialog box.





- Click OK to leave the SmartIcons dialog box.

## Choose a Different Set of SmartIcons



*You can click the Next Icon Set icon to automatically switch to the next set of SmartIcons.*



Use the following procedure to display a different set of SmartIcons.

- Click the Display/Hide SmartIcons box at the bottom of the window.



- Click the desired set of SmartIcons in the pop-up box.

## Hide or Show SmartIcons



Use the following procedure to display or hide SmartIcons.

- Click the Display/Hide SmartIcons box at the bottom of the window.
- Click Hide or Show in the pop-up box.

## Change or Create SmartIcons

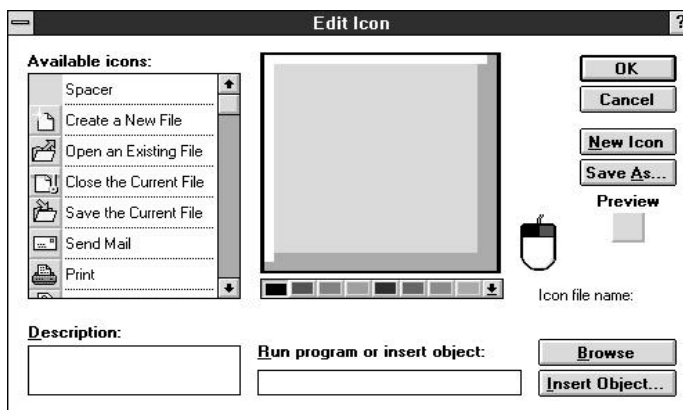


You can use an existing bitmap to create a new icon. Before you choose Tools SmartIcons, copy the desired bitmap to the Clipboard. Choose Tools SmartIcons, click Edit Icon, and then press **CTRL+V** to paste the bitmap into the blank button.

You can edit or create an icon to insert an Object Linking and Embedding (OLE) object or launch another Windows application.

**Note** See “Embed Objects in Applications” in Chapter 14 for more information about OLE objects.

1. Choose Tools SmartIcons or click the Customize SmartIcons icon.
2. Click Edit Icon.
3. Create a new icon or copy an existing icon in the Edit Icon dialog box.



| To  | Do this  |
|---|--|
| Create a new icon                               | Click New Icon and type the new icon file name.                  |
| Copy an existing Freelance Graphics icon bitmap | Click the icon you want to copy and type the new icon file name. |

4. (Optional) Edit the bitmap.  
Begin by clicking the color of your choice. Click the arrow on the right of the color palette to see a drop-down box with more colors. Click a new color to change the color that you paint with. To change the color of a bit in the image, click that bit.

- When you have finished editing the icon, associate an action with it.

First, type a description for the icon...

...second, click Browse to choose from a list of applications...

...or, click Insert Object to choose from a list of OLE servers...

...and then click OK.

- Click OK again to leave the SmartIcons dialog box.

## Tips



- If all of the icons you selected do not appear on the screen, change the set of SmartIcons to a floating position. To do so, choose Tools SmartIcons, click the Position drop-down box, click Floating in the Position list box, click OK, and then drag the corner of the set of SmartIcons to expand it.
- Spacer icons are blank icons, half the width of the other SmartIcons, which do nothing when you click them. Put Spacer icons between logical groups of icons in the set of SmartIcons.
- To change the size of the SmartIcons, choose Tools SmartIcons and click Icon Size.

## For More Information

- Choose Help Search and type “SmartIcons” for more information.



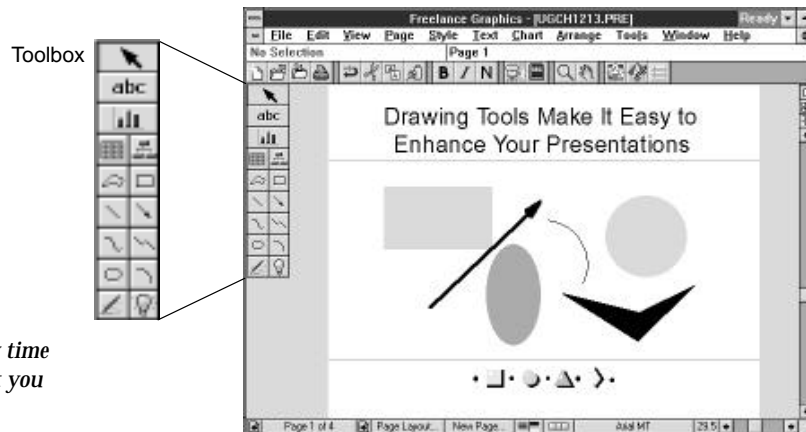
# 12

## Draw with Freelance Graphics

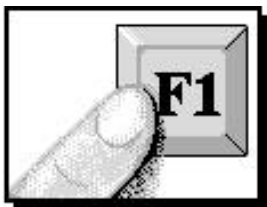
Freelance Graphics has a complete set of drawing tools and features to help you create presentation-quality graphics. In this chapter you learn how to use these features to draw objects, zoom in to work on a detail of a drawing, and customize the drawing environment.

### Draw Objects

The drawing tools in the Toolbox are the software equivalents of a draftsman's tools. By clicking on the appropriate icon for a drawing tool, you can create a variety of graphic objects, such as lines, rectangles, and circles. You can also draw combinations of objects. You can draw objects on either a presentation page or a SmartMaster page layout. Objects you draw on SmartMaster page layouts are copied onto every presentation page you create using that page layout.



*Press **F1 (HELP)** at any time to display help on what you are doing.*



Once you draw an object, it's easy to make changes to it. For example, you can resize it, change its attributes (such as its color), add a drop shadow behind it, copy it, move it, and delete it. You can also group objects to form a new object. See Chapter 13, Edit Objects, for more information.

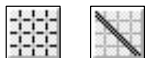
*You can draw objects outside of the boundaries of the page, and then move them onto the page later. Use the Move Page and Zoom Page icons to move to a different area of the window and zoom in for detailed work.*



## Draw with Precision

*Choose Edit Undo or click the Undo Last Operation icon to undo up to 10 operations.*

*Use the Show Grid and Hide Grid SmartIcons as shortcuts to turn the grid on and off.*



**Notes** Other tools in the Toolbox let you add text, symbols, charts, organization charts, and tables to presentation pages and SmartMaster page layouts. See the *Quick Reference Card* for an illustration and description of all the tools in the Toolbox. For more information, see Chapter 1 about organization charts and tables, Chapter 2 about text, Chapter 4 about charts, Chapter 6 about symbols, and Chapter 9 about SmartMaster sets.

When you are working on a page that has a complex image, the time required to redraw the screen can be lengthy. For example, if you are editing a single object on a screen with several complex graphic objects, Freelance Graphics redraws portions of the screen each time you complete an edit. To save time, press **ESC** while the screen is redrawing; Freelance Graphics stops redrawing the screen. This action does not delete objects. To redraw the screen completely, press **F9 (REDRAW)** or click the Redraw icon.

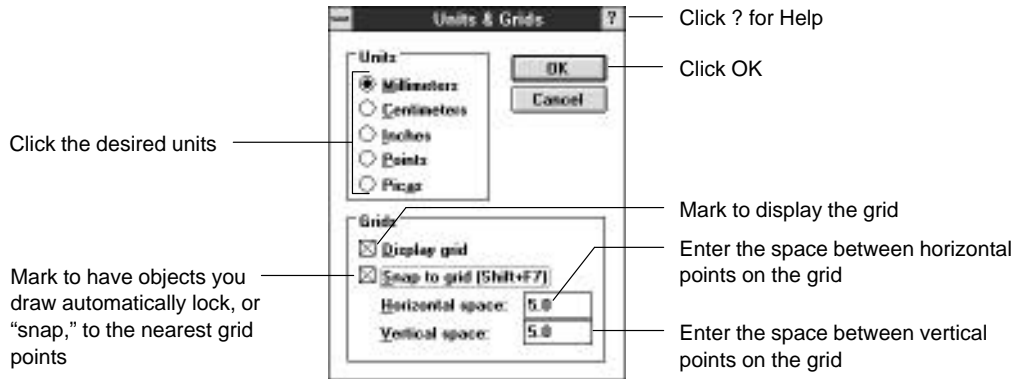
As soon as you click on the icon that represents a drawing tool, the mouse pointer changes to a crosshair, indicating that you can draw. You can choose to draw with a small or large crosshair. See “Change the Crosshair Size” later in this chapter.

You can draw objects with either the mouse or the keyboard. While it's often easier to draw with the mouse, using the keyboard lets you draw with greater precision. Three additional optional tools also help you draw with greater precision: the grid, drawing ruler, and coordinate values.

## Set Up a Grid

You can display a grid on the page in the current presentation to help you align and position objects that you draw on the page. A grid consists of regularly spaced dots across the page that appear only on the screen; they do not print.

1. Choose View Units & Grids.
2. Modify the Units & Grids dialog box.



**Note** The horizontal and vertical spacing for the grid dots is based on the units of measurement you choose.

Freelance Graphics closes the dialog box and displays a grid on the pages in the current presentation.

### Drawing Ruler

Use the Show Drawing Ruler and Hide Drawing Ruler SmartIcons as shortcuts to turn the drawing ruler on and off.



You can also display a horizontal and vertical ruler on the page to help you measure and position objects as you draw, edit, or move them. To display the drawing rulers, choose View View Preferences and mark the Drawing ruler check box in the Display group box.

### Coordinate Values

You can display coordinates in the edit line as you work with the objects on your page for even greater precision. To display coordinate values, choose View View Preferences and mark the Coordinates check box in the Display group box.

The "Units" setting in the Units & Grids dialog box determines the unit of measurement for the drawing ruler and the coordinates.

The coordinates originate at the top left corner of the page with the coordinate point 0,0. The x- and y-coordinates represent the absolute horizontal and vertical distances, respectively, between the crosshair and the origin.

### Lines and Arrows

Use the following procedure to draw a line or arrow using the mouse or keyboard.



1. Click the Line or Arrow icon in the Toolbox.
2. Position the crosshair pointer where you want the line or arrow to begin.

3. Drag the pointer the length of the line or arrow toward the arrowhead, or press **SPACEBAR** to anchor the line or arrow and then press the arrow keys to draw the length of the line or arrow.

As you drag the mouse or press the arrow keys, Freelance Graphics displays a dashed line.

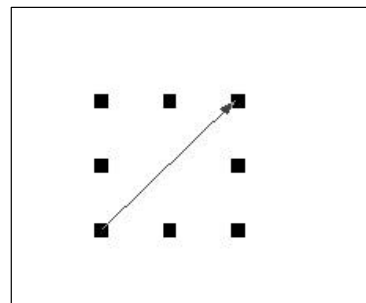
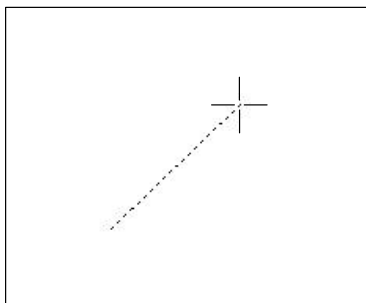
Press **SHIFT** as you drag the mouse or press an arrow key to constrain the line to increments of 45 degrees.

If you marked the Snap to grid check box in the Units & Grids dialog box, clicked the Turn Grid Snapping On icon, or pressed **SHIFT+F7**, dragging the mouse or pressing an arrow key constrains the line to increments of one grid unit.



*To change the size of an arrowhead, double-click the arrow and choose the size of the arrowhead in proportion to the line from the Size dropdown box in the Arrowheads group box.*

4. Release the mouse button or press **ENTER** to complete the line or arrow.



## Lines with Several Segments (Polylines)

The following procedure shows how to use the mouse or arrow keys to create a line with several segments (a polyline).

You can use the mouse to draw a line with several segments by clicking a series of points on the page or dragging the mouse (or a combination of both methods).



*You can switch back and forth between the Curve, Polyline, and Polygon tools to create an object with curved and straight segments.*

1. Click the Polyline icon in the Toolbox.
2. Position the crosshair pointer where you want the line to begin.
3. Drag the pointer the length of one line segment, or press **SPACEBAR** to anchor the first line segment and then press the arrow keys to draw the length of that segment.

Freelance Graphics displays a dashed line.

Press **SHIFT** as you drag the mouse or press an arrow key to constrain the line segment to increments of 45 degrees.



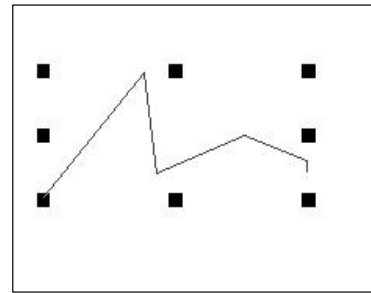
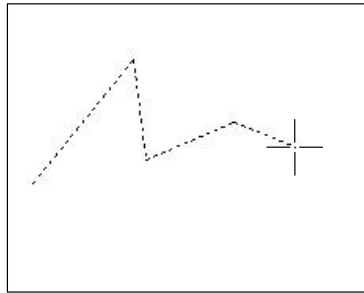


To put an arrowhead at the end of the polyline, draw the line, double-click it, and complete the Style Attributes Line & Curve dialog box.

To delete the last line segment, press **BACKSPACE**.

- If you marked the Snap to grid check box in the Units & Grids dialog box, clicked the Turn Grid Snapping On icon, or pressed **SHIFT+F7**, dragging the crosshair pointer or pressing an arrow key constrains the line segment to increments of one grid unit.
4. Release the mouse button or press **SPACEBAR** to complete the line segment.
 

**Note** If you are drawing with the keyboard, you must press **SPACEBAR** twice between segments; once to end the first segment and once to begin the next segment.
  5. Repeat Steps 2, 3, and 4 to draw additional line segments.
  6. Double-click without moving the mouse or press **ENTER** to complete all the line segments.



## Rectangles



The following procedure shows how to draw a rectangle using the mouse or keyboard.

1. Click the Rectangle icon in the Toolbox.
2. Position the crosshair pointer at the starting corner of the rectangle.
3. Drag the pointer to size the rectangle, or press **SPACEBAR** to anchor the rectangle and then press the arrow keys to size the rectangle.

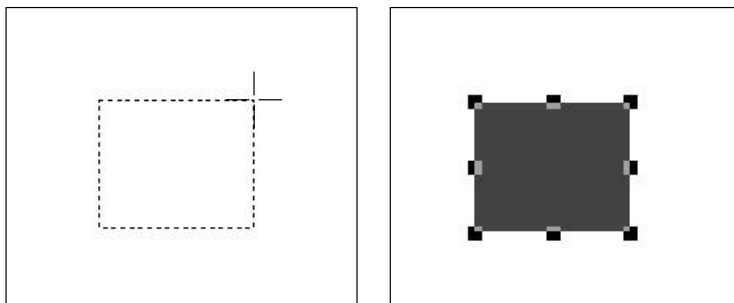
Freelance Graphics displays the outline of the rectangle as you drag the mouse or press the arrow keys.

Press **SHIFT** as you drag the mouse or press an arrow key to constrain the outline to a square.



