

Edit Commands

Select single Freelance Graphics objects, multiple objects, or pages; cut, copy, and paste objects or pages; delete pages and objects; replicate objects, and undo commands or actions. Also create and maintain links between Freelance Graphics and other Windows applications; insert OLE objects; and edit presentation pages and page layouts.

Undo

Reverses the effects of up to the ten most recently executed commands or actions in Freelance Graphics.

Cut

Removes selected objects or pages and places them on the Clipboard.

Copy

Copies selected objects or pages to the Clipboard without removing the original objects or pages from their location.

Paste

Copies the contents of the Clipboard to the presentation.

Clear

Deletes selected objects or pages permanently without affecting the contents of the Clipboard.

Paste Special

Copies the contents of the Clipboard into a presentation, and lets you choose the format to paste it and whether to create a link between the pasted data and its source file. (Depending on the application you used to place the data on the Clipboard, you may not be able to create a link in Freelance Graphics.)

Links

Displays, creates, changes, deletes, and updates links between a Freelance Graphics presentation and other presentations or applications.

Insert Object

Using Object Linking and Embedding (OLE), inserts objects you created in another application into a Freelance Graphics presentation.

<object name> Object

Lets you work with the selected OLE object in your Freelance Graphics presentation.

Replicate

Copies and pastes selected objects on the current page without affecting the contents of the Clipboard.

Select

Designates an object or group of objects for editing.

Edit Presentation Pages

Lets you create and edit presentation pages.

Edit Page Layouts

Lets you create and edit page layouts.

See also

About Linking


About Linking Charts and Chart Data

The Clipboard

Edit Undo

Reverses the most recent command or action you performed. By choosing Edit Undo repeatedly, you can undo up to ten of the last drawing or editing actions.

Shortcuts

Icon: Click  (Undo Last Operation icon)

Keys: Press CTRL+Z (UNDO)

You can undo many actions, including:

- * Creating, cutting, clearing, duplicating, or pasting objects or pages
- * Changing an object's attributes
- * Moving, rotating, or resizing an object
- * Choosing page layouts for pages
- * Changing views
- * Switching or editing color palettes
- * Grouping or ungrouping objects
- * Changing an object's drawing priority
- * Converting objects
- * Aligning objects
- * Editing and formatting text
- * Switching pages

Tip

To turn Edit Undo on and off, choose Tools User Setup.

Edit Cut

Removes the selected objects or pages from Freelance Graphics and places them on the Clipboard. The data remains on the Clipboard until you cut or copy again from any Windows application.

Shortcuts

Icon: Click  (Cut icon)

Keys: Press CTRL+X (CUT)

Notes

To place the contents of the Clipboard on another page or in another presentation:

* Use Edit Paste to paste or click  (Paste icon) to paste the data.

* Use Edit Paste Special or click  (Paste Special icon) to choose the format to paste.

You can also paste into another Windows application. In this case, Freelance Graphics pastes the data in the first format it finds on the Clipboard that the other application supports.

Edit Cut removes entire objects, rather than points, in edit points mode.

Tip

Use Edit Clear or click  (Delete icon) to delete an object without affecting the contents of the Clipboard.

See also

[Edit Paste Special](#)
[The Clipboard](#)

Edit Copy

Makes a copy of the selected objects or pages and places the copied data on the Clipboard. The copied information remains on the Clipboard until you cut or copy again from any Windows application.

Shortcuts


Icon: Click  (Copy icon)

Keys: Press CTRL+C (COPY)

Notes

To place the contents of the Clipboard on another page or in another presentation:

* Use Edit Paste to paste or click  (Paste icon) to paste the data.

* Use Edit Paste Special or click  (Paste Special icon) to choose the format to paste or establish a link between the data and its source. You can also paste and link data to another Windows application. When you paste, Freelance Graphics pastes the data in the first format it finds on the Clipboard that the other application supports.

Tips

Use Edit Replicate to copy and paste an object on the same page without affecting the contents of the Clipboard or having to choose Edit Copy and then Edit Paste.

To copy a page from one Freelance Graphics presentation to use in another, select the page in Page Sorter view and choose Edit Copy. Then, in the second presentation, choose Edit Paste in Page Sorter view.

See also

[About Linking](#)

[Create a Link from Another Application to a Freelance Graphics Metafile](#)

[Create a Link from Another Application to a Freelance Graphics Table](#)

[Create a Link from Another Application to a Freelance Graphics Text Block](#)

[Edit Paste Special](#)

[The Clipboard](#)

Edit Paste

Copies the data stored on the Clipboard and places it in Freelance Graphics.

Freelance Graphics supports the following Clipboard formats:

- * Freelance Graphics (FLW) object (Freelance Graphics objects)
- * Freelance Graphics presentation object (OLE object)
- * <Object name> object (OLE object)
- * Metafile Picture
- * Bitmap
- * Device Independent Bitmap
- * Text (Unformatted)
- * Table (Formatted)
- * Table (Unformatted)
- * Lotus 1-2-3 Chart

When you choose Edit Paste, Freelance Graphics pastes the first format it finds on the Clipboard that the application supports.

Shortcuts

Icon: Click  (Paste icon)


Keys: Press CTRL+V (PASTE)

Notes

Pasting does not delete the Clipboard contents, so you can paste the same contents repeatedly until you:

- * Copy or cut new data from any Windows application
- * Open the Clipboard application and delete the information

To choose the format to paste or to link the pasted information to its source, choose Edit

Paste Special or click  (Paste Special icon). You can create links to objects, such as pictures, text, tables, and charts.

Paste in Current Page View

In Current Page view, you can paste charts, tables, Freelance Graphics pages, text blocks, and other objects. For example, in Current Page view, Edit Paste pastes:

- * Freelance Graphics objects in the same position from which they were cut or copied
- * Bitmap images and OLE objects in the top left corner of the page
- * Metafiles in the center of the page
- * Tables (from another Windows application) in the bottom right corner of the page
- * Text (from another Windows application) in the top left corner of the page

Note

If you select a table in Freelance Graphics to paste to another page or presentation, Freelance Graphics pastes a formatted table. If you copy a table from another Windows application, the table data placed on the Clipboard may be formatted or unformatted,

depending of which formats that application supports.

Choose Edit Paste Special to choose a format to paste. However, note that some applications do not support formatted tables on the Clipboard.

Paste in Page Sorter View

In Page Sorter view, you can paste only Freelance Graphics pages that you cut or copied in Page Sorter view.

Paste in the Chart Data & Titles Window

Before you choose Edit Paste in the Chart Data & Titles window, position the cell pointer in the top left cell of the range you want the information pasted to. If the range you are pasting contains legend labels along the top row and axis titles in the left column, position the cell pointer in one of the two gray cells in the top left corner of the window.

Note

For information on pasting into Outliner view, see Paste Text.

See also

[About Linking](#)

[About Linking Charts and Chart Data](#)

[About Text](#)

[Add Text to a Page](#)

[Edit Paste Special](#)

[The Clipboard](#)

Paste Text

You can paste cut or copied text into [Current Page](#) and [Outliner views](#).

Paste into Current Page View

Freelance Graphics pastes text into Current Page view as follows:

- * If you are in [text edit mode](#), Freelance Graphics pastes text at the [insertion point](#). If text is selected when you paste, the pasted text replaces the selected text. In both cases, all the pasted text assumes the paragraph style settings currently in effect at the insertion point.

If the pasted text is Freelance Graphics text, any attribute changes already made to the pasted text that differ from the paragraph style settings are maintained.

- * If you are not in text edit mode, Freelance Graphics creates a new text block and pastes all the text as paragraph style 1 text, using the default text attributes for paragraph style 1.


For more information on paragraph styles, see [Change Paragraph Style Settings](#).

Paste into Outliner View

Freelance Graphics pastes text into Outliner view as follows:

- * If text is not selected, Freelance Graphics pastes text at the insertion point.
- * If text is selected, Freelance Graphics replaces the selected text with the pasted text.
- * If you are pasting text from another application, the pasted text assumes the paragraph style settings currently in effect.
- * If you paste text from Ami Pro 2.0 or higher, Freelance Graphics uses the outline level from the cut or copied text and skips any body text (text without an outline level). Any Ami Pro outline levels beyond level 3 are pasted as paragraph style 3.

Note

Outliner view displays all text in a standard [face](#) (Arial). If you paste text with a different face or [attributes](#), such as bold or italics, these are not displayed in Outliner view. To see how this text looks on the presentation page, double-click  (Page icon).

See also

[About Text](#)

[Add Text to a Page](#)


[Edit Paste](#)

[Paste Text in Outliner View](#)

[The Clipboard](#)

Edit Clear

Deletes the selected objects or pages without moving them to the Clipboard. The Clipboard contents remain unchanged.

To restore a cleared object, choose Edit Undo or click  (Undo Last Operation icon).

Shortcuts

Icon: Click  (Delete icon)

Keys: Press DELETE

Tips

Use Edit Cut to remove selected objects or pages and place them on the Clipboard.

In edit points mode, you can choose Edit Clear to delete selected points rather than entire objects.

See also

[The Clipboard](#)


Edit Paste Special

Places information from the [Clipboard](#) (such as text and Freelance Graphics, [OLE](#), and metafile objects) into a Freelance Graphics presentation. Use Paste Special instead of [Edit Paste](#) when you want to:

- * Choose a format to paste
- * Create a [link](#) between the pasted information in your Freelance Graphics presentation and another Windows program

This command displays the [Paste Special dialog box](#).

Shortcut

Icon: Click  (Paste Special icon)


Notes

This command is available in [Current Page view](#) and the [Chart Data & Titles window](#).

Depending on the application that placed the data on the Clipboard, you may not be able to create a link in Freelance Graphics.

Paste Special is particularly useful when you are pasting information into the Chart Data & Titles window. This command lets you choose which parts of the chart, such as the [axis titles](#), [legend labels](#), and series data (data sets), to paste the information to.

Tip

To paste the Clipboard contents using the format that Freelance Graphics automatically chooses and not create a link to another application, choose [Edit Paste](#) or click  (Paste icon).

See also

[About Linking](#)

[About Linking Charts and Chart Data](#)

[Edit Links](#)

[Edit Paste](#)

[Paste Special Dialog Box](#)

[The Clipboard](#)

Paste Special Dialog Box

Format

Freelance Graphics supports the following Clipboard formats:

- * Freelance Graphics (FLW) object (Freelance Graphics objects)
- * Freelance Graphics presentation object (OLE object)
- * <Object name> object (OLE object)
- * Metafile Picture
- * Bitmap
- * Device Independent Bitmap
- * Text (Unformatted)
- * Table (Unformatted)
- * Table (Formatted)
- * Lotus 1-2-3 Chart

Source

Identifies the application and file from which you copied or cut the data. If available, it also displays the path, and additional information, such as the range copied from a table.

Paste

Pastes the cut or copied data (such as text and Freelance Graphics, OLE, and metafile objects) from the Clipboard in the format you choose into your Freelance Graphics presentation. This does not create a link to another application.

Link

Pastes the copied data (such as text and Freelance Graphics, OLE, and metafile objects) from the Clipboard in the format you choose into your Freelance Graphics presentation. This creates a link between the pasted information and your presentation.

This choice is available only if you have copied data in an application that supports DDE linking (Dynamic Data Exchange) or OLE linking. For DDE linking, the source application must be open. For OLE linking, the source file must have been saved.

If you clicked Link to create a link, the information in Freelance Graphics is automatically updated when the source information changes. You can also choose to update the information manually.

Tip

To embed an OLE object created by another application, choose <Object name> Object for the Format and then click Paste.

See also

- [Create a Link from Another Application to a Freelance Graphics Metafile](#)
- [Create a Link from Another Application to a Freelance Graphics Table](#)
- [Create a Link from Another Application to a Freelance Graphics Text Block](#)
- [Create a New Link to Chart Data in a File](#)
- [Embed Existing Data as an OLE Object](#)

Edit Paste Special Dialog Box

Choose destination

Specifies the destination for the data. The choices on the right side of the dialog box change according to the destination you choose.

Whole chart

Pastes the data range you copied from another application to create the entire chart. Choose this if you copied a data range that includes all the chart's data sets and, optionally, legend and/or axis labels. If you choose Whole chart, you can specify how Freelance Graphics is to chart the data.

Part of chart

Pastes the data range you copied as a specific component in a chart; for example, data set A or the x-axis labels. If you choose this, Freelance Graphics displays the chart component choices in a list box. Choose the chart component that you want to paste the data to.

Choose how to chart the data you selected

Determines how you want Freelance Graphics to interpret the range you copied. Freelance Graphics automatically makes choices based on the content of the data range you copied, so you rarely need to change these settings.

When you change a setting, the data sample at the right shows the effect of the change.

Data sets from

Determines whether Freelance Graphics pastes the data by rows or by columns.

- * **Rows** pastes the first row of the data you selected as data set A.
- * **Columns** pastes the first column of the data you selected as data set A.

X-axis labels from 1st row (or 1st column)

Determines that the x-axis labels are the first row (or column) of data. The Data sets from setting determines whether this check box is labelled X-axis labels from 1st row or X-axis labels from 1st column.

Mark this to use the first row (or column) of the data you copied as the x-axis labels; unmark it to plot the first row (or column) as data set A. If unmarked, the x-axis labels will not be pasted.

Tips

Mark this check box if your x-axis labels are numbers, such as years or quantities; otherwise, Freelance Graphics assumes the numbers are a data set.

For an XY scatter chart, mark this; otherwise, Freelance Graphics assumes the first row or column of numbers is data set A.

Legend labels from 1st column (or 1st row)

Determines that the first column or row of data is interpreted as the legend labels. The Data sets from setting determines whether this check box is labelled Legend labels from 1st column or Legend labels from 1st row.

Mark this to use the first column (or row) of the data you copied as legend labels; unmark it to plot the first column (or row) as data set A.

Tip

Mark this check box if your legend labels are numbers, such as years or quantities; otherwise, Freelance Graphics assumes the numbers are a data set.

Link data

Mark this check box to link the data range you copied as follows:

- * If you marked Whole chart, Freelance Graphics creates a new chart and links the data

ranges, x-axis labels, and legend labels you copied.

- * If you marked Part of chart, Freelance Graphics links the data range you copied to the chart component you chose.

Freelance Graphics underlines linked data in cyan (blue) so that you can easily identify it as linked data.

See also

[About Linking](#)

[About Linking Charts and Chart Data](#)

[Edit Paste Special](#)

Edit Links

Displays, changes, deletes, and updates links to data in other Windows applications.

See also

[About Linking](#)

[Links Dialog Box](#)

Links Dialog Box

The list box across the top of the dialog box lists all linked objects (such as text, tables, charts, and metafiles) in the presentation. To select linked objects in this list box, click each one that you want; click a linked object again to deselect it.

Linked object

Displays a description of each linked object in the presentation. Select the linked objects you want to work on. (Any objects that were selected when you chose Edit Links are already selected in the list box.)

The A or M to the left of the name indicates the link's update mode: Automatic or Manual. See Update mode later in this dialog box.

Application

Displays an abbreviated name of the application that is the source for each linked object, except for chart links.

Because a chart's data can have many links to one or more files, the application for chart links is not listed. To view the source information for chart links or change the source for a linked object, click the Edit button.

Topic

Displays the path and file name or the source for each link.

Because a chart's data can have many links to one or more files, the file names for chart links are not listed. To view the source information for chart links or change the source for a linked object, click the Edit button.

Item

Displays the linked data's location in the source file for each link, for example, a page in another Freelance Graphics presentation or a range in a 1-2-3 for Windows worksheet file.

Because a chart's data can have many links to one or more files, the location for chart links is not shown. To view the source information for chart links or change the linked object's location in the source file, click the Edit button.

Update mode

Changes the selected linked object's update mode to **Automatic** (A) or **Manual** (M). Automatic updates DDE links and OLE links whenever the source changes and both the source and destination files are open. Automatic links are also updated when you open the presentation. Freelance Graphics updates manual DDE and file links only when you click Update in this dialog box.

The update mode is displayed as an A or M to the left of the linked object's name in the list box at the top of the dialog box.

Update

Updates all links selected in the list box that have a Manual update mode.

Delete

Deletes all links selected in the list box.

Edit

Displays one of the following dialog boxes, depending on the type of linked object you chose in the list box:

- * Edit Links dialog box (for metafile, table, and text links)
- * Edit Links dialog box (for chart links)

Use the appropriate dialog box to change a link's source application, topic (file name), and item location.

The Edit button is available when only a single linked object is selected in the list box.

See also

[About Linking](#)

[Edit Links](#)

Edit Links Dialog Box

Link source

Displays the source information for the selected metafile, table, or text link. You can edit this information or open the source file to view the linked item.

Application

Displays the name of the link's source application. This can be the name of any application that supports DDE metafile links. Typically you would not need to edit this entry; if you do need to edit it, however, check the specific application's documentation for its link Application name.

For example:

123Worksheet for a 1-2-3 Release 4 and later worksheet file (WK4)

123W for a 1-2-3 for Windows worksheet file (WK?, not including WK4)

AmiProDocument for an Ami Pro document file (SAM)

Topic name

Displays the link's source path and file name or topic.

Item name

Displays the link's location in the source file.

Open Source

Opens the source file so you can view the linked data. Once the source file is open you can change the link's source information. (Open Source starts only applications that support OLE links.)

See also

[About Linking](#)

[Edit Links](#)

[Links Dialog Box](#)

Edit Links Dialog Box

The top half of this dialog box lists all chart components that can be linked and displays the link object information for each component that is linked (under Object, Topic, and Item).

Application

Displays the abbreviated form of the name of the source application for the link selected in the list box. This can be the name of any application that supports links. Typically you would not need to edit this entry; if you do need to edit it, however, check the specific application's documentation for its link Application name.

For example:

123Worksheet for a 1-2-3 Release 4 and later worksheet file (WK4)

123W for a 1-2-3 for Windows worksheet file (WK?, not including WK4)

Symphony for a Symphony worksheet file (WR?)

ExcelWorksheet for a Microsoft Excel worksheet file (XLS)

AsciiText for an ASCII text file (ASC)

AsciiNum for an ASCII number file (ASC)

dBase for a dBase file (DBF)

SYLK for a SYLK file (SLK)

Topic name

Displays the link's source path and file name or topic.

Item name

Displays the link's location in the source file.

Delete Link

Deletes the highlighted link (you can delete only one link at a time). The data remains intact in Freelance Graphics, but will no longer reflect any changes made to the source file.

Paste Link

Establishes a data link between the chart component highlighted in the list box at the top of this dialog box and either:

- * The data you highlighted in the Import Data window (using the Import button)
- * The data you copied from another application (using the Open Source button)

Open Source

Starts the application and opens the source file of the data linked to the chart component highlighted in the list box at the top of this dialog box. (Open Source starts only applications that support OLE links.)

You can view the source data or copy new data to the Clipboard. See [Create and Edit Chart Links](#) for more information.

Import

Imports and links data from a file to the chart component highlighted in the list box at the top of this dialog box.

When you first click this button, Freelance Graphics displays the [Import Data File dialog box](#). Use this dialog box to choose a file to display in the [Import Data window](#). Once you have chosen a file, if you click Import again, Freelance Graphics automatically displays the same file in the Import Data window.

Note

If a chart is already linked and you click a cell with a link and then click Import, Freelance Graphics also displays the linked file and not the Import Data File dialog box.

Highlight a range in the Import Data window, click OK, and then choose a chart component from the list box at the top of the Edit Links dialog box for chart links. Then click Paste Link. This creates a link between that chart component and the highlighted data.

Tip

To change or add a link, highlight that component, then change the settings in the bottom half of the dialog box. For the highlighted chart component, you can do the following:

To:	Do this:
Change entries for Application, Topic, and/or Item name	Type new entries or edit entries for these settings.
Display the <u>source file</u> and modify the data from within the source	Click Open Source.
Select another range and link it to a chart component	Click Open Source.
Display the source file for an existing file link	Click Import.
Display a source file and select data to link to a chart component	Click Import.

See [Create and Edit Links to Chart Components](#) for information on how to use Open Source and Import to select another range to link to a chart component or edit an existing link.

See also

[About Linking](#)

[About Linking Charts and Chart Data](#)

[Edit Links](#)

[Links Dialog Box](#)

Create and Edit Links to Chart Components

In the [Edit Links dialog box](#) you can use either of these procedures to select another range and link it to a new chart component or edit a chart component.

Use Open Source

1. Highlight a chart component that is linked to the file that contains the data you want.
2. Click Open Source to start the source file's application and open the source file. (Open Source starts only applications that support [OLE links](#).)
3. Highlight the data range you want and choose Edit Copy.
4. Return to the Edit Chart Links dialog box.
5. Highlight the chart component that you want to link to the data range you copied.
6. Click Paste Link.

Use Import

1. Click Import.
2. In the Import Data File dialog box (or Import Data window), specify the file you want to use as the source file.

Note

When you first click this button, Freelance Graphics displays the Import Data File dialog box. You use this dialog box to choose a file to display in the Import Data window. Once you have chosen a file, if you click Import again, Freelance Graphics automatically displays the same file in the Import Data window.

3. Highlight the data you want and click OK.
4. Click the chart component that you want to link, then click Paste Link.

See also

[About Linking](#)

[About Linking Charts and Chart Data](#)

[Edit Chart Links Dialog Box](#)

[Edit Links](#)

[Import Data File Dialog Box](#)

[Links Dialog Box](#)

Import Data Window

You use the Import Data window to copy and paste information into Freelance Graphics from another application's file without running the application that created the file. The Import Data window is a quick way to selectively retrieve text and numeric data from files.

Tips

Displays information about importing data into Freelance Graphics.

Ranges

Displays the named ranges in a worksheet file.

File

Displays the Import Data File dialog box. Use this to choose a different file to display in the Import Data window.

OK

Copies the highlighted text or range of information from the file and closes the Import Data window.

Cancel

Closes the Import Data window without copying any information. You are returned to the window or view from which you invoked this window.

See also

[About Linking](#)

[About Linking Charts and Chart Data](#)

[Highlight a Range in the Chart Data & Titles Window and the Import Data Window](#)

[Navigate in the Chart Data & Titles Window and the Import Data Window](#)

Edit Insert Object

Freelance Graphics supports Object Linking and Embedding (OLE), which lets you include information that was created in different Windows applications in a single presentation. It also lets you edit this information from within Freelance Graphics. This means you do not have to leave Freelance Graphics, open the other application, make your changes, and then copy the new information back into your presentation.

Edit Insert Object embeds information that you create in another application into a Freelance Graphics presentation. Once the original information is in Freelance Graphics, it is called an OLE object.

An OLE object displays in your presentation as a Windows metafile or bitmap, depending on the application in which the OLE object originated. For most OLE objects, you simply double-click the object to launch the other application. You can then edit the information in that application.

Tip

You can use Edit Paste Special to copy data from another Windows application and embed it as an OLE object into a Freelance Graphics presentation (or to create a linked OLE object). See Embed Existing Data as an OLE Object and Edit Paste Special.

See also

[Insert Object Dialog Box](#)

[Use Lotus Multimedia Applications](#)

Insert Object Dialog Box

Object type

Lists the OLE objects for all the Windows applications installed on your computer that can act as an OLE server. Choose an application from the list box to insert an OLE object from that application into your Freelance Graphics presentation.

If you installed the Lotus multimedia applications with Freelance Graphics, this list includes the Lotus Media Manager, Lotus Sound, and Lotus Annotator objects.

This dialog box also displays if you customize the Freelance Graphics icons, for example, to have an icon launch another application program. See Edit Icon dialog box for more information.

See also

Add an OLE Multimedia Object

Edit <object name>

Lets you work with the selected OLE object.

The commands from this menu change based on the OLE object you select. For example, most OLE objects support the Edit command. The Edit command launches the application that the object was created in and lets you edit the object from within that application.

Multimedia objects support the Play command. You use the Play command to play the selected movie or sound.

See also

Edit <object name> Play Options

Edit <object name> Print Options

OLE Object Command

Edit <object name> Object displays a menu of commands that applies to the selected OLE object.

All commands that display in this menu are provided by the application in which the object originated. See the documentation for that application for more information.

Edit <object name> Print Options

Determines if the visual representation of the selected OLE object, for example, the actual icon, prints when you print your presentation. This command displays the Print Options dialog box.

See also

Edit <object name> Play Options
View Screen Show

Print Options Dialog Box

Include this object when printing

Determines if the visual representation of the selected OLE object, for example, the actual icon, prints when you print your presentation.

Unmark this check box if your presentation includes multimedia objects and you do not want to print the icons for these objects when you print your presentation.

See also

Edit <object name> Print Options

View Screen Show

Edit <object name> Play Options

OLE objects that provide a Play command can be played during a screen show. For these OLE objects, use the Play Options command to set how the object will play during a screen show.

This command displays the Play Options dialog box.

See also

Edit <object name> Print Options

Play Multimedia Objects During Screen Show

View Screen Show

Play Options Dialog Box

Screen show behavior for this object:

Play object when clicked

Plays the selected OLE object during a screen show when you click the mouse button on the object.

Play object automatically

Plays the object automatically during a screen show.

Start Playing

At the beginning of the page entry effect

Starts playing the object when the page entry effect begins.

After the page entry effect

Starts playing the object when the page entry effect is finished.

Display static representation of object when not playing

Displays the visual representation of the object, for example, the actual icon, on the screen during a screen show when it is not playing.

See also

Edit <object name> Play Options


Play Multimedia Objects During Screen Show

View Screen Show

Edit Replicate

Makes a single copy of the selected object on the page in Current Page view. The new object is the selected object, and you can move, rotate, or resize it.

Shortcuts

Icon: Click  (Replicate icon)

Keys: Click CTRL+F3 (REPLICATE)

Notes

Edit Replicate does not copy the object to the Clipboard and therefore does not overwrite the contents of the Clipboard. Edit Copy, on the other hand, copies an object to the Clipboard, overwriting the Clipboard contents.

You can use Tools User Setup to control whether Freelance Graphics initially offsets the replication from the original or places the replication on top of the original.

If you move or resize a replicated object and immediately choose Edit Replicate again, Freelance Graphics produces a copy of the object based upon the size, rotation, and relative location of the previously replicated object.