If you marked the Snap to grid check box in the Units & Grids dialog box, clicked the Turn Grid Snapping On icon, or pressed **SHIFT+F7**, dragging the crosshair pointer or pressing an arrow key constrains the rectangle to increments of one grid unit.

4. Release the mouse button or press **ENTER**.



## Polygons

The following procedure shows how to drag the mouse or use the arrow keys to create a polygon.

You can draw a polygon by clicking a series of points on the page or dragging a series of segments (or a combination of the two methods).



*You can switch between the Curve, Polyline, and Polygon tools to create an object with curved and straight segments.*



1. Click the Polygon icon in the Toolbox.
2. Position the crosshair pointer where you want the polygon to begin.
3. Drag the pointer the length of one side of the polygon, or press **SPACEBAR** to anchor one side of the polygon and then press an arrow key to draw the length of that side.

As you drag the mouse or press an arrow key, a dashed line connects the crosshair to the point where you started.

Press **SHIFT** as you drag the mouse or press an arrow key to constrain the side to increments of 45 degrees.

If you marked the Snap to grid check box in the Units & Grids dialog box, clicked the Turn Grid Snapping On icon, or pressed **SHIFT+F7**, dragging the mouse or pressing an arrow key constrains the side to increments of one grid unit.

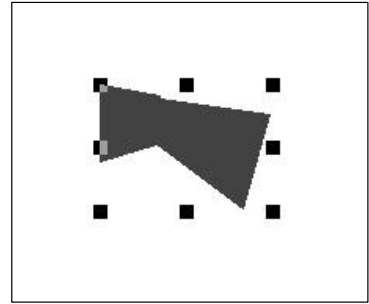
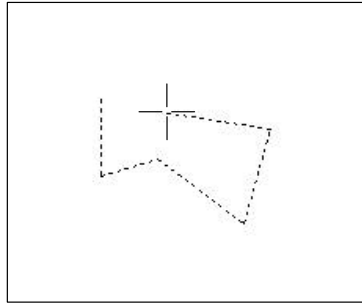
4. Release the mouse button or press **SPACEBAR** to complete the side.

**Note** If you are drawing with the keyboard, you must press **SPACEBAR** twice between segments; once to end the first segment and once to begin the next segment.

5. Repeat Steps 3 and 4 to draw additional sides of the polygon.
6. Double-click without moving the mouse or press **ENTER** to complete the polygon.

*You can press **BACKSPACE** to delete the last side that you drew.*

Freelance Graphics draws the final side by connecting the first and last line segments. You do not need to connect the first and last segments to finish the polygon.



## Circles and Ellipses

The following procedure shows how to draw a circle or ellipse using the mouse or keyboard.

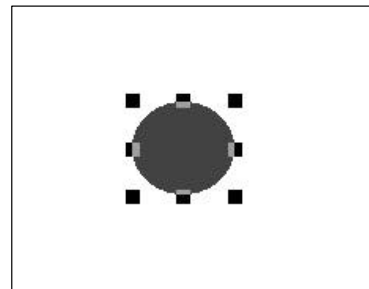
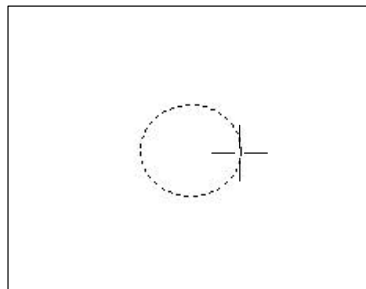


1. Click the Circle icon in the Toolbox.
2. Position the crosshair pointer where you want the circle or ellipse to begin.
3. Drag the pointer to size the circle or ellipse, or press **SPACEBAR** to anchor one side of the circle or ellipse and press the arrow keys to size the object.

As you drag the mouse or press the arrow keys, Freelance Graphics displays the outline of the circle or ellipse.

Press **SHIFT** as you drag or press an arrow key to constrain the shape of the object to a circle.

4. Release the mouse button or press **ENTER** to complete the circle or ellipse.



## Curves

The following procedure shows how to draw a Bézier curve using the mouse or keyboard.

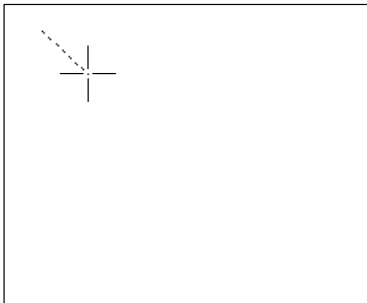
You can draw a curve with the mouse by clicking a series of points on the page or by dragging the mouse (or a combination of both methods). However, dragging the mouse (or using the arrow keys) provides better visual feedback because you can see the curve change its shape as you draw.



*You can switch back and forth between the Curve, Polyline, and Polygon tools to create an object with curved and straight segments.*

1. Click the Curve icon in the Toolbox.
2. Position the crosshair pointer where you want the curve to begin.
3. Drag and release the mouse button to draw and complete the first segment of the curve. Alternatively, you can press **SPACEBAR** to anchor the first segment of the curve, press the arrow keys to draw the first segment, and then press **SPACEBAR** again to complete this segment.

Freelance Graphics displays a straight dashed line. Since a curve requires at least three points, this first segment is always straight.

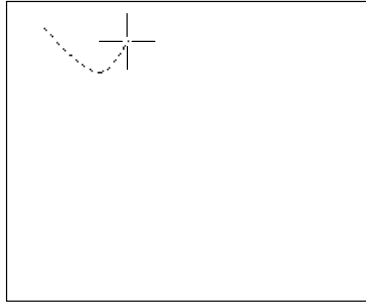


*To draw a cusp, click the mouse twice or press **SPACEBAR** twice at the point of the cusp. Don't click twice too fast, or you will complete the curve.*

*To close and fill the curve, choose Arrange Convert To Polygons.*

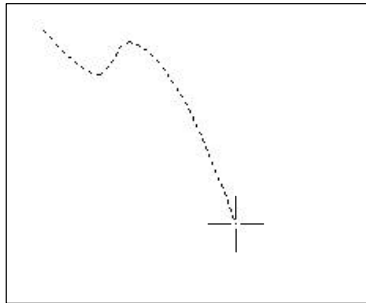
4. Drag and release the mouse button to draw and complete the second segment of the curve. Alternatively, press **SPACEBAR** and the arrow keys to draw and complete the second segment of the curve, and then press **SPACEBAR** again to complete this segment.

**Note** If you are drawing with the keyboard, you must press **SPACEBAR** twice between segments; once to end the first segment and once to begin the next segment.

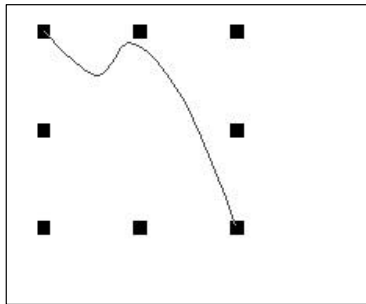


*You can press **BACKSPACE** to delete the last segment that you drew.*

5. Repeat Step 4 as many times as you want to add more segments to the curve.



6. Double-click without moving the mouse or press **ENTER** to complete the curve.



---

## Arcs

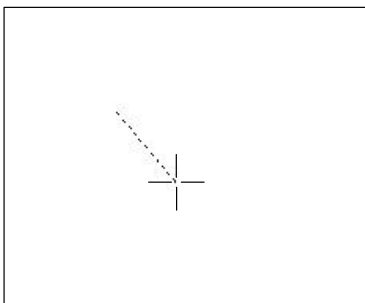
The following procedure shows how to draw an arc using the mouse or keyboard.

You can draw an arc with the mouse by dragging or by clicking the two endpoints of the arc and then clicking the third point to define the curvature of the arc. However, dragging the arc provides better visual feedback because you can see the curve change its shape as you drag the mouse.



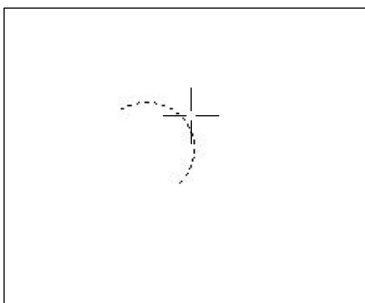
1. Click the Arc icon in the Toolbox.
2. Position the crosshair pointer at the first endpoint of the arc.
3. Drag the mouse to the second endpoint of the arc, then release the mouse button. Alternatively, press **SPACEBAR** to anchor the first endpoint of the arc, press the arrow keys to move to the second endpoint, and then press **SPACEBAR** again to define the two endpoints of the arc.

Freelance Graphics displays a dashed line.

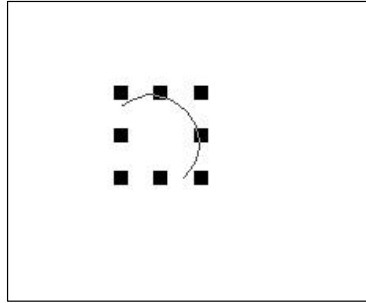


4. Drag a third point, or press **SPACEBAR** and then the arrow keys to create the third point, which forms the curvature of the arc.

As you drag or press the arrow keys, Freelance Graphics shows a dashed outline of the arc.



5. Release the mouse button or press **ENTER** to complete the arc.



## Freehand Objects

The following procedure shows how to drag the mouse or use the arrow keys to draw objects. Use this procedure to create sketches or detailed drawings.

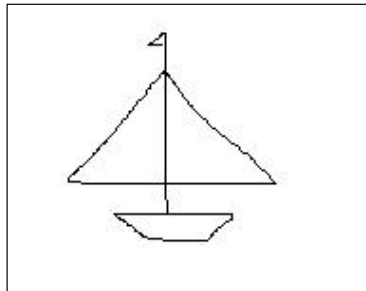


1. Click the Freehand icon in the Toolbox.
2. Position the crosshair pointer where you want the line to begin.
3. Drag the pointer, or press **SPACEBAR** and then press the arrow keys to draw the object.



If you marked the Snap to grid check box in the Units & Grids dialog box, clicked the Turn Grid Snapping On icon, or pressed **SHIFT+F7**, dragging the crosshair pointer or pressing an arrow key constrains the drawing segment to increments of one grid unit.

*Press **BACKSPACE** as you are drawing to temporarily stop drawing while you move the pointer to a new location.*



4. Release the mouse button or press **ENTER** to finish the drawing.

## Zoom In for Detailed Work



To select a small object within a large, complex object, zoom in on the area around the object and choose *Edit Select Cycle*, which cycles through visible objects only.

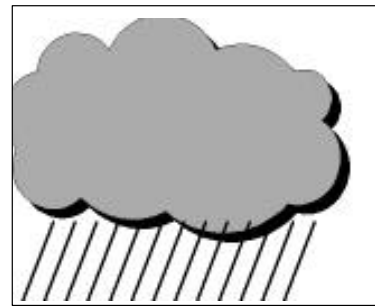
Freelance Graphics lets you zoom in for a closer view to work on a detailed section of a drawing.

1. Choose View Zoom In or click the Zoom Page icon.

If you chose View Zoom In, Freelance Graphics automatically magnifies the drawing.

If you clicked the Zoom Page icon, the mouse pointer changes to a magnifying glass pointer and you can do one of the following:

- Click the area of the drawing you want to enlarge.
- Drag a rectangle to define the area you want to zoom in on.



2. When you have completed your work, do one of the following:

| <i>To</i>   | <i>Do this</i>  |
|---|---|
| Return to the last view                                     | Choose View Last.                                       |
| Return to the original view                                 | Choose View Full Page or click the View Full Page icon. |
| Decrease the amount of drawing area you see (zoom in again) | Choose View Zoom In or click the Zoom Page icon.        |
| Increase the amount of drawing area you see (zoom out)      | Choose View Zoom Out.                                   |





## Customize the Drawing Environment

You can customize the drawing environment to reflect your working style. You can, for example, change the default attributes of drawing tools, choose drawing tool and display preferences, and adjust the size of the crosshair.

### Change the Attributes of a Drawing Tool

You can customize the Toolbox tools so that the objects you draw have the attributes or characteristics you want. For example, you can set the Rectangle tool to draw all rectangles with a blue edge, a yellow area, and a drop shadow.

When you change the default attributes for a drawing tool, the next time you draw an object with that drawing tool in the current presentation, Freelance Graphics uses the new defaults.

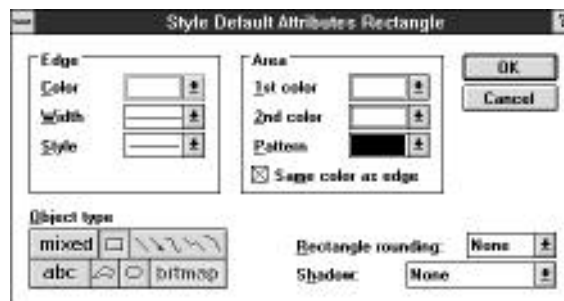
**Note** These defaults are saved with the current presentation *only*. When you create a new presentation, Freelance Graphics uses the built-in default presentation settings.

The following procedure shows how to set the default attributes for drawing rectangles. To change the attributes for other drawing tools, double-click the appropriate icon in the Toolbox in Step 1 for the drawing tool whose attributes you want to change.



*To set new default attributes for all the drawing tools at once, click Mixed as the Object type in the Style Default Attributes dialog box.*

1. Double-click the Rectangle icon in the Toolbox.
2. Modify the Style Default Attributes Rectangle dialog box. For example, unmark the Same color as edge check box in the Area group box and change 1st color in the Area group box to green. Then set Rectangle rounding to High.



3. Click OK to accept the changes.

Freelance Graphics closes the dialog box and leaves the rectangle tool selected and the pointer as the crosshair, so you can immediately draw a rectangle. Every rectangle you draw from now on in this presentation will be solid green with rounded corners.

**Notes** For lines, polylines, arcs, curves, and arrows, you cannot change arrowhead defaults. The Line, Polyline, Arc, and Curve drawing tools always add objects without arrowheads, and the Arrow drawing tool always adds a line with an arrowhead at its end.

After one of these objects is added to the page, however, you can choose whether and where to add an arrowhead. To do this, double-click the object and indicate the location and style of the arrowhead in the Arrowheads group box in the style attributes dialog box for the selected object.

You cannot change default attributes for bitmaps. To change the attributes for individual bitmaps, double-click the bitmap on the presentation page to display the Style Attributes Bitmap dialog box. See Chapter 6, Enhance Your Presentations with Symbols and Images, for more information on bitmaps.

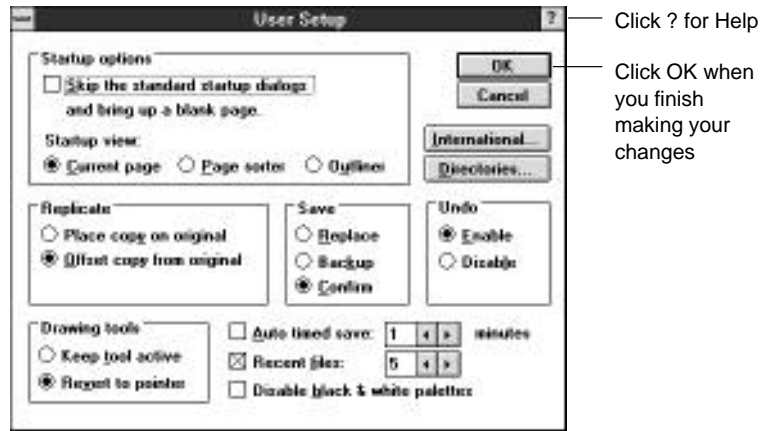
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## Change Drawing Preferences for All Presentation Sessions

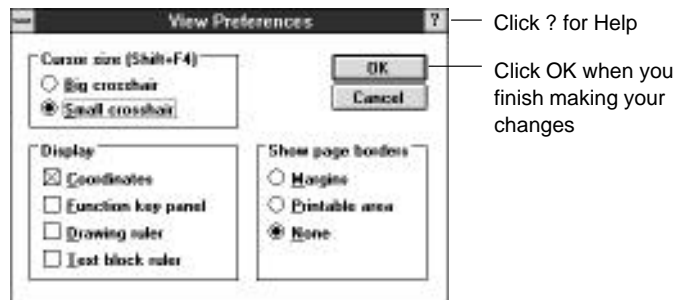
Some changes you make to customize your drawing environment affect the current presentation only, for example, the default object attributes or grid display. Other changes—such as keeping the drawing tool active or changing the size of the crosshair pointer—affect the current presentation as well as all presentations that you open or create.

You make these changes in the User Setup and View Preferences dialog boxes. As soon as you make a change in either of these dialog boxes, the change takes effect in the current presentation. And, when you open or create another presentation, Freelance Graphics also uses these changes.

1. Choose Tools User Setup.
2. Change settings in the User Setup dialog box.



3. Choose View View Preferences.
4. Change settings in the View Preferences dialog box.



Procedures for keeping the drawing tools active and changing the size of the crosshair pointer follow.

### Keep the Drawing Tools Active



You can choose whether to keep the drawing tools active. If you don't keep the drawing tools active, you must click the icon for the tool each time you draw an object; the crosshair reverts to a mouse pointer as soon as you draw the object. For example, if you click the Line icon and draw a line, you must click the Line icon again to draw another line.



If you keep the drawing tools active, you need only click the icon for that drawing tool in the Toolbox once and that tool remains active (until you click another drawing tool icon or the Selector icon). For example, clicking the Line icon once lets you draw as many lines as you wish without clicking the Line icon again. The Line tool remains active until you click the icon for another drawing tool or the Selector icon.

Follow these steps to keep the drawing tools active in the current presentation, as well as in other presentations that you open or create.

1. Choose Tools User Setup.
2. Click Keep tool active in the Drawing tools group box in the User Setup dialog box.
3. Click OK.

---

## Change the Crosshair Size

*You can also press **SHIFT+F4** (**CURSOR SIZE**) or click the Big Cursor and Small Cursor SmartIcons to switch between the two crosshair sizes.*

You can draw objects using either a small or large crosshair pointer. The small crosshair is compact; the large, full-screen crosshair is useful for aligning items as you draw.

Follow these steps to choose the size of the crosshair in the current presentation, as well as in other presentations that you open or create.

1. Choose View View Preferences.
2. Click Big crosshair or Small crosshair in the Cursor size group box in the View Preferences dialog box.
3. Click OK.

---

## For More Information

- Choose Help Search and type “Drawing objects” for more information about drawing objects.
- Choose Help Search and type “Drawing preferences” for more information about customizing the drawing environment.

---

# 13

## Edit Objects

*Choose Edit Undo or click the Undo Last Operation icon to undo a task and restore an object to its previous state. Press ESC to cancel an operation while editing an object.*

This chapter describes some of the many ways you can select, size, and move objects, including arrows, arcs, circles, symbols, text blocks, tables, charts, and OLE objects. It also describes ways in which you can edit individual points of drawn Freelance Graphics objects.

**? Help** Choose Help Search and type “Editing objects” for more information about selecting and editing objects.

**Note** If you are editing a single object on a screen with several complex objects, Freelance Graphics redraws portions of the screen each time you complete an edit. To save time, press ESC, and Freelance Graphics stops drawing the screen. This action does not delete objects. To redraw the screen completely, choose View Redraw, click the Redraw icon, or press **F9 (REDRAW)**.

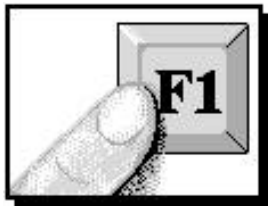


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## Select Objects



*Press **F1 (HELP)** at any time to display help on what you are doing.*



You must first select objects before editing, moving, deleting, or arranging them. You can select objects with the mouse or the Edit Select commands. You can also click the Select All icon to select all objects on a page.

Generally, it is more efficient to select objects by clicking them with the mouse. The Edit Select commands, however, are particularly useful when you want to select objects that:

- Share certain attributes or are of the same object type
- Are difficult to click (for example, when there are many overlapping objects on a page)

When an object is selected, Freelance Graphics displays handles (squares) on the perimeter of the object and, if the drawing ruler is displayed, the borders of the selected object or objects are indicated in the ruler. (To display the drawing ruler, choose View View Preferences and mark the Drawing ruler check box in the Display group box.) The cursor changes to a two-headed arrow when you move it over a handle to indicate that you can resize the object.

---

## Select One Object at a Time



You can select a single object by clicking the left mouse button.

- Click to select a single object *and* deselect all other objects.
- Press **SHIFT** and click to toggle selecting and deselecting a single object without deselecting other objects.

**Notes** If the object is an outline without color or pattern, you must click its edge to select it.

If you cannot select an object, this usually means the object is part of the page layout and not an object on your presentation page. Choose Edit Edit Page Layouts, click the Edit Page Layouts icon, or press **SHIFT+F9** and then edit the object on the appropriate page layout. Because the Basic Layout page layout provides the basis for many other page layouts, you may need to edit the object on that page layout.

---

## Select Multiple Objects

You can select multiple objects by clicking them or by dragging a box around or through them.

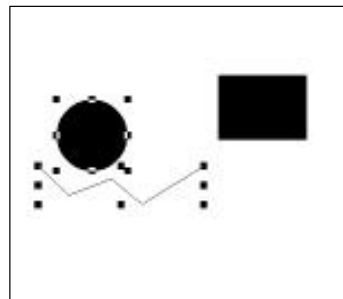
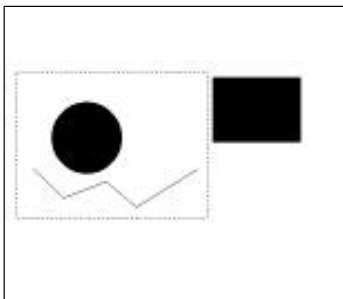
### By Clicking

1. Click the first object.
2. Press **SHIFT** and click each additional object.

### By Dragging a Box

You can select objects by dragging a box around or through them. By default, if you drag a box around several objects on a page, only objects that are completely within the box are selected. However, you can use the Edit Select commands to determine how Freelance Graphics selects objects when you drag a box.

1. Drag a box around the objects you want to select.



2. Release the mouse button.

Freelance Graphics selects all objects within the box.

Some of the other ways to select multiple objects are described in the following table.



| <i>To select</i>  | <i>Do this</i>  |
|---|---|
| All objects that touch the box you drag   | Choose Edit Select Touching and drag a box.                             |
| All objects on the current page   | Choose Edit Select All, click the Select All icon, or press <b>F4</b> . |
| Additional objects that match one or more selected objects. For example, you can select all rectangles, all objects with a yellow area, or all text in a certain typeface or size               | Choose Edit Select Like.  |
| Specific objects on the visible part of the page by cycling through them according to their drawing priority. If all the objects you want to select are not visible, choose View Zoom Out first | Choose Edit Select Cycle.   |

## Deselect Objects

You can quickly deselect objects on the page using one of the methods in the following table.

| <i>To deselect</i>                       | <i>Do this</i>   |
|--|--|
| All selected objects on the current page | Choose Edit Select None or click a blank area of the page. |
| One object at a time                     | Press <b>SHIFT</b> and click each selected object.         |

## Copy Objects

You can copy one or more selected objects on the current page, or to other pages in a presentation or other Windows applications.

### Copy Objects on the Same Page

You can copy selected objects on the same page without disturbing the contents of the Clipboard. You do this by replicating the objects. You can make multiple copies of a replicated object, and even change the size, angle of rotation, and distance between replicated objects.

*For special effects, you can change an object's size, position, or rotation between replications.*

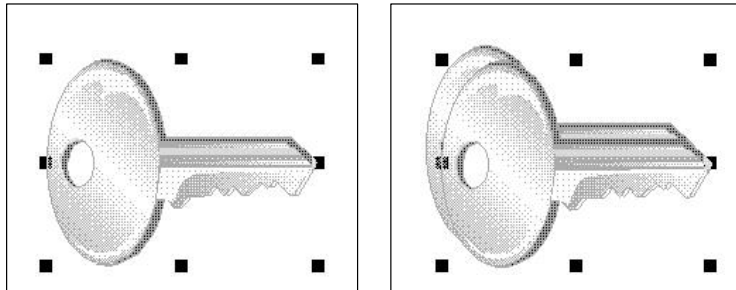


*To place a replicated object exactly on top of the original object, choose Tools User Setup and change the Replicate setting.*

**Note** Instead of replicating an object, you can select it, copy it, and then paste it to the same location where it was copied from on the current page. When you copy an object, however, Freelance Graphics stores the copied object on the Clipboard. See “Copy to Other Pages or Applications,” next, for more information.

1. Select the objects you want to replicate.
2. Choose Edit Replicate, click the Replicate icon, or press CTRL+F3.

Freelance Graphics copies the selected objects, offsetting the replication slightly below and to the right of the original object. The copy automatically becomes the selected object.

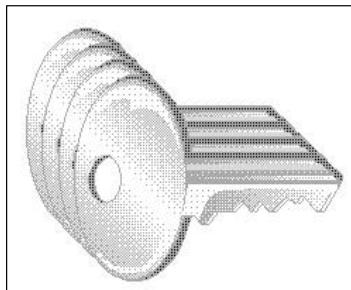


3. (Optional) Resize, move, or rotate the objects (or any combination of these), using the procedures in this chapter.

**Note** Make sure you don't deselect the object. If you do, repeat Steps 1 and 2 before you resize, move, or rotate the object.



4. Choose Edit Replicate, click the Replicate icon, or press CTRL+F3 as many times as you want to make multiple replications, each one offset the same amount as the last replication.





---

## Copy Objects to Other Pages or Applications



You can copy one or more selected objects to other presentation pages or applications using the Clipboard. To do this, choose Edit Copy, click the Copy icon, or press **CTRL+C**.

The Clipboard is the Windows area that stores cut or copied objects so that you can paste them back into a Freelance Graphics presentation or into another Windows application. The Clipboard keeps only the objects from the last cut or copy from Freelance Graphics, or from any other Windows application that placed objects on the Clipboard. Until you perform another cut or copy operation, you can paste an object from the Clipboard as many times as you want.



After you copy an object, choose Edit Paste, click the Paste icon, or press **CTRL+V** to place it on a page in the current presentation or another Freelance Graphics presentation, or in another Windows application that uses the same Clipboard format as Freelance Graphics.

**Note** See Chapter 14, Use Freelance Graphics with Other Applications, for more information on copying and pasting a metafile, bitmap, or text block on a page in a Freelance Graphics presentation.

Use the following procedure to copy and paste selected objects.

1. Select the objects you want to copy.
2. Choose Edit Copy, click the Copy icon, or press **CTRL+C**.
3. Go to the page (or application) where you want to paste the objects.
4. Choose Edit Paste or, if you're pasting to another page in a Freelance Graphics presentation, you can click the Paste icon or press **CTRL+V**.



---

## Delete Objects

There are two ways to delete objects: cut them to the Clipboard or clear them.

- Cutting places the selected objects on the Clipboard so you can paste them later.
- Clearing erases the selected objects without storing them on the Clipboard. You might clear selected objects if you don't want to paste them elsewhere or when you want to erase selected objects without losing the current contents of the Clipboard.

To restore an object that you cut, choose **Edit Paste** or click the **Paste** icon.



To cut or clear objects, complete the following steps.

1. Select the objects you want to delete.
2. Do one of the following:
  - Choose **Edit Cut**, click the **Cut** icon, or press **CTRL+X** to cut the selected objects.
  - Choose **Edit Clear**, click the **Delete** icon, or press **DELETE** to erase the selected objects.

## Size Objects

To change the size of an arrowhead, double-click the arrow and choose the size of the arrowhead in proportion to the line from the **Size** drop-down box in the **Arrowheads** group box.

You can size one or more objects using the mouse or keyboard by moving a handle on the object's perimeter. You move a handle by dragging the mouse or pressing the arrow keys. Usually, it's easier to use the mouse to size objects. Using the keyboard to size objects, however, offers a finer level of control.

When you size an object, you can change both its size and proportions, or just its size.

| <i>To change</i>   | <i>Do this</i>  |
|--|---|
| An object's width without changing its height            | Move a middle handle on the left or right side of the object. |
| An object's height without changing its width            | Move a middle handle on the top or bottom of the object.      |
| Both an object's width and height                        | Move a corner handle.   |
| An object's size <i>without</i> changing its proportions | Move a corner handle while holding down the <b>SHIFT</b> key. |

The direction of the two-headed arrow varies depending on the handle over which the pointer is positioned.

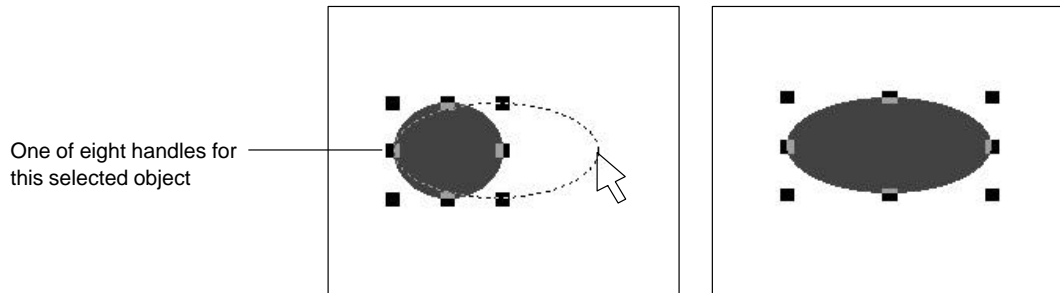


### With the Mouse

1. Select the objects you want to size.
 

When an object is selected, Freelance Graphics displays handles (squares) on the perimeter of the object and the mouse pointer changes to a two-headed arrow when it is positioned over a handle of the object.
2. Drag a handle to size the object. If more than one object is selected, drag a handle from one of the selected objects. See the previous table for information about which handle to drag.
 

A dashed outline shows the size of the objects.