See also

[Edit Copy](#)

Edit Select

Selects a single object, several objects, a single page, or several pages so you can edit, move, size, delete, or rearrange them.

All

Selects all objects on the current page in Current Page view or all pages in Page Sorter view.

None

Deselects all objects on the current page in Current Page view or all pages in Page Sorter view.

Cycle

Cycles through all objects visible on the page so that you can select or deselect them. This command is helpful when you have many objects on a page and it is difficult to select individual objects.

Like

Selects objects on the page that have attributes in common with the selected object.

Inside

Selects all objects inside the box you drag.

Touching

Selects all objects that are within or touching the box you drag.

See also

Select Charts

Select Objects

Select Pages


Select Pages in Outliner View

Select Text

Edit Select All

Selects all objects on the current page in Current Page view, or all pages in Page Sorter view, including any you cannot see beyond the window boundary.

Shortcuts

Icon: Click  (Select All icon)

Keys: Press F4 (SELECT ALL)

See also

[Select Charts](#)

[Select Objects](#)

[Select Pages](#)

[Select Pages in Outliner View](#)

[Select Text](#)

Edit Select None

Deselects all objects in Current Page view, or all pages in Page Sorter view, including any you cannot see beyond the window boundary.

See also

Select Charts

Select Objects

Select Pages

Select Pages in Outliner View

Select Text

Edit Select Cycle

Cycles through all objects that are visible in Current Page view so you can select or deselect them. This command is especially useful when you need to select objects that are closely placed or overlapping.

This command displays the Cycle Selection dialog box.

Freelance Graphics displays an outline around the currently selected object, and cycles through the objects according to their drawing priority.

Tip

Choose View Full Page first to display all objects on the current page. Then choose Edit Select Cycle.

See also

Select Charts

Select Objects

Select Pages

Select Text

Cycle Selection Dialog Box

Next

Proceeds to the next object in the cycle.

Previous

Moves to the previous object in the cycle.

Select/Deselect

Selects or deselects the object with the outline around it. The name of the button switches between Select and Deselect depending on the selection status of the current object.

Tip

If the selected object is under the dialog box, you can move the dialog box by dragging its title bar.

Notes

The type of object is displayed in the dialog box, for example, Circle/Ellipse, Line/Curve, "Click here..." Block, and so forth.

Click OK when you are finished selecting and deselecting objects.

See also

[Edit Select Cycle](#)
[Select Charts](#)
[Select Objects](#)
[Select Pages](#)

Edit Select Like

Selects objects on the page that have attributes in common with the selected object. You choose the attributes to match in the Select Like Objects dialog box.

See also

About Attributes

Select Charts

Select Objects

Select Pages

Style Attributes

Select Like Objects Dialog Box

You can match objects using any combination of their edge, area, and text attributes, and their object type.

Edge

Selects objects with the same **Color**, **Width**, and/or **Style**, as the selected object. Mark a check box to select only objects that have the same attribute as the selected object; unmark a check box to ignore that attribute when selecting objects.

For example, if the selected object has a blue edge and you want to select all objects with a blue edge regardless of their edge widths or styles, mark only the Color check box. To select only objects that have the same edge color, width, and style as the selected object, mark all three check boxes.

Area

Selects closed objects with the same area colors and pattern as the selected object. As with the Edge check boxes, mark or unmark the **1st**, **2nd**, and **Pattern** check boxes according to the criteria Freelance Graphics is to use when selecting additional objects.

Text

Selects text blocks with the same paragraph style settings and the same typeface, appearance (bold, italic, and so on), point size, and/or color as the currently selected text block. As with the Edge and Area check boxes, mark or unmark the check boxes according to the criteria Freelance Graphics is to use when selecting additional text blocks.

For example, to select all text blocks whose paragraph style settings are the same as the currently selected text block, mark Paragraph Style 1, Paragraph Style 2, and Paragraph Style 3, and mark Face, Appearance, Size, and Color.

To select all text blocks that use the same typeface for paragraph style 1 as the currently selected text block, mark Paragraph Style 1 and Face, and unmark all other Text check boxes.

Note

Freelance Graphics selects text blocks based on their paragraph style settings, not on whether or not the text block contains text that uses the marked paragraph style's settings.

For example, assume you want to select all text blocks that have the same paragraph style 1 settings as the currently selected text. If a text block has the same paragraph style 1 settings but no paragraph style 1 text (for example, it has paragraph style 2 and paragraph style 3 text), Freelance Graphics will select that text block.

Object type

Selects only objects of the same type (line, curve, arc, and so on) as the currently selected object. Mark this item to select only objects of the same type; unmark it to select any object with the specified Edge, Area, and Text attributes.

For example, if the selected object is a rectangle and you want to select all rectangles regardless of their attributes, mark Object type and unmark all other check boxes.

See also

[Edit Select Like](#)

[Select Charts](#)

[Select Objects](#)


[Select Pages](#)

[Style Attributes](#)

Edit Select Inside

Selects all objects on the current page that are completely inside the box you drag. This command is especially useful for selecting objects that overlap or that are contained within other objects.

Shortcuts

Icon: Click  (Select Inside icon)

You can also select objects that touch a box you drag, by choosing Edit Select Touching.

See also

Select Charts

Select Objects

Select Pages

Edit Select Touching

Selects all objects on the current page that are within or touching the box you drag around them.

To select only those objects within a box you drag, choose Edit Select Inside.

See also

Select Charts

Select Objects

Select Pages

Edit Edit Presentation Pages

Switches from letting you edit page layouts to create and edit presentation pages.

Freelance Graphics lets you create and edit presentation pages as soon as you create a new presentation or open an existing one. Typically, you do all the work on your presentation from here.

Shortcuts

Icon: Click  (Edit Presentation Pages icon)

Keys: Press SHIFT+F9 (EDIT PRE PG)

Notes

When you are editing your presentation pages, the Edit Edit Presentation Pages command is dimmed.

You would switch to editing your page layouts when you want to work on the SmartMaster set, for example, to design a new page layout. Use Edit Edit Presentation Pages to return to working on your presentation pages.

When you are working on presentation pages, you can switch between:

- * Page Sorter view to display presentation pages as thumbnail sketches
- * Current Page view to display a single page at a time so you can add and edit charts, text, and objects on that page
- * Outliner view where you work on just the text of the presentation

See also

[About Views](#)

[Edit Edit Page Layouts](#)

[View Current Page](#)

[View Outliner](#)

[View Page Sorter](#)

Edit Edit Page Layouts

Switches from letting you create and [edit presentation pages](#) to edit page layouts.

While you choose Edit Edit Presentation Pages to work on your presentation pages, choose Edit Edit Page Layouts when you want to edit the page layouts in a [SmartMaster set](#). Editing page layouts is a more advanced feature. Most of the work you do on your presentation will be when you are editing your presentation pages.

You might edit your page layouts, however, if you want to design a new page layout or add an object -- such as your company logo or division name -- to all the pages in your presentation. Or, you might want to choose a particular bullet style to display on all presentation pages that use the Bulleted List page layout. You can even make your own SmartMaster sets.


Any changes you make when you edit page layouts will affect all pages in your presentation that use the page layouts you modify. For example, the Basic Layout page layout provides the basic design for all page layouts in a SmartMaster set (except for the Title page layout). If you add a symbol to the Basic Layout page layout, Freelance Graphics automatically adds that symbol to all the pages in your presentation (except for the Title page).

Notes

When you are editing page layouts, the Edit Edit Page Layouts command is dimmed.

When you finish editing the page layouts, choose [Edit Edit Presentation Pages](#) or click the Return button to switch back to working on your presentation.

Shortcut

Icon: Click  (Edit Page Layouts icon)


Keys: Press SHIFT+F9 (EDIT PG LAY)

Tips

When you are editing page layouts, you can use the following boxes in the [status bar](#) to work on the page layouts in your current SmartMaster set:

Click this:

To do this:



(New Layout box)

Create a new page layout or choose a layout for this layout. Choose Basic Layout to start with design elements common to the rest of your presentation.



(Layout Number box)

Display a list of all page layouts in the current SmartMaster set. A check mark displays beside the current page layout. Click another page layout to display it.



(Page Layout box)

Display a list of all page layouts in the current SmartMaster set, with the layout assigned to the current page layout highlighted. While you can assign any page layout to another page, you usually choose Basic Layout for all page layouts. This way all pages in the SmartMaster set have a

common background and design.

You cannot assign the same page layout to itself. For example, you cannot choose the 1-Chart page layout when the current page layout is the 1-Chart page layout.

When you are editing page layouts, you can switch between [Page Sorter view](#) to display the page layouts as thumbnail sketches, and [Current Page view](#) to display a single page layout so you can add and edit charts, text, and objects on that page layout.

See also

[About Page Layouts](#)

[About SmartMaster Sets](#)

[About Views](#)

[Change the Look of a Presentation](#)

[Customize a SmartMaster Set](#)

Editing Page Layouts

While you choose Edit Edit Presentation Pages to work on your presentation pages, choose Edit Edit Page Layouts when you want to edit the page layouts in a SmartMaster set. Editing page layouts is a more advanced feature. Most of the work you do on your presentation will be when you are editing your presentation pages.

You might edit your page layouts, however, if you want to design a new page layout or add an object -- such as your company logo or division name -- to all the pages in your presentation. Or, you might want to choose a particular bullet style to display on all presentation pages that use the Bulleted List page layout. You can even make your own SmartMaster sets.

Any changes you make when you edit page layouts will affect all pages in your presentation that use the page layouts you modify. For example, the Basic Layout page layout provides the basic design for all page layouts in a SmartMaster set (except for the Title page layout). If you add a symbol to the Basic Layout page layout, Freelance Graphics automatically adds that symbol to all the pages in your presentation (except for the Title page).

Notes

When you are editing page layouts, the Edit Edit Page Layouts command is dimmed.

When you finish editing the page layouts, choose Edit Edit Presentation Pages or click the Return button to switch back to working on your presentation.

Tips

When you are editing page layouts, you can use the following boxes in the status bar to work on the page layouts in your current SmartMaster set:

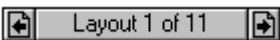
Click this:

To do this:



(New Layout box)

Create a new page layout or choose a layout for this layout. Choose Basic Layout to start with design elements common to the rest of your presentation.



(Layout Number box)

Display a list of all page layouts in the current SmartMaster set. A check mark displays beside the current page layout. Click another page layout to display it.



(Page Layout box)

Display a list of all page layouts in the current SmartMaster set, with the layout assigned to the current page layout highlighted. While you can assign any page layout to another page, you usually choose Basic Layout for all page layouts. This way all pages in the SmartMaster set have a common background and design.

You cannot assign the same page layout to itself. For example, you cannot choose the 1-Chart page layout when the current page layout is the 1-

Chart page layout.

When you are editing page layouts, you can switch between [Page Sorter view](#) to display the page layouts as thumbnail sketches, and [Current Page view](#) to display a single page layout so you can add and edit charts, text, and objects on that page layout.

See also

[About Page Layouts](#)

[About SmartMaster Sets](#)

[About Views](#)

[Change the Look of a Presentation](#)

[Customize a SmartMaster Set](#)

File Commands

Open, create, save, and print files; update and save embedded OLE objects; send electronic mail; import and export data; determine the page setup; and set network options.

At the end of the File menu, Freelance Graphics also displays the names of up to the last five files that have been opened. You can choose one of these files to open it. Choose Tools User Setup and mark Recent files to set how many file names to display.

New

Creates a new presentation.

Open

Opens an existing Freelance Graphics file and makes it the active window.

Close

Closes the active window.

Close <& Return to client>

When you are editing a Freelance Graphics presentation that is embedded in another application (Lotus Notes, for example), Close <& Return to client> closes the presentation and returns to that application, but leaves the Freelance Graphics application running.

Save

Saves the Freelance Graphics file in the active window without prompting you for a file name (if the file already has a file name).

Save As

Saves either the file in the open window or all open Freelance Graphics files, prompting you for file names and file types.

Update <client>

When you are editing a Freelance Graphics OLE presentation object that is embedded in another application (the client application), Update saves the changes made to the object in the client application.

Save Copy As File

When you are editing a Freelance Graphics OLE presentation object that is embedded in another application (the client application), Save Copy As File saves a copy of this object as a Freelance Graphics presentation file without updating the object in the client application.

Import

Copies information from another file -- in a variety of file formats -- into the active window.

Import Chart

Copies Freelance, Graphwriter, 1-2-3, and Symphony charts into a presentation.

Export

Copies the current page or entire presentation to a file format that can be read by other software programs.

Doc Info

Sets the values of fields you want to exchange with Lotus Notes.

Send Mail

Sends an electronic mail message, and optionally attaches the current presentation.

Network Options

Controls reservations for sharing files on a network.

Page Setup

Specifies a header and footer, page orientation, and margins. Also, lets you set Freelance Graphics to create slide files.

Print

Prints all or part of a presentation to a printer or as slide files. Also, provides access to the setup dialog box for the selected output device.

Printer Setup

Chooses an output device and provides access to the corresponding setup dialog box. Also, lets you print your presentation as a screen show and set Freelance Graphics to create slide files.

Exit

Ends the Freelance Graphics session.

Exit & Return to <client>

When you are editing a Freelance Graphics presentation that is embedded in another application (Lotus Notes, for example), Exit & Return to <client> exits Freelance Graphics and returns to that application.

File New

Creates and opens a new presentation. Freelance Graphics opens a new window for the presentation and it becomes the active window. All other windows remain open.

When you choose File New to open a new presentation, Freelance Graphics first asks you to choose a "look" for your presentation by choosing a SmartMaster set in the Choose a Look for Your Presentation dialog box. Next, Freelance Graphics displays the Page Choose Page Layout dialog box, in which you choose a page layout for the first page on which you want to work.

Shortcut

Icon: Click  (File New icon)

Tips

You name the presentation when you choose File Save or File Save As to save it.

If you want to go directly to a blank page whenever you open a new presentation, choose Tools User Setup. Under Startup options, mark Skip the standard startup dialogs and bring up a blank page. When you choose File New, Freelance Graphics bypasses both the Choose a Look for Your Presentation and Choose Page Layout dialog boxes and displays a blank page.

To create a new page, choose Page New.

See also

[About SmartMaster Sets](#)

[Get Started](#)

[Save a Presentation](#)

Choose a Look for Your Presentation Dialog Box

Displays when you choose to create a new presentation in the [Welcome to Freelance Graphics dialog box](#) and when you choose File New.

The first step in creating a new presentation is to choose a "look" for the presentation. The "look" is the overall design, format, and color scheme for the presentation. You choose a look for your presentation by choosing a [SmartMaster set](#).

Each SmartMaster set provides the same set of [page layouts](#). For example, each SmartMaster set provides a Title page layout, a Bulleted List page layout, and so forth. The page layouts use a consistent design and color scheme, based on the particular SmartMaster set that you choose. They also provide places for you to add text, charts, or symbols. All you need to do is fill in the blanks of a page layout with the content of your presentation.

Choose a look for your presentation by selecting a SmartMaster set

Displays a list of SmartMaster sets. Click a SmartMaster set name to see a sample picture of that set.

Tips

If you do not know what look you want, you can choose any SmartMaster set now, and then choose another one at any time. See [Style Choose SmartMaster Set](#) for more information.

If you prefer to work on a blank background, choose the BLANK.MAS SmartMaster set. You can then choose another SmartMaster set later if you want to add a design to the background of your presentation pages.

SmartMaster with blank background

Opens a new presentation with a blank page from the BLANK.MAS SmartMaster set. This SmartMaster set provides page layouts with blank backgrounds.

Directory

Displays the [Directory dialog box](#). Use this dialog box to specify another drive and path for Freelance Graphics to search for SmartMaster sets. Use this dialog box only if you have saved SmartMaster sets in a directory other than the default directory. See [Tools User Setup](#) for more information.

See also

[About SmartMaster Sets](#)

[Choose Page Layout Dialog Box](#)

[File New](#)

File Open

Opens an existing Freelance Graphics file of the type you specify. Use File Open to retrieve a:

- * Freelance Graphics for Windows Release 2 presentation
- * [Freelance Graphics for Windows Release 1 presentation](#)
- * [Freelance Graphics for OS/2 presentation](#)
- * Freelance Graphics SmartMaster set
- * Freelance Graphics symbol file

You can choose to open the file in a new window or have it replace the file in the [active window](#).

Freelance Graphics opens a file in the view in which it was saved. For example, if you saved and closed a presentation in the [Outliner view](#), the next time you open the presentation, Freelance Graphics opens it in the Outliner view.

You can also choose the view to display when you open a file. Choose [Tools User Setup](#) and under Startup view, choose to display in Current Page, Page Sorter, or Outliner view whenever you open a file.

If you choose to replace the file in the active window and it has changes that have not been saved, you are prompted to save that file before Freelance Graphics opens the next file.

If the file is on a network and someone else has the file [reservation](#), you can open the file as read-only without the reservation. If you open the file without the reservation, Freelance Graphics displays RO (read-only) in the window title bar. You can use the file, but you can save changes to it only if you save it with another file name.

Shortcut

Icon: Click  (File Open icon)

At the end of the File menu, Freelance Graphics also displays the names of up to the last five files opened. Choose one of these files to open it. Choose Tools User Setup and mark Recent files to set how many file names to display.

See also

[File Import](#)

[File Import Chart](#)

[File Network Options](#)

[Open File Dialog Box](#)

[Share Information Between Windows, DOS, and OS/2 Versions of Freelance Graphics](#)

Open a Freelance Graphics for Windows Release 1 Presentation

File Open can retrieve a Freelance Graphics for Windows Release 1 presentation file, without any loss of data or formatting. You can also use [Edit Cut](#) or [Edit Copy](#) to cut or copy information from a Freelance Graphics Release 1 file to paste into this release.

Note

The 1 Graph, 2 Graph, 4 Graph, and Bullets & Graph page layouts in Freelance Graphics Release 1 will use the word "Chart" instead of "Graph" in this release.

See also

[File Open](#)

[For Upgraders](#)

[Open File Dialog Box](#)

Open a Freelance Graphics for OS/2 Presentation

File Open can retrieve a Freelance Graphics for OS/2 presentation file. This release of Freelance Graphics for Windows interprets as much of the .PRS file as possible. However, because of differences between Windows and OS/2, the following changes are made to the .PRS file:

- * Links cannot be read into Freelance Graphics for Windows.
- * Freelance Graphics for Windows cannot read any OS/2 Presentation Manager metafiles or bitmaps that are in the .PRS file.
- * Charts may appear differently in Freelance Graphics for Windows. For example:
 - Chart notations are not included
 - Chart titles and labels that exceed the Freelance Graphics for Windows maximum of 48 characters are truncated
 - Overlapped bar graphs become clustered bar charts
 - Mixed bar-area graphs become bar-line charts
 - Horizontal area and line graphs become vertical charts

To save a Freelance Graphics for Windows presentation as a Freelance Graphics for OS/2 presentation, choose File Save As.

See also

[File Open](#)

[Open File Dialog Box](#)

Open File Dialog Box

File name

Specifies the file to open. Type or select the name of the file you want to open. The File name text box lists files with the extension you select in the File types box. Use Directories, Drives, and File types to view different file types in other directories.

You can also type the wildcard characters * (asterisk) and ? (question mark) in the File name text box to list files with similar names and/or extensions. The asterisk represents any number of sequential characters and the question mark represents any single character.

To choose a file, highlight the file name and either click OK or press ENTER, or double-click the file name.

File types

Specifies the type of files you want listed in the File name list box. To list files with other extensions, edit the extension in the File name text box.

Presentation (PRE)

Displays Freelance Graphics for Windows (Release 1 and higher) presentation file names.

SmartMaster Set (MAS)

Displays SmartMaster set file names.

Symbol Library (SYM)

Displays symbol library file names.

Freelance for OS/2 (PRS)

Displays Freelance Graphics for OS/2 presentation file names.

File information

Displays the size of the highlighted file in the File name list box and the date and time the file was last saved.

Directories

Lists the directories on the drive you choose. Within the Directories list box you can:

- * Double-click a directory to see the subdirectories it contains
- * Double-click the top-most directory to move up the directory tree and list the subdirectories and file names at that directory level

When you choose a directory, only files that match the type specified in the File types box are listed in the File name list box.

Drives

Choose the drive you want Freelance Graphics to search. When you choose a drive, its directories are listed in the Directories list box.

Replace current file

Mark this to replace the current file in the active window with the file you are opening. To open the file in its own window and leave the first file open, unmark this item.

See also

File Open

Open a Freelance Graphics for OS/2 Presentation

Open a Freelance Graphics for Windows Release 1 Presentation

Share Information Between Windows, DOS, and OS/2 Versions of Freelance Graphics

File Close

Closes the active window. If you have not saved the file, you are asked if you want to save it before Freelance Graphics closes the window. If you have not yet named the file, Freelance Graphics displays the Save As dialog box so you can enter a file name.

Shortcut

Icon: Click  (File Close icon)

Note

To exit Freelance Graphics, choose File Exit.

File Save

Saves the contents of the file in the active window and automatically uses the current file name. If this is the first time you are saving the file, Freelance Graphics displays the Save As dialog box.

Depending on the settings in the User Setup dialog box, you may be prompted to replace, confirm, or back up the older version of the file.

Shortcuts

Icon: Click  (File Save icon)

Keys: Press CTRL+S (FILE SAVE)

Tips

To change the file name, choose File Save As. Then enter the new file name in the File name text box in the Save As dialog box.

To automatically save the current file at specified time intervals, choose Tools User Setup. Then mark Auto timed save in the User Setup dialog box and set the time interval.

See also

[Save a Presentation](#)

File Update <client>

When you are editing a Freelance Graphics OLE presentation object that is embedded in another application (the client application), saves the changes you have made to the object to the client application.

When you use this command, Freelance Graphics remains open and you can continue working on the presentation.

See also

File Close & Return to client>

File Exit & Return to <client>

File Save As

Saves the contents of either the file in the active window or all open Freelance Graphics files. You can also change the file name and specify whether you want to save the file as a:

- * Freelance Graphics for Windows Release 2 presentation (PRE)
- * SmartMaster set (MAS)
- * Symbol library (SYM)
- * Freelance Graphics for OS/2 presentation (PRS)

If you save a presentation file that contains references to other files, such as bitmaps or TIFF files, to a new drive and/or directory, Freelance Graphics asks if you want to copy the files that are referenced. This lets you save an entire presentation, for example, to a diskette, to use on another computer.

Note

Links to other files are not maintained when you copy referenced files.

See also

[File Export](#)

[File Save](#)

[Save a Presentation](#)

[Save As Dialog Box](#)

[Share Information Between Windows, DOS, and OS/2 Versions of Freelance Graphics](#)

File Save Copy As File

When you are editing a Freelance Graphics OLE object that is embedded in another application (the client application), saves a copy of the object as a Freelance Graphics presentation file without updating the object in the client application.

Typically, when you are editing a Freelance Graphics presentation object that is embedded in another application, you use File Update <client> to save the changes you have made to the object to the other application. Use File Save Copy As File instead to create a presentation file from the current state of the embedded Freelance Graphics presentation object.

This command displays the Save As dialog box so that you can save the copy of the presentation under a new name.

Save a Freelance Graphics for OS/2 Presentation

File Save As can save a Freelance Graphics for Windows presentation as a Freelance Graphics for OS/2 presentation. When you open or retrieve the presentation in Freelance Graphics for OS/2, note the following:

- * Freelance Graphics for Windows creates a .PRS file that contains the data for charts included in the presentation; however, it does not contain the .GPH files. You must create these files in the Graph Tool after you open the presentation in Freelance Graphics for OS/2.
- * Color TIFF and BMP images are converted to shades of gray.
- * Freelance Graphics for OS/2 cannot read .PCX files, such as those created by Paint and Paintbrush, or Windows bitmaps and metafiles.

See also

[File Save As](#)

[Save As Dialog Box](#)

Save As Dialog Box

File name

Type the name of the file to save. A file name can have up to eight characters and an extension up to three characters. The text box displays the name of the active file if only one file is open, the wildcard character * (asterisk) and an extension if no file is open, or [All Modified] if two or more files are open and have been modified. Accept the file name, edit it, or use Drives and Directories to view different file types in other directories.

File types

Choose the type of file Freelance Graphics is to save. To save a file with another extension, edit the extension in the File name text box.

Presentation (PRE)

Saves all pages to a presentation file with the file extension .PRE.

SmartMaster Set (MAS)

Saves the page layouts as a SmartMaster set with the file extension .MAS. Any presentation pages associated with the file are saved and will be available only if you use File Open to open the .MAS file.

Symbol Library (SYM)

Saves all Freelance Graphics objects, such as charts, circles, and "Click here..." blocks, on all presentation pages as individual symbols in the symbol library with the file extension .SYM.

Freelance Graphics for OS/2 (PRS)

Saves all pages to a presentation file that can be retrieved by Freelance Graphics for OS/2. The presentation is saved with the file extension .PRS.

File information

Displays the size of the highlighted file in the File name list box and the date and time the file was last saved.

Directories

Lists the directories on the drive you choose. Within the Directories list box you can:

- * Double-click a directory to see the subdirectories it contains
- * Double-click the top-most directory to move up the directory tree and list the subdirectories and file names at that directory level

When you choose a directory, only files that match the type specified in the File types box are listed in the File name list box.

Drives

Choose the drive you want Freelance Graphics to search. When you choose a drive, its directories are listed in the Directories list box.

All files

Saves all open Freelance Graphics files with their existing file names. If any of these files do not yet have file names, Freelance Graphics prompts you to name them. If a file already exists, Freelance Graphics asks whether you want to overwrite the file or not.

Current file only

Saves only the file in the active window.

See also

File Save As

Save a Presentation

Share Information Between Windows, DOS, and OS/2 Versions of Freelance Graphics

File Import

Imports information from a variety of file formats into the active window. The information is added to the current page. (See [Import Linked or Unlinked Chart Data](#) for information on importing charts and chart data.)

See the [Import File dialog box](#) for a list and descriptions of the file types that Freelance Graphics can import.

Notes

You can also copy Windows metafile objects and ASCII text into a presentation using [Edit Copy](#) and [Edit Paste](#).

You typically do not need to change the code page setting when you import a file. This setting tells Freelance Graphics how to translate the file being imported. If you need to change the code page setting, choose Tools User Setup, then click International to display the [International User Setup dialog box](#).