3. Release the mouse button.

### With the Keyboard

1. Select the objects you want to size.
2. Press . (period).

Freelance Graphics displays a small, bold cross on a handle of the box around the selected objects. Press . (period) again to move to the next handle. In this way, you can select any handle around the perimeter of the object.

3. Press  $\uparrow$ ,  $\downarrow$ ,  $\rightarrow$ , or  $\leftarrow$  to size the objects.
4. Press ENTER to complete the sizing operation.

## Move Objects

You can move one or more objects on the current page, or move objects from one page to another with Edit Cut and Edit Paste (or the Cut and Paste icons).

### Move Objects on the Current Page

*It is often easier to move objects more precisely with the keyboard than with the mouse.*

To move an object from one location to another on the current page, complete the following procedure.

1. Select the objects you want to move.
2. Drag the objects to a new location, or press  $\uparrow$ ,  $\downarrow$ ,  $\rightarrow$ , or  $\leftarrow$  to move the selected objects in the direction you choose.

Each time you press an arrow key, you move a dashed outline of the selected objects one pixel or grid line (if you marked the Snap to grid check box in the Units & Grids dialog box) in that direction. To move faster, hold down the arrow key.

*The direction of the two-headed arrow varies depending on the handle over which the pointer is positioned.*



## Move Objects to Other Pages or Applications

You can move an object to another page or to another Windows application that uses the same Clipboard formats as Freelance Graphics. See Chapter 14, Use Freelance Graphics with Other Applications, for more information.

To move an object to another page, follow this procedure.

1. Select the objects you want to move.
2. Choose Edit Cut, click the Cut icon, or press CTRL+X to delete the object from the page and store it on the Clipboard.
3. Go to the page (or application) where you want to paste the object and choose Edit Paste or, if you move the object to another page in a Freelance Graphics presentation, click the Paste icon or press CTRL+V.



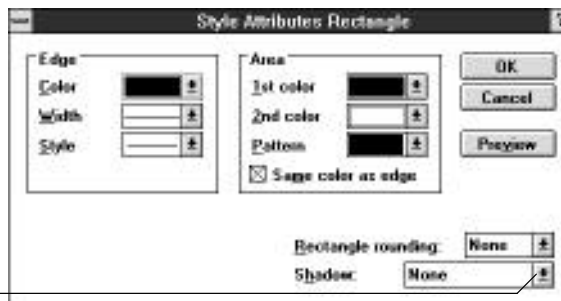
## Change Object Attributes

*Select an object and then choose Edit Select Like to select additional objects that have the same attributes.*

You can change the attributes—such as edge color and width, and area color and pattern—of one or more selected objects.

1. Select one or more objects of the same or different types.
2. Choose Style Attributes or double-click one of the objects.

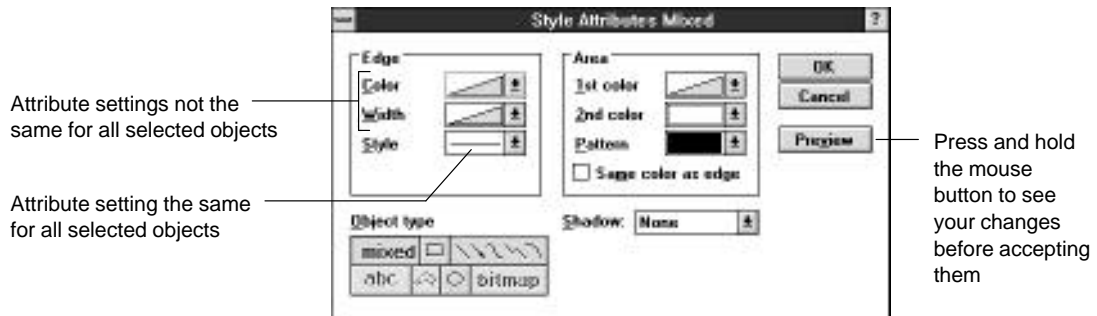
Freelance Graphics displays the appropriate style attributes dialog box for the selected objects. The following is the style attributes dialog box for rectangles.



Click ? for Help

Click to choose a drop shadow location

The following is the style attributes dialog box when you have different types of objects selected.



*Press Preview and hold the mouse button down to temporarily hide the dialog box and see your changes.*

The Style Attributes Mixed dialog box displays the attributes that the selected objects have in common. If the selected objects have different settings for an attribute, the box for that attribute is split diagonally into white and gray halves, such as Color and Width in the Edge group box and 1st color in the Area group box in the preceding illustration.

3. Make the changes you want.

To select different edge and 1st area colors, unmark the Same color as edge check box. By default, changing either the edge color or the area 1st color automatically changes both boxes to the selected color.

4. Click OK.

## Align, Space, Flip, and Rotate Objects

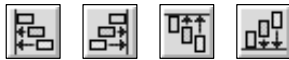
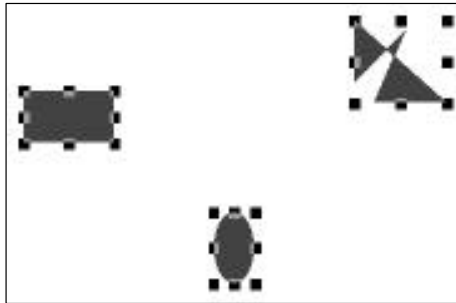
In addition to moving one or more objects, you can align, space, flip, or rotate them using the following procedures.

### Align Objects

*You can also use the grid snap feature to align objects. See "Draw with Precision" in Chapter 12.*

You can horizontally or vertically align objects, and center them, on a presentation page. You might align objects to help you create more precise drawings.

1. Select the objects you want to align.



2. Choose Arrange Align (or click the right mouse button on one of the objects and choose Align) and continue with Step 3, or click the appropriate alignment icon (Align Left, Align Right, Align Top, or Align Bottom).

If you click an icon, Freelance Graphics aligns the objects without displaying the dialog box shown in Step 3.

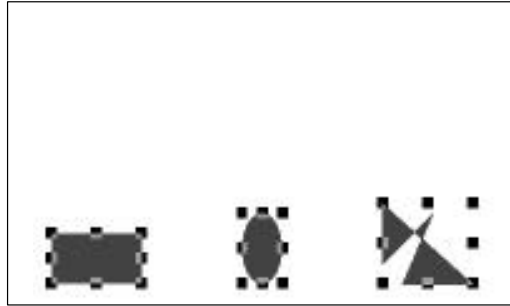
3. Complete the Align Objects dialog box.

Example of how the objects will be arranged



| <i>To line up selected objects</i>                        | <i>Do this</i>   |
|---|--|
| Along their left, right, top, or bottom edges             | Choose Align left sides, Align right sides, Align tops, or Align bottoms.  |
| Along their center points                                 | Choose Center in a column, Center in a row, or Center on a point.  |
| In a column, row, or on a point in the center of the page | Mark the Center on page check box <i>after</i> choosing Center in a column, Center in a row, or Center on a point. |

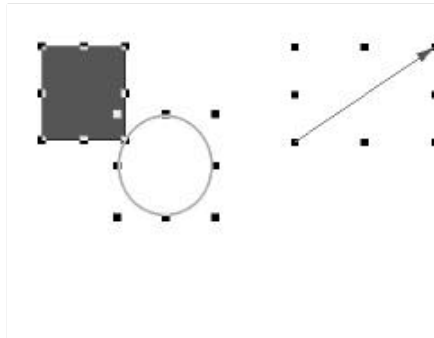
4. Click OK to arrange the objects as specified. The following example shows selected objects with their bottoms aligned.



## Space Objects

You can evenly space selected objects horizontally, vertically, or in both directions.

1. Select the objects you want to space.



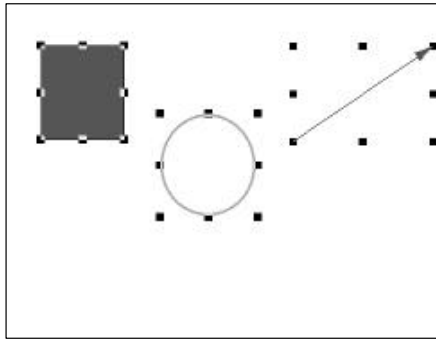
2. Choose Arrange Space and continue with Step 3, or click the Space Horizontally or Space Vertically icon.

If you click an icon, Freelance Graphics spaces the objects without displaying the dialog box shown in Step 3.

3. Complete the Space dialog box.



4. Click OK to space the objects as specified. The following example shows selected objects spaced evenly horizontally.




---

## Flip Objects

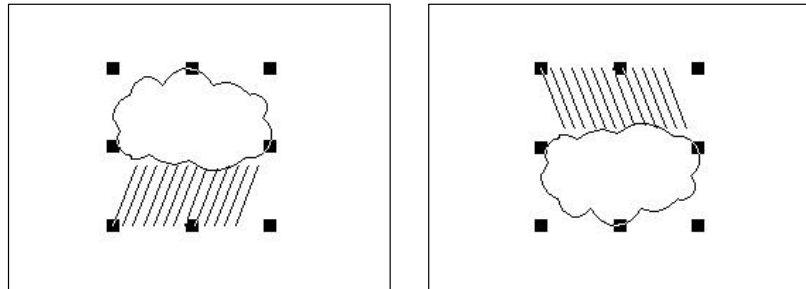
You can turn one or more selected objects horizontally or vertically around an axis that extends through the middle of the objects. This flips the objects from left to right or top to bottom.

**Note** You cannot flip individual charts, organization charts, tables, text blocks, OLE objects, or metafiles, but you can flip them in relation to other objects.

1. Select the objects you want to flip.
2. Choose Arrange Flip. Then choose Left to Right or Top to Bottom, or click the Flip Top to Bottom or Flip Left to Right icon.



The following illustrations show the result of flipping an object from top to bottom.




---

## Rotate Objects

*When rotating multiple objects, the center of all the objects is the point of rotation.*

You can turn one or more selected objects around their center.

**Notes** You cannot rotate charts, tables, or organization charts. You can only rotate bitmaps in 90-degree increments.

1. Select the objects you want to rotate.
2. Choose Arrange Rotate or click the Rotate icon.



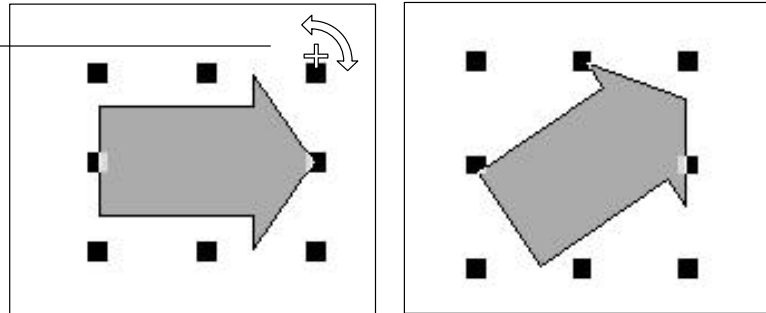


*Move the mouse further from the object for finer degrees of rotation.*

*Press **SHIFT** as you move objects to constrain the movements to 45-degree increments.*

Rotation pointer

3. Hold down the left mouse button and move the mouse to rotate the outline of the object.  
Freelance Graphics displays the angle of rotation in the edit line as you rotate an object. Freelance Graphics also displays a dashed outline that shows the rotation or a dashed rectangle for text.
4. Release the mouse button to complete the rotation.



## Group Objects

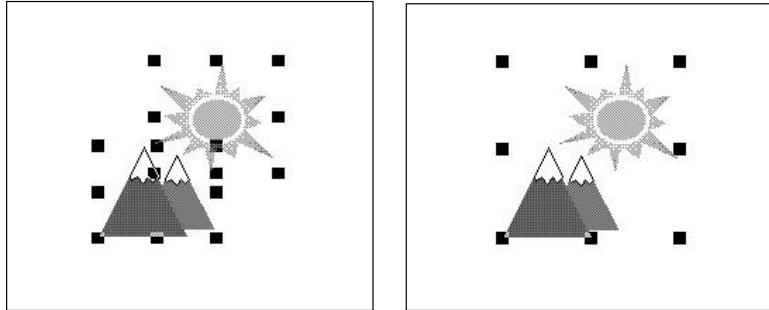
*To convert a grouped object to individual objects, select the grouped object and choose Arrange Ungroup or click the Ungroup icon.*



Sometimes it is useful to treat several objects as a single object. For example, if you create a complex drawing from many objects, you typically want to treat the result as a single object so that you can select it and size it easily, or perhaps save it as a symbol in the library. In general, it is easier to select, size, and copy grouped objects than it is to work with an ungrouped collection of objects.

1. Select two or more objects you want to group.  
Freelance Graphics displays Collection in the edit line near the top of the screen.
2. Choose Arrange Group, click the right mouse button on one of the objects and choose Group, or click the Group icon.

The objects are now combined into a single grouped object, as you can see by the handles on the newly formed object in the following illustration. The edit line now reads Group. Note that you can still edit attributes by double-clicking the grouped object and making changes to the attributes for it.




---

## Connect Lines

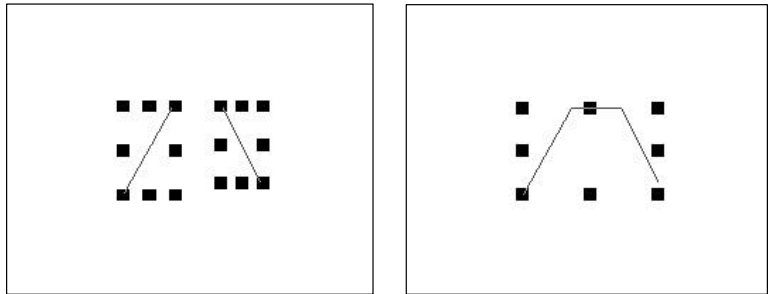
*Arrange Connect Lines connects objects with lines. Arrange Group treats several objects as a single object.*

*If you connect arrows, arrowheads appear only on the ends of the resulting arrow.*

You can connect two or more lines, arcs, arrows, or curves to create a single object with Arrange Connect Lines.

1. Select the lines and/or curves you want to connect.
2. Choose Arrange Connect Lines.

Freelance Graphics connects the objects by adding a third line segment between the closest start or endpoints on each object.




---

## Edit an Object's Points

You can change the shape of lines, curves, arcs, polygons, and freehand drawings by editing their points. Points determine the segments that make up a line, curve, arc, polygon, and freehand drawing.

**Note** To change the shape of rectangles and circles, convert them to polygons first using the command Arrange Convert To Polygons.

To edit points, you must be in edit points mode. To enter edit points mode:



- Choose Arrange Points Mode, click the Points Mode icon, or press **SHIFT+F6**.

You can now move, add, or delete points from an object to change its shape. You can also edit the points of more than one object at once.



Freelance Graphics remains in edit points mode until you choose Arrange Points Mode, click the Points Mode icon, or press **SHIFT+F6** again.

When you are in edit points mode:

- Points Mode on the Arrange menu has a check mark next to it.
- Freelance Graphics displays EDIT PTS on the left side of the Freelance Graphics window title bar.
- The pointer is an arrow with a circle in the arrowhead. If you choose Arrange Edit Points Add Point, the pointer has a plus sign in it.
- Instead of the usual eight handles for lines, curves, polygons, and freehand drawings, a selected object has a handle between each segment and at its start and endpoints.



**Note** Sometimes, two handles in the same location may not be visible.

---

## Move Points

You can change the shape of an object by dragging one or more points.



**Note** If you mark Snap to grid in the Units & Grids dialog box, click the Turn Grid Snapping On icon, or press **SHIFT+F7**, dragging the mouse or pressing the arrow keys constrains the movements to increments of one grid unit.



1. Choose Arrange Points Mode, click the Points Mode icon, or press **SHIFT+F6** to enter edit points mode.

2. Select an object.

Each vertex displays a hollow handle, to indicate which points you can edit.

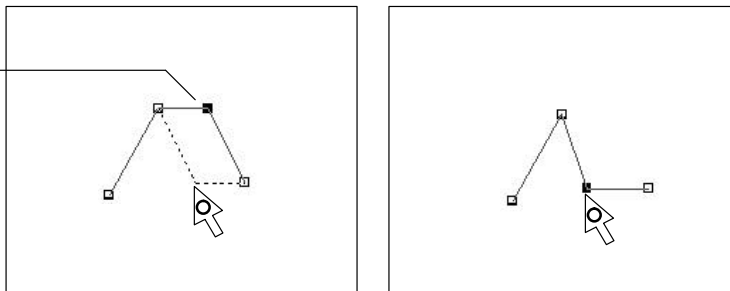
3. Drag the point you want to move to a new location.

When you do this, Freelance Graphics fills that point's handle to indicate that this is the point you are editing.

4. Release the mouse button.

*To change the shape of a single line segment, add points to the segment and then move the added points. See "Add Points" later in this chapter.*

Point that is moving



5. Choose Arrange Points Mode, click the Points Mode icon, or press **SHIFT+F6** again to leave edit points mode.

You can also move several points at once (even on different objects).

1. Drag a box around the points you want to move, or press **SHIFT** and click two or more points.
2. Drag any one of the points to move all selected points at once.
3. Release the mouse button.

*To deselect a point you selected, press **SHIFT** and click the point.*

### Move Points with the Keyboard

You can also use the keyboard to edit points more precisely.

1. With the mouse, click the points you want to move.
2. Press **↑**, **↓**, **←**, or **→** to move points in the specified direction.

Each time you press a direction key, the point moves one pixel or one grid line (if you marked the Snap to grid check box in the Units & Grids dialog box) in the specified direction.

3. Press **ENTER** to complete the move.

---

## Add Points

In edit points mode you can add points to an existing line, arrow, arc, curve, or polygon.



**Note** You cannot add points to a grouped object, such as a symbol you created from individual objects; first use Arrange Ungroup or click the Ungroup icon to ungroup the object.

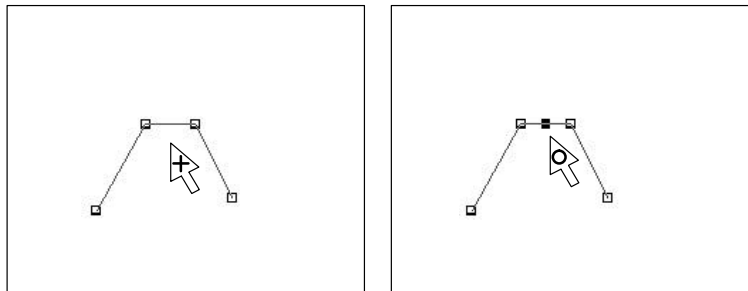


1. Choose Arrange Points Mode, click the Points Mode icon, or press **SHIFT+F6** to enter edit points mode.
2. Select a line, arrow, arc, curve, polygon, or freehand drawing.
3. Choose Arrange Edit Points Add Point or press **INSERT** to add a point.



A plus sign (+) appears in the mouse pointer.

- Click the edge of the object where you want to add a point. Freelance Graphics automatically adds the point where you clicked and selects it. The pointer reverts to the normal edit points mode pointer, so that you can easily reposition the new point.
- Repeat Steps 3 and 4 to add other points.



- Choose Arrange Points Mode, click the Points Mode icon, or press **SHIFT+F6** again to leave edit points mode.

## Delete Points

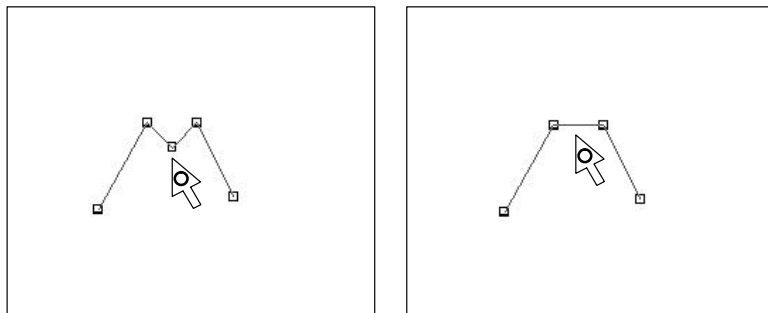
*You can delete lines, curves, or polygons in edit points mode by deleting all the points of the object.*



You can delete points from a line, curve, or polygon to change its shape.

- Choose Arrange Points Mode, click the Points Mode icon, or press **SHIFT+F6** to enter edit points mode.
- Select one or more points on the object.
- Choose Arrange Edit Points Delete Points or press **DELETE**.

Freelance Graphics redraws the object as determined by the remaining points.



- Choose Arrange Points Mode, click the Points Mode icon, or press **SHIFT+F6** again to leave edit points mode.

## Edit Curves

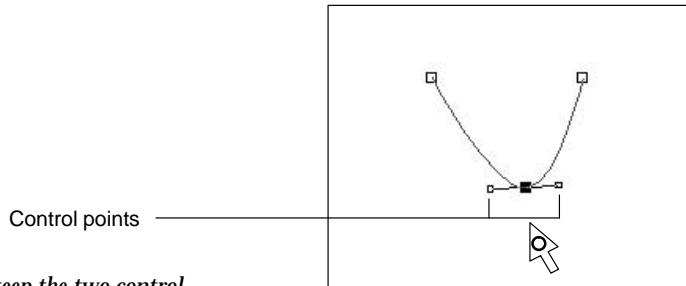
You can change the shape of a curve by editing the vertices of the curve. To move a point on a curve, you use the same procedure as for moving points on other objects.

Because Freelance Graphics creates Bézier curves, each point on a curve also has two control points. You can edit these control points for even finer control of the shape of the curve, and to add a cusp to the curve, as described in the following procedure.



1. Choose Arrange Points Mode, click the Points Mode icon, or press **SHIFT+F6** to enter edit points mode.
2. Select a curve.
3. Click a point on the curve that you want to edit, other than the endpoints.

Freelance Graphics fills the handle of the selected point. The two control points for the selected point are shaped like a barbell and lie on a straight line on either side of the selected point.

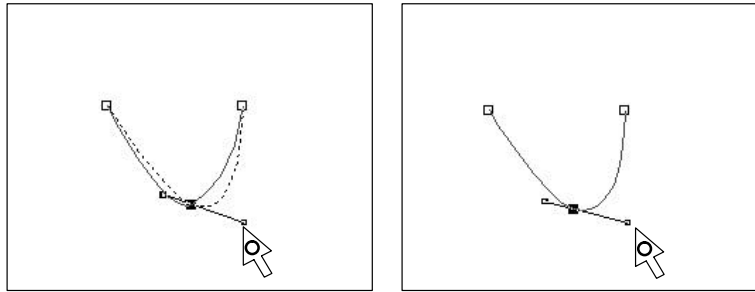


*To keep the two control points equidistant from the vertex and make the curve regular, press **SHIFT** as you drag a control point.*

*To add a cusp to a curve, press **CTRL** as you drag one control point, angling the half of the barbell you are dragging.*

4. Drag one of the two control points in any direction you want. A dashed line shows the shape the curve will take when you release the mouse button.

Think of a control point as a magnet that pulls the curve: the longer the arm of the control point, the farther the curve is pulled. Note that the opposite side of the barbell stays in line with the one you are dragging, but remains at a fixed distance from the vertex. This gives you more control over individual curve segments.



5. Choose Arrange Points Mode, click the Points Mode icon, or press **SHIFT+F6** again to leave edit points mode.

## Break Objects Apart

You can divide both open and closed objects into smaller objects. For example, you can use Arrange Edit Points Break to modify a complex object. You can also break an object apart if you want to create a new object using part of an existing object.

When you break an open object, you create two or more open objects. When you break a closed object, you create two or more closed objects. (Freelance Graphics adds lines to the objects to maintain their closure.)

**Note** To break circles or rectangles, you must first convert them to lines (open objects) or polygons (closed objects) with Arrange Convert To Lines or Arrange Convert To Polygons.

## Break Lines and Curves



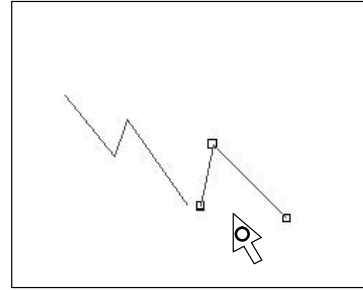
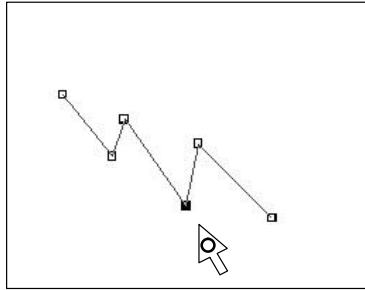
You can break a line or curve at any of its points. The following steps describe how to break a line with several segments. The steps for breaking a curve are identical.

1. Choose Arrange Points Mode, click the Points Mode icon, or press **SHIFT+F6** to enter edit points mode.
2. Select the points on the line where you want the breaks to occur.

To select a single point, click the point; to select more than one point, press **SHIFT** and click each additional point. You can also drag to select points.

3. Choose Arrange Edit Points Break.

Freelance Graphics breaks the line into segments at the points you selected. Click the left mouse button anywhere on the page except on the selected object; then select and drag one of the line segments to make the break visible.



4. Choose Arrange Points Mode, click the Points Mode icon, or press **SHIFT+F6** again to leave edit points mode.

## Break Polygons



You can also cut polygons into two or more separate objects with Arrange Edit Points Break.

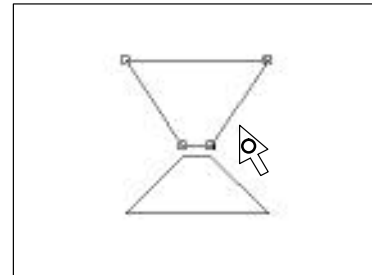
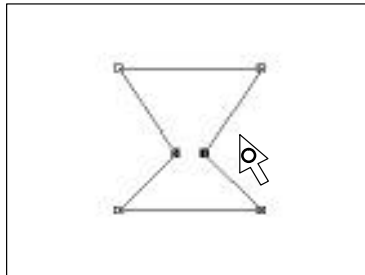
1. Choose Arrange Points Mode, click the Points Mode icon, or press **SHIFT+F6** to enter edit points mode.
2. Select two or more points on the polygon at the points at which you want the polygon to break.

To select the first point, click the point; to select other points, press **SHIFT** and click each additional point. You can also drag to select points.

The points you choose must define an area. In other words, you cannot choose two adjacent points.

3. Choose Arrange Edit Points Break.

Freelance Graphics connects the points you selected to create separate objects. Click the left mouse button anywhere on the page except on the selected object; then select and drag one of the objects to make the break visible.



4. Choose Arrange Points Mode, click the Points Mode icon, or press **SHIFT+F6** again to leave edit points mode.

*If there is not a point at the location where you want to break an object, you must first add a point. See "Add Points," earlier in this chapter.*



---

## Convert Open Objects to Closed Objects

Open objects, such as lines, curves, and arcs, do not have connected start and endpoints. Closed objects, such as rectangles, circles, and polygons, have their start and endpoints connected and can be filled with a color or pattern.

You cannot add patterns or area color to open objects. You can, however, close an open object. When you do so, Freelance Graphics fills it automatically.

**Note** If the default pattern for a polygon is set to None, after you close an open object, the object will not appear to fill. To fill the closed object, double-click the object and choose a Pattern instead.

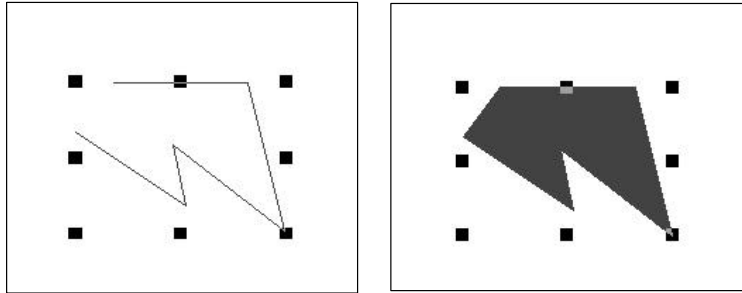
Note what happens when you close various objects:

- A multi-segmented line (a polyline) becomes a polygon.
- A curve, or an object made up of lines and curves, becomes a polygon.
- An arc becomes a polygon, with its endpoints connected by a curved line.
- If the object has an arrowhead, Freelance Graphics removes the arrowhead.
- If you close a line with markers, Freelance Graphics removes the markers.
- When you convert a polyline to a polygon, the polygon assumes the default fill color and pattern for polygons; the edge keeps the attributes it had before you converted the line.
- The command Arrange Convert To Polygons does not combine objects. If, for example, you have more than one open object selected, each is turned into a separate closed object.

To convert an open object to a closed object, use the following procedure.

1. Select the open object, such as a multi-segmented line, as shown in the following illustration.
2. Choose Arrange Convert To Polygons.

Freelance Graphics connects the start and endpoints of the original object with a line segment and fills the now closed object.



## Convert Closed Objects to Open Objects

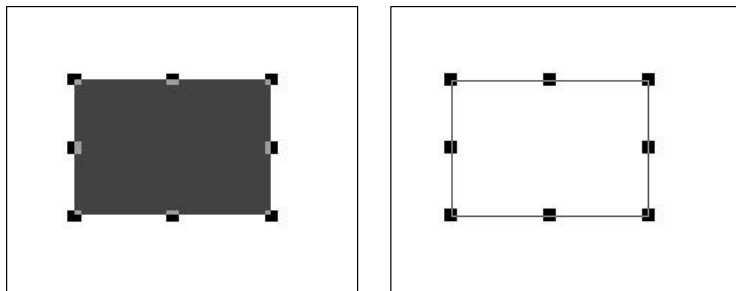
You can convert closed objects to open objects with Arrange Convert To Lines. Note how this command affects various objects:

- A polygon or shape becomes a line or curve, or a combination of the two. Freelance Graphics disconnects the start and endpoints. The resulting object loses the area options of color and pattern.
- A rectangle becomes a rectangular multi-segmented line (a poly-line) with four segments and no fill. It is now an open object.
- A circle becomes a curved line.