See also

[About Linking](#)

[File Import Chart](#)

[Import ASCII Files](#)

[Import Bitmaps](#)

[Import File Dialog Box](#)

[Import Objects from Another Application](#)

[Import Portfolios from Freelance Plus and Freelance Graphics for DOS](#)

[Share Information Between Windows, DOS, and OS/2 Versions of Freelance Graphics](#)

[Use the Outliner](#)

Import Portfolios from Freelance Plus and Freelance Graphics for DOS

When Freelance Graphics for Windows imports a Portfolio, it appends the Portfolio pages to the presentation in the active window. Each page is named according to its .DRW file name in the Portfolio. The new pages use the presentation's color palette.

If the Portfolio uses a backdrop page, Freelance Graphics for Windows imports the backdrop as a page layout. It also appends the page layout to the current SmartMaster set using the backdrop's file name as its page name. The pages that were assigned the backdrop page in the Portfolio are now assigned the backdrop as a page layout.

See also

[File Import](#)

[File Import Chart](#)

[Import File Dialog Box](#)

[Import Objects from Other Applications](#)

[Share Information Between Windows, DOS, and OS/2 Versions of Freelance Graphics](#)

Import ASCII Files

In Current Page view, you can use File Import to import an ASCII file into a new or existing "Click here..." text block.

- * If you are in text edit mode, the text in the ASCII file is placed at the insertion point, wrapped to fit the width of the "Click here..." block, and given the attributes in effect at the insertion point.
- * If you are not in text edit mode, a new "Click here..." text block is created with the text in the ASCII file using the default text attributes for paragraph style 1.

Import into Outliner View

You can also import an ASCII file into Outliner view. Freelance Graphics creates the pages and text entries in the outline based on the spaces in the ASCII file:

- * Text that is not indented creates a new page and becomes the page title.
- * Text indented one space becomes paragraph style 1 bulleted text.
- * Text indented two spaces becomes paragraph style 2 bulleted and indented text.
- * Text indented three spaces becomes paragraph style 3 indented and bulleted text.
- * Blank lines become new empty pages.

See also

[File Import](#)

[Import ASCII Text in Outliner View](#)

[Import File Dialog Box](#)

[Import Objects from Other Applications](#)

[Share Information Between Windows, DOS, and OS/2 Versions of Freelance Graphics](#)

[Use the Outliner](#)

Import Bitmaps


Use File Import to import color, gray scale, and black-and-white BMP, TIF, TGA, GIF, and PCX bitmap files.

Bitmaps imported into Freelance Graphics maintain their original size. If a bitmap is too large to fit on the page, Freelance Graphics scales the bitmap to half its size, until it fits on the page. Note that scaling bitmaps may distort their clarity.

To edit a bitmap's attributes, either double-click the bitmap or select the bitmap and choose Style Attributes.

Color Bitmaps

Color bitmaps are displayed in color and, if you are printing to a color device other than a plotter, they are printed in color. If you print a color bitmap to a black-and-white device, the colors are automatically mapped to gray scales during printing.

To display the bitmap as it will appear when printed to a black-and-white printer, choose Style Use Black & White Palette or click  (Color/B & W icon).

See also

[Edit Object Attributes](#)

[File Import](#)

[Import File Dialog Box](#)

[Import Objects from Other Applications](#)

[Share Information Between Windows, DOS, and OS/2 Versions of Freelance Graphics](#)

Import File Dialog Box

File name

Specifies the file to import. Type or select the name of the file you want to import. This box lists files with the extension you select in the File types box. Use Directories, Drives, and File types to view different file types in other directories.

You can also type the wildcard characters * (asterisk) and ? (question mark) in the File name text box to list files with similar names and/or extensions. The asterisk represents any number of sequential characters and the question mark represents any single character.

To choose a file, highlight the file name and either click OK or press ENTER, or double-click the file name.

File types

Specifies the type of files you want listed in the File name box.

Adobe Illustrator (AI)

Displays names of files generated by Adobe Illustrator Release 4.0.

Windows/PM Bitmap (BMP)

Displays names of bitmap files generated by Windows (Versions 3.0 and 3.1) and OS/2 (Versions 1.3 and 2.0) applications.

Computer Graphics Metafile (CGM)

Displays names of metafiles generated by Freelance Plus Release 2.0 and higher, Graphwriter II, 1-2-3 Release 3.0, and by other sources supported by Freelance Plus Release 3.1 and higher, Harvard Graphics Release 2.3, Applause II Version 1.0, and ANSI X3.i22-1986.

Harvard Graphics 2.3 Chart (CHT)

Displays names of chart/drawing files generated by Software Publishing Corporation Harvard Graphics DOS Version 2.3.

Harvard Graphics 3.0 Chart (CH3)

Displays names of chart/drawing files generated by Software Publishing Corporation Harvard Graphics DOS Version 3.0.

Micrografx Designer 3.0 (DRW)

Displays names of picture files generated by Micrografx Designer Version 3.0.

AutoCAD Drawing Interchange (DXF)

Displays names of images generated by AutoCAD Release 10.

Encapsulated PostScript (EPS)

Displays names of encapsulated PostScript files generated by Adobe Illustrator Release 4.0 and other applications that support EPS.

Hewlett-Packard Graphics Gallery (GAL)

Displays names of .GAL files generated by Hewlett-Packard Gallery.

Digital Research (GEM)

Displays names of Digital Research GEM Desktop graphics files generated by applications such as Digital Research Artline, GEM Draw, GEM Presentation Team, and GEM Programmers' Toolkit 3.1.

Graphics Interchange (GIF)

Displays names of bitmap graphics files generated by GIF Version 89A.

Hewlett Packard Graphics Language (HGL)

Displays names of picture files generated by various applications including Hewlett-Packard GL/2.

OS/2 Metafile (MET)

Displays names of metafiles generated by OS/2 (Versions 1.3 and 2.0) applications.

Zsoft PC Paintbrush Bitmap (PCX)

Displays names of bitmap files generated by Microsoft Paintbrush (Versions 3.0 and 3.1) and Zsoft Publishers Paintbrush (Revision 5 format).

Macintosh PICT (PCT)

Displays names of monochrome and color QuickDraw files generated by Apple Macintosh Versions 1 and 2.

PowerPoint 2.0 or 3.0 (PPT)

Displays names of presentation files generated by Microsoft PowerPoint Version 2.0 or 3.0.

AutoShade Rendering (RND)

Displays names of files generated by AutoDesk AutoShade Release 2.0.

Tag Image (TIF)

Displays names of tagged image format files generated by Freelance Plus 3.0 and higher, Freelance Graphics for DOS, and Aldus/Microsoft/Hewlett-Packard TIFF Version 5.0.

Targa Bitmap (TGA)

Displays names of bitmap files generated by Targa Version 2.0.

Harvard Graphics 2.3 Symbol (SYM)

Displays names of graphics image files generated by Software Publishing Corporation Harvard Graphics DOS version 2.3 (symbols only).

Harvard Graphics 3.0 Symbol (SY3)

Displays names of graphics image files generated by Software Publishing Corporation Harvard Graphics DOS version 3.0 (symbols only).

WordPerfect Graphic (WPG)

Displays names of picture files generated by WordPerfect for Windows Version 5.1 and DrawPerfect Version 1.1.

Windows Metafile (WMF)

Displays names of graphics metafiles generated by Windows (Versions 3.0 and 3.1) applications.

1-2-3 PIC (PIC)

Displays names of .PIC files generated by 1-2-3 and Symphony.

Freelance (DRW)

Displays names of drawing files generated by Freelance 1.0, Freelance Plus 2.0 and higher, and Freelance Graphics for DOS.

Freelance Portfolio (PFL)

Displays names of Portfolio files generated by Freelance Plus 3.0 and higher and Freelance Graphics for DOS.

ASCII (PRN)

Displays names of 8-bit ASCII files generated by 1-2-3 and other applications.

ASCII (TXT)

Displays names of 8-bit ASCII files generated by most applications.

File information

Displays the size of the highlighted file in the File name list box and the date and time the file was last saved.

Directories

Lists the directories on the drive you choose. Within the Directories list box you can:

- * Double-click a directory to see the subdirectories it contains
- * Double-click the top-most directory to move up the directory tree and list the subdirectories and file names at that directory level

When you choose a directory, only files that match the type specified in the File types box are listed in the File name list box.

Drives

Choose the drive you want Freelance Graphics to search. When you choose a drive, its directories are listed in the Directories list box.

Include image with file

If you are importing a raster image file (such as a .BMP or .TIF file), mark this to include the actual image with the current Freelance Graphics presentation file. This is useful if you are copying your presentation to diskette, for example, to use on another computer. Leave this item unmarked to save only a reference to the filename of the image with the current presentation file. If you are importing a file from a diskette, Freelance Graphics marks this box by default.

Make PostScript object

If you are importing an Adobe Illustrator file (AI) or an Encapsulated PostScript file (EPS), mark this to import PostScript data. If you do not mark this, Freelance Graphics tries to convert the objects in the file to Freelance Graphics objects.

Include template or background

If you are importing from a file type that may include a template or background art work, mark this box to include the template or background art work from the imported file.

See also

File Import

Share Information Between Windows, DOS, and OS/2 Versions of Freelance Graphics

File Import Chart

Imports a variety of chart formats into the active window. The charts are added to the current page; the contents of the current page are not replaced.

File Import Chart can import the following chart types:

- * Freelance Graphics for OS/2 and 1-2-3 for OS/2 Versions 1.0 and higher (GPH)
- * Freelance Plus Release 3.0 and higher (CH1)
- * Graphwriter II (CHT)
- * 1-2-3 Versions 1.0A and higher (WKS, WK1, WK3, and WK4)
- * Symphony Versions 1.0 and higher (WRK and WR1)

When you import a chart:

- * Freelance Graphics for DOS (Release 4.0) and Freelance Graphics for Windows stores both a chart and its data in one file. This is different from the Freelance Plus (Releases 2.0 through 3.01) method of saving a chart and its data in separate files. When you import a .CH1 file, Freelance Graphics automatically creates a chart based on the data in the .CH1 file.
- * If you import a linked chart from Freelance Graphics for OS/2, any links are deleted.
- * If you import a linked chart from Freelance Plus, Freelance Graphics maintains any links to the chart data.
- * If you import a named chart from 1-2-3 or Symphony, all links are deleted.

Import a Chart from Freelance Graphics for DOS

To import a chart from Freelance Graphics for DOS, do either of the following:

- * Import the Portfolio using File Import
- * Export the chart from Freelance Graphics for DOS as a .CH1 file, then choose File Import Chart to bring it into Freelance Graphics for Windows.

See also

[About Linking](#)

[About 1-2-3 .PIC File Color Mapping](#)

[Create a Chart](#)

[Import Chart Dialog Box](#)

Import Chart Dialog Box

File name

Specifies the chart file to import. Type or select the name of the file you want. This box lists files with the extension you select in the File types box. Use Directories, Drives, and File types to view different file types in other directories.

You can also type the wildcard characters * (asterisk) and ? (question mark) in the file name to list files with similar names and/or extensions. The asterisk represents any number of sequential characters and the question mark represents any single character.

To choose a file, highlight the file name and either click OK or press ENTER, or double-click the file name.

File types

Specifies the type of files you want listed in the File name box.

Freelance Graphics for OS/2 (GPH)

Displays names of Freelance Graphics for OS/2 and 1-2-3 for OS/2 graph files.

Freelance (CH1)

Displays names of Freelance Plus Release 3.0 and higher chart files.

Graphwriter (CHT)

Displays names of chart files generated by Graphwriter II.

1-2-3 Worksheet (WK?)

Displays names of 1-2-3 worksheet files.

Symphony Worksheet (WR?)

Displays names of Symphony worksheet files.

File information

Displays the size of the highlighted file in the File name list box and the date and time the file was last saved.

Directories

Lists the directories on the drive you choose. Within the Directories list box you can:

- * Double-click a directory to see the subdirectories it contains
- * Double-click the top-most directory to move up the directory tree and list the subdirectories and file names at that directory level

When you choose a directory, only files that match the type specified in the File types box are listed in the File name list box.

Drives

Choose the drive you want Freelance Graphics to search. When you choose a drive, its directories are listed in the Directories list box.

Named Charts

Displays the Import Named Chart dialog box. Use this dialog box to import a named chart from a 1-2-3 or Symphony worksheet. This button is available only if you have chosen 1-2-3 Worksheet (WK?) or Symphony Worksheet (WR?) in the File types box and specified a chart file of that type in the File name box.

See also

Create a Chart
File Import Chart

Import Named Chart Dialog Box

Chart name

Specifies the named chart to import from the worksheet file you chose in the Import Chart dialog box. Accept this named chart or choose another one from the Named chart list box.

Named chart

Lists all named charts in the worksheet file. To choose a chart, highlight the chart name and either click OK or press ENTER, or double-click the chart name.

If there is a chart in the worksheet that has not been named, that chart is listed as "current." If you choose a worksheet but do not specify a chart, Freelance Graphics imports the chart listed as "current."

See also

Create a Chart

File Export

Exports the current page or the entire presentation to a file format that can be read by other software programs.

See the [Export File dialog box](#) for a list and descriptions of the files types that Freelance Graphics can export.

Note

When you export a Portfolio or Screen Show in the Export File dialog box, Freelance Graphics exports the entire presentation; otherwise, it exports only the [current page](#).

Tip

You can also copy Windows metafile objects and ASCII text from Freelance Graphics to other Windows applications using [Edit Copy](#) and [Edit Paste](#).

See also

[Export File Dialog Box](#)

[Export Portfolios for Freelance Plus and Freelance Graphics for DOS](#)

[Create a Screen Show that Runs from DOS](#)

[Share Information Between Windows, DOS, and OS/2 Versions of Freelance Graphics](#)

Export Portfolios for Freelance Plus and Freelance Graphics for DOS

You can use File Export to export a Freelance Graphics for Windows presentation as a Portfolio for use in Freelance Plus and Freelance Graphics for DOS. Note that:

- * Freelance Graphics uses the presentation file name as the Portfolio file name.
- * For the individual .DRW files, Freelance Graphics uses the first six letters of the presentation file name followed by incremental numbers.

For example, if the presentation file name is Q2MARKET.PRE, the exported Portfolio file name would be Q2MARKET.PFL. The drawing pages would be named Q2MARK00.DRW, Q2MARK01.DRW, Q2MARK02.DRW, and so on.
- * Freelance Graphics for Windows has more color selections than both Freelance Plus and Freelance Graphics for DOS, and does not depend on an output device for font and color selections.

A Freelance Graphics for Windows presentation can use as many typefaces as are available on a page. Freelance Graphics for DOS and Freelance Plus use up to eight typefaces per .DRW file.

When Freelance Graphics for Windows exports a .DRW file to these applications, it maps fonts to the default font slots; for example, the first four slots are assumed to be Helvetica (Arial) plain, bold, italic, and bold italic.

When you export a file to Freelance Plus or Freelance Graphics for DOS, you may need to adjust the fonts and colors in the .DRW file.

- * Freelance Graphics for Windows organization charts and tables are exported as grouped objects. OLE objects are exported as bitmaps. Screen show buttons are lost.

Tip

If you want a backdrop file for the Portfolio, add that page to the Freelance Graphics for Windows presentation before you export it. Then assign the backdrop file on the Portfolio List form in Freelance Graphics for DOS.

See also

[Export File Dialog Box](#)

[File Export](#)

[Share Information Between Windows, DOS, and OS/2 Versions of Freelance Graphics](#)

Export File Dialog Box

File name

Specifies the file to export. Type or select the name of the file you want to export. This box lists files with the extension you select in the File types box. Use Directories, Drives, and File types to view different file types in other directories.

You can also type the wildcard characters * (asterisk) and ? (question mark) in the File name text box to list files with similar names and/or extensions. The asterisk represents any number of sequential characters and the question mark represents any single character.

To choose a file, highlight the file name and either click OK or press ENTER, or double-click the file name.

File types

Specifies the type of files you want listed in the File name box.

Adobe Illustrator (AI)

Creates a file that can be read by Adobe Illustrator Release 4.0.

Windows Bitmap (BMP)

Creates a bitmap file that can be read by Windows (Versions 3.0 and 3.1) and OS/2 (Versions 1.3 and 2.0) applications.

Computer Graphics Metafile (CGM)

Creates a metafile that can be used by Freelance Plus Release 2.0 and higher, Freelance Graphics for DOS, Graphwriter II, 1-2-3 Release 3.0, and by other sources supported by Freelance Plus Release 3.0 and higher, Harvard Graphics Release 2.3, Applause II Version 1.0, ANSI X3.i22-1986, and various DOS applications.

Encapsulated PostScript (EPS)

Creates an Encapsulated PostScript file that can be read by applications that import EPS files.

Graphics Interchange (GIF)

Creates a bitmap graphic file that can be used by GIF Version 89A.

OS/2 Metafile (MET)

Creates a metafile that can be read by OS/2 (Versions 1.3 and 2.0) applications.

Zsoft PC Paintbrush Bitmap (PCX)

Creates a bitmap file that can be read by Microsoft Paintbrush (Versions 3.0 and 3.1) and Zsoft Publishers Paintbrush (Revision 5 format).

Macintosh PICT (PCT)

Creates a monochrome or color QuickDraw file that can be read by Apple Macintosh Versions 1 and 2.

Tag Image (TIF)

Creates a tagged image format file that can be read by Freelance Plus 3.0 and higher, Freelance Graphics for DOS, and Aldus/Microsoft/Hewlett-Packard TIFF Version 5.0.

Targa Bitmap (TGA)

Creates an image file that can be read by Targa Version 2.0.

WordPerfect Graphic (WPG)

Creates a picture file that can be read by WordPerfect for Windows (Version 5.1) and DrawPerfect (Version 1.1).

Freelance (DRW)

Creates a drawing file that can be read by Freelance Plus Release 2.0 and higher, Freelance Graphics for DOS, and Graphwriter II.

Freelance Portfolio (PFL)

Creates a portfolio file and its drawing files that can be read by Freelance Plus Release 3.0 and higher and Freelance Graphics for DOS.

Windows Metafile (WMF)

Creates a graphics metafile that can be read by Windows (Versions 3.0 and 3.1) applications.

File information

Displays the size of the highlighted file in the File name list box and the date and time the file was last saved.

Directories

Lists the directories on the drive you choose. Within the Directories list box you can:

- * Double-click a directory to see the subdirectories it contains
- * Double-click the top-most directory to move up the directory tree and list the subdirectories and file names at that directory level

When you choose a directory, only files that match the type specified in the File types box are listed in the File name list box.

Drives

Choose the drive you want Freelance Graphics to search. When you choose a drive, its directories are listed in the Directories list box.

Options

If you choose any File type except DRW, PFL, and WMF, Freelance Graphics displays one of these dialog boxes to let you choose the format of the file to export.

- * AI Output Filter Setup dialog box
- * BMP Output Filter Setup dialog box
- * CGM Output Filter Setup dialog box
- * EPS Output Filter Setup dialog box
- * GIF Output Filter Setup dialog box
- * MET Output Filter Setup dialog box
- * PCX Output Filter Setup dialog box
- * PICT Output Filter Setup dialog box
- * TIFF Output Filter Setup dialog box
- * TGA Output Filter Setup dialog box
- * WPG Output Filter Setup dialog box

See also

File Export

Share Information Between Windows, DOS, and OS/2 Versions of Freelance Graphics

Directory Dialog Box

File name

Specifies the file name. Type or select the name of the file you want. This box lists files with the extension you select in the File types box. Use Directories and Drives to view different file types in other directories.

You can also type the wildcard characters * (asterisk) and ? (question mark) in the File name text box to list files with similar names and/or extensions. The asterisk represents any number of sequential characters and the question mark represents any single character.

To choose a file, highlight the file name and either click OK or press ENTER, or double-click the file name.

File types

Specifies the type of files you want listed in the File name box.

SmartMaster Set (MAS)

Displays SmartMaster set file names.

File information

Displays the size of the highlighted file in the File name list box and the date and time the file was last saved.

Directories

Lists the directories on the drive you choose. Within the Directories list box you can:

- * Double-click a directory to see the subdirectories it contains
- * Double-click the top-most directory to move up the directory tree and list the subdirectories and file names at that directory level

When you choose a directory, any files that match the type specified in the File types box are listed in the File name list box.

Drives

Choose the drive you want Freelance Graphics to search. When you choose a drive, its directories are listed in the Directories list box.

See also

[Style Choose SmartMaster Set](#)

File Network Options

Controls the file reservation, which you must have to save changes to a file. Only one user at a time can have a file's reservation, even though more than one user can look at the file at the same time. You would typically use this command only if you are working with files on a network.

Setting the reservation on a network file ensures that no other users can modify the file while you are working on it.

If the file is on a network and someone else has the reservation, you can open the file as read-only without the reservation. If you open the file without the reservation, Freelance Graphics displays RO (read-only) in the window title bar. You can work with the file but you cannot save changes to it unless the other user releases the reservation without saving changes to the file.

Reservations for Files on a Stand-alone System

File reservation is typically used for network files, but you do not need to be on a network to set a file's reservation. For example, you may want other users to view a file on your system but not want them to change the file. In this case, set the reservation to Manual so no one can accidentally overwrite your file.

See also

[Network Options Dialog Box](#)

Network Options Dialog Box

Reservation

Get

Gives you the reservation for the file in the active window if no one else has it and if no one has saved the file since you opened it. When you have the file's reservation, other users are limited to read-only access.

If another user already has the reservation for the file, a message tells you that the reservation is unavailable. You cannot get the reservation until the other user releases it. However, you can look at the file.

Release

Releases the reservation, allowing someone else to get the reservation and save changes to the file. When you release the reservation, Freelance Graphics displays the RO (read-only) indicator in the window title bar.

Setting

Automatic

Gives you the file reservation automatically when you open the file, if no one else has it.

Manual

Gives you the file reservation only when you select Get for the Reservation.

See also

[File Network Options](#)

File Page Setup

Specifies the page orientation, margins, and the text that appears at the top (header) and bottom (footer) of each printed page.

If you are creating slides, use File Page Setup to set Freelance Graphics to create slide files. This adjusts the aspect ratio and margins for 35 millimeter slide frames. (This setting also appears in the Printer Setup dialog box.)

See also

[File Page Setup Dialog Box](#)

[Print a Color Presentation in Black and White](#)

File Page Setup Dialog Box

Header and Footer

Specify the text that appears at the top (header) and bottom (footer) of each printed page. Headers and footers appear on printed output only; they are not displayed in the presentation or in a screen show.

Use the following guidelines when specifying headers and footers.

To print:	Do this:
Sequential page numbers	Enter # (number sign) in the header or footer.
Sequential page numbers, starting with a particular number for the first page	Enter ## (two number signs). For example, type ##25 to start printing with page 25.
The current date on each page	Enter @ (at sign) in the header or footer.
A header or footer with up to three parts: left aligned, centered, and right aligned	Enter a vertical bar () to separate each part. For example, type <i>June Sales</i> # @ to print June Sales on the left, the page number in the middle, and the current date on the right.
A header or footer of more than one line	Separate each line with a ~ (tilde).
A # (number sign), @ (at sign), ~ (tilde), (vertical bar), or \ (backslash) in a header or footer	Precede the character with a \ (backslash). For example, \# or \~. The backslash does not print.

Notes

The maximum number of characters for a header or footer is 512.

The header and footer typeface is a 10-point sans serif font. (You cannot change this.)

If a header or footer has only one segment, Freelance Graphics left aligns it unless you precede it with one vertical bar (to center it) or two vertical bars (to right align it).

Freelance Graphics uses the page area to determine the placement of headers and footers. Headers are placed just below the top of the page area, and footers are placed just above

the bottom of the page area.

Orientation

For all presentation pages in the current presentation file, determines whether the page orientation is **Landscape** (positions the page horizontally), **Portrait** (positions the page vertically), or based on the **System setting** (positions the page according to the Orientation setting in the Windows drivers setup dialog boxes).

Margins

Determines the left, right, top, and bottom work area on the page. Margins are measured in the units of measurement set in the [Units & Grids dialog box](#).

Set margins for slides

Mark this if you are creating slides to automatically adjust the aspect ratio and margins for 35 millimeter slide frames. (This same setting is available in the [Printer Setup dialog box](#).)

See also

[Create Slides](#)

[File Page Setup](#)

File Print

Prints all or part of a presentation as pages, speaker notes, audience notes, handouts, an outline, or a screen show. If you are creating slides, File Print prints slide files. File Print also provides access to the Setup dialog box for the current output device.

You can determine whether to print graduated patterns in a color presentation as solid, when printing to an output device that cannot print graduated patterns, or if you want to simplify your presentation handouts.

You can also print your presentation pages with the text and graphics you added, but without the background design of the SmartMaster set that the presentation uses.

You choose what to print in the Print File dialog box.

Choose this:	To print:
Full page	A presentation page on each printed page.
Speaker notes	The presentation page on the top half of the printed page and 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.
Outline	An outline of the text in your presentation. (Available from <u>Outliner view</u> only.)

Shortcuts

Icon: Click  (File Print icon)

Keys: Press CTRL+P (PRINT)


Notes

If you are printing a Freelance Graphics Release 1 presentation, be sure to choose the equivalent SmartMaster set in Freelance Graphics Release 2 before you print. See For Freelance Graphics for Windows Release 1 Upgraders: SmartMaster Sets for more information.

If you specified a header and footer in the File Page Setup dialog box, Freelance Graphics prints the header on the top and the footer on the bottom of each printed page when you choose File Print. If you are printing handouts, the header and footer print on each handout, not on each presentation page represented on a handout.

Choose File Printer Setup to specify whether the output destination is a printer, a slide driver, or a screen show. If you are printing slide files, you should mark Set margins for slides to adjust the aspect ratio and margins for slides. (You can also mark this setting in the File Page Setup dialog box.)

Tip

If you are printing a color presentation to a black-and-white device, you can choose [Style Use Black & White Palette](#) or click  (Color/B & W box) at the bottom of the window to see how your presentation will look in black and white.