To convert a closed object to a line or curve, use the following procedure.

1. Select the closed object.
2. Choose Arrange Convert To Lines.

Freelance Graphics opens the selected object and removes any fill (color and pattern).



---

## Tips



- Every object you add to a Freelance Graphics presentation has a drawing priority, or drawing sequence. The **drawing priority** is the order in which Freelance Graphics stacks overlapping objects on the page. Usually, this is the order in which you add objects to the page. Sometimes, as you add objects to a page, one or more of them can become hidden beneath other objects.

To change the drawing priority of an object, select the object and choose one of the Arrange Priority commands or click the Bring to Front, Send to Back, Forward One, or Back One icon. You can also use the accelerator keys **SHIFT+F8** and **F8** to send forward one or fall back one, respectively. Choose Help Search and type “Drawing priority” for more information.

- If you select a chart or a metafile and then choose Arrange Ungroup or click the Ungroup icon, Freelance Graphics displays a message asking if you really want to ungroup the object. If you click YES, Freelance Graphics unlinks the chart or metafile from its source and splits it into individual objects. A chart still looks the same but is no longer linked to its data. As a result, it is not a chart. A metafile may not look exactly the same after you ungroup it.
- Click an object with the right mouse button to see a menu of common functions performed on that type of object. This menu appears right next to the mouse pointer.
- To add a drop shadow to an object, double-click the object, click the Shadow drop-down box in the object’s style attributes dialog box, and choose the location for the drop shadow.

---

## For More Information

- See “See the Big Picture” in Chapter 1 for information about deleting pages from a presentation.
- See Chapter 14, Use Freelance Graphics with Other Applications, for information about copying entire pages into presentations.
- Choose Help Search and type “Ungrouping” for more information about ungrouping metafiles.

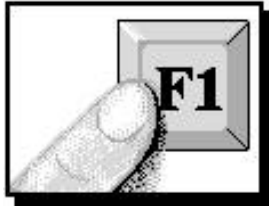


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# 14

## Use Freelance Graphics with Other Applications

*Press F1 (HELP) at any time to display help on what you are doing.*



You can use data, such as charts, symbols, and text, created by other software applications in Freelance Graphics. Conversely, you can save a Freelance Graphics page or even an entire presentation in standard graphic formats that you can use in other applications, such as Freelance Graphics for DOS and certain word processors, such as Ami Pro.

**Note** If you want to copy data to a Freelance Graphics chart or import a 1-2-3 chart to Freelance Graphics, see Chapter 5, Copy Chart Data from Other Applications.

---

### Four Ways to Transfer Data

There are four ways to transfer data to and from a Freelance Graphics presentation: using the Windows Clipboard, Object Linking and Embedding (OLE), the Import Data window, and the File Import and File Export commands.

The procedures in this chapter tell you how to use these methods to share data, such as charts, symbols, and text, between applications. The method you use depends on where the data is located. Use the following table to determine which method and which procedure best suits your needs.

---

| <i>If you want to</i>   | <i>Use this procedure in this chapter</i>  |
|---|--|
| Transfer text and graphics to or from another Windows application         | Share Data with Other Windows Applications |
| Copy objects or pages from one Freelance Graphics presentation to another | Share Data with Other Windows Applications |
| Make a presentation from an Ami Pro outline                               | Share Data with Other Windows Applications |

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*Continued*

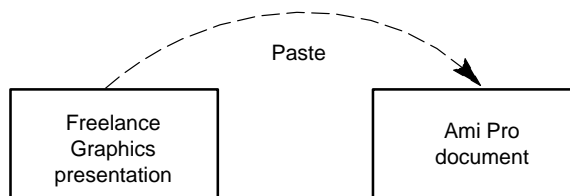
| <i>If you want to</i>  | <i>Use this procedure in this chapter</i>   |
|--|---|
| Embed a Freelance Graphics presentation in another Windows application                                     | Embed Objects in Applications               |
| Embed a non-Freelance Graphics object in a presentation  | Embed Objects in Applications               |
| Link another Windows application to a Freelance Graphics presentation                                      | Embed Objects in Applications               |
| Link a presentation to a non-Freelance Graphics object   | Embed Objects in Applications               |
| Transfer data from a WK?, WR?, XLS, ASCII, dBase, or SYLK file to a Freelance Graphics text block or table | Copy Data from Files                        |
| Import an entire file into Freelance Graphics  | Import Files from Other Applications        |
| Export a file from Freelance Graphics  | Export Files to Use with Other Applications |

## Share Data with Other Windows Applications

The Windows Clipboard is a fast way to transfer data between two Windows applications. The Clipboard lets you transfer data, such as charts, symbols, or text, without first having to save it to a file. You can use the Clipboard to paste or link the data.

When you **paste** the data, you copy the data as it is on a one-time basis.

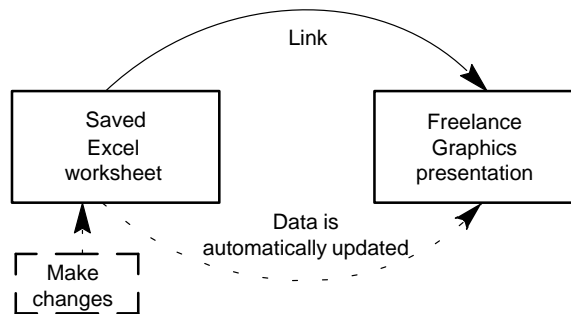
*Pasted data is copied once.*



When you **link** the data, you copy the data as it is and you establish a link between the data in both Windows applications. The application that created or owns the data is called the **server application**.

The application that is using the data is called the **client application**. Linked data is automatically updated in the client application when it is updated in the server application.

*Linked data is updated when it is changed in the original application or file.*



For example, if you copy data from Excel into your presentation, Excel is the server application and Freelance Graphics is the client application. Your presentation is automatically updated when the data is updated in Excel. If you copy a presentation page from Freelance Graphics to Ami Pro, Freelance Graphics is the server application and Ami Pro is the client application. When you update the page in Freelance Graphics, it is automatically updated in Ami Pro.

When you link the data, you create a Dynamic Data Exchange (DDE) link. Depending on the object that you link to, the link may be more specifically called a **metafile link** (for pictures and other graphics), a **table link** (for tables), or a **text link** (for text). If the server application supports Object Linking and Embedding (OLE), you can double-click the data to launch the server application, if it is available.

**Note** You can also use the Clipboard to paste and link data to Freelance Graphics charts. When you link data to a chart, you create a DDE link. Chapter 5, Copy Chart Data from Other Applications, contains information about links to charts.

As described in the following procedures, you place data, such as charts, symbols, or text, on the Clipboard with Edit Cut or Edit Copy. Edit Cut removes the data from its original location. Edit Copy makes a copy of the data. You place the data and objects into a Freelance Graphics presentation or other Windows applications with Edit Paste or Edit Paste Special commands. Edit Paste simply places the data in the new destination. Edit Paste Special lets you choose the format of the data. Additionally, Edit Paste Special lets you choose to establish a link between the data and its original source.

*Use the Clipboard to move data from one page of a presentation to another (or from one presentation to another).*

Note that the Clipboard stores the data from the most recent Edit Cut or Edit Copy until you do one of the following:

- Perform a new Edit Cut or Edit Copy command, which replaces the existing data on the Clipboard
- Open the Clipboard application and delete the data
- Close the Windows operating system

You can repeatedly paste or link the data as long as it remains on the Clipboard.

**Notes** To transfer data to or from a Freelance Graphics presentation to another Windows application using the Clipboard, you must be able to run both Freelance Graphics *and* the other application in Windows.

If another Windows application does not support the Clipboard formats used by Freelance Graphics, that application's paste and/or paste special commands may be dimmed.

You can choose Edit Undo or click the Undo Last Operation icon to undo Edit Paste, Edit Paste Special, and Edit Cut. When you undo Edit Cut, the data and objects are restored to the page and remain on the Clipboard.




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## Copy or Move Data to Other Applications

*To copy an entire page to the Clipboard, select the page in Page Sorter view and choose Edit Copy or click the Copy icon.*

You can copy or move data to the Clipboard with Edit Copy and Edit Cut, respectively. You can then paste this data into other Windows applications that support the Clipboard with Edit Paste or Edit Paste Special. For example, you can include a graphic from Freelance Graphics in an Ami Pro or Lotus Notes® document by using this procedure.

You can copy or cut any number of selected objects or pages from a presentation to the Clipboard. Freelance Graphics places an object on the Clipboard in a proprietary format of Freelance Graphics and in other public Clipboard formats used by Windows applications. Depending on the selected object type, Freelance Graphics supports the following public Clipboard formats: OLE object, Windows metafile, bitmap, device independent bitmap, and text. Both metafiles and bitmaps are pictures. However, metafiles produce better results when sized, and they can be ungrouped into individual objects.

**Note** To link data to another application or Freelance Graphics presentation, you must copy an entire page from a saved presentation to the Clipboard.



Complete the following steps to copy or cut and paste objects or pages to another application.



1. Select one or more objects or pages.
2. Choose Edit Copy, click the Copy icon, or press **CTRL+C**, or choose Edit Cut, click the Cut icon, or press **CTRL+X**.
3. Activate the application in which you want to paste the object or page.
4. Choose the Edit Paste or Edit Paste Special command from within that application.

**Note** The precise format of the pasted objects or pages depends on which Clipboard formats the destination application supports. See the application's documentation for information on the Clipboard formats it supports.

---

## Copy or Move Data from Other Applications

You can copy or move data, such as charts, symbols, or text, from another Windows application into Freelance Graphics using the Clipboard. Freelance Graphics supports the following public Clipboard formats: OLE object, Windows metafile, bitmap, device independent bitmap, text, formatted table, and unformatted table.

1. Activate the application that contains the data you want to use in Freelance Graphics.
2. Copy or cut the data you want from that application to the Clipboard.
3. Activate Freelance Graphics.
4. In Current Page view, choose Edit Paste, click the Paste icon, or press **CTRL+V**, or choose Edit Paste Special or click the Paste Special icon to paste the contents of the Clipboard to the current page. To link the data, choose Edit Paste Special and click Link.



**Note** The Link option is not available if you cut the data from the server application or if the Link option is not supported by the server application.

The type of object pasted depends on which formats are placed on the Clipboard by the other application and whether you use Edit Paste or Edit Paste Special. If you use Edit Paste, Freelance Graphics pastes the first format it finds on the Clipboard, as indicated in the following table. If you use Edit Paste Special, you may choose the format that Freelance Graphics uses to paste.

| <i>If you choose this format, or if it is the first format on the Clipboard</i> | <i>Freelance Graphics pastes</i> | <i>Notes</i>   |
|---|----------------------------------|--|
| OLE object  | An OLE object.                   | This is the preferred format.  |
| Metafile picture  | A metafile object.               | This is the preferred graphical format, since a metafile object can be sized without altering its appearance.  |
| Bitmap  | A bitmap image.                  | The appearance of graphics may change, especially when sized.  |
| Device Independent Bitmap   | A bitmap image.                  | The appearance of graphics may change, especially when sized.  |
| Text (unformatted)  | A text block.                    | Freelance Graphics will create a text block. If you are editing an existing text block, Freelance Graphics pastes the text at the insertion point in the text block. |
| Formatted table   | A table.                         | The table will look as it did in the original application.   |
| Unformatted table   | A table.                         | The table will be pasted with Freelance Graphics default attributes, not with the appearance and format used in the original application.                            |
| Lotus 1-2-3 Chart   | A 1-2-3 chart.                   | The chart will look as it did in 1-2-3, and you can change its attributes in the Chart Data & Titles window. See Chapter 5 for more information.                     |

---

## Copy Data to Outliner View

You can easily create or expand your presentation outline by pasting text into Outliner view. For example, you can copy an Ami Pro outline directly to Outliner view.

**Note** You cannot link data in Outliner view.

1. Activate the application that contains the data you want to use in your Freelance Graphics outline.
2. Copy the data you want from that application to the Clipboard.
3. Activate Freelance Graphics.



4. If you have not already done so, change to Outliner view by choosing View Outliner or clicking the Outliner icon.
5. Move the I-beam pointer to the position where you want to paste text and click.



6. Choose Edit Paste, click the Paste icon, or press CTRL+V to copy the contents of the Clipboard to the Outliner.

## View Links

Once you've created a link (by choosing Edit Paste Special and clicking Link), you can view the link to verify that it is correct or to change its Update mode.

1. Select the linked object in Current Page view.
2. Choose Edit Links.

Freelance Graphics displays the Links dialog box, which displays information about all the linked objects in your presentation. The information about the object you selected is highlighted.



Each link consists of three parts: Application, Topic, and Item, as described in the following table.

| <i>Part</i> | <i>Description</i>  |
|-------------|---|
| Application | An abbreviated form of the name of the application that is the source of the object, for example, 123w for 1-2-3 for Windows.   |
| Topic       | The path and name of the file that contains the original data.  |
| Item        | The specific data within the file to which the object is linked, for example, a page in another Freelance Graphics presentation or a range in a 1-2-3 for Windows worksheet file. |

*To update a link when the Update mode is Manual, select the object, choose Edit Links, and then click Update.*

3. If you want to change the Update mode, click Automatic or Manual. Use automatic update mode if you want to make sure that your object is always current. Use manual update mode when you want to control when the object is updated. All links are created with automatic update mode as the default.
4. Click Done.

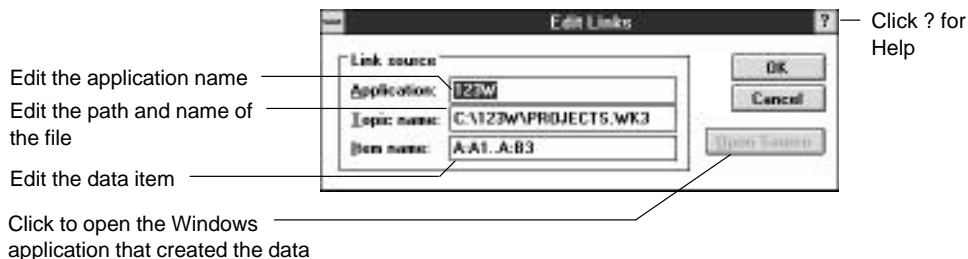
## Edit Links

The easiest way to edit a link is to delete it and recreate it by copying and linking the new data from the original application. However, you can select the linked object and then choose Edit Links Edit to change its Application, Topic, or Item.

1. Select the linked object in Current Page view.
2. Choose Edit Links.

Freelance Graphics displays the Links dialog box, which displays information about all the linked objects in your presentation. The object you selected is highlighted.

3. Click Edit.
4. Complete the Edit Links dialog box.



You may need to edit the Application, Topic, or Item, as described in the following table.

| <i>Part</i> | <i>Description</i>  |
|-------------|---|
| Application | An abbreviated form of the name of the application that is the source of the data, for example, 123W for 1-2-3 for Windows. Most likely, you will not need to edit this part of the link.   |
| Topic       | The path and name of the file that contains the original data. You may need to edit this, for example, if you move the file to a different directory.   |
| Item        | The data or object within the file to which the presentation is linked. You can edit the Item directly, for example, to extend the range of data that is linked to a chart. If the original file is a 1-2-3 file, the Item can be a 1-2-3 range name. |

**Note** The Open Source option is available only if the server application supports OLE; otherwise, it is dimmed. See the documentation for the server application for more information.