See also

[Create Slides](#)

[Enhance Color Printing](#)

[Print a Color Presentation in Black and White](#)

[Print a Presentation](#)

[Print to a File](#)

[View a Presentation as a Screen Show](#)

Print File Dialog Box

Freelance Graphics displays the current output device in the upper left corner.

Print

Number of copies

Determines the number of copies to print.

From page, to

Determines the page numbers of the first and last pages to print. To print the entire presentation, accept the default settings for **From page** (1) and **to** (999).

Current page only

Prints only the current page if this is marked. Unmark it to print all pages or a range of pages.

Selected pages

In Page Sorter view, prints selected pages.

Format

Specifies whether Freelance Graphics prints full or reduced pages, speaker notes, audience notes, handouts, or your outline (from the Outliner view only).

Full page

Prints each page as a full page. Mark this item if you are creating slide files.

Speaker notes

Prints a reduced version of the presentation page on the top of the page and your speaker notes on the bottom.

Audience notes

Prints a reduced version of the presentation page with room at the bottom of the page for the audience to write notes during the presentation.

Handouts




Prints several presentation pages on one page. Specify whether you want 2, 4, or 6 presentation pages printed on each handout page.

Outline

(From the Outliner view only.) Prints an outline of your presentation. Collapsed text does not print.

Tip

To print all of the text in your outline:

1. Choose View Outliner or click  (Outliner View icon).
2. Choose Outline Expand All or click  (Expand All Pages icon).
3. Choose File Print or click  (File Print icon).
4. Mark Outline as the Format in the Print File dialog box.

Adjust color library for color printing

Prints using an alternate color library. When printing a color presentation to certain color printers, you may discover that the printed version of your presentation does not precisely match the colors displayed onscreen. Mark this setting to see if you get better results.

If you are creating slide files, be sure to unmark this setting. (See [Create Slides](#) for more information.)

Graduated fills as solid

Prints any graduated patterns in your color presentation as solid colors. Mark this if your output device cannot print graduated patterns, or if you want to simplify your presentation handouts by replacing graduated patterns with a solid color.

Print without SmartMaster background

Prints presentation pages with the text and graphics you added to them, but without the background design of the SmartMaster set you chose for the presentation.

Page Setup

Displays the File Page Setup dialog box that you use to specify headers, footers, margins, and page orientation. If you are creating slide files, mark Set margins for slides in this dialog box.

Setup

Displays the setup dialog box for the output device you choose in the Printer Setup dialog box.

Print

Accepts the settings you have specified, closes the dialog box, and initiates printing.

- * If you marked Optimize for screen show in the Printer Setup dialog box, when you choose Print, Freelance Graphics displays the Edit Screen Show dialog box.
- * If you chose a slide driver in the Printer Setup dialog box, choosing Print displays the Print to File dialog box, unless you are printing directly to a device. If you are sending output directly to a slide output device, choosing Print creates the slides.

See also

Create Slides

Enhance Color Printing

File Print

Print to a File

View a Presentation as a Screen Show

File Printer Setup

Specifies whether the output goes to a screen show, a printer, a slide driver, or another output device.

If you are printing slide files, you should mark Set margins for slides in the Printer Setup dialog box to adjust the aspect ratio and margins for slides. (You can also make this setting in the File Page Setup dialog box.)

You can choose an output device from the list of drivers installed in Windows. Click Setup to open the standard setup dialog box for the current output device.

Shortcut

Icon: Click  (Printer Setup icon)

Note

As with other Windows applications, Freelance Graphics uses the output device drivers that you installed in Windows. See your Windows documentation for more information.

See also

[Create Slides](#)

[Print a Presentation](#)

[Print to a File](#)

[Printer Setup Dialog Box](#)

Printer Setup Dialog Box

Optimize for screen show

Adjusts the presentation pages to the proper screen aspect ratio and orientation for your screen rather than an output device. Mark this if you are using the presentation as a screen show; unmark this if you are printing the presentation.

If you mark this item, Freelance Graphics automatically displays the Edit Screen Show dialog box when you choose Print in the Print File dialog box.

Changing this setting means that the aspect ratio of the presentation pages changes. Freelance Graphics rescales the margins or printable area accordingly.

Printers

Lists the available printers and slide drivers installed in Windows. Choose an output device from the list box.

Set margins for slides

Mark this if you are creating slides to automatically adjust the aspect ratio and margins for 35 millimeter slide frames. (This same setting is available in the File Page Setup dialog box.)

Setup

Displays a dialog box that you use to set up the selected output device. If it is available, click the Help button in this dialog box to display Help for this printer driver.

If you are creating slides, displays a dialog box that you use to set up the driver.

See also

Create Slides
File Printer Setup
Print to a File

File Exit

Ends the Freelance Graphics session.

If you have not yet saved any modified files, Freelance Graphics prompts you to save them before ending the session.

Short

Icon: Click  (Exit Freelance Graphics icon)

See also

[File Close](#)

[Multiple Application Windows](#)

File Exit & Return to <client>

When you are editing a Freelance Graphics OLE presentation object that is embedded in another application (the client application), this command exits Freelance Graphics (the server application) and returns to the client application.

When you return to the client application, the Freelance Graphics presentation object displays a pictorial representation of the last page that you were working on in that presentation. The next time you edit that object (by double-clicking the object), your Freelance Graphics presentation opens to that page.

If you choose File Exit & Return to <client> and you have modified the Freelance Graphics presentation, you are prompted to either update the Freelance Graphics presentation object or cancel the operation.

See also

File Close & Return to client>

File Update <client>

File Save As

If you save a presentation file that contains references to other files, such as bitmaps, to a different drive and/or directory, Freelance Graphics prompts you to copy the files that are referenced.

OK

Saves the file and copies the referenced files.

No

Saves the file to the specified name but does not copy the referenced files.

Cancel

Cancels File Save As without saving the file.

Close Window

If you have not saved changes to a presentation, Freelance Graphics asks if you want to save the presentation in a file before you close the window.

OK

Saves the file and closes the window.

No

Closes the window without saving the file.

Cancel

Cancel Close Window without closing the window.

Save Replace File

If you are saving a file that already exists on disk, Freelance Graphics asks how you want to save the file.

Replace

Replaces the old version of the file on disk with the updated file.

Backup

Copies the existing file on disk to the backup directory you specified in the User Setup dialog box and then saves the updated file to the current directory.

Tip

If you prefer not being asked to replace or backup a file when you choose File Save, you can turn this message off with Tools User Setup. This message also displays after choosing File Save As and then clicking OK in the Save As dialog box.

Cancel

Cancels File Save without saving the file.

Change Margins

You changed your margins and Freelance Graphics gives you the option to resize your working area to fit the new margins. Choose Yes to resize your page.

Exit Freelance

If you have not saved changes to a presentation, Freelance Graphics asks if you want to save the presentation in a file before it closes the window.

OK

Saves the file and closes the window.

No

Closes the window without saving the file.

Cancel

Cancels File Exit, returning you to where you were in Freelance Graphics.

Welcome to Freelance Graphics Dialog Box

Creates a new presentation, retrieves an existing presentation, or lets you run QuickStart, the online tutorial.

- * To create a new presentation, choose Create a new presentation and click OK to open the Choose a Look for Your Presentation dialog box.
- * To retrieve an existing presentation, choose Work on an existing presentation and click OK to open the Choose Presentation dialog box.
- * To run the online tutorial, click the QuickStart Tutorial button. (You can also run the tutorial from the Help menu once you have started Freelance Graphics.)

QuickStart is an interactive online tutorial that teaches you the basics of using Freelance Graphics. You can view a short animated tour of Freelance Graphics and get hands-on experience by going through the five QuickStart activities.

See also (click one of the following options or press TAB to highlight it and then press ENTER)

About...

Get Started

Using Help

Choose Presentation Dialog Box

File name

Specifies the file to open. Type or select the name of the file you want to open. This box lists files with the extension you select in the File types box. Use Directories, Drives, and File types to view different file types in other directories.

You can also type the wildcard characters * (asterisk) and ? (question mark) in the file name to list files with similar names and/or extensions. The asterisk represents any number of sequential characters and the question mark represents any single character.

To choose a file, highlight the file name and either click OK or press ENTER, or double-click the file name.

File types

Specifies the type of files you want listed in the File name list box. To list files with other extensions, edit the extension in the File name text box.

Presentation (PRE)

Displays presentation file names.

SmartMaster Set (MAS)

Displays SmartMaster set file names.

Symbol Library (SYM)

Displays symbol library file names.

Freelance for OS/2 (PRS)

Displays Freelance Graphics for OS/2 presentation file names.

File information

Displays the size of the highlighted file in the File name list box and the date and time the file was last saved.

Directories

Lists the directories on the drive you choose. Within the Directories list box you can:

- * Double-click a directory to see the subdirectories it contains
- * Double-click the top-most directory to move up the directory tree and list the subdirectories and file names at that directory level

When you choose a directory, only files that match the type specified in the File types box are listed in the File name list box.

Drives

Choose the drive you want Freelance Graphics to search. When you choose a drive, its directories are listed in the Directories list box.

See also

File Open

Share Information Between Windows, DOS, and OS/2 Versions of Freelance Graphics


Goto Dialog Box

Cell goto

Specify the cell you want the cell pointer to move to. Type the column and row address, for example, A1. Then click OK or press ENTER.

Note

To open this dialog box, use one of the following shortcuts:

Icon: Click  (Goto icon)

Keys: Press F5 (GOTO)

Go To Range Dialog Box

Range

Specify the cell you want the cell pointer to move to. Type the column and row address, for example, A1. Then click OK or press ENTER.

To go to a named range, choose the named range from the drop-down box, then click OK or press ENTER.


Note

To open this dialog box, click the Ranges button or press F5 in the Import Data window.

File Send Mail

Opens the Send Mail dialog box. You can send the current file and a message using Notes, cc:Mail, the Microsoft Messaging Application Programming Interface (MAPI), or Vendor Independent Messaging (VIM), depending upon which is on your system.

Shortcut

Icon: Click  (Send Mail icon)

See also

[Send Mail Dialog Box](#)

[Sending Mail from Freelance Graphics](#)

Send Mail Dialog Box

Send new mail message

Lets you send the current file in an electronic mail message using Notes, cc:Mail, the Microsoft Messaging Application Programming Interface (MAPI), or Vendor Independent Messaging (VIM), depending upon which is on your system.

Save and attach

Mark this item to send the current file. Then click OK. If you have not saved your file, you will be prompted to save it.

A Notes, cc:Mail, MAPI, or VIM dialog box will open. Follow the procedures for the application you have.

See also

[Sending Mail from Freelance Graphics](#)

Sending Mail from Freelance Graphics

You can send mail from Freelance Graphics with Lotus Notes, cc:Mail, the Microsoft Messaging Application Programming Interface (MAPI), and Vendor Independent Messaging (VIM), depending upon which is on your system.


You may have to adjust settings in your WIN.INI file. The necessary settings are described below. Use Notepad to edit the WIN.INI file. See your Microsoft documentation for more information about the WIN.INI file.

Note

The installation process for each of the applications listed below will make the appropriate entry in the WIN.INI file. However, if you switch from Notes or cc:Mail to VIM or MAPI, remove the [LotusMail] section from the WIN.INI file.

Lotus Notes

Freelance Graphics supports Lotus Notes Release 2.1a or higher.


When you add the following lines to your WIN.INI file, Freelance Graphics opens Notes when you choose File Send Mail or click  (Send Mail icon).

```
[LotusMail]
Application=Notes
Program=c:\notes\notes.exe
```

Substitute your path to Lotus Notes for C:\NOTES if it is different.

cc:Mail for Windows


Freelance Graphics supports cc:Mail for Windows Release 1.11 or higher.

When you add the following lines to your WIN.INI file, Freelance Graphics opens cc:Mail when you choose File Send Mail or click  (Send Mail icon).

```
[LotusMail]
Application=wMail
Program=c:\ccmail\wmail.exe SendMail
```


Substitute your path to cc:Mail for Windows for C:\CCMAIL if it is different.

VIM mail applications

If you add the following lines to your WIN.INI file, Freelance Graphics opens your VIM mail application when you choose File Send Mail or click  (Send Mail icon).

```
[MAIL]
SMI=1
```

Microsoft Mail

If you add the following lines to your WIN.INI file, Freelance Graphics opens Microsoft Mail when you use File Send Mail or click  (Send Mail icon).

```
[MAIL]
```

MAPI=1

File (Filename)

Opens this recently displayed file.

Page Commands

Add, delete, and duplicate [presentation pages](#) and [page layouts](#); choose and unlink page layouts for pages; change the background color of pages; create and delete [builds](#); and add speaker notes.

New

Adds a new page to a presentation or [SmartMaster set](#).

Remove

Removes a page from a presentation or SmartMaster set.

Duplicate

Makes a copy of the page in [Current Page view](#) or the [selected pages](#) in [Page Sorter view](#).

Choose Page Layout

Chooses a page layout for the page in Current Page view or for selected pages in Page Sorter view, or a layout for a page when you are editing [page layouts](#).

Unlink Page Layout

Breaks the link between selected pages and their page layouts.

Background

Changes the background color and pattern of either the entire presentation or selected pages.

Create Build

Inserts a sequence of pages before any page using a page layout with bullets. Each page displays one additional bulleted item in the list.

Delete Build

Deletes the sequence of pages inserted before you chose Create Build, leaving the original bulleted list page.

Speaker Notes

Adds, edits, and deletes notes for presentation pages.

See also

[About Page Layouts](#)

[About SmartMaster Sets](#)

[Edit Page Layouts](#)

[Get Started](#)

Page New

Adds a new presentation page when you are editing your presentation pages, or a new page layout when you are editing page layouts.

- * When you are editing presentation pages, Page New displays the New Page dialog box, in which you choose a page layout for the new page.
- * When you are editing page layouts, Page New displays the New Layout dialog box, in which you choose a layout to use as a starting point for designing the new page layout.

Freelance Graphics adds the new page or page layout immediately following the current page, and the new page becomes the current page.

Shortcuts


Icon: Click  (New Page icon)


Keys: Press F7 (PAGE NEW)

These shortcuts bypass the New Page and New Layout dialog boxes and add a new page using the page layout for the current page.

Tips

You can reorder pages in Page Sorter view.

When you are editing your presentation pages, you can also click  (New Page box) at the bottom of the window.

When you are editing your page layouts, you can click  (New Layout box) at the bottom of the window.

See also

[About Page Layouts](#)

[Add a Page](#)

[Edit Page Layouts](#)

[Edit Presentation Pages](#)

[Get Started](#)

New Page Dialog Box

Displays when you choose Page New when you are editing your presentation pages.

Page name

Displays the page name as a page number; for example, Page 2. Accept the default page name, edit it, or type a new one. See Change Page Names for information on changing page names.

Freelance Graphics uses the page name to keep track of pages. Page names do not appear anywhere on the printed page or in screen shows.

Choose a page layout

Displays a list of all page layouts in the current SmartMaster set and displays the highlighted page layout in the box to the right. Highlight the page layout you want to use. You can choose only one page layout for a page.

Choosing a page layout is the key to making it easy to create presentations. Choose a page layout that matches what you want on the page; you then fill in the blanks with the content. For example, choose Bulleted List if you want a page with a list of bulleted items.

Choose Basic Layout if you want to draw a diagram or other customized picture that does not match any of the provided page layouts. Choose [Blank Page] if you want a completely blank page to work on.

See also

Edit Page Layouts

Page Choose Page Layout

Page New

Style Choose SmartMaster Set

New Layout Dialog Box

Displays when you choose Page New when you are editing page layouts.

Page name

Displays the name for the new page layout as a page number; for example, Page Layout 2. You should name each page layout when you create it. See Customize a SmartMaster Set for more information.

Freelance Graphics uses the page name to keep track of pages. Page names do not appear anywhere on the printed page or in screen shows.

Choose a page layout

Displays a list of all page layouts in the SmartMaster set and displays the highlighted page layout in the box to the right.

Choose the page layout you want to use as the foundation for your new page layout. You can choose an existing page layout, Basic Layout to give all page layouts a common background and design, or [Blank Page] to add a blank page.

See also

Page Choose Page Layout


Page New

Style Choose SmartMaster Set

Page Remove

Deletes the page in Current Page view or the selected pages in Page Sorter view.

Tip

Choose Edit Undo or click  (Undo Last Operation icon) to restore pages if you remove them by mistake.

See also

Delete Pages

Delete a Page in Outliner View

Edit Clear

Edit Cut


Page Duplicate

Copies the page in Current Page view or the selected pages in Page Sorter view and places each copy immediately after its original page.

In Current Page view, the duplicate page becomes the current page.

In Page Sorter view, the duplicate of the first page selected becomes the current page and all duplicate pages are selected.

Shortcuts

Icon: Click  (Duplicate Page icon)

Keys: Press ALT+F7 (PAGE DUPL)

See also

[Reorder Pages in Page Sorter View](#)
[Work with Builds](#)


Page Choose Page Layout

Typically, you will have already chosen a page layout in the New Page dialog box for a presentation page you are working on in Current Page view, or for selected pages in Page Sorter view. The Page Choose Page Layout command lets you choose another page layout for this page.

Freelance Graphics provides layouts for all types of pages that you might need in a presentation, such as those for bulleted lists, charts, and so forth. Choose the page layout that most closely matches the type of page you want.

Note

When editing page layouts, you choose the page layout you want as the basis for the page layout you are designing in the New Layout dialog box. To choose another page layout as

the basis for this page layout, use Page Choose Page Layout or click  (Page Layout box) at the bottom of the window.


See also

[About Page Layouts](#)

[Choose Page Layout Dialog Box](#)

[Change Page Layouts](#)

Choose Page Layout Dialog Box

This dialog box displays when you choose the Page Choose Page Layout command or when you click  (Page Layout box) at the bottom of the window. The same dialog box appears when you are editing page layouts and presentation pages.

Choose a layout for the current page

Displays the list of all page layouts in the current SmartMaster set and displays the highlighted page layout in the box to the right. Choose the page layout you want to use as the foundation of your new page.

If you are editing page layouts, you will usually want to choose Basic Layout to give all page layouts in the SmartMaster set a common background and design. You can also choose an existing page layout and modify it.

If you are editing presentation pages, choose Basic Layout if you want to draw a diagram or other customized picture that does not match any of the provided page layouts. Choose [None] if you want a completely blank page on which to work.

If you choose [None], you can change the page background color using the Page Background command.

Tips

Displays information about how to use this dialog box.

See also

[About Page Layouts](#)

[Change Page Layouts](#)

[Page Choose Page Layout](#)

Page Unlink Page Layout

Unlinks the page in Current Page view or the selected pages in Page Sorter view from the page layout each page uses.

In most cases, you won't need this command because Freelance Graphics lets you move, size, and change the attributes of elements on a page layout directly from the presentation page. For example, you can drag a "Click here..." text block to place it elsewhere on the page.

Use the Page Unlink Page Layout command if you want to break the connection between the page and its page layout, for example, if you want a particular page in your presentation to keep the same design, even if you choose another SmartMaster Set.

After using Page Unlink Page Layout, the current page looks the same as other pages using this same page layout. However, because the page layout is no longer associated with this page, the current page will not be updated if you edit the page layout that was originally used for this page.

When you choose this command, Freelance Graphics asks if you want to unlink the page from the page layout. Click OK to continue or Cancel to cancel the operation.

Tip

To choose a page layout for a page you have unlinked, display the page in Current Page view or select it in Page Sorter view. Then choose Page Choose Page Layout and choose a page layout for the page.

See also

[About Page Layouts](#)

[Change Page Layouts](#)

Page Background

Chooses a new background color and/or pattern for one of the following:

- * All presentation pages
- * The page in Current Page view if it does not use a page layout
- * The selected pages in Page Sorter view only if they do not use page layouts

You determine the scope of the new background color in the Page Background dialog box.

See also

[About Color](#)

[About Page Background Colors](#)

[About Page Layouts](#)

[About SmartMaster Sets](#)

[Change the Background Color](#)

[Edit Page Layouts](#)

About Page Background Colors

Each [page layout](#) in a [SmartMaster set](#), including the [None] page layout, uses the same background color. If you change the background color for an entire presentation, Freelance Graphics automatically changes the background color for all page layouts in the SmartMaster set. When you add presentation pages, all page layouts will use the new background color.

You can change the background color of selected pages only for those pages that use the [None] page layout, or have been unlinked from their page layouts.

See also

[About Color](#)

[About Page Layouts](#)

[About SmartMaster Sets](#)

[Page Background](#)

[Page Background Dialog Box](#)

[Edit Page Layouts](#)

Page Background Dialog Box

Background

1st color

Specifies the color for the page background if you choose a solid pattern. In dot, hatch, and graduated patterns, the 1st color is represented by black in the choices in the Pattern drop-down box.

2nd color

Specifies the 2nd color for a pattern. In dot, hatch, and graduated patterns, the 2nd color is represented by white in the choices in the Pattern drop-down box.

Pattern

Specifies the pattern for the background colors.

- * Choose None if you do not want a background color. This overrides the background color choices.
- * The solid (all black) pattern uses only the 1st color as a solid background color.
- * A graduated pattern displays a range of colors. You specify the 1st and 2nd colors, and Freelance Graphics shades the background between them. The finished pattern looks like a gradual blending of the colors across the range. In the Pattern drop-down box, black represents the 1st color and white represents the 2nd color.

Scope

Entire presentation

Applies the background color and pattern to all pages in the presentation (including all page layouts).

Current/Selected pages (if no page layouts used)

Applies the background color and pattern only to selected pages that do not have a page layout associated with them.

Preview

Press and hold down the left mouse button on Preview to see how your changes look. Release the mouse button to return to the dialog box.

See also

[About Color](#)

[About Page Layouts](#)

[About SmartMaster Sets](#)

[Page Background](#)

Page Create Build

Inserts a sequence of pages before any page using a page layout with bullets. Each inserted page displays one more bullet than the previous page. The previous bulleted items in the list are dimmed.

For example, if the current page has a bulleted list with three items, Freelance Graphics inserts two pages before this page. The first page displays the first bulleted item; the second page displays the first two bulleted items, with the first item dimmed. The original page displays all three bulleted items, with the first two items dimmed.

This command is useful if you want to present a series of points in a bulleted list, item by item.

You can choose this command in Current Page view, or for a selected page in Page Sorter view, for a page that is not already part of a build.

When you choose this command, Freelance Graphics automatically creates the build. It then tells you that the build is complete and how many pages have been inserted in your presentation. Click OK to continue.

Shortcut

Icon: Click  (Create Page Build icon)

The page that is selected when you choose this command is called the parent page; the inserted pages are called the child pages.

The inserted pages are real presentation pages that you can work with just like any other page in your presentation. This lets you customize each page in the build.

For example, if you create a build for a page that uses the Bullets & Symbol page layout, you can add a different picture to each inserted page in that build. Or, if you are presenting a screen show, you can assign a different sound or movie to each inserted page in the build. You can also add a different speaker note to each inserted page.

See also

[Page Speaker Notes](#)
[Work with Builds](#)

Page Delete Build

Deletes the sequence of pages in a build inserted before the current page (called the parent page), leaving only the original bulleted list page.

When you choose this command, Freelance Graphics tells you how many child pages will be deleted from your presentation and asks if you want to continue. Click OK to delete all the child pages, leaving the original bulleted list page. Click Cancel to cancel the operation.

Note

If you have moved any of the child pages that are part of the build, or added new pages between them, when you choose Page Delete Build, Freelance Graphics deletes all of the child pages in that build, regardless of where they are in the presentation.

Shortcut

Icon: Click  (Delete Page Build icon)

You can choose this command in Current Page view, or for a selected page in Page Sorter view, for a page that is a parent page in a build.


See also

[Work with Builds](#)

Page Speaker Notes


Opens the [Speaker Note dialog box](#), in which you enter, edit, and delete text for a [speaker note](#). You can create one speaker note for each presentation page.

Freelance Graphics displays  in [Current Page view](#) and

 in [Page Sorter view](#) to indicate a presentation page that has a speaker note attached. You can click these icons to open the Speaker Note dialog box displaying the speaker note text for that page.

To print speaker notes for a presentation, choose Speaker notes in the [Print File dialog box](#).

Shortcut

Icon: Click  (Speaker Notes icon)

See also

[Add a Speaker Note](#)

Arrange Commands

Change the composition, location, or orientation of selected objects on the current page.

Group

Combines two or more objects (including other grouped objects) into a single object.

Ungroup

Separates a grouped object into its individual objects (or grouped objects).

Priority

Controls the order in which Freelance Graphics stacks overlapping objects on the page.

Align

Aligns objects horizontally or vertically or centers them on the page.

Space

Evenly spaces selected objects either horizontally or vertically.

Rotate

Rotates an object around its center point.

Flip

Turns objects over on a horizontal or vertical axis.

Points Mode

Activates edit points mode so you can move individual points on an object and use the Arrange Edit Points commands.

Edit Points

Adds and deletes points and breaks an object apart at selected points.

Convert

Converts objects to lines or polygons.

Connect Lines

Connects two or more selected open objects to create a single object.


Crop Bitmap

Trims a bitmap image to display a specific portion of the image.

Arrange Group

Combines two or more objects (including other grouped objects) into a single object.

Select all the objects to be grouped before you use Arrange Group.

Objects remain grouped until you ungroup them using Arrange Ungroup or click  (Ungroup icon).

Shortcut

Icon: Click  (Group icon)

Note

A "Click here..." text block cannot be grouped with other objects or with other "Click here..." text blocks.

You can, however, group text blocks you create and then edit the text in each of these text blocks while they are grouped.

Tips

A complex drawing made up of many objects is easier to move if you group all the objects.

You can change the attributes for a group of objects by double-clicking the group.

Every symbol must be a grouped object. When you create a symbol, use Arrange Group before you add it to a symbol library.

Arrange Ungroup

Separates a grouped object into the individual objects or groups that were selected when the object was grouped.

Also splits charts, metafiles, and tables into individual objects and breaks the links (if any) to the original files. Once a linked chart, metafile, or table has been ungrouped, you cannot relink it.

Shortcut

Icon: Click  (Ungroup icon)

Notes

If a grouped object includes other grouped objects, you have to use Arrange Ungroup more than once to ungroup all the objects.

You can use the Arrange Ungroup command to ungroup symbols.

You cannot ungroup a chart or a symbol in a "Click here..." block. You must first move the chart or symbol outside of the block by pressing and holding CTRL while dragging the chart or symbol. Once it is outside the block, you can ungroup the chart or symbol as you would any other grouped object.

See also

[Arrange Group](#)

Arrange Priority

Controls the order in which overlapping objects are displayed on the page. For example, if a newly drawn object covers a previously drawn object, use Arrange Priority to move the new object behind the other object.

To prioritize an object, select the object and then choose Arrange Priority to display the cascade menu.

Top

Moves the selected object to the top of the pile of overlapping objects.

Shortcut

Icon: Click  (Bring to Front icon)

Bottom

Moves the selected object to the bottom of the pile of overlapping objects.

Shortcut

Icon: Click  (Send to Back icon)

Send Forward One

Moves the selected object one step closer to the top of the pile of overlapping objects.

Shortcuts

Icon: Click  (Forward One icon)

Keys: Press SHIFT+F8

Fall Back One

Moves the selected object one step closer to the bottom of the pile of overlapping objects.

Shortcuts

Icon: Click  (Back One icon)

Keys: Press F8

Note

Choose Edit Undo or click  (Undo Last Operation icon) to undo Arrange Priority.

Arrange Align


Aligns two or more selected objects horizontally or vertically, or centers selected objects on the page. You can also place selected objects in line with the most extreme edge of the selected object to the left, right, top, or bottom, depending on your alignment choice.


To align objects, first select the objects you want to align, then use Arrange Align to display the Align Objects dialog box.

Shortcuts


Icons: Click  (Align Left icon)

Click  (Align Right icon)

Click  (Align Top icon)

Click  (Align Bottom icon)

Tip

Use Edit Undo or click  (Undo Last Operation icon) to undo an alignment.

Align Objects Dialog Box

You can align two or more selected objects. This dialog box displays a sample of how the objects will align, based on the option you choose.

Align left sides

Aligns selected objects vertically along the left edge of the leftmost object.

Shortcut

Icon: Click  (Align Left icon)

Align right sides

Aligns selected objects vertically along the right edge of the rightmost object.

Shortcut

Icon: Click  (Align Right icon)

Align tops

Aligns selected objects horizontally along the top edge of the topmost object.

Shortcut

Icon: Click  (Align Top icon)

Align bottoms

Aligns selected objects horizontally along the bottom edge of the bottommost object.

Shortcut

Icon: Click  (Align Bottom icon)

Center in a column

Centers the selected objects vertically. The center of the column lies between the edges of the leftmost and rightmost objects.

Center in a row

Centers the selected objects horizontally. The center of the row lies between the edges of the topmost and bottommost objects.

Center on a point

Centers the selected objects on one point. The center point is the center of the area covered by all selected objects.

Center on page


Only used in conjunction with Center in a column, Center in a row, or Center on a point. When this is marked, Freelance Graphics places the centered objects in the middle of the page.


Arrange Space

Evenly spaces three or more selected objects horizontally, vertically, or in both directions on the current page.

This command displays the Space dialog box.

Shortcuts

Icons: Click  (Space Vertically icon)

Click  (Space Horizontally icon)

See also

[Align and Space Objects](#)


Space Dialog Box

Displays when you select three or more objects and choose Arrange Space.

Space vertically

Mark this to place selected objects on the current page with the same amount of vertical space between them.

Shortcut

Icon: Click  (Space Vertically icon)

Space horizontally

Mark this to place selected objects on the current page with the same amount of horizontal space between them.


Shortcut

Icon: Click  (Space Horizontally icon)

See also

[Align and Space Objects](#)

Arrange Rotate

Turns a selected object around its center point, or two or more selected objects around their collective center point. When you choose this command, the pointer changes to .

You can rotate in either direction.

The angle of rotation appears in the edit line.

Shortcut

Icon: Click  (Rotate icon)

Tip

Press and hold down SHIFT while rotating the selected objects to constrain the rotation to 45 degree increments.

Notes

You cannot rotate charts, tables, or organization charts.

Bitmaps can be rotated in 90-degree increments only.

You rotate text blocks as you do other objects. When you edit a rotated text block, Freelance Graphics temporarily positions the block horizontally, then returns the block to its rotated position when you exit text edit mode. This is also true for curved text.

See also

[Change an Object's Orientation](#)

Arrange Flip

Flips selected objects over a horizontal or vertical axis that extends through the middle of the objects.

Note

You cannot flip a chart, organization chart, table, text block, OLE object, or metafile.

Left to Right

Flips selected objects from left to right.

Shortcut

Icon: Click  (Flip Left to Right icon)

Top to Bottom

Flips selected objects from top to bottom.


Shortcut

Icon: Click  (Flip Top to Bottom icon)

Arrange Flip Left to Right

Flips selected objects from left to right.

Shortcut

Icon: Click  (Flip Left to Right icon)

Note

You cannot flip a chart, organization chart, table, text block, OLE object, or metafile.

See also

[Arrange Flip](#)

[Arrange Flip Top to Bottom](#)

Arrange Flip Top to Bottom

Flips selected objects from top to bottom.

Shortcut

Icon: Click  (Flip Top to Bottom icon)

Note

You cannot flip a chart, organization chart, table, text block, OLE object, or metafile.

See also

[Arrange Flip](#)

[Arrange Flip Left to Right](#)

Arrange Priority Top

Freelance Graphics normally draws the objects on a page in the order you create them. This means that if objects overlap, the one you created most recently will appear on top of the ones you created earlier.

Choose Arrange Priority Top to make the selected object the topmost object on the page.

Shortcut

Icon: Click  (Bring to Front icon)

Tip

Choose Edit Undo or click  (Undo Last Operation icon) to undo Arrange Priority Top.

See also

[Arrange Priority Bottom](#)

[Arrange Priority Send Forward One](#)


Arrange Priority Bottom

Moves the selected object to the bottom of a pile of overlapping objects.

Shortcut

Icon: Click  (Send to Back icon)

Tip

Choose Edit Undo or click  (Undo Last Operation icon) to undo Arrange Priority Bottom.

See also

[Arrange Priority Top](#)

[Arrange Priority Fall Back One](#)

Arrange Priority Send Forward One


Moves the selected object one step closer to the top of a pile of overlapping objects.

Shortcuts

Icon: Click  (Forward One icon)

Keys: Press SHIFT+F8

Tip

Choose Edit Undo or click  (Undo Last Operation icon) to undo Arrange Priority Send Forward One.

See also

[Arrange Priority Fall Back One](#)

[Arrange Priority Top](#)

Arrange Priority Fall Back One


Moves the selected object one step closer to the bottom of a pile of overlapping objects.

Shortcuts

Icon: Click  (Back One icon)

Keys: Press F8

Tip

Choose Edit Undo or click  (Undo Last Operation icon) to undo Arrange Priority Fall Back One.

See also

[Arrange Priority Send Forward One](#)
[Arrange Priority Bottom](#)

Arrange Points Mode

Turns edit points mode on and off. In edit points mode you can change the shape of lines, arrows, polylines, curves, arcs, polygons, and freehand drawings by moving or deleting their points, or by adding points to them.

Note

You cannot edit the points of rectangles or circles. To modify the shape of these objects, first choose Arrange Convert to convert them to lines or polygons.


Shortcuts

Icon: Click  (Points Mode icon)

Keys: Press SHIFT+F6

In edit points mode:

- * The edit points mode indicator appears in the title bar

- * The pointer displays as 

When you select a line, arrow, curve, polyline, arc, polygon, or freehand drawing in edit points mode, Freelance Graphics displays handles on the object's points. You can then select the specific points you want to work with.

- * Selected points are filled squares.

- * Unselected points are unfilled squares.

To move a point of an object, drag the point to the position you want it to be in.

When you are in edit points mode, Freelance Graphics displays a check mark next to the Points Mode command in the Arrange menu. Freelance Graphics remains in edit points mode until you choose Arrange Points Mode a second time, or press SHIFT+F6, to remove the check mark from the menu.

The Arrange Edit Points Menu

You use the Arrange Edit Points menu commands to:

- * Add points to and delete points from an object
- * Break an object apart

See also

Edit an Object's Points

Arrange Edit Points

Adds points to and deletes points from the selected objects, and breaks objects apart at the selected points.

To make these menu commands available, you must first select an object and then choose Arrange Points Mode.

Add Point

Adds a point to an object where you click.

Shortcuts

Icon: Click  (Add Point icon)

Keys: Press INSERT

Delete Points

Deletes selected points from one or more objects.

Shortcut

Keys: Press DELETE


Break


Splits an object at selected points.

Note

You cannot edit the points of rectangles or circles. To modify the shape of these objects, first choose Arrange Convert to convert them to lines or polygons.

Arrange Edit Points Add Point

Adds a point to an object. When you choose this command, the pointer displays with a plus sign (+) in it . On some screens it looks like a circle.


To add a point, click the location on the object's perimeter where you want to add the point. Freelance Graphics adds the point, displayed as a filled square. The new point is selected and the pointer returns to the edit points mode pointer .

Shortcuts

Icon: Click  (Add Point icon)

Keys: Press INSERT

Notes

To add another point, Choose Add Point again, click  (Add Point icon), or press INSERT.

If you switch pages, delete the current page, or choose another drawing tool, the command is canceled.

Tip

To break apart an object where there are no points, add points where you want the breaks to occur.

See also

[Edit an Object's Points](#)

Arrange Edit Points Delete Points

Deletes selected points from an object.

To delete points, select the points and choose this command.

Shortcut

Keys: Press DELETE

You can also delete selected points by choosing Edit Clear.

Notes

You cannot delete points on rectangles or circles.

To delete a text block, a circle, or a rectangle, you must leave edit points mode.

If you delete all the points of an object, the entire object is deleted.

Choose Edit Undo or click  (Undo Last Operation icon) to undo Arrange Edit Points Delete Points.

See also

[Edit an Object's Points](#)

Arrange Edit Points Break

Splits an object at the selected points.

- * When you split an open object, you create two or more open objects.
- * When you split a closed object, you create two closed objects.


To split an open object, select the points where you want to split the object and choose this command. You must select at least one point on a line.

To split a closed object, you must select two non-consecutive points on a polygon. As long as the selected points define an area, Freelance Graphics can split the polygon.

To split an object where there are no points, add points where you want the breaks to occur using Arrange Edit Points Add Point.

Notes

You cannot edit the points of rectangles or circles. To modify the shape of these objects, first select the objects and choose Arrange Convert to convert them to lines or polygons.

Choose Edit Undo or click  (Undo Last Operation icon) to undo Arrange Edit Points Break.

See also

Edit an Object's Points

Arrange Convert

Converts objects to lines or polygons.

After converting an object, you can:

- * Add points to the object, or delete the object's points, using Arrange Edit Points
- * Split the object using Arrange Edit Points Break
- * Close the object and add an area color and/or pattern

To Lines

Converts an object to a line by disconnecting the line between the start and endpoints of the object.

To Polygons


Converts an object to a polygon by connecting the start and endpoints of the object.

Arrange Convert To Lines

Converts a selected object to a line by disconnecting lines between the start and endpoints of that object. The object becomes an open object; it loses the area color and pattern assigned to it as a closed object.

Notes

You must convert rectangles and circles to lines or polygons before editing them in edit points mode. A rectangle, polygon, or circle converted to lines may still look closed, but it is an open multi-segmented line.

Choose Edit Undo or click  (Undo Last Operation icon) to undo Arrange Convert To Lines.


Arrange Convert To Polygons

Converts a selected object to a polygon by connecting the start and endpoints of that object. The object becomes a closed object; you can fill it with an area color and/or pattern. The converted object takes on the default area color and pattern for polygons.

Freelance Graphics removes arrowheads when you convert an object with arrowheads to a polygon.

Notes

You must convert rectangles and circles to lines or polygons before editing them in edit points mode.


Choose Edit Undo or click  (Undo Last Operation icon) to undo Arrange Convert To Polygons.

Arrange Connect Lines

Connects two or more selected lines or curves to create a single object. You can also use this command to connect selected lines in freehand drawings.

Freelance Graphics searches for the closest start or endpoints of the selected lines or curves, and adds a line segment between them. If you have selected more than two objects, Freelance Graphics continues to search for points and add lines until all selected lines or curves are connected.

Note

Choose Edit Undo or click  (Undo Last Operation icon) to undo Arrange Connect Lines.

Arrange Crop Bitmap

Defines the rectangular portion of a selected bitmap that you want to display on the current page.

Select the bitmap you want to crop, then choose this command to display the Crop Bitmap dialog box.

Note

You cannot use Edit Undo when cropping bitmaps in the Crop Bitmap dialog box.

Crop Bitmap Dialog Box

Displays a complete image from a bitmap file (a TIFF or BMP file, for example), surrounded by a rectangle with handles.

To size the cropping rectangle, drag a handle to frame only that portion of the bitmap you want to use.

To move the cropping rectangle, drag it.

OK

Click OK when you are satisfied with the way you have cropped the bitmap.

Cancel

Click Cancel to close the dialog box and return to the presentation page without cropping the bitmap.

Note

You cannot use Edit Undo to undo bitmap cropping.

See also

Size an Object

Style Commands

Control object attributes, change the assigned SmartMaster set, choose palettes, and set drawing options.

Attributes

Changes the attributes of selected objects on the current page.

Default Attributes

Changes the default attributes of object types.

Choose SmartMaster Set

Switches from one SmartMaster set to another.

Use Black & White Palette

Switches to the black-and-white palette.

Use Color Palette

Switches to the color palette.

Choose Palette

Changes to a different color or black-and-white palette.

Edit Palette

Changes the colors in a palette.

Note

To change the attributes of data charts and chart components, use the Chart commands.

See also

About Attributes

Style Attributes

Changes the appearance of selected objects on the current page. The selected objects can be the same object type (all rectangles, for example) or a mixed selection of object types (rectangles and circles, for example).

The attributes include settings such as edge color, area color, and line width.

To change object attributes, do one of the following:

- * Select the object that you want to change, then choose Style Attributes
- * Double-click the object that you want to change

Freelance Graphics displays one of the following attributes dialog boxes, depending on which objects you selected.

Table Attributes dialog box for a selected table.

Table Attributes dialog box for a selected cell or range of cells.

Paragraph Styles dialog box for text blocks.

Style Attributes Bitmap dialog box

Style Attributes Circle/Ellipse dialog box

Style Attributes Line & Curve dialog box

Style Attributes Mixed dialog box

Style Attributes Polygon & Shape dialog box

Style Attributes Rectangle dialog box

Note

If you choose Style Attributes or double-click an object when multiple objects are selected, Freelance Graphics displays the Style Attributes Mixed dialog box.

See also

About Attributes

Edit a Chart

Style Default Attributes

Style Default Attributes

Establishes the appearance of new objects not yet drawn on the page by setting attributes for the drawing tools.

To change default attributes for an object type, double-click a drawing tool icon in the Toolbox or choose Style Default Attributes. Freelance Graphics displays one of the following dialog boxes, depending on which Toolbox icon you double-clicked. If an object is not selected and you choose Style Default Attributes, by default the Style Default Attributes Rectangle dialog box is displayed.

[Default Paragraph Styles dialog box](#)

[Style Default Attributes Circle/Ellipse dialog box](#)

[Style Default Attributes Line & Curve dialog box](#)

[Style Default Attributes Polygon & Shape dialog box](#)

[Style Default Attributes Rectangle dialog box](#)

Tip

In any default attributes dialog box, choose Mixed as the object type to set the Edge and Area attributes for all drawing tools (in the [Style Default Attributes Mixed dialog box](#)).

See also

[About Attributes](#)

[Edit a Chart](#)

[Style Attributes](#)

Style Choose SmartMaster Set

Replaces the current SmartMaster set with a different SmartMaster set. The look of your presentation is changed, but the content remains the same.

When you switch SmartMaster sets, this is what happens:

- * Page layouts in the new SmartMaster set with the same names as the current page layouts are assigned to the appropriate presentation pages.

All supplied SmartMaster sets have the same type and number of page layouts. When you switch sets, Freelance Graphics reassigns page layouts to presentation pages by matching the names of the page layouts.


For example, a presentation page assigned a page layout named "1 Chart" is assigned a page layout in another SmartMaster set that is also named "1 Chart."

- * If the new SmartMaster set does not have a page layout with the same name as the old page layout, those presentation pages will not have page layouts (the presentation page content remains the same). Freelance Graphics displays the number of pages for which no matching page layouts were found, and asks if you want to continue the switch.
- * If a presentation page did not have a page layout before the switch, it remains without a page layout after the switch.
- * The contents of the "Click here..." blocks are reassigned to the corresponding "Click here..." blocks on the new page layouts.

If the new page layouts have fewer "Click here..." blocks, the remaining text and graphics retain their size and position on the presentation page. However, they are no longer in "Click here..." blocks.

- * When you switch SmartMaster sets you also switch to the palette associated with the SmartMaster set you switched to.

Shortcut

Icon: Click  (Choose SmartMaster Set icon)

See also

[About Page Layouts](#)

[About SmartMaster Sets](#)

[Change a Color Palette](#)

[Change the Look of a Presentation](#)

[Choose SmartMaster Set Dialog Box](#)

[Create a New SmartMaster Set](#)

Choose SmartMaster Set Dialog Box

Choose a look for your presentation

Displays a list of SmartMaster sets. Click a SmartMaster set name to see a sample picture of that set.

If you prefer to work on a blank background, choose the BLANK.MAS SmartMaster set. You can then choose another SmartMaster set later if you want to add a design to the background of your presentation pages.

Tip

Type the first letter of the SmartMaster set you want in the list box to see the SmartMaster sets starting with that letter.

Note

SmartMaster set names beginning with a double "m" (mm) are designed for a multimedia presentation.

Directory

Displays the Directory dialog box. Use this dialog box to specify another drive and path for Freelance Graphics to search for SmartMaster sets. Use this dialog box only if you have saved SmartMaster sets in a directory other than the default directory. See Tools User Setup for more information.

SmartMaster with blank background

Mark this check box to open a new presentation with a page containing only "Click here..." blocks and no background from the SmartMaster set named BLANK.MAS. This SmartMaster set provides page layouts with blank backgrounds.

See also

About SmartMaster Sets

Choose Page Layout Dialog Box

Create a New SmartMaster Set

File New

Style Choose SmartMaster Set

Directory Dialog Box

File name

Specifies the file name. Type or select the name of the file you want. This box lists files with the extension in the File types box. Use Directories and Drives to choose a different file in another directory.

To choose a file, highlight the file name and either click OK or press ENTER, or double-click the file name.

File types

Specifies the file type listed in the File name box.

SmartMaster Set (MAS)

Displays SmartMaster set file names.

Palettes (PAL)

Displays palette file names.

A drop-down box lists the file types (extensions) that you can choose from.

File information

Displays the size of the highlighted file in the File name list box and the date and time the file was last saved.

Directories

Lists the directories on the drive you choose. Within the Directories list box, you can:

- * Double-click a directory to see the subdirectories it contains
- * Double-click the top-most directory to move up the directory tree and list the subdirectories and file names at that directory level

When you choose a directory, any files that match the type specified in the File types box are listed in the File name list box.

Drives

Choose the drive you want Freelance Graphics to search. When you choose a drive, its directories are listed in the Directories list box.

See also

[Change a Color Palette](#)

Style Choose Palette


Opens the Choose Palette dialog box, where you can choose a different palette for all pages in a presentation.

Switching palettes automatically remaps colors (or shades of gray) according to their position in the new palette. You do not have to reassign colors (or shades of gray) manually. The color (or gray scale) change affects every page in the presentation, so your presentation remains consistent and maintains its well-balanced use of colors or shades of gray.


Note

Switching color or black-and-white palettes does not change the color or shade of any objects that are using a library color or shade, as long as you have not edited that color or shade in the library.

Shortcut

Icon: Click  (Choose Palette icon)

Tips

If you are working with a presentation in color on the screen but are printing to a black-and-white device, click the Color/B&W box  in the status bar. This changes the palette from a color to a black-and-white palette specifically designed to print in black and white with the SmartMaster set you have chosen.

If you are working in black and white on the screen, you can click the Color/B&W box to change to a color version of the palette.

See also

[About Color](#)

[Change the Look of a Presentation](#)

[Choose Palette Dialog Box](#)

[Customize and Save a Color Palette](#)

Choose Palette Dialog Box

Palettes

Displays the palette files (.PAL or .BW) in the current directory. To change palettes, highlight a palette name in the list box.

Selected palette

Displays the colors or shades of gray in the highlighted palette. Colors are grouped according to suggested use: text, background, foreground, and chart.

Directory

Displays the Directory dialog box. Use this dialog box to specify another drive and path for Freelance Graphics to search for palettes. Use this dialog box only if you have saved palettes in a directory other than the default directory, or with an extension other than .PAL or .BW. See Tools User Setup for more information.

Preview

Press and hold down the left mouse button on Preview to see how your changes look. Release the mouse button to return to the dialog box.

See also


[Change the Look of a Presentation](#)
[Customize and Save a Color Palette](#)
[Style Choose Palette](#)
[Style Edit Palette](#)

Style Edit Palette

Opens the Edit Palette dialog box, where you can edit, create, and save color and black-and-white palettes. Use this command to modify the current palette, thus creating a customized color or gray scale scheme, or to create a new palette.

If you modify the current palette, it will be saved with your presentation. To save the palette for use with other presentations, you have to save the palette using the Edit Palette dialog box.

If all you want to do is change the color or gray scale scheme of a presentation, choose the Style Choose Palette command.

Each presentation and SmartMaster set has two palettes (a gray scale and a color scheme) associated with it. To view the effects of the other palette, click the Color/B&W box  in the status bar.

You can also:

- * Replace palette colors or shades of gray with library colors or grays
- * Change the red, green, and blue (RGB) values of a library color (you cannot change the black-and-white library tones)
- * Save a modified palette to use with another presentation

See also

[About Color](#)

[Change a Color Palette](#)

[Customize a SmartMaster Set](#)

[Customize and Save a Color Palette](#)

[Edit Palette Dialog Box](#)

Edit Palette Dialog Box

Current palette based on

Displays the name of the .PAL (or .BW) file upon which the current palette is based. The current palette is the same as the palette in the .PAL file only if you have not modified any colors (or grays).

When you choose a palette for a presentation, a copy of that palette's colors (or grays) becomes part of the presentation.

- * If you modify a presentation's palette, the changes to the colors (or shades of gray) are in effect for that presentation only. They do not affect the palette file or other presentations that use that palette.
- * If you modify a palette file, the changes do not affect any presentations to which the palette is already assigned. In order for these presentations to use the new palette, you must save the new palette by clicking Save As, then open each presentation that you want to use the new palette with, and choose the modified palette with the Style Choose Palette command.

Choose color to modify

Displays the colors or shades of gray in the current palette. Colors (or gray tones) are grouped according to suggested use: text, background, foreground, chart, chart 3D side, and chart 3D top. See About Palette Colors to learn what objects and areas the colors or grays are used for.

Click the color (or gray) you want to replace. The color is displayed in the Modify color box.

Preview

Press and hold down the left mouse button on Preview to see how your changes look. Release the mouse button to return to the dialog box.

Save

Displays the Save As dialog box, where you save the modified palette for use with another presentation.

Edit Library

Displays the Edit Library dialog box, where you edit a color's red, green, and blue values and change the color name of any color in the library. You cannot edit a black-and-white library.

Modify color

Displays the color you selected. The drop-down box displays the color library. Click the library color you want to replace this color.

See also

[Change a Color Palette](#)

[Customize and Save a Color Palette](#)

[Save Palette Changes with the SmartMaster Set](#)

[Style Edit Palette](#)

Edit Library Dialog Box

Choose a color to change

Click the color you want to modify. The color appears in the box in the bottom right and its name appears both above the library colors and in the New name box.

Red, Green, Blue

Adjusts the red, green, and blue (RGB) values of the selected color.

All colors are a combination of red, green, and blue values (RGB values). For example, slate blue has 0 parts red, 64 parts green, and 128 parts blue. Each RGB value can range from 0 to 255.

When you modify the RGB values of a library color, the modified color is available for the current palette only. If you switch palettes and display the library colors, the modified color is not in the new library.

Use the scroll bars to adjust the value, or type a value from 0 to 255 in the boxes to the right of the scroll bars.

New name

Displays the color's name. Edit the color name as needed.

Preview

Press and hold down the left mouse button on Preview to see how your changes look. Release the mouse button to return to the dialog box.

Notes

When you print a presentation, you have the choice of adjusting the colors for your color output device or, if it is a black-and-white printer, of using the black-and-white palette. See [Enhance Color Printing](#), [Print a Color Presentation in Black and White](#), and [Print File dialog box](#) for more information.

If you altered the color library of an existing SmartMaster set or palette, save the altered color library under a new palette name. When you want to restore the original library colors, select the original SmartMaster set or palette.

See also

[Change a Color Palette](#)

[Customize and Save a Color Palette](#)

[Edit Palette Dialog Box](#)

[Style Edit Palette](#)

Save As Dialog Box

File name

The text box displays the name of the active file. Accept the file name or edit it. If you write over a supplied palette, the only way you can retrieve the original colors is by reinstalling the palettes.

Use Drives and Directories to view files in other directories.

File types

When you save a palette, Freelance Graphics automatically assigns the .PAL (or .BW) extension to the file name. To save a file with another extension, edit the extension in the File name text box.

File information

Displays the size of the highlighted file in the File name list box and the date and time the file was last saved.

Directories

Lists the directories on the drive you choose. Within the Directories list box you can:

- * Double-click a directory to see the subdirectories it contains
- * Double-click the top-most directory to move up the directory tree and list the subdirectories and file names at that directory level

When you choose a directory, only files that match the type specified in the File types box are listed in the File name list box.

Drives

Choose the drive you want Freelance Graphics to search. When you choose a drive, its directories are listed in the Directories list box.

All files

Saves all open Freelance Graphics palette files with their existing file names. If any of these files do not yet have file names, Freelance Graphics prompts you to name them. If a file already exists, Freelance Graphics asks whether you want to overwrite the file or not.

Current file only

Saves only the current palette file.

See also

[Change a Color Palette](#)

[Customize and Save a Color Palette](#)

[Style Edit Palette](#)

[Edit Palette Dialog Box](#)

Paragraph Styles Dialog Box

Displays when you select a text block and choose Style Attributes, or Text Paragraph Styles, or when you double-click a text block.