5. Click OK to close the Edit Links dialog box.
6. Click Done to close the Links dialog box.

---

## Delete Links

You can remove the link from an object. When you delete a link, the existing data remains unchanged, but it no longer reflects any future changes made to the data in the original application.

1. Select the linked object in Current Page view.
2. Choose Edit Links.

*To delete all the links in an entire presentation, choose Edit Links, click each link, and then click Delete.*

Freelance Graphics displays the Links dialog box, which displays information about all the linked objects in your presentation. The information about the link you selected is highlighted.

3. Click Delete to delete the link.
4. Click Done to close the Links dialog box.

---

## Embed Objects in Applications

Object Linking and Embedding (OLE) is a technology that lets you embed objects from one application into another application.

For example, you can embed a Freelance Graphics presentation into a word processing document. Then, while you are working in your word processing document, you can double-click the Freelance Graphics presentation, use Freelance Graphics to modify the

presentation and resave it, and then return to your word processing application to continue working on your document.

The application that contains the embedded object is called the **client application**. The application that created the object is called the **server application**. In the example above, the word processing application is the client and Freelance Graphics is the server.

When an object is embedded, the client application's file contains the embedded object (in the example, the word processing document file contains the Freelance Graphics presentation). Therefore, the client "owns" the object. Other people cannot access the object from the server application. Embedding is useful if you are the only one who uses and edits the object, and if you only intend to use the object in one place (in one document, for example). Embedding does, however, make it easy to transfer and copy files, since you only need to transfer or copy one file that includes the embedded object.

For comparison, when an object is linked, the client application's file contains a reference to the server application's file. The server application still "owns" the object. Other people can use the server application to access the object, and you can link to the object from more than one place. Linking makes it easy for other users to access and edit the object, but you need to remember to copy the linked file.

**Note** Not all Windows applications support OLE. Freelance Graphics supports OLE as both a client and a server. However, some programs support OLE as only one or the other. To find out if an application supports OLE as a server, client, or both, see the application's documentation.

You can use OLE to embed Freelance Graphics presentations in other Windows applications and embed other applications' objects into a presentation page.

*If you have already copied data or an object to the Clipboard from an OLE server, you can use Paste Special instead of Edit Insert Object. Then, if you choose a format other than the object format, you can link the object instead of embedding it.*

1. Activate the application into which you want to embed an object. This is called the **client application**.
2. Choose the appropriate insert command, for example, the Freelance Graphics command Edit Insert Object.
3. Choose the type of object to insert from the list box. For example, to embed a Freelance Graphics presentation into another application, choose Freelance Presentation.
4. Windows automatically activates the application that provides the type of object you chose, for example, Freelance Graphics. This is called the **server application**.

5. Use the server application as you normally would to open or create the desired object.
6. Choose File Update to embed the object in the client application.
7. Choose File Exit & Return to close the server application and return to the client application.

---

## Copy Data from Files

The Import Data window lets you paste selected data from a file without running the application that created the file. The Import Data window is a fast method of selectively retrieving text and numeric data from files.

Use the Import Data window to paste data from one of the following file types:

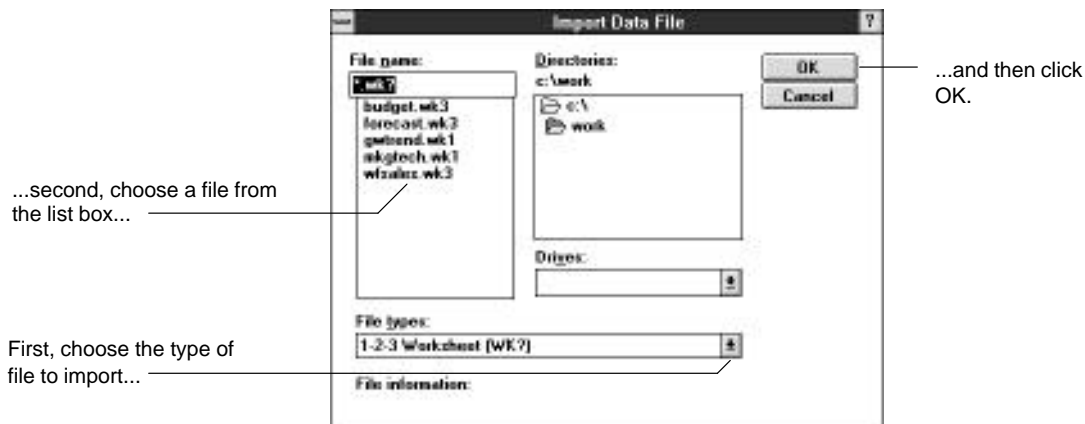
- 1-2-3 worksheet file (WK?)
- Microsoft Excel worksheet file (XLS)
- Symphony worksheet file (WR?)
- dBase file (DBF)
- American Standard Code for Information Interchange (ASCII) text or numeric file (PRN)
- American Standard Code for Information Interchange (ASCII) text or numeric file (TXT)
- Symbolic Link file (SYLK)

You can also use the Import Data window to paste or link data to a Freelance Graphics chart. See Chapter 5, Copy Chart Data from Other Applications, for more information.

You can use the Import Data window to copy a portion of data from a WK?, WR?, XLS, ASCII, dBase, or SYLK file into a Freelance Graphics text block.



1. In Current Page view, click the Import Data icon or press F6.
2. Complete the Import Data File dialog box.



**Note** If you have already used the Import Data window, Freelance Graphics assumes you want to use the same file and displays that file instead of the Import Data File dialog box. To specify a new file name, click the File button in the Import Data window to open the Import Data File dialog box.

Freelance Graphics displays the file you selected.

3. Select the data you want from the file.
4. Click OK.

Freelance Graphics displays a message notifying you that the data you selected has been copied to the Clipboard.

5. Click OK.



6. Choose Edit Paste, click the Paste icon, or press **CTRL+V** to copy the text onto the current page, or choose Edit Paste Special or click the Paste Special icon, and click the Text or Table format. Freelance Graphics creates a text block or table containing the data you copied.



*To paste the text into an existing text block, click the text block and position the I-beam pointer, and then choose Edit Paste or click the Paste icon.*

**Note** You can use the same procedure to import data from an ASCII text file into Outliner view. When you do, Freelance Graphics creates pages and text entries based on the indents in the file. For example, Freelance Graphics creates new pages with titles from all text in the file that is not indented. Text indented one space in the ASCII file becomes bulleted and indented paragraph style 1 text in the Outliner, and text indented two spaces becomes bulleted and indented paragraph style 2 text. You cannot link the data from the file to the outline. For more information on Outliner view, see Chapter 3, Work with the Outliner.



## File Import and File Export

The File Import and File Export commands transfer graphics and text files. Files are portable, and the applications among which you are sharing files do not have to be installed on the same computer or support Windows.

### Import Files from Other Applications

You can use File Import to transfer information from a variety of file formats into your presentation.

**?** **Help** Choose Help Search and type “Importing, file types” for additional information, including a list of all the file types you can import into Freelance Graphics.

**Notes** Additional file types may be supported in the future. Check your Freelance Graphics READ.ME file for additional file types.

Because imported objects are added to the page, you may want to create a new page before importing a file so that objects are not copied on top of other objects.

1. From Current Page view, choose File Import.
2. Complete the Import File dialog box.



Freelance Graphics adds the contents of the imported file to the current page and selects them. Any existing objects on the current page are left untouched.

Freelance Graphics imports a Windows metafile as a single object that you can move or size. To edit the components of a metafile object you must first use Arrange Ungroup or click the Ungroup icon.



*Mark the Include image with file check box in the Import File dialog box to include the imported image in the presentation file.*

---

## Import ASCII Files

*To import an ASCII file that is stored in a character set other than ANSI, choose Tools User Setup International and change the "File translation (code page)" setting in the International User Setup dialog box.*



*To see a list of ASCII files with a different extension, type a wildcard file name (as in \*.txt).*

When Windows or ANSI metafiles are imported, they are placed in a standard size in the center of the page. The aspect ratio is the same as in the original file. You can, of course, move or size them just like any object. See Chapter 13, Edit Objects, for more information about moving and sizing objects.

Many applications can create ASCII files, which are often used as a way of transferring text between applications. This is especially useful when you want to import a file from a DOS application. You can import an ASCII text file into an existing text block or as a new text block in a presentation page or SmartMaster page layout.

- If you are in text edit mode when you import an ASCII text file, Freelance Graphics places the text at the insertion point, and—if the block is a wrapping text block—wraps the text to fit the width of the text block. The text assumes the attributes in effect at the insertion point.
- If you are not in text edit mode when you import an ASCII file, a new text block is created. The text assumes the default paragraph style 1 settings. For more information on text and paragraph styles, see Chapter 2, Work with Text.

In either case, Freelance Graphics creates a new paragraph when it encounters a carriage return in the file and keeps the tabs that are in the file.

To import an ASCII file into an existing text block, use the following procedure.

1. Click the Text icon in the Toolbox and create a text block, or click an existing text block.
2. Choose File Import.
3. Complete the Import File dialog box.



*If an imported ASCII file extends beyond the page boundary, choose View Zoom Out or scroll the page to see all of the text.*

**Note** You can use the same procedure to create an outline by importing into Outliner view. When you import an ASCII file into Outliner view, Freelance Graphics creates the pages and text entries in the Outliner based on the indents in the ASCII file. For example, Freelance Graphics creates new pages with titles from all text in the file that is not indented. Text indented one space in the ASCII file becomes bulleted and indented paragraph style 1 text in the Outliner, and text indented two spaces becomes bulleted and indented paragraph style 2 text. For more information on Outliner view, see Chapter 3, Work with the Outliner.

## Export Files to Use with Other Applications

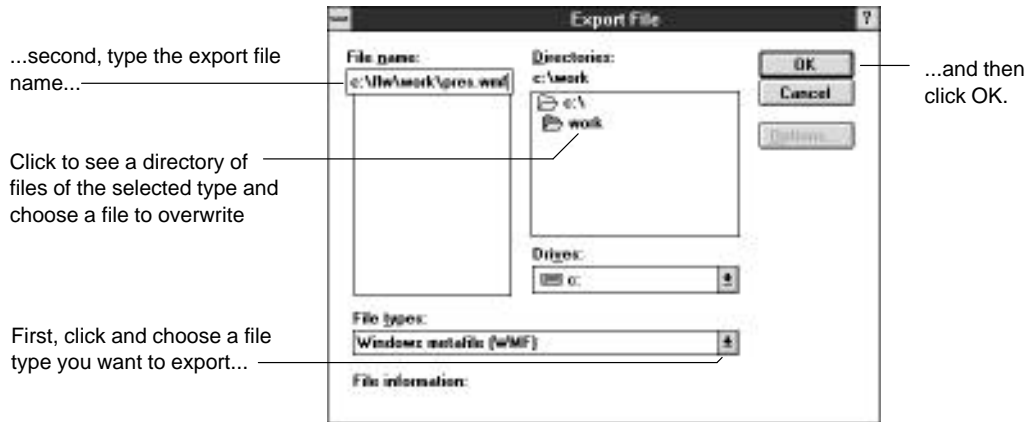
The File Export command copies a presentation page or an entire presentation from Freelance Graphics to a file format that other software applications can read.

**?** **Help** Choose Help Search and type “Exporting, file types” for additional information, including a list of all the file types you can export from Freelance Graphics.

**Note** Additional file types may be supported in the future. Check your Freelance Graphics READ.ME file for additional file types.

1. Choose File Export.
2. Complete the Export File dialog box.

**Note** You cannot export pages from Outliner view or while you are editing page layouts.



**Note** Click Options in the Export File dialog box if you want to create your own export profiles. The settings you can specify depend on the output file type you chose. Choose Help Search and type “Exporting, file types” for more information.

If you are overwriting another file, Freelance Graphics prompts you to confirm the export before continuing.

## Tips



- You can copy multiple pages to another Freelance Graphics presentation. To copy entire pages to the Clipboard, select the pages you want to copy in Page Sorter view. Then choose Edit Copy, click the Copy icon, or press CTRL+C. Note that you must paste the page into Page Sorter view. Unlike other objects, pages that have been cut or copied are not pasted back to their original location. Rather, they are pasted after the current page. (Note that if you paste or link the page in Current Page view, it comes in as a metafile or linked metafile. You can link only one page at a time.)
- You can send and receive messages (including presentation files) from Freelance Graphics using cc:Mail™ for Windows Release 1.2 or higher, Lotus Notes Release 2.1 or higher, the Microsoft Messaging Application Programming Interface (MAPI), or Vendor Independent Messaging (VIM). To install and use Notes, cc:Mail, or any other mail product, follow the instructions that come with each product. For information about sending and receiving messages within Freelance Graphics, choose Help Search and type “Mail.”

## **For More Information**

- Chapter 5, Copy Chart Data from Other Applications, provides information about copying spreadsheet and database data and charts to Freelance Graphics charts.
- Choose Help Search and type “Edit commands” for more information on the Edit Cut, Edit Copy, Edit Paste, and Edit Paste Special commands.
- Choose Help Search and type “File compatibility” for information on sharing files with Freelance Plus and other Freelance Graphics products.



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# A

## Freelance Graphics Character Set

Freelance Graphics uses the American National Standards Institute (ANSI) character set, which is supported by Windows, to display, print, and store characters. This appendix lists all the characters in the Freelance Graphics character set and their ANSI values.

If a character is on your keyboard, you can produce the character by typing it directly. If a character is not on your keyboard, you can produce the character in one of two ways.

- Type the compose sequence. (See the next section, “Compose Sequences,” for instructions.)
- Hold down ALT and type 0 and the character’s ANSI value on your numeric keypad, then release ALT. (See “Freelance Graphics Characters” later in this appendix for a table of characters and their corresponding ANSI values.)

**Notes** If your keyboard has two ALT keys, use the left ALT key to create a character in the Freelance Graphics character set.

Although you can include special characters in presentation file names, DOS does not support the characters in the following table in file names.

| <i>Description</i>  | <i>Character</i> | <i>Description</i>  | <i>Character</i> |
|---------------------|------------------|---------------------|------------------|
| Left quotation mark | “                | Slash               | /                |
| Backslash           | \                | Left bracket        | [                |
| Right bracket       | ]                | Colon               | :                |
| Left angle bracket  | <                | Right angle bracket | >                |
| Plus sign           | +                | Equal sign          | =                |
| Semicolon           | ;                | Comma               | ,                |
| Asterisk            | *                | Question mark       | ?                |
| Space               |                  |                     |                  |

## Compose Sequences

A compose sequence is a series of keystrokes you use to produce a character that is not on your keyboard. To produce a character that has a compose sequence, make sure Freelance Graphics is in text edit mode. Press ALT+F1 (COMPOSE) and type the compose sequence. For example, to create the character £, press ALT+F1 (COMPOSE) and type L=.