1. Choose the paragraph style you want to change

Determines the paragraph style being defined. You can define different attributes for paragraph styles 1, 2, or 3, or you can define the same attributes for all three styles by choosing All.

The rest of the dialog box (except for Word wrap, Vertical justification, and Frame) determines the attributes for the paragraph style you choose here.

2. Choose attributes for the paragraph style





Font & bullet

Determines the **Font**, **Size**, and **Color** of the text, and color and size of bullets. Choose the appearance of the text: **Normal** for text that does not have any special emphasis, or any combination of **Bold**, **Italic**, **Underline**, and/or text with **Strikeout** lines through it.

Justification

Specifies the horizontal text alignment for the paragraph style you are defining.




To align text horizontally to the: **Click:**

Left	
Center	
Right	
Left and right	

Vertical justification

Specifies the vertical text alignment in a wrapping text block.

To justify text vertically to the: **Click:**

Top	
Center	
Bottom	

Word wrap

Specifies that text automatically wrap to the next line when it reaches the margin. If you do not mark this, the text you type does not wrap until you press ENTER.

Frame

Displays the Text Frame dialog box. This dialog box sets the attributes for the rectangle that defines the text block.

Spacing & Indents

Displays the Spacing & Indents dialog box. This dialog box sets the spacing and indents for

lines and paragraphs.

Preview

Press and hold down the left mouse button on Preview to see how your changes look. Release the mouse button to return to the dialog box.

Reset to SmartMaster

This option is available when you are editing presentation pages. Mark this to undo changes you have made to attributes of the paragraph styles for this text block; the attributes revert to the previous attributes.

For example, if you change the font for paragraph style 1 from normal to bold for a text block, mark Reset to SmartMaster to return the paragraph style text to normal.

Notes

This setting is available for "Click here..." text blocks only.

To return to the original attributes for the "Click here..." text block for this page layout, choose Style Choose SmartMaster Set and choose the same SmartMaster set.

Apply to SmartMaster

This option is available when you are editing presentation pages. If you mark this, all changes to attributes that you made to the paragraph styles for this "Click here..." text block will apply to the page layout that this page uses. This, in turn, changes the attributes for all pages that use this page layout.

For example, suppose that you change the font for paragraph style 1 from normal to bold for the bulleted list on a page using the Bulleted List page layout, and then mark this setting. Freelance Graphics makes the font bold for paragraph style 1 for bulleted lists on all pages using the Bulleted List page layout.

Notes

This setting is available for "Click here..." text blocks only.

This setting applies to the current presentation only. The changes do not affect other presentations that use the same SmartMaster set.

To cancel the changes you made and return to attributes that were in effect when you marked Apply to SmartMaster, mark Reset to SmartMaster.

Make this a "Click here..." text block

This option is available when you are editing page layouts. Mark this to make this text block a "Click here..." text block.

Prompt text

This option is available when you are editing page layouts. If you marked Make this a "Click here..." text block, type the prompt text you want to appear, or accept the default.

See also

[About Attributes](#)

[About Text](#)

[Add Text to a Page](#)

[Change Text Attributes](#)

[Create a "Click here..." Text Block](#)

[Style Attributes](#)

[Text Editing Keys](#)

Text Frame Dialog Box

If you change an Edge attribute setting, or an Area attribute setting, that change is made to the edges, or to the areas, for all the selected text blocks.

If the selected text blocks do not share a particular Edge attribute setting, or a particular Area attribute setting, the box for that attribute is split diagonally into white and gray halves.

Edge

Determines the **Color**, **Width**, and **Style** for the border surrounding the selected text blocks.

Area

Determines the **1st color** (the foreground color), **2nd color** (the secondary color for a pattern), and **Pattern** (the background pattern) for the selected text blocks.

Notes

The solid (all black) pattern uses only the 1st color as a solid color.

Choose None if you do not want a foreground color. This overrides the 1st and 2nd color choices.

In dot, hatch, and graduated patterns, the 1st color is represented by black and the 2nd color by white in the Pattern drop-down box.

A graduated pattern displays a range of colors. You specify the 1st and 2nd colors, and Freelance Graphics shades the background between them. The finished pattern looks like a gradual blending of the colors across the range. In the Pattern drop-down box, black represents the 1st color and white represents the 2nd color.

Same color as edge

Determines that the Area 1st color is the same as the Edge Color. If you mark this check box, Freelance Graphics automatically changes the Area 1st color to match the Edge Color for the selected objects.

Shadow

Determines whether the frame has a shadow along the bottom right, bottom left, top right, or top left. Choose None if you do not want a shadow.

Preview

Press and hold down the left mouse button on Preview to see how your changes look. Release the mouse button to return to the dialog box.

See also

[About Attributes](#)

[Paragraph Styles Dialog Box](#)

Spacing & Indents Dialog Box

1. Choose the paragraph style you want to change

Determines the paragraph style being defined. You can define different spacing and indents for paragraph styles 1, 2, or 3, or you can define the same spacing and/or indents for all three styles by choosing All.

The rest of the dialog box determines the attributes for the paragraph style you choose here.

2. Set spacing and indents **Spacing**

Specifies the amount of line space between paragraphs and lines.

The Paragraph setting is in addition to the Line setting. For example, if you specify 2 for Line spacing and 2 for Paragraph spacing, Freelance Graphics leaves two line spaces between lines and four line spaces between paragraphs.

If you set different Line spacing for paragraph styles 1, 2, and 3 and then mark All, Freelance Graphics displays Mixed in this setting.

Indents

Sets the indentation for the First line in paragraphs and the Left and Right margins of paragraphs. The indents are measured in the units specified in the Units & Grids dialog box.

If you set different indents for paragraph styles 1, 2, and 3 and then mark All, Freelance Graphics displays Mixed for the Spacing and Indents settings.

See also

[About Attributes](#)

[Paragraph Styles Dialog Box](#)

Style Attributes Polygon & Shape Dialog Box

A shape is an object created using a combination of the Polygon, Polyline, and Curve tools. Go from one of these tools to the other as you draw the shape.

If you change an Edge attribute setting, or an Area attribute setting, that change is made to the edges, or to the areas, for all the selected polygons and shapes.

If the selected objects do not share a particular Edge attribute setting, or a particular Area attribute setting, the box for that attribute is split diagonally into white and gray halves.

Edge

Determines the edge **Color**, **Width**, and **Style** for the selected objects.

Area

Determines the **1st color** (the foreground color), **2nd color** (the secondary color for a pattern), and **Pattern** for the selected closed objects.

- * The solid (all black) pattern uses only the 1st color.
- * Choose None if you do not want a foreground color. This overrides the 1st and 2nd color choices.
- * In dot, hatch, and graduated patterns, the 1st color is represented by black and the 2nd color by white in the Pattern drop-down box.
- * A graduated pattern displays a blend of colors. You specify the 1st and 2nd colors, and Freelance Graphics blends the background between them.

Same color as edge

Determines that the Area 1st color is the same as the Edge Color. When you mark this check box, Freelance Graphics automatically changes the Area 1st color to match the Edge Color for the selected objects.

Shadow

Determines whether the selected object has a shadow on the bottom right, bottom left, top right, or top left. Choose None if you do not want a shadow.

Preview

Press and hold down the left mouse button on Preview to see how your changes look. Release the mouse button to return to the dialog box.

See also

[About Attributes](#)

[Change the Appearance of Objects](#)

[Polygon Icon](#)

[Style Attributes](#)

Style Attributes Rectangle Dialog Box

If you change an Edge attribute setting, or an Area attribute setting, that change is made to the edges, or to the areas, for all the selected rectangles.

If the selected rectangles do not share a particular Edge attribute setting, or a particular Area attribute setting, the box for that attribute is split diagonally into white and gray halves.

Edge

Determines the edge **Color**, **Width**, and **Style** for the selected rectangles.

Area

Determines the **1st color** (the foreground color), **2nd color** (the secondary color for a pattern), and **Pattern** for the selected closed objects.

- * The solid (all black) pattern uses only the 1st color.
- * Choose None if you do not want a foreground color. This overrides the 1st and 2nd color choices.
- * In dot, hatch, and graduated patterns, the 1st color is represented by black and the 2nd color by white in the Pattern drop-down box.
- * A graduated pattern displays a blend of colors. You specify the 1st and 2nd colors, and Freelance Graphics blends the background between them.

Same color as edge

Determines that the Area 1st color is the same as the Edge Color. If you mark this check box, Freelance Graphics automatically changes the Area 1st color to match the Edge Color for the selected objects.

Rectangle rounding

Controls rounding of rectangle corners. Choose None, Low, Med, or High.

Shadow

Determines whether the selected object has a shadow on the bottom right, bottom left, top right, or top left. Choose None if you do not want a shadow.

Preview

Press and hold down the left mouse button on Preview to see how your changes look. Release the mouse button to return to the dialog box.

See also

[About Attributes](#)

[Change the Appearance of Objects](#)

[Rectangle Icon](#)

[Style Attributes](#)

Style Attributes Rectangle Dialog Box

If you change an Edge attribute setting, or an Area attribute setting, that change is made to the edges, or to the areas, for all the selected rectangles.

If the selected rectangles do not share a particular Edge attribute setting, or a particular Area attribute setting, the box for that attribute is split diagonally into white and gray halves.

Edge

Determines the edge **Color**, **Width**, and **Style** for the selected rectangles.

Area

Determines the **1st color** (the foreground color), **2nd color** (the secondary color for a pattern), and **Pattern** for the selected closed objects.

- * The solid (all black) pattern uses only the 1st color.
- * Choose None if you do not want a foreground color. This overrides the 1st and 2nd color choices.
- * In dot, hatch, and graduated patterns, the 1st color is represented by black and the 2nd color by white in the Pattern drop-down box.
- * A graduated pattern displays a blend of colors. You specify the 1st and 2nd colors, and Freelance Graphics blends the background between them.

Same color as edge

Determines that the Area 1st color is the same as the Edge Color. If you mark this check box, Freelance Graphics automatically changes the Area 1st color to match the Edge Color for the selected objects.

Rectangle rounding

Controls rounding of rectangle corners. Choose None, Low, Med, or High.

Shadow

Determines whether the selected object has a shadow on the bottom right, bottom left, top right, or top left. Choose None if you do not want a shadow.

Options

Specifies that a rectangle will be used as a "Click here..." block for either a chart, symbol, table, or an organization chart. You can modify the Prompt text if you choose to.

Make this a "Click here..." block

Specifies that the rectangle is a "Click here..." block. (See Create a "Click here..." Block for more information.)

Prompt text

Displays the text that Freelance Graphics uses as a prompt in the "Click here..." block. You can change the wording of the prompt text if you choose, but be sure your changed text has the required key word in it. The key word is indicated below the Prompt text box.

Preview

Press and hold down the left mouse button on Preview to see how your changes look. Release the mouse button to return to the dialog box.

See also

[About Attributes](#)

[Change the Appearance of Objects](#)

[Rectangle Icon](#)

[Style Attributes](#)

Style Attributes Line & Curve Dialog Box

If you change an Edge attribute setting, that change is made to the edges for all the selected objects.

If the selected objects do not share a particular Edge attribute setting, the box for that attribute is split diagonally into white and gray halves.

Edge

Determines the edge **Color**, **Width**, and **Style** for the selected lines, curves, arrows, arcs, freehand drawings, and/or polylines. Determines whether a marker is displayed on every point of a line, and the marker type.

You can also specify whether the selected object has a shadow on the bottom right, bottom left, top right, or top left. Choose None if you do not want a shadow.

Arrowheads

Specifies the display of arrowheads. You can choose to display an arrowhead at the start or end of a line, both ends, or none. You can also specify the size of the arrowhead. The actual size is relative to the line width.

Preview

Press and hold down the left mouse button on Preview to see how your changes look. Release the mouse button to return to the dialog box.

See also

[About Attributes](#)

[Arc Icon](#)

[Arrow Icon](#)

[Change the Appearance of Objects](#)

[Curve Icon](#)

[Polyline Icon](#)

[Freehand Icon](#)

[Line Icon](#)

[Style Attributes](#)

Style Attributes Circle/Ellipse Dialog Box

If you change an Edge attribute setting, or an Area attribute setting, that change is made to the edges, or to the areas, for all the selected circles and ellipses.

If the selected objects do not share a particular Edge attribute setting, or a particular Area attribute setting, the box for that attribute is split diagonally into white and gray halves.

Edge

Determines the edge **Color**, **Width**, and **Style** for the selected circles and/or ellipses.

Area

Determines the **1st color** (the foreground color), **2nd color** (the secondary color for a pattern), and **Pattern** for the selected closed objects.

- * The solid (all black) pattern uses only the 1st color.
- * Choose None if you do not want a foreground color. This overrides the 1st and 2nd color choices.
- * In dot, hatch, and graduated patterns, the 1st color is represented by black and the 2nd color by white in the Pattern drop-down box.
- * A graduated pattern displays a blend of colors. You specify the 1st and 2nd colors, and Freelance Graphics blends the background between them.

Same color as edge

Determines that the Area 1st color is the same as the Edge Color. If you mark this check box, Freelance Graphics automatically changes the Area 1st color to match the Edge Color for the selected objects.

Shadow

Determines whether the selected object has a shadow on the bottom right, bottom left, top right, or top left. Choose None if you do not want a shadow.

Preview

Press and hold down the left mouse button on Preview to see how your changes look. Release the mouse button to return to the dialog box.

See also

[About Attributes](#)

[Change the Appearance of Objects](#)

[Circle Icon](#)

[Style Attributes](#)

Style Attributes Bitmap Dialog Box

Lists the drive and path of the bitmap file.

Contrast, Brightness, and Sharpness

Determines the contrast, brightness, and sharpness of the selected images. Move the scroll boxes left or right to adjust each item.

Contrast and Brightness are available for both color and gray scale images; Sharpness is available for gray scale images only.

Contrast, Brightness, and Sharpness are not applicable for monochrome images.

Contrast is the ratio of black to white. Brightness is the luminous intensity. Sharpness is the degree of line and border definition.

Transparent

Turns all pixels except black pixels in the bitmap image transparent so that images or colors that are in back of the bitmap show through. This is particularly useful for line art, because the border of the bitmap image is white. Marking this also makes the border invisible.

Invert

Reverses the black-and-white colors of a selected monochrome image. That is, black areas become white and white areas become black. Mark this check box to invert the selected image.

Invert works only with monochrome images; it does not work with color and gray scale images.

List Files

Displays the List Files dialog box. When Freelance Graphics cannot locate the bitmap (.BMP, .TIF, or .PCX) file, it displays the name of the missing file on the presentation page. Click List Files to display the List Files dialog box and make any necessary changes to the drive, directory, and file name. The List Files dialog box is restricted to the following bitmap file types: BMP, GIF, PCX, TGA, and TIF.

Preview

Press and hold down the left mouse button on Preview to see how your changes look. Release the mouse button to return to the dialog box.

See also

[About Attributes](#)

[Change the Appearance of Objects](#)

[File Import](#)

[Style Attributes](#)

List Files Dialog Box

File name

Lists the files of available bitmaps. Type or select the name of the file you want. This box lists files with the extension you select in the File types box. Use Directories, Drives, and File types to view different file types in other directories.

You can also type the wildcard characters * (asterisk) and ? (question mark) in the File name text box to list files with similar names and/or extensions. The asterisk represents any number of sequential characters and the question mark represents any single character.

To choose a file, highlight the file name and either click OK or press ENTER, or double-click the file name.

File types

Specifies the type of files you want listed in the File name box.

Windows/PM Bitmap (BMP)

Displays names of bitmap files generated by Windows (Versions 3.0 and 3.1) and OS/2 (Version 1.3 and 2.0) applications.

Tag Image (TIF)

Displays names of tagged image format files generated by Freelance Plus 3.0 and higher, Freelance Graphics for DOS, and Aldus/Microsoft/Hewlett-Packard TIFF Version 5.0.

Zsoft PC Paintbrush Bitmap (PCX)

Displays names of bitmap files generated by Microsoft Paintbrush (Versions 3.0 and 3.1) and Zsoft Publishers Paintbrush (Revision 5 format).

Graphics Interchange (GIF)

Displays names of bitmap graphics files generated by GIF Version 89A.

Targa Bitmap (TGA)

Displays names of bitmap files generated by Targa Version 2.0.

File information

Displays the size of the highlighted file in the File name list box and the date and time the file was last saved.

Directories

Lists the directories on the drive you choose. Within the Directories list box you can:

- * Double-click a directory to see the subdirectories it contains
- * Double-click the top-most directory to move up the directory tree and list the subdirectories and file names at that directory level

When you choose a directory, only files that match the type specified in the File types box are listed in the File name list box.

Drives

Choose the drive you want Freelance Graphics to search. When you choose a drive, its directories are listed in the Directories list box.

Include image with file

Not available from this dialog box.

Make PostScript object

Not available from this dialog box.

See also

File Import

Share Information Between Windows, DOS, and OS/2 Versions of Freelance Graphics

Table Attributes Dialog Box: Text

1. Choose what you want to change

Determines which part of the table you want to change. The second part of this dialog box changes, depending upon what option you choose here.

Text Attributes

Changes the face, size, appearance (bold, italic, and so on) and justification of all text in the selected table.

Tip

Choose the Text commands to change the attributes of selected text.

Cell background & borders

Changes the background color and pattern, and the border color, width, and style, of all cells in the selected table.

Table background & border

Changes the background color and pattern, and the border color, width, style, and shadow, of the selected table.

2. Choose attributes

Specifies the attributes you want to change for all text in the selected table.

Font

Determines the **Face**, **Size**, and **Text color** for the selected text or text in the selected cell, range of cells, or table. Choose the appearance of the text: **Normal** for text that does not have any special emphasis, or any combination of **Bold**, **Italic**, **Underline**, and/or text with **Strikeout** lines through it.

Text justification

Determines where the text in the selected table is placed in the table.

To justify text to the:

Click:

Left



Center



Right



Left and right



Preview

Press and hold down the left mouse button on Preview to see how your changes look. Release the mouse button to return to the dialog box.

See also

[About Attributes](#)

[Edit a Table](#)

Table Attributes Dialog Box: All Cells Background and Border

1. Choose what you want to change

Determines which part of the table you want to change. The second part of this dialog box changes, depending upon what option you choose here.

Text Attributes

Changes the face, size, appearance (bold, italic, and so on) and justification of all text in the selected table.

Tip

Choose the Text commands to change the attributes of selected text.

Cell background & borders

Changes the background color and pattern, and the border color, width, and style, of all cells in the selected table.

Table background & border

Changes the background color and pattern, and the border color, width, style, and shadow, of the selected table.

2. Choose attributes

Specifies the attributes you want to change for all cells in the selected table.

Background

Determines the **1st color** (the primary color), **2nd color** (the secondary color), and **Pattern** for the background of the cells.

Same color as border

Mark this check box to make the background 1st color the same as the border color of the selected table.

Border

Determines the **Color**, **Width**, and line **Style** of the border of the selected table. Also determines whether these attributes apply to the left, right, top, bottom, or all parts of the cell border.

If the Same color as border check box is marked, the color you choose for the border will be used as the background 1st color.

Preview

Press and hold down the left mouse button on Preview to see how your changes look. Release the mouse button to return to the dialog box.

See also

[About Attributes](#)

[Edit a Table](#)

Table Attributes Dialog Box: Table Background and Border

1. Choose what you want to change

Determines which part of the table you want to change. The second part of this dialog box changes, depending upon what option you choose here.

Text attributes

Changes the face, size, appearance (bold, italic, and so on) and justification of all text in the selected table.

Tip

Choose the Text commands to change the attributes of selected text.

Cell background & borders

Changes the background color and pattern, and the border color, width, and style of all cells in the selected table.

Table background & border

Changes the background color and pattern, and the border color, width, style, and shadow of the selected table.

2. Choose attributes

Specifies the attributes you want to change for the background and border of the selected table.

Background

Determines the **1st color** (the primary color), **2nd color** (the secondary color), and **Pattern** for the background of the selected table.

Same color as border

Mark this check box to make the background 1st color the same as the border color of the selected table.

Border

Determines the **Color**, **Width**, and **Style** of the border of the selected table. If the Same color as border check box is marked, the color you choose for the border will be the same as the background 1st color.

Shadow

Displays shadows along the bottom right, bottom left, top right, or top left borders of the selected text table. Choose None if you do not want to display a shadow.

Preview

Press and hold down the left mouse button on Preview to see how your changes look. Release the mouse button to return to the dialog box.

See also

[About Attributes](#)
[Edit a Table](#)

Table Attributes Dialog Box: Selected Text

1. Choose what you want to change

Determines which part of the table you want to change. The second part of this dialog box changes, depending upon what option you choose here.

Text attributes of selected cells

Changes the face, size, appearance (bold, italic, and so on) and justification of text in the selected cell or range of cells.

Tip

Choose the Text commands to change the attributes of selected text.

Background & border of selected cells

Changes the background color and pattern, and the border color, width, and style, of the selected cell or range of cells.

Table background & border

Changes the background color and pattern, and the border color, width, style, and shadow, of the selected table.

2. Choose attributes

Specifies the attributes you want to change for text in the selected cell or range of cells.

Font

Determines the **Face**, **Size**, and **Text color** for text in the selected cell or range of cells. Choose the appearance of the text: **Normal** for text that does not have any special emphasis, or any combination of **Bold**, **Italic**, **Underline**, and/or text with **Strikeout** lines through it.

Text justification

Determines where text in the selected cell or range of cells is placed in the table.

To justify text to the:

Click:

Left



Center



Right



Left and right



Preview

Press and hold down the left mouse button on Preview to see how your changes look. Release the mouse button to return to the dialog box.

See also

[About Attributes](#)

[Edit a Table](#)

Table Attributes Dialog Box: Selected Cells Background and Border

1. Choose what you want to change

Determines which part of the table you want to change. The second part of this dialog box changes, depending upon what option you choose here.

Text attributes of selected cells

Changes the face, size, appearance (bold, italic, and so on) and justification of text in the selected cell or range of cells.

Tip

Choose the Text commands to change the attributes of selected text.

Background & border of selected cells

Changes the background color and pattern, and the border color, width, and style, of the selected cell or range of cells.

Table background & border

Changes the background color and pattern, and the border color, width, style, and shadow, of the selected table.

2. Choose attributes

Specifies the attributes you want to change for the background and border of the selected cell or range of cells.

Background

Determines the **1st color** (the primary color), **2nd color** (the secondary color), and **Pattern** for the background of the selected cell or range of cells.

Same color as border

Mark this check box to make the background 1st color the same as the border color of the selected table.

Border

Determines the **Color**, **Width**, and line **Style** of the border of the selected table. Also, determines whether these attributes apply to the left, right, top, bottom, or all parts of the cell border.

If the Same color as border check box is marked, the color you choose for the border will be used as the background 1st color.

Preview

Press and hold down the left mouse button on Preview to see how your changes look. Release the mouse button to return to the dialog box.

See also

[Edit a Table](#)

[About Attributes](#)

Table Attributes Dialog Box: Selected Table Background and Border

1. Choose what you want to change

Determines which part of the table you want to change. The second part of this dialog box changes, depending upon what option you choose here.

Text attributes of selected cells

Changes the face, size, appearance (bold, italic, and so on) and justification of text in the selected cell or range of cells.

Tip

Choose the Text commands to change the attributes of selected text.

Background & border of selected cells

Changes the background color and pattern, and the border color, width, and style, of the selected cell or range of cells.

Table background & border

Changes the background color and pattern, and the border color, width, style, and shadow, of the selected table.

2. Choose attributes

Specifies the attributes you want to change for the background and border of the selected table.

Background

Determines the **1st color** (the primary color), **2nd color** (the secondary color), and **Pattern** for the background of the selected table.

Same color as border

Mark this check box to make the background 1st color the same as the border color of the selected table.

Border

Determines the **Color**, **Width**, and **Style** of the border of the selected table. If the Same color as border check box is marked, the color you choose for the border will be used the background 1st color.

Shadow

Displays shadows along the bottom right, or bottom left, top left, or top right borders of the selected text table. Choose None if you do not want to display a shadow.

Preview

Press and hold down the left mouse button on Preview to see how your changes look. Release the mouse button to return to the dialog box.

See also

[About Attributes](#)
[Edit a Table](#)

Style Attributes Mixed Dialog Box

If you change an Edge attribute setting, or an Area attribute setting, that change is made to the edges, or to the areas, for all the selected objects.

If the selected objects do not share a particular Edge attribute setting, or a particular Area attribute setting, the box for that attribute is split diagonally into white and gray halves.

Edge

Determines the edge **Color**, **Width**, and **Style** for the selected objects.

Area

Determines the **1st color** (the foreground color), **2nd color** (the secondary color for a pattern), and **Pattern** for the selected closed objects.

- * The solid (all black) pattern uses only the 1st color.
- * Choose None if you do not want a foreground color. This overrides the 1st and 2nd color choices.
- * In dot, hatch, and graduated patterns, the 1st color is represented by black and the 2nd color by white in the Pattern drop-down box.
- * A graduated pattern displays a blend of colors. You specify the 1st and 2nd colors, and Freelance Graphics blends the background between them.

Same color as edge

Determines that the Area 1st color is the same as the Edge Color. If you mark this check box, Freelance Graphics automatically changes the Area 1st color to match the Edge Color for the selected objects.

Object type

Determines the object type you want to set the attributes for. When you click an object type, the dialog box changes to display the attributes for only that object type. For example, if the selected objects are circles, rectangles, and polygons, and you click the circle Object type, you can change the attributes for only the selected circles.

Shadow

Determines whether the selected object has a shadow on the bottom right, bottom left, top right, or top left. Choose None if you do not want a shadow.

Preview

Press and hold down the left mouse button on Preview to see how your changes look. Release the mouse button to return to the dialog box.


See also

[About Attributes](#)

[Change the Appearance of Objects](#)

[Style Attributes](#)

Default Paragraph Styles Dialog Box

Displays when you select a text block and choose Style Default Attributes or double-click  (Text icon) in the Toolbox. The settings you choose here will be used for all subsequent text blocks you create. "Click here..." text blocks have their own default settings.

1. Choose the paragraph style you want to change

Determines the paragraph style being defined. You can define different attributes for paragraph styles 1, 2, or 3, or you can define the same attributes for all three styles by choosing All.

The rest of the dialog box (except for Word wrap, Vertical justification, and Frame) determines the attributes for the paragraph style you choose here.

2. Choose attributes for the paragraph style

Font & bullet





Determines the **Font**, **Size**, and **Color** of the text, and color and size of bullets. Choose the appearance of the text: **Normal** for text that does not have any special emphasis, or any combination of **Bold**, **Italic**, **Underline**, and/or text with **Strikeout** lines through it.

Justification

Specifies the horizontal text alignment for the paragraph style you are defining.

To align text horizontally to the:

Click:




Left	
Center	
Right	
Left and right	

Vertical justification

Specifies the vertical text alignment in a wrapping text block.

To justify text vertically to the:

Click:

Top	
Center	
Bottom	

Word wrap

Specifies that text automatically wrap to the next line when it reaches the margin. If you do not mark this, the text you type does not wrap until you press ENTER.

Frame

Displays the [Default Text Frame dialog box](#). This dialog box sets the default attributes for the rectangle that defines the text block.

Spacing & Indents

Displays the [Default Spacing & Indents dialog box](#). This dialog box sets the default spacing and indents for lines and paragraphs.

Object type

Determines the type of Freelance Graphics object, such as text blocks, or circles, and so on, you want to set the default attributes for. When you click an object type, the dialog box changes to display the default attributes for that object type only.

See also

[About Attributes](#)

[About Text](#)

[Add Text to a Page](#)

[Change Text Attributes](#)

[Style Default Attributes](#)

Default Text Frame Dialog Box

If you change an Edge attribute setting, or an Area attribute setting, that change is made to the edges, or to the areas, for all text blocks that you create from now on.

If the selected text blocks do not share a particular Edge attribute setting, or a particular Area attribute setting, the box for that attribute is split diagonally into white and gray halves.

Edge

Determines the **Color**, **Width**, and **Style** for the border surrounding text blocks.

Area

Determines the **1st color** (the foreground color), **2nd color** (the secondary color for a pattern), and **Pattern** (the background pattern) for the selected text blocks.

Notes

The solid (all black) pattern uses only the 1st color as a solid color.

Choose None if you do not want a foreground color. This overrides the 1st and 2nd color choices.

In dot, hatch, and graduated patterns, the 1st color is represented by black and the 2nd color by white in the Pattern drop-down box.

A graduated pattern displays a range of colors. You specify the 1st and 2nd colors, and Freelance Graphics shades the background between them. The finished pattern looks like a gradual blending of the colors across the range. In the Pattern drop-down box, black represents the 1st color and white represents the 2nd color.

Same color as edge

Determines that the Area 1st color is the same as the Edge Color. If you mark this check box, Freelance Graphics automatically changes the Area 1st color to match the Edge Color for the selected objects.

Shadow

Determines whether the frame has a shadow along the bottom right, bottom left, top right, or top left. Choose None if you do not want a shadow.

See also

[About Attributes](#)

[Default Paragraph Styles Dialog Box](#)

[Style Default Attributes](#)

[Text Frame](#)

Default Spacing & Indents Dialog Box

1. Choose the paragraph style you want to change

Determines the paragraph style being defined. You can define different spacing and indents for paragraph styles 1, 2, or 3, or you can define the same spacing and/or indents for all three styles by choosing All.

The rest of the dialog box determines the attributes for the paragraph style you choose here.

2. Set spacing and indents **Spacing**

Specifies the amount of line space between paragraphs and lines.

The Paragraph setting is in addition to the Line setting. For example, if you specify 2 for Line spacing and 2 for Paragraph spacing, Freelance Graphics leaves two line spaces between lines and four line spaces between paragraphs.

If you set different line spacing for paragraph styles 1, 2, and 3 and then mark All, Freelance Graphics displays Mixed in this setting.

Indents

Sets the indentation for the First line in paragraphs and the Left and Right margins of paragraphs. The indents are measured in the units specified in the Units & Grids dialog box.

If you set different indents for paragraph styles 1, 2, and 3 and then mark All, Freelance Graphics displays Mixed for the Spacing and Indents settings.

See also

[About Attributes](#)

[Default Paragraph Styles Dialog Box](#)

[Style Default Attributes](#)

Style Default Attributes Polygon & Shape Dialog Box

Note

A shape is an object created with a combination of the Polygon, Polyline, and/or Curve drawing tools.

Edge

Determines the edge **Color**, **Width**, and **Style** for polygons and shapes.

Area

Determines the **1st color** (the foreground color), **2nd color** (the secondary color for a pattern), and **Pattern** for the selected closed objects.

- * The solid (all black) pattern uses only the 1st color.
- * Choose None if you do not want a foreground color. This overrides the 1st and 2nd color choices.
- * In dot, hatch, and graduated patterns, the 1st color is represented by black and the 2nd color by white in the Pattern drop-down box.
- * A graduated pattern displays a blend of colors. You specify the 1st and 2nd colors, and Freelance Graphics blends the background between them.

Same color as edge

Determines that the Area 1st color is the same as the Edge Color. If you mark this check box, Freelance Graphics automatically changes the Area 1st color to match the Edge Color for the selected objects.

Object type

Determines the type of Freelance Graphics object, such as text blocks or circles, you want to set the default attributes for. When you click an object type, the dialog box changes to display the default attributes for that object type.

Shadow

Determines whether the selected object has a shadow on the bottom right, bottom left, top right, or top left. Choose None if you do not want a shadow.

See also

[About Attributes](#)

[Change the Appearance of Objects](#)

[Polygon Icon](#)

[Style Default Attributes](#)

Style Default Attributes Rectangle Dialog Box

Edge

Determines the edge **Color**, **Width**, and **Style** for rectangles.

Area

Determines the **1st color** (the foreground color), **2nd color** (the secondary color for a pattern), and **Pattern** for the selected closed objects.

- * The solid (all black) pattern uses only the 1st color.
- * Choose None if you do not want a foreground color. This overrides the 1st and 2nd color choices.
- * In dot, hatch, and graduated patterns, the 1st color is represented by black and the 2nd color by white in the Pattern drop-down box.
- * A graduated pattern displays a blend of colors. You specify the 1st and 2nd colors, and Freelance Graphics blends the background between them.

Same color as edge

Determines that the Area 1st color is the same as the Edge Color. If you mark this check box, Freelance Graphics automatically changes the Area 1st color to match the Edge Color for the selected objects.

Rectangle rounding

Controls rounding of rectangle corners. Choose None, Low, Med, or High.

Shadow

Determines whether the selected object has a shadow on the bottom right, bottom left, top right, or top left. Choose None if you do not want a shadow.

Object type

Determines the type of Freelance Graphics object, such as text blocks or circles, you want to set the default attributes for. When you click an object type, the dialog box changes to display the default attributes for that object type.

See also

[About Attributes](#)

[Change the Appearance of Objects](#)

[Rectangle Icon](#)

[Style Default Attributes](#)

Style Default Attributes Line & Curve Dialog Box

Edge

Determines the edge **Color**, **Width**, and **Style** for lines, arrows, arcs, curves, polylines, and freehand drawing. Determines whether a **Marker** is displayed on every point of a line, arrow, arc, curve, and polyline, and the marker type.

You can also specify whether the selected object has a **Shadow** on the bottom right, bottom left, top right, or top left. Choose None if you do not want a shadow.

Object type

Determines the type of Freelance Graphics object, such as text blocks or circles, you want to set the default attributes for. When you click an object type, the dialog box changes to display the default attributes for that object type.

See also

[About Attributes](#)

[Arc Icon](#)

[Arrow Icon](#)

[Change the Appearance of Objects](#)

[Curve Icon](#)

[Polyline Icon](#)

[Freehand Icon](#)

[Line Icon](#)

[Style Default Attributes](#)

Style Default Attributes Circle/Ellipse Dialog Box

Edge

Determines the edge **Color**, **Width**, and **Style** for circles and ellipses.

Area

Determines the **1st color** (the foreground color), **2nd color** (the secondary color for a pattern), and **Pattern** for the selected closed objects.

- * The solid (all black) pattern uses only the 1st color.
- * Choose None if you do not want a foreground color. This overrides the 1st and 2nd color choices.
- * In dot, hatch, and graduated patterns, the 1st color is represented by black and the 2nd color by white in the Pattern drop-down box.
- * A graduated pattern displays a blend of colors. You specify the 1st and 2nd colors, and Freelance Graphics blends the background between them.

Same color as edge

Determines that the Area 1st color is the same as the Edge Color. If you mark this check box, Freelance Graphics automatically changes the Area 1st color to match the Edge Color for the selected objects.

Object type

Determines the type of Freelance Graphics object, such as text blocks or circles, you want to set the default attributes for. When you click an object type, the dialog box changes to display the default attributes for that object type.

Shadow

Determines whether the selected object has a shadow on the bottom right, bottom left, top right, or top left. Choose None if you do not want a shadow.

See also

[About Attributes](#)

[Change the Appearance of Objects](#)

[Circle Icon](#)

[Style Default Attributes](#)

Style Default Attributes Mixed Dialog Box

You set the default Edge and Area attributes for all drawing tools in this dialog box.

Edge

Determines the edge **Color**, **Width**, and **Style** for all drawing tools.

Note

If the tools do not share all Edge or Area colors, the Edge and Area boxes are split diagonally into white and gray halves. If you change the colors, they will be the same for that group of tools.

Area

Determines the **1st color** (the foreground color), **2nd color** (the secondary color for a pattern), and **Pattern** for the selected closed objects.

- * The solid (all black) pattern uses only the 1st color.
- * Choose None if you do not want a foreground color. This overrides the 1st and 2nd color choices.
- * In dot, hatch, and graduated patterns, the 1st color is represented by black and the 2nd color by white in the Pattern drop-down box.
- * A graduated pattern displays a blend of colors. You specify the 1st and 2nd colors, and Freelance Graphics blends the background between them.

Same color as edge

Determines that the Area 1st color is the same as the Edge Color. If you mark this check box, Freelance Graphics automatically changes the Area 1st color to match the Edge Color for the selected objects.

Object type

Determines the type of Freelance Graphics object, such as text blocks or circles, you want to set the default attributes for. When you click an object type, the dialog box changes to display the default attributes for that object type.

Shadow

Determines whether the selected object has a shadow on the bottom right, bottom left, top right, or top left. Choose None if you do not want a shadow.

See also

[About Attributes](#)

[Change the Appearance of Objects](#)

[Style Default Attributes](#)

Style Use Black & White Palette

Changes the palette from the current color palette to the current black-and-white palette. The black-and-white palette is specifically designed to print the SmartMaster set you are working with to a black-and-white printer or output device.


Shortcut

Click the Color/B&W box  in the status bar.

Style Use Color Palette

Changes the palette from the current black-and-white palette to the current color palette.

Shortcut

Click the Color/B&W box  in the status bar.

More Fonts Dialog Box

Choose the font you want to apply to selected text, to a selected text block, or to text you are about to type.

Click OK to apply the font, or Cancel to keep the original font.

See also

[Change Text Attributes](#)
[Text Edit Mode](#)

Text Commands

Edit text and change text attributes of bullets, characters, words, paragraphs, or text blocks.

Edit

Places the selected text block in text edit mode.

Font

Changes the face, size, color, and attributes of selected text or a selected text block.

Bullet

Changes the bullet style, color, and size for selected text or a selected text block.

Normal

Removes all text attributes (no bold, italic, and so forth) from selected text or a selected text block.

Bold

Changes the text appearance to bold for selected text, a selected text block, or text you type at the insertion point.

Italic

Changes the text appearance to italic for selected text, a selected text block, or text you type at the insertion point.

Underline

Underlines selected text, a selected text block, or text you type at the insertion point, including spaces between words.

Strikeout

Draws a line through selected text or a selected text block.

Reset to Style

Reverts the text face, size, attributes, and color to the original paragraph style settings.

Paragraph Styles

Determines the settings for paragraph styles.


Frame

Determines whether the text block has a border, area color, and/or shadow.

Curved Text

For text blocks you create, selects a curve or other shape for text in the selected text blocks to follow.

Notes

When you edit text, Freelance Graphics displays the edit panel. You can change text attributes by clicking  (Demote and Promote icons) in the edit panel to change the paragraph styles for paragraphs in the text block.

You can also choose Style Attributes to change text attributes for paragraph styles and Style Default Attributes to set new default attributes.

See also

About Text

Change Paragraph Style Settings

Change Text Attributes

Create a Text Block

Text Edit Mode


Text Edit

There are several ways to place selected text blocks in text edit mode so that you can edit text. Choosing the Text Edit command is one way. The Text Edit command is only available in Current Page view.

In text edit mode, you can edit text, or change the attributes of selected text or text as you type, using the Text commands. In text edit mode, Freelance Graphics displays the edit panel with a frame, and a blinking insertion point. (The mouse pointer also changes to an I-beam.)

Shortcuts

Click a text block to select it and then do one of the following:

- * Start typing.
The characters you type are placed at the end of any text that is in that text block.
- * Press F2 (EDIT).
- * Click  (Text icon) in the Toolbox.
 - * Click anywhere inside the text block.

Notes

If you click once on a "Click here..." text block that you have not yet filled in (in other words, that still contains the "Click here..." text), this places the text block in text edit mode. Once you have added text to it, a single click selects the text block; a second click places the text block in text edit mode.

If you choose View View Preferences and mark Display text block ruler, Freelance Graphics also displays the text block ruler when a text block is in text edit mode.

While you enter data and text in special windows, such as axis titles, headings for charts, and organization chart entries, you can edit this text directly in place. Simply click the text you want to edit to select it; then click the text again and make your changes.

The text block ruler, edit panel, and Text commands are not available when editing chart text, and you cannot change the attributes of this text using the Text commands. To do this, use the Chart commands.

You can also edit text that is part of a grouped object on the current page. The text block ruler and edit panel are not available when editing grouped text, but you can change the attributes of this text using the Text commands.

See also

[Add Text to a Page](#)

[Edit a Chart](#)


[Text Edit Mode](#)

[Text Editing Keys](#)

Text Font

Changes the text face, point size, attributes, and color for the selected text or text in the selected text block. You change these in the Font dialog box.

Shortcut

Click:  (Change Font icon)

See also

[About Text](#)

[Change Paragraph Style Settings](#)

[Customize a SmartMaster Set](#)

Font Dialog Box


Face

Determines the typeface for the selected text or text in the selected text block. Freelance Graphics displays a sample of the highlighted font at the bottom of this dialog box.

The typeface options in this list box are based on the typefaces available for the current printer.

If you changed the typeface for selected text, click Reset to Style to return to the original paragraph style typeface.

Shortcut

You can change the typeface for the selected text or text in the selected text block by clicking in the left-hand portion of the Face and Point Size box  at the bottom of the window, and entering the new typeface name.

Size

Determines the point size for the selected text or text in the selected text block. The point size determines how big the characters are.

Choose the point size you want from the menu or do one of the following:

- * Choose Custom to specify a point size not listed in the menu.
- * If you changed the point size for selected text, click Reset to Style to return to the original paragraph style size.

Shortcuts

- * You can change the point size for the selected text or text in the selected text block by clicking in the right-hand portion of the Face and Point Size box (see above) at the bottom of the window, and entering a new point size.
- * You can also change the size of text in a text block by pressing SHIFT as you drag a corner handle of the text block.




Attributes

Determines the attributes for the selected text or text in the selected text block: **Normal** for text that does not have any special emphasis, or any combination of **Bold**, **Italic**, **Strikeout**, and/or **Underlined**.


If you changed attributes for selected text, click Reset to Style to return the text to the original paragraph style attributes.

Shortcuts

You can use the following icons and key combinations to choose a text attribute for selected text or text in the selected text block, or to change text attributes as you type.

For this:	Click:	Press:
Bold	 (Text Bold icon)	CTRL+B
Italic	 (Text Italic icon)	CTRL+I
Underline	 (Text Underline)	CTRL+U

Normal

icon)
 (Text
Normal
icon)

CTRL+N

Custom

Lets you type a specific point size for the selected text or text in the selected text block.

Color

Determines the color for the selected text or text in the selected text block. Freelance Graphics displays the current palette and color library.

If the selected text or text block uses more than one color, the Color box is split diagonally into white and gray halves. If you change the color, the change is made to all of the selected text.

Reset to Style

If you changed the face, size, color, and/or attributes of selected text, returns the text to the original paragraph style settings.

See also

[About Text](#)

[Change Paragraph Style Settings](#)

[Customize a SmartMaster Set](#)

[Text Editing Keys](#)

Text Size Other Dialog Box

Size in points

Type a specific point size for the selected text or text in the selected text block.

Text Bullet

Changes the bullet style, color, and size for the paragraph the selected text is in or for all bullets in the selected text block. You choose a bullet in the Text Bullet dialog box.

See also

About Text

Change Paragraph Style Settings

Text Bullet Dialog Box

Choose bullet attributes

Style

Determines the bullet for the paragraphs the selected text is in or for all text in the selected text block. You can choose from among various shapes, letters, and numbers, or you can choose Symbol to choose any of the symbols in the symbol library.

The BULLETS.SYM symbol category provides symbols specially designed to be used as bullets, but you can use any symbol from any symbol category. Choose None if you do not want any bullets.

If the selected text or text block uses more than one kind of bullet, the Style box is split diagonally into white and gray halves. If you change a bullet, the change is made to all bullets in the selected text or text block.

To choose a symbol, click Symbol to display the Choose Symbol for Bullet dialog box. See Choose a Symbol to Use as a Bullet for more information.

Notes

To change the color of a symbol used as a bullet, you must open the symbol category where that symbol is stored and then edit the symbol. See Change the Appearance of Objects for more information.

To use an image, such as your company logo or a chart, as a bullet, see Create a Symbol.

Color

Determines the color of the bullet for the paragraph the selected text is in or for all text in the selected text block. This setting is not available if you choose a symbol as a bullet.

If the selected text or text block uses more than one color, the Color box is split diagonally into white and gray halves. If you change the color, the change is made to all bullets in the selected text or text block.

Size

Determines the size of the bullet for the paragraph the selected text is in or for all text in the selected text block.

You can specify a bullet size (in points) up to two times the size of the text in the paragraph. For example, if the text size is 16 points, you can specify a bullet size up to 32 points. If you change the text size for a paragraph style, the bullet size adjusts automatically.

Reset to Style

If you changed the style, color, and/or size of bullets for selected text, returns the bullets to their original paragraph style settings.

Choose Symbol for Bullet Dialog Box

1. Choose a symbol category

Displays the names of symbol categories in the current SmartMasters and Symbols directory. Each category contains a group of related symbols. For example, ANIMALS.SYM contains symbols of different animals and BULLETS.SYM contains symbols designed specially to be used as bullets.

To see the symbols in a different category, highlight a different name on the list.

2. Choose a symbol (1 of n: scroll for more)

Displays all the symbols in the highlighted category. Use the scroll bar to browse through the symbols.

To select the symbol to use, click the symbol and then OK, or double-click the symbol.

Directory

Displays the Directory dialog box, where you can specify the drive and directory to search for other symbol category files.

See also

[Choose a Symbol to Use as a Bullet](#)

[Create a Symbol and Add It to the Symbol Library](#)

Text Normal

Removes all text attributes (no bold, italic, and so forth) from the selected text or text in the selected text block, or makes text you type at the insertion point plain (with no attributes). Normal remains in effect until you select another attribute (bold, italic, etc.).

Shortcuts

Icon: Click  (Text Normal icon)

Keys: Press CTRL+N

See also

[Change Text Attributes](#)
[Font Dialog Box](#)

Text Bold

Changes the appearance of selected text, text in the selected text block, or text you type at the insertion point to bold. If the selected text is bold, Freelance Graphics removes the bold appearance.

Shortcuts

Icon: Click  (Text Bold icon)

Keys: Press CTRL+B


See also

[Change Text Attributes](#)
[Font Dialog Box](#)

Text Italic

Changes the appearance of selected text, text in the selected text block, or text you type at the insertion point to italic. If the selected text is italic, Freelance Graphics removes the italic appearance.

Shortcuts

Icon: Click  (Text Italic icon)

Keys: Press CTRL+I


See also

[Change Text Attributes](#)
[Font Dialog Box](#)

Text Underline

Underlines the selected text, text in the selected text block, or text you type at the insertion point, including spaces between words. Freelance Graphics removes the underline if the text is underlined.

Shortcuts

Icon: Click  (Text Underline icon)

Keys: Press CTRL+U

See also

[Change Text Attributes](#)
[Font Dialog Box](#)

Text Strikeout

Draws a line through the selected text, text in the selected text block, or text you type at the insertion point, or removes the line if the text has a line through it.

See also

[Change Text Attributes](#)
[Font Dialog Box](#)

Text Reset to Style

Reverts the face, size, color, and attributes of the selected text to the original paragraph style settings.


Note

In the Font dialog box, you can also mark Reset to style to revert the face, size, color, and attributes of selected text to the original paragraph style settings.

Text Paragraph Styles

Determines the paragraph style settings for the selected text block, or when you are editing page layouts, the paragraph containing the insertion point. You choose the settings in the Paragraph Styles dialog box.

Shortcut

Icon: Click  (Paragraph Style icon)

Paragraph style settings control how text in a paragraph looks -- the face, size, color, and indents of a paragraph. 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.

Each text block contains three different paragraph styles. This lets you choose one of three different styles for paragraphs in a text block. Each paragraph can be associated with only one paragraph style at a time.

Tips

To modify the appearance of all text in a paragraph, click the insertion point in the paragraph you want to change and do one of the following:

- * Choose a different paragraph style for that paragraph.
See Change Text Attributes for more information.
- * Change the settings (such as font, bullet, and indents) for the paragraph style that is associated with this paragraph.

Note

When you make a change to a paragraph style, the change is automatically applied to all paragraphs in the text block that use this paragraph style.

See Change Paragraph Style Settings for more information.

See also

About Text

Change Text Attributes

Customize a SmartMaster Set

Text Frame

Sets the attributes for the rectangle that frames the selected text block, or for the text block in text edit mode, including its edge, area color, and shadow, if any. You choose the attributes in the Text Frame dialog box.

See also

[About Text](#)

[Change Paragraph Style Settings](#)

[Customize a SmartMaster Set](#)

Text Curved Text

For a text block you create, lets you apply a special "curved text" effect to text in one or more selected text blocks. For example, you can curve text in the shape of an arc. When you choose this command, the text follows the shape that you specify.

Shortcut

Icon: Click  (Curved Text icon)

You edit curved text the same way you edit other text. While you are editing the text, Freelance Graphics temporarily repositions the text in a single line so that you can easily edit it, until you leave text edit mode. The text then returns to its curved shape.

Notes

While you can change the attributes of curved text using the Text commands or icons -- for example, select the text block with the curved text and choose Text Italic to italicize it -- you cannot strikeout or underline curved text.

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

Tips

To change the shape or size of the curve, select the text block with the curved text and drag the handle of the selected text block. Freelance Graphics changes the shape of the curve and resizes the text to fit on the new shape.

To curve text around an existing shape on your page, convert the shape to lines or polygons. Then select both the text block and the object, choose Text Curved Text, and click Custom Shape in the Curved Text dialog box.

When editing page layouts, you can add a text block to the page, curve the text, and then make it a "Click here..." text block. When you return to editing your presentation pages, the prompt text displays in the shape you choose. When you fill in the "Click here..." text block, the text you add also displays in this shape.

See also

[Curved Text Dialog Box](#)

[Text Edit](#)

[Text Edit Mode](#)

[Text Editing Keys](#)

Curved Text Dialog Box

Choose the shape you want to apply to the text

Displays the different shapes available for the selected text. Use the scroll bar to browse through the shapes.

Text start point...degrees clockwise from top

For text with circular shapes, such as circles and ovals, specifies the angle for the curve to start. For example, if you specify 90, the curve starts at the 3:00 o'clock position.

Custom Shape

When you select both a text block and a shape converted to lines or polygons, applies the shape of the object to the text in the text block.

Remove Effect

Returns the shape of the curved text to a straight line.

Preview

Press and hold down the left mouse button on Preview to see how your changes look. Release the mouse button to return to the dialog box.

Toolbox




Contains drawing tools in the form of icons that you can click to create, edit, and add objects, including text, charts, and tables to a page.

Selector icon 

Chooses commands and drawing tools and selects objects.

Text icon 

Adds a text block or puts a selected text block into text edit mode.

Chart icon 

Adds a new chart to a page, or, if a chart is selected, opens the Chart Data & Titles window for that chart.

Table icon 

Adds a new table to a page, or, if a table is selected, displays the Table Choices dialog box.

Organization chart icon 

Adds a new organization chart to a page, or, if an organization chart is selected, opens the Organization Chart Entry List dialog box for that organization chart.

Polygon icon 

Draws a closed multi-sided object with straight sides.

Rectangle icon 


Draws a rectangle or square.

Line icon 

Draws a single-segmented line.

Arrow icon 


Draws a single-segmented line with an arrowhead at one end or both ends.

Curve icon 

Draws a curve.

Polyline icon 

Draws a multi-segmented line.

Circle icon 

Draws a circle or ellipse.

Arc icon 

Draws an arc.

Freehand icon 

Draws freehand.

Symbol icon 

Opens the Add Symbol to Page dialog box, from which you can choose a symbol to add to your page.

Selector Icon

Chooses commands, drawing tools (other tools from the Toolbox), and selects objects. You can also use the Selector icon to size and move objects, and to exit text edit mode.

When you click the Selector icon, the pointer becomes an arrow.

Text Icon



You can add text to a page where there is no "[Click here...](#)" text block. To do this, you create a [text block](#) in [Current Page view](#). Text blocks you create on a [presentation page](#) do not contain "[Click here...](#)" text in them.

You can create two types of text blocks: wrapping text blocks and non-wrapping text blocks.

- * In a wrapping text block, text automatically wraps to the next line when it reaches the [margin](#) of the text block. Wrapping text blocks are typically used for paragraphs, bulleted and numbered lists, and headlines. See [Create a Wrapping Text Block](#).
- * In a non-wrapping text block, Freelance Graphics places letters on the same line until you press ENTER. Non-wrapping text blocks are useful for labels, annotations for graphics, and brief lines of text that you want to add to a page. See [Create a Non-Wrapping Text Block](#).