The table in the next section lists compose sequences for each character that has one.

**Note** If you type an invalid compose sequence, Freelance Graphics produces a space.

## Freelance Graphics Characters

The table that follows lists the ANSI values and compose sequences, and the characters they produce in Freelance Graphics. A large black dot indicates characters not supported by Windows.

| <i>ANSI value</i> | <i>Compose sequence</i> | <i>Character description</i> | <i>Character</i> | <i>ANSI value</i> | <i>Compose sequence</i> | <i>Character description</i> | <i>Character</i> |
|-------------------|-------------------------|------------------------------|------------------|-------------------|-------------------------|------------------------------|------------------|
| 0                 |                         | Not supported                | ●                | 16                |                         | Not supported                | ●                |
| 1                 |                         | Not supported                | ●                | 17                |                         | Not supported                | ●                |
| 2                 |                         | Not supported                | ●                | 18                |                         | Not supported                | ●                |
| 3                 |                         | Not supported                | ●                | 19                |                         | Not supported                | ●                |
| 4                 |                         | Not supported                | ●                | 20                |                         | Not supported                | ●                |
| 5                 |                         | Not supported                | ●                | 21                |                         | Not supported                | ●                |
| 6                 |                         | Not supported                | ●                | 22                |                         | Not supported                | ●                |
| 7                 |                         | Not supported                | ●                | 23                |                         | Not supported                | ●                |
| 8                 |                         | Not supported                | ●                | 24                |                         | Not supported                | ●                |
| 9                 |                         | Not supported                | ●                | 25                |                         | Not supported                | ●                |
| 10                |                         | Not supported                | ●                | 26                |                         | Not supported                | ●                |
| 11                |                         | Not supported                | ●                | 27                |                         | Not supported                | ●                |
| 12                |                         | Not supported                | ●                | 28                |                         | Not supported                | ●                |
| 13                |                         | Not supported                | ●                | 29                |                         | Not supported                | ●                |
| 14                |                         | Not supported                | ●                | 30                |                         | Not supported                | ●                |
| 15                |                         | Not supported                | ●                | 31                |                         | Not supported                | ●                |

*Continued*



| <i>ANSI value</i> | <i>Compose sequence</i> | <i>Character description</i> | <i>Character</i> |
|-------------------|-------------------------|------------------------------|------------------|
| 32                |                         | Space                        | Space            |
| 33                |                         | Exclamation point            | !                |
| 34                |                         | Double quotes                | "                |
| 35                | ++                      | Number sign                  | #                |
| 36                |                         | Dollar sign                  | \$               |
| 37                |                         | Percent                      | %                |
| 38                |                         | Ampersand                    | &                |
| 39                |                         | Close single quote           | '                |
| 40                |                         | Left parenthesis             | (                |
| 41                |                         | Right parenthesis            | )                |
| 42                |                         | Asterisk                     | *                |
| 43                |                         | Plus sign                    | +                |
| 44                |                         | Comma                        | ,                |
| 45                |                         | Minus sign                   | -                |
| 46                |                         | Period                       | .                |
| 47                |                         | Forward slash                | /                |
| 48                |                         | Zero                         | 0                |
| 49                |                         | One                          | 1                |
| 50                |                         | Two                          | 2                |
| 51                |                         | Three                        | 3                |
| 52                |                         | Four                         | 4                |
| 53                |                         | Five                         | 5                |
| 54                |                         | Six                          | 6                |
| 55                |                         | Seven                        | 7                |
| 56                |                         | Eight                        | 8                |
| 57                |                         | Nine                         | 9                |
| 58                |                         | Colon                        | :                |
| 59                |                         | Semicolon                    | ;                |
| 60                |                         | Less than                    | <                |
| 61                |                         | Equal sign                   | =                |

| <i>ANSI value</i> | <i>Compose sequence</i> | <i>Character description</i> | <i>Character</i> |
|-------------------|-------------------------|------------------------------|------------------|
| 62                |                         | Greater than                 | >                |
| 63                |                         | Question mark                | ?                |
| 64                | a a or AA               | At sign                      | @                |
| 65                |                         | A                            | A                |
| 66                |                         | B                            | B                |
| 67                |                         | C                            | C                |
| 68                |                         | D                            | D                |
| 69                |                         | E                            | E                |
| 70                |                         | F                            | F                |
| 71                |                         | G                            | G                |
| 72                |                         | H                            | H                |
| 73                |                         | I                            | I                |
| 74                |                         | J                            | J                |
| 75                |                         | K                            | K                |
| 76                |                         | L                            | L                |
| 77                |                         | M                            | M                |
| 78                |                         | N                            | N                |
| 79                |                         | O                            | O                |
| 80                |                         | P                            | P                |
| 81                |                         | Q                            | Q                |
| 82                |                         | R                            | R                |
| 83                |                         | S                            | S                |
| 84                |                         | T                            | T                |
| 85                |                         | U                            | U                |
| 86                |                         | V                            | V                |
| 87                |                         | W                            | W                |
| 88                |                         | X                            | X                |
| 89                |                         | Y                            | Y                |
| 90                |                         | Z                            | Z                |
| 91                | ((                      | Left bracket                 | [                |
| 92                | //                      | Backslash                    | \                |

*Continued*

| <i>ANSI value</i> | <i>Compose sequence</i> | <i>Character description</i> | <i>Character</i> |
|-------------------|-------------------------|------------------------------|------------------|
| 93                | )                       | Right bracket                | ]                |
| 94                | v v                     | Circumflex                   | ^                |
| 95                |                         | Underscore                   | _                |
| 96                |                         | Open single quote            | '                |
| 97                |                         | a                            | a                |
| 98                |                         | b                            | b                |
| 99                |                         | c                            | c                |
| 100               |                         | d                            | d                |
| 101               |                         | e                            | e                |
| 102               |                         | f                            | f                |
| 103               |                         | g                            | g                |
| 104               |                         | h                            | h                |
| 105               |                         | i                            | i                |
| 106               |                         | j                            | j                |
| 107               |                         | k                            | k                |
| 108               |                         | l                            | l                |
| 109               |                         | m                            | m                |
| 110               |                         | n                            | n                |
| 111               |                         | o                            | o                |
| 112               |                         | p                            | p                |
| 113               |                         | q                            | q                |
| 114               |                         | r                            | r                |
| 115               |                         | s                            | s                |
| 116               |                         | t                            | t                |
| 117               |                         | u                            | u                |
| 118               |                         | v                            | v                |
| 119               |                         | w                            | w                |
| 120               |                         | x                            | x                |
| 121               |                         | y                            | y                |
| 122               |                         | z                            | z                |
| 123               | ( -                     | Open curly brace             | {                |
| 124               | ^ /                     | Bar                          |                  |

| <i>ANSI value</i> | <i>Compose sequence</i> | <i>Character description</i> | <i>Character</i> |
|-------------------|-------------------------|------------------------------|------------------|
| 125               | ) -                     | Close curly brace            | }                |
| 126               | - -                     | Tilde                        | ~                |
| 127               |                         | Not supported                | ●                |
| 128               |                         | Not supported                | ●                |
| 129               |                         | Not supported                | ●                |
| 130               |                         | Not supported                | ●                |
| 131               |                         | Not supported                | ●                |
| 132               |                         | Not supported                | ●                |
| 133               |                         | Not supported                | ●                |
| 134               |                         | Not supported                | ●                |
| 135               |                         | Not supported                | ●                |
| 136               |                         | Not supported                | ●                |
| 137               |                         | Not supported                | ●                |
| 138               |                         | Not supported                | ●                |
| 139               |                         | Not supported                | ●                |
| 140               |                         | Not supported                | ●                |
| 141               |                         | Not supported                | ●                |
| 142               |                         | Not supported                | ●                |
| 143               |                         | Not supported                | ●                |
| 144               |                         | Not supported                | ●                |
| 145               |                         | Open single quote            | '                |
| 146               |                         | Close single quote           | '                |
| 147               |                         | Not supported                | ●                |
| 148               |                         | Not supported                | ●                |
| 149               |                         | Not supported                | ●                |
| 150               |                         | Not supported                | ●                |
| 151               |                         | Not supported                | ●                |
| 152               |                         | Not supported                | ●                |
| 153               |                         | Not supported                | ●                |
| 154               |                         | Not supported                | ●                |
| 155               |                         | Not supported                | ●                |

Continued

| ANSI value | Compose sequence            | Character description              | Character |
|------------|-----------------------------|------------------------------------|-----------|
| 156        |                             | Not supported                      | ●         |
| 157        |                             | Not supported                      | ●         |
| 158        |                             | Not supported                      | ●         |
| 159        |                             | Not supported                      | ●         |
| 160        |                             | Null                               |           |
| 161        | !!                          | Exclamation point, inverted        | ¡         |
| 162        | c  <br>c /<br>C   or<br>C / | Cent sign                          | ¢         |
| 163        | L =<br>l =<br>L - or<br>l - | Pound sterling symbol              | £         |
| 164        | X O<br>x o<br>X 0 or<br>x 0 | International currency symbol      | ¤         |
| 165        | Y =<br>y =<br>Y - or<br>y - | Yen sign                           | ¥         |
| 166        | / <space>                   | Vertical line, broken              |           |
| 167        |                             | Section symbol                     | §         |
| 168        |                             | Umlaut accent                      | ¨         |
| 169        | C O<br>c o<br>C 0 or<br>c 0 | Copyright symbol                   | ©         |
| 170        | a _ or<br>A _               | Feminine ordinal indicator         | ª         |
| 171        | < <                         | Left angle quotes                  | «         |
| 172        | - ]                         | End of line symbol/<br>Logical NOT | ¬         |

| ANSI value | Compose sequence            | Character description       | Character    |
|------------|-----------------------------|-----------------------------|--------------|
| 173        |                             | Hyphenation symbol          | -            |
| 174        | R O<br>r o<br>R 0 or<br>r 0 | Registered trademark symbol | ®            |
| 175        | - ^                         | Overline character          | -            |
| 176        | ^ 0                         | Degree symbol               | °            |
| 177        | + -                         | Plus or minus sign          | ±            |
| 178        | ^ 2                         | Two superscript             | <sup>2</sup> |
| 179        | ^ 3                         | Three superscript           | <sup>3</sup> |
| 180        |                             | Acute accent                | ´            |
| 181        | / u                         | Greek mu                    | μ            |
| 182        |                             | Paragraph symbol            | ¶            |
| 183        | ^ .                         | Center dot                  | ·            |
| 184        | , ,                         | Cedilla accent              | ¸            |
| 185        | ^ 1                         | One superscript             | <sup>1</sup> |
| 186        | o _ or<br>O _               | Masculine ordinal indicator | º            |
| 187        | > >                         | Right angle quotes          | »            |
| 188        | 1 4                         | One quarter                 | ¼            |
| 189        | 1 2                         | One half                    | ½            |
| 190        | 3 4                         | Three quarters              | ¾            |
| 191        | ? ?                         | Question mark, inverted     | ¿            |
| 192        | A `                         | A grave                     | À            |
| 193        | A ´                         | A acute                     | Á            |
| 194        | A ^                         | A circumflex                | Â            |
| 195        | A ~                         | A tilde                     | Ã            |
| 196        | A ¨                         | A umlaut                    | Ä            |

Continued

| <i>ANSI value</i> | <i>Compose sequence</i> | <i>Character description</i> | <i>Character</i> |
|-------------------|-------------------------|------------------------------|------------------|
| 197               | A *                     | A ring                       | Å                |
| 198               | A E                     | AE diphthong                 | Æ                |
| 199               | C ,                     | C cedilla                    | Ç                |
| 200               | E `                     | E grave                      | È                |
| 201               | E ´                     | E acute                      | É                |
| 202               | E ^                     | E circumflex                 | Ê                |
| 203               | E ¨                     | E umlaut                     | Ë                |
| 204               | I `                     | I grave                      | Ì                |
| 205               | I ´                     | I acute                      | Í                |
| 206               | I ^                     | I circumflex                 | Î                |
| 207               | I ¨                     | I umlaut                     | Ï                |
| 208               | D -                     | Icelandic eth                | Ð                |
| 209               | N ~                     | N tilde                      | Ñ                |
| 210               | O `                     | O grave                      | Ò                |
| 211               | O ´                     | O acute                      | Ó                |
| 212               | O ^                     | O circumflex                 | Ô                |
| 213               | O ~                     | O tilde                      | Õ                |
| 214               | O ¨                     | O umlaut                     | Ö                |
| 215               | x x <i>or</i><br>X X    | Multiplication sign          | ×                |
| 216               | O /                     | O slash                      | Ø                |
| 217               | U `                     | U grave                      | Ù                |
| 218               | U ´                     | U acute                      | Ú                |
| 219               | U ^                     | U circumflex                 | Û                |
| 220               | U ¨                     | U umlaut                     | Ü                |
| 221               | Y ´                     | Y acute                      | Ý                |
| 222               | P -                     | Icelandic thorn              | Þ                |
| 223               | s s                     | German sharp                 | ß                |
| 224               | a `                     | a grave                      | à                |
| 225               | a ´                     | a acute                      | á                |

| <i>ANSI value</i> | <i>Compose sequence</i> | <i>Character description</i> | <i>Character</i> |
|-------------------|-------------------------|------------------------------|------------------|
| 226               | a ^                     | a circumflex                 | â                |
| 227               | a ~                     | a tilde                      | ã                |
| 228               | a ¨                     | a umlaut                     | ä                |
| 229               | a *                     | a ring                       | å                |
| 230               | a e                     | ae diphthong                 | æ                |
| 231               | c ,                     | c cedilla                    | ç                |
| 232               | e `                     | e grave                      | è                |
| 233               | e ´                     | e acute                      | é                |
| 234               | e ^                     | e circumflex                 | ê                |
| 235               | e ¨                     | e umlaut                     | ë                |
| 236               | i `                     | i grave                      | ì                |
| 237               | i ´                     | i acute                      | í                |
| 238               | i ^                     | i circumflex                 | î                |
| 239               | i ¨                     | i umlaut                     | ï                |
| 240               | d -                     | Icelandic eth                | ð                |
| 241               | n ~                     | n tilde                      | ñ                |
| 242               | o `                     | o grave                      | ò                |
| 243               | o ´                     | o acute                      | ó                |
| 244               | o ^                     | o circumflex                 | ô                |
| 245               | o ~                     | o tilde                      | õ                |
| 246               | o ¨                     | o umlaut                     | ö                |
| 247               | :-                      | Division sign                | ÷                |
| 248               | o /                     | o slash                      | ø                |
| 249               | u `                     | u grave                      | ù                |
| 250               | u ´                     | u acute                      | ú                |
| 251               | u ^                     | u circumflex                 | û                |
| 252               | u ¨                     | u umlaut                     | ü                |
| 253               | y ´                     | y acute                      | ý                |
| 254               | p -                     | Icelandic thorn              | þ                |
| 255               | y ¨                     | y umlaut                     | ÿ                |

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