Chart Icon

Creates a data chart, or, if a chart is selected, opens the Chart Data & Titles window where you can edit the selected chart's data.

To add a new chart to the page, make sure that a chart is not selected, then click the Chart icon in the Toolbox. This opens the New Chart Gallery dialog box, where you select a chart type.

Note

The Chart icon in the Toolbox is different from the Edit Chart Data icon in the set of SmartIcons. Use the Chart icon in the Toolbox to create a chart. However, you can use either one to edit a selected chart's data.

See also

[About Linking Charts and Chart Data](#)
[Create a Chart](#)

Table Icon



Creates a table that can contain text and numbers, or, if a table is selected, opens the Table Choices dialog box, where you can choose how you want to change a table. For example, you can insert a row or a column, or change the text attributes.

To add a new table to the page, make sure that a table is not selected, then click the Table icon in the Toolbox. This opens the Table Gallery dialog box, where you select the type of table you want, as well as specify the number of rows and columns contained in the table.

You enter text in the table by clicking in a cell and then typing.

See also

[Create a Link from Another Application to a Freelance Graphics Table](#)

[Create a Table](#)

[Edit a Table](#)

[Select Tables, and Cells, Rows, and Columns in a Table](#)

Organization Chart Icon



Creates an organization chart, or, if an organization chart is selected, opens the Organization Chart Entry List dialog box, where you can edit entries and change attributes.

To add a new organization chart to the page, make sure that an organization chart is not selected, then click the Organization Chart icon in the Toolbox. This opens the Organization Chart Gallery dialog box, where you select an organization chart type.



See also

[Create an Organization Chart](#)

Polygon Icon



You can draw polygons in Current Page view. Polygons are closed objects with three or more sides.


1. Click  (the Polygon icon) in the Toolbox.
2. Drag the pointer the length of one side of the polygon, and release the mouse button to complete the side.
3. Repeat Step 2 to draw additional sides of the polygon.
4. Double-click, click  (the Selector icon) in the Toolbox, or press ESC to complete the polygon.

If you do not close the last side, Freelance Graphics draws the final side by connecting the first and last line segments.

You can also draw a polygon by clicking the points or by combining the clicking and dragging actions.

Tips

To create an object with curved and straight segments, switch back and forth between the Polyline, Polygon, and Curve tools. Start with the Polygon icon to draw a closed object; start with the Polyline or Curve tool to draw an open object.


1. Click the Polygon icon (for closed objects) or the Polyline tool  (for open objects).
2. Draw the segment of the drawing you want to create with the tool you have chosen.
3. Switch to the next tool by clicking either the Polyline, Polygon, or Curve tool, and continue to create the drawing, switching between these icons until you are through. Clicking any other tool will close the drawing.
4. Double-click, click the Selector icon, or press ESC to complete the object.

To use the keyboard when you draw (in Steps 2 through 3), press SPACEBAR twice to anchor the pointer's position, then press UP, DOWN, LEFT, or RIGHT to extend the polygon. Press ENTER to complete the object.

To delete a segment while drawing a polygon, press BACKSPACE. Continue pressing BACKSPACE to delete segments in the reverse order of their creation.

To constrain the angle of a side to 45-degree increments, press SHIFT as you drag, or in combination with an arrow key.

To constrain the length of a side to increments of one grid unit, do one of the following before you draw the object:

- * Click  (Turn Grid Snapping On icon)
 - * Choose View Units & Grids and mark Snap to grid
 - * Press SHIFT+F7 (SNAP ON/OFF)

See Align Objects for more information.

To change the color of, or add a shadow to, a completed polygon, double-click the polygon. To change the default color (and other default attributes), double-click the Polygon icon in the Toolbox.

See also

[Change an Object's Attributes](#)


Change the Appearance of Objects

Draw Objects

Rectangle Icon



You can draw rectangles and squares in Current Page view. Rectangles and squares are closed objects.


1. Click  (the Rectangle icon) in the Toolbox.
2. Position the pointer at the starting point of the rectangle or square and drag to size the object.
3. Release the mouse button to complete the rectangle or square.

Tips

To constrain the shape to a square, press SHIFT as you drag, or in combination with an arrow key.

To use the keyboard when you draw, press SPACEBAR in Step 2 to anchor the pointer's position, then press UP, DOWN, LEFT, or RIGHT to extend the rectangle or square. Press ENTER to complete the object.

To constrain the length of a side to increments of one grid unit, do one of the following before you draw the object:

- * Click  (Turn Grid Snapping On icon)
 - * Choose View Units & Grids and mark Snap to grid
 - * Press SHIFT+F7 (SNAP ON/OFF)

See Align Objects for more information.

To change the color of a completed rectangle, or add a shadow to it, double-click the rectangle and choose from the dialog box. To change the default color and other default attributes, double-click the Rectangle icon in the Toolbox.


See also

[Change an Object's Attributes](#)
[Change the Appearance of Objects](#)
[Draw Objects](#)

Line Icon



You can draw lines in Current Page view. Lines are open objects.

1. Click  (the Line icon) in the Toolbox.
2. Position the crosshair pointer at the beginning point of the line and drag to the endpoint.
As you drag, Freelance Graphics displays a dashed line.
3. Release the mouse button to complete the line.


Tips

You can also draw a line by clicking both the start and endpoints.

To use the keyboard when you draw, press SPACEBAR in Step 2 to anchor the pointer's position, then press UP, DOWN, LEFT, or RIGHT to extend the line. Press ENTER to complete the line.

To constrain the line to 45-degree increments, press SHIFT as you drag, or in combination with an arrow key.

To constrain the length of the line to increments of one grid unit, do one of the following before you draw the object:

- * Click  (Turn Grid Snapping On icon)
 - * Choose View Units & Grids and mark Snap to grid
 - * Press SHIFT+F7 (SNAP ON/OFF)

See Align Objects for more information.

To change the color of a completed line, or to add a shadow or add an arrow to it, double-click the line and choose from the dialog box. To change the default color (and other default attributes), double-click the Line icon in the Toolbox.


See also

[Change an Object's Attributes](#)
[Change the Appearance of Objects](#)
[Draw Objects](#)

Arrow Icon



You can draw arrows in Current Page view. An arrow is a single-segmented line with an arrowhead at its end. Arrows are open objects.

1. Click  (the Arrow icon) in the Toolbox.
2. Position the crosshair pointer at the beginning point of the arrow and drag to the endpoint.
As you drag, Freelance Graphics displays a dashed line.
3. Release the mouse button to complete the arrow.


Tips

You can also draw an arrow by clicking both the start and endpoints.

To use the keyboard when you draw, press the SPACEBAR in Step 2 to anchor the pointer's position, then press UP, DOWN, LEFT, or RIGHT to extend the line. Press ENTER to complete the arrow.

To constrain the arrow to 45-degree increments, press SHIFT as you drag, or in combination with an arrow key.

To constrain the length of the arrow to increments of one grid unit, do one of the following before you draw the object:

- * Click  (Turn Grid Snapping On icon)
 - * Choose View Units & Grids and mark Snap to grid
 - * Press SHIFT+F7 (SNAP ON/OFF)

See Align Objects for more information.

To change the position of the arrowhead, or the arrow's marker style, select the object, then choose Style Attributes.

To draw a multi-segmented arrow, click the Polyline icon to draw a multi-segmented line, then change the line's attributes to add an arrowhead.



To change the color or size of a completed arrowhead, double-click the arrowhead and choose a new color or size from the dialog box. To change the default color and other default attributes, double-click the Arrow icon in the Toolbox.

See also

[Change an Object's Attributes](#)
[Change the Appearance of Objects](#)
[Draw Objects](#)

Curve Icon


You can draw Bézier curves in Current Page view. Curves are open objects.

1. Click  (the Curve icon) in the Toolbox.
2. Drag and release the mouse button to create the first segment of the curve. Freelance Graphics displays a straight dashed line. Since a curve requires at least three points, this first segment is always straight.
3. Repeat Step 2 for each segment of the curve.
4. Double-click, click  (the Selector icon), or press ESC to complete the curve.

You can also draw a curve by clicking the points or by combining the clicking and dragging actions.

Tips

To create an object with curved and straight segments, switch back and forth between the Polyline, Polygon, and Curve tools. Start with the Polygon icon to draw a closed object; start with the Polyline or Curve tool to draw an open object.

1. Click the Polygon icon (for closed objects) or the Polyline icon  (for open objects).
2. Draw the segment of the drawing you want to create with the tool you have chosen.
3. Switch to the next tool by clicking either the Polyline, Polygon, or Curve tool, and continue to create the drawing, switching between these icons until you are through. Clicking any other tool will close the drawing.
4. Double-click, click the Selector icon, or press ESC to complete the object.

To use the keyboard when you draw, press the SPACEBAR twice in Steps 2 and 3 to anchor the pointer's position, then press UP, DOWN, LEFT, or RIGHT to extend the curve segment. Press ENTER to complete the curve.

To delete a segment while drawing a curve, press BACKSPACE. Continue pressing BACKSPACE to delete segments in reverse order of their creation.



To change the color of a completed curve, or to add an arrowhead to it, double-click the curve and choose from the dialog box. To change the default color and other default attributes, double-click the Curve icon in the Toolbox.

See also

[Change an Object's Attributes](#)
[Change the Appearance of Objects](#)
[Draw Objects](#)

Polyline Icon


You can draw multi-segmented lines (polylines) in Current Page view. Polylines are open objects.

1. Click  (the Polyline icon) in the Toolbox.
2. Drag as many line segments as you want.
3. Double-click, click  (the Selector icon) in the Toolbox, or press ESC to complete the polyline.

You can also draw a polyline by clicking the points for each segment, or by combining the clicking and dragging actions.

Tips

To create an object with curved and straight segments, switch back and forth between the Polyline, Polygon, and Curve tools. Start with the Polygon icon to draw a closed object; start with the Polyline or Curve tool to draw an open object.


1. Click the Polygon icon  (for closed objects) or the Polyline tool (for open objects).
2. Draw the segment of the drawing you want to create with the tool you have chosen.
3. Switch to the next tool by clicking either the Polyline, Polygon, or Curve tool and continue to create the drawing, switching between these icons until you are through. Clicking any other tool will close the drawing.
4. Double-click, click the Selector icon, or press ESC to complete the object.

To use the keyboard when you draw, press SPACEBAR in Step 2 to anchor the pointer's position, then press UP, DOWN, LEFT, or RIGHT to extend the line. Press ENTER to complete the object.

To delete a segment while drawing a polyline, press BACKSPACE. Continue pressing BACKSPACE to delete line segments in the reverse order of their creation.

To constrain a line segment to 45-degree increments, press SHIFT as you drag, or in combination with an arrow key.

To constrain the length of the line to increments of one grid unit, do one of the following before you draw the line:

- * Click  (Turn Grid Snapping On icon)
 - * Choose View Units & Grids and mark Snap to grid
 - * Press SHIFT+F7 (SNAP ON/OFF)

See Align Objects for more information.


To add an arrowhead or a shadow to a completed polyline, or to change its color, double-click the polyline and choose from the dialog box. To change the default color and other default attributes, double-click the Polyline icon in the Toolbox.

See also

[Change an Object's Attributes](#)
[Change the Appearance of Objects](#)
[Draw Objects](#)

Circle Icon

You can draw circles and ellipses in Current Page view. Circles and ellipses are closed objects.

1. Click  (the Circle icon) in the Toolbox.
2. Drag the crosshair to size the circle or ellipse.
As you drag, you see the dashed outline of the circle or ellipse.
3. Release the mouse button to complete the circle or ellipse.

Tips

To constrain the shape of the object to a circle, press SHIFT as you drag, or in combination with an arrow key.

To use the keyboard when you draw, press SPACEBAR in Step 2 to anchor the pointer's position, then press UP, DOWN, LEFT, or RIGHT to extend the circle or ellipse. Press ENTER to complete the object.


To change the color of a completed circle, or to add a shadow to it, double-click the circle and choose from the dialog box. To change the default color and other default attributes, double-click the Circle icon in the Toolbox.

See also

[Change an Object's Attributes](#)
[Change the Appearance of Objects](#)
[Draw Objects](#)

Arc Icon

You can draw arcs in Current Page view. Arcs are open objects.

1. Click  (the Arc icon) in the Toolbox.
2. Drag a line to define the length of the arc. Freelance Graphics displays a dashed line.
3. Drag a point on the line to define the arc's curve. As you drag, you see a dashed outline of the arc.
4. Release the mouse button to complete the arc.

You can also draw an arc by clicking the three points or by combining the clicking and dragging actions.

Tips

To use the keyboard when you draw, press SPACEBAR in Steps 2 and 3 to anchor the pointer's position, then press UP, DOWN, LEFT, or RIGHT to extend the line. Press ENTER to complete the arc.

To make an elliptical arc, draw an arc and reshape it by either sizing it or using Arrange Edit Points.

To close an arc, convert it to a polygon with Arrange Convert.

To change the color of a completed arc, or to add an arrowhead or a shadow to it, double-click the arc and choose from the dialog box. To change the default color and other default attributes, double-click the Arc icon in the Toolbox.


See also

[Change an Object's Attributes](#)
[Change the Appearance of Objects](#)
[Draw Objects](#)

Freehand Icon



You can draw freehand in Current Page view. Freehand drawings are open objects.

1. Click  (the Freehand icon) in the Toolbox.
2. Position the crosshair pointer at the beginning point of the drawing, hold down the left mouse button as you draw. Freelance Graphics displays the line as you draw it.
3. Release the mouse button to complete the drawing.

Tips

To use the keyboard when you draw, press the SPACEBAR in Step 2 to anchor the pointer's position, then press UP, DOWN, LEFT, or RIGHT to extend the line. Press ENTER to complete the object.

To change the color of a completed freehand drawing, or to add an arrowhead or a shadow to it, double-click the drawing and choose from the dialog box. To change the default color and other default attributes, double-click the Freehand icon in the Toolbox.

See also

- [Change an Object's Attributes](#)
- [Change the Appearance of Objects](#)
- [Draw Objects](#)

Symbol Icon



You can add symbols in Current Page view. Freelance Graphics provides hundreds of professionally drawn symbols for you to use. You can edit existing symbols and create your own.

1. Click the Symbol icon in the Toolbox to open the Add Symbols to Page dialog box.
2. Freelance Graphics automatically places the symbol you select in the first empty "Click here..." symbol block on the current page.
3. If the page does not have a "Click here..." symbol block, you can drag the symbol to the position you want and size the symbol as you would any other object.

To change the color of a symbol you have added to a page, or to add a shadow to it, double-click the symbol and choose from the dialog box. To change the default color and other default attributes, double-click the Symbol icon in the Toolbox.

See also

[About Symbols \(Clip Art\)](#)

[Add a Symbol to the Page](#)

[Create a Symbol and Add It to a Symbol Library](#)

Add Symbol to Page Dialog Box

1. Choose a symbol category

Displays the names of symbol categories. To browse in a different category, highlight a different name in the list. To see a list of symbol categories in another directory, click Directory.

2. Choose a symbol (m of n: scroll for more)

Indicates the number of the highlighted symbol (m) and the total number of symbols (n) in the category. Use the scroll bar to browse through the symbols.

Directory

Opens a dialog box where you can specify the drive and directory Freelance Graphics searches for symbol files.

OK

Copies the highlighted symbol to the page and closes the dialog box.

Cancel

Closes the dialog box. It does not add the symbol to the page.

Tip

Double-click a symbol to add it to the page and close the dialog box.

See also

[Add a Symbol to the Page](#)

[Create a Symbol and Add It to the Symbol Library](#)

Scroll Icon

Moves the page in any direction within the window.

The Scroll icon is located in the set of SmartIcons.

To use the Scroll icon, click it and position the hand pointer anywhere on the page. Drag the pointer in the direction you want to move the page. When you click the Scroll icon, the pointer becomes a hand.

To return to the viewing the whole page, use the View Full Page command.

Note

You can also use the scroll bars and scroll arrows on the right and bottom edge of the window to move the page.

Zoom Icon

Enlarges or reduces a specific portion of the page. When you click the Zoom icon, the pointer becomes a magnifying glass.

The Zoom icon is located in the set of SmartIcons.

To use the Zoom icon, click it and do one of the following:

- * Click the center of the area you want to zoom
- * Drag a rectangle to zoom the area inside the rectangle

To zoom out, press SHIFT while you drag or click.

To return to viewing the whole page, choose View Full Page.

To return to the last view, choose View Last.

Note

You can also zoom in and out by choosing View Zoom In and View Zoom Out.

Tools

Checks spelling, modifies the display of SmartIcons, adds objects to a symbol library, and controls Freelance Graphics system-wide settings.

Spell Check

Identifies and corrects spelling errors in a presentation.

SmartIcons

Opens the SmartIcons dialog box, where you can change the location of the SmartIcons, modify sets of SmartIcons, and create your own SmartIcons.

Add to Symbol Library

Adds objects to the symbol library.

User Setup

Specifies Freelance Graphics system-wide settings.

Tools Spell Check

Opens the [Spell Check dialog box](#). You can check the spelling of one or more selected words, all words on the current page, or all words in the entire presentation. You can also include the text in data charts, organization charts, and speaker notes when checking your spelling.

You can also edit the user dictionary, and select the language that Freelance Graphics uses to check spelling. In addition, you can choose to check for repeated words, skip words with numbers, skip words with leading capitalization, and search the user dictionary for alternatives.

If you are in:

Freelance Graphics checks:

Text edit mode	The word at the insertion point.
Current Page view with no text block selected	The current page.
Page Sorter view	The entire presentation.

Note

You can run [Spell Check](#) in the [Outliner view](#).

Shortcut

Icon: Click  (Spell Check icon)

Keys: Press CTRL+F2 (SPELL CHECK)

See also

[About Text](#)

[Add Text to a Page](#)

[Spell Check Dialog Box](#)

[Spell Check My Presentation](#)

Tools Spell Check

Opens the [Spell Check dialog box](#). You can check the spelling of one or more selected words, or all the words in the Outliner.

You can also edit the user dictionary, and select the language that Freelance Graphics uses to check spelling. In addition, you can choose to check for repeated words, skip words with numbers, skip words with leading capitalization, and search the user dictionary for alternatives.

Shortcut

Icon: Click  (Spell Check icon)

Keys: Press CTRL+F2 (SPELL CHECK)

Note

You can run Spell Check in [Current Page view](#) and [Page Sorter view](#).

See also

[About Text](#)

[Add Text to a Page](#)

[Spell Check Dialog Box](#)

[Spell Check My Presentation](#)

[Use the Outliner](#)

Spell Check Dialog Box

Check spelling of

Determines whether to check the spelling of **Selected word(s)**, the **Current page**, or the **Entire presentation**.

Include

Determines whether to include **Data charts**, **Organization charts**, and **Speaker notes** as Freelance Graphics checks spelling.

Options

Displays the Spell Check Options dialog box. You can specify to check for repeated words, skip words with numbers, skip words with initial capitalization, and whether to search the user dictionary for words to include in the list of alternatives.

Edit Dictionary

Displays the Spell Check User's Dictionary dialog box. You can add a new word to the dictionary or delete a word from the dictionary.

Language Options

Displays the Spell Check Language dialog box. You can choose which language Freelance Graphics uses to check spelling from those languages that are available on your system.

Spell Check Dialog Box

Check spelling of

Determines whether to check the spelling of **Selected word(s)**, or words in the **Outline** that are displayed.

Note

If you collapse a page or the whole outline, Freelance Graphics checks the spelling of displayed text only.

Include

Not available in Outline view.

Options

Displays the Spell Check Options dialog box. You can specify to check for repeated words, skip words with numbers, skip words with initial capitalization, and whether to search the user dictionary for words to include in the list of alternatives.

Edit Dictionary

Displays the Spell Check User's Dictionary dialog box. You can add a new word to the dictionary or delete a word from the dictionary.

Language Options

Displays the Spell Check Language dialog box. You can choose which language Freelance Graphics uses to check spelling from those languages that are available on your system.

Spell Check Dialog Box

Page x of x: page title

Displays the number and title of the page that contains the unknown word, and the line of text in which the unknown word appears. The unknown word is underlined.

Replace with

Displays the unknown word in the text box. You can correct the spelling in the text box.

If you choose to replace a word, Freelance Graphics replaces the unknown word with the corrected one. The spell checker then searches the dictionary to verify the new spelling. If the new spelling is incorrect, Freelance Graphics redisplay this dialog box.

Alternatives

Displays alternative spellings for the unknown word. Highlight the word you want to use.

Replace All

Automatically replaces all subsequent occurrences of a word with the correction you make in the Replace with text box, or with the word you highlighted in the Alternatives list box. Replace All is available only if you have edited the unknown word in the Replace with text box or highlighted a word in the Alternatives list box.

Skip All

Accepts the unknown word as correct and skips over all subsequent occurrences of the word.

Add To Dictionary

Enters the unknown word into your custom user dictionary.

Note

To edit your user dictionary, click the Edit Dictionary button in the [Spell Check dialog box](#). This displays the [Spell Check User's Dictionary dialog box](#).

Replace

Replaces the word with the correction you made in the Replace with text box, or with the word you highlighted in the Alternatives list box. Replace is available only if you have edited the unknown word in the Replace with text box or highlighted a word in the Alternatives list box.

Skip

Skips this occurrence of the unknown word but displays the Spell Check dialog box again if another occurrence is found during the spell check.

See also

[Spell Check My Presentation](#)

Spell Check Dialog Box

Outliner text

Displays the line of text in the Outliner in which the unknown word appears. The unknown word is underlined.

Replace with

Displays the unknown word in the text box. You can correct the spelling in the text box.

If you choose to replace a word, Freelance Graphics replaces the unknown word with the corrected one. The spell checker then searches the dictionary to verify the new spelling. If the new spelling is incorrect, Freelance Graphics redisplay this dialog box.

Alternatives

Displays alternative spellings for the unknown word. Highlight the word you want to use.

Replace All

Automatically replaces all subsequent occurrences of a word with the correction you make in the Replace with text box, or with the word you highlighted in the Alternatives list box. Replace All is available only if you have edited the unknown word in the Replace with text box or highlighted a word in the Alternatives list box.

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Replace

Replaces the word with the correction you made in the Replace with text box, or with the word you highlighted in the Alternatives list box. Replace is available only if you have edited the unknown word in the Replace with text box or highlighted a word in the Alternatives list box.

Skip

Skips this occurrence of the unknown word but displays the Spell Check dialog box again if another occurrence is found during the spell check.

See also

[Spell Check My Presentation](#)


Tools SmartIcons

Opens the [SmartIcons dialog box](#).

You can turn automatic bubble help for SmartIcons on or off, choose which SmartIcons appear in the sets of SmartIcons, and you can specify where Freelance Graphics displays them. SmartIcons provide single-click access to common Freelance Graphics functions and commands. You can also launch other applications using SmartIcons.

You can create different sets of SmartIcons to use as your needs change.

Shortcut

Icon: Click  (Customize SmartIcons icon)

Note


You can display your other sets of SmartIcons by clicking  (Next Icon Set icon).

See also

[Edit SmartIcons](#)

SmartIcons Dialog Box

Available icons

Displays a list of all the SmartIcons. Drag the icons from the list box on the left to the list box on the right that you want to put in your set of SmartIcons. Use the Spacer icon  to arrange icons into groupings.

Note

Icons remain in the Available icons list box. They are copied into the second list box.

Set name (unlabelled drop-down box)

Lists the sets of SmartIcons. Freelance Graphics comes with one set of SmartIcons called Default.

Set contents (unlabelled list box)


Shows all of the icons in that set, including spacers, in the order you arranged or rearranged them.

Position

Determines where the set of SmartIcons is displayed: on the Top, Left, Right, or Bottom, or Floating. When you select Floating, you can move the set to any location on your screen, and resize the set as you would any other window.

Notes

The Spacer icon does not appear when you select Floating.

You can hide or display the set of SmartIcons by clicking the Display/Hide SmartIcons box  in the status bar.

Edit Icon

Opens the Edit Icon dialog box. You can create new icons based on existing icons or make your own icons. You can have an icon start another application, program, or batch file.

Save Set

Opens the Save Set of SmartIcons dialog box. You can save an edited version of your set of SmartIcons or name a new one.

Delete Set

Opens the Delete Sets dialog box. You can delete any of the listed sets of SmartIcons.

Icon Size


Opens the Icon Size dialog box. You can choose the size that the SmartIcons display on the screen.

Show Icon Descriptions

Turns SmartIcons automatic bubble help on or off. When marked, hold the mouse pointer still on an icon to display its description in bubble help. When unmarked, hold the mouse pointer on an icon and press the right mouse button.

Tips

SmartIcons can be rearranged in any view by pressing CTRL + left mouse button.

Click Show/Hide SmartIcons icon  in the status bar to display a list of available icon sets and to view the name of the current icon set.

See also

Customize the Display of SmartIcons
Edit SmartIcons

Edit Icon Dialog Box

Edit or create an icon using the drop-down color palette in the center of the dialog box.

Click the color of your choice with the left or right mouse button. Click the arrow on the right to see a drop-down box with more colors. The representation of the mouse to the right of the palette shows the colors associated with the right and left buttons. Click a new color with the left or right button to change the color that button paints with.

Available icons

Displays a list of all the icons. Select the icon you want to edit. If the icon is one of the original Freelance Graphics SmartIcons, you will not be able to edit it, but you can use it as a basis for an icon that you want to create.

Description

Enter a description of the icon you create. You are limited to 120 characters. Use the arrow keys to navigate in the description box. This is the description of the icon that will display in bubble help.

Run Program or Insert

Type in the name of the OLE object, the path and name of the program, or the batch file you want to run with the icon.

New Icon

Opens the Save as a New Icon dialog box. Enter the name of the newly created icon here.

Save As

Opens the Save as a New SmartIcon dialog box. Enter the name of the renamed icon here.

Preview

Shows you how your icon will look on the screen. Freelance Graphics updates the Preview as you design the icon.

Browse

Opens the FileRun dialog box. Choose the file type and name you want to connect to the icon.

Insert Object

Opens the Insert Object dialog box. You can select which OLE object you want to connect to the icon.

Icon file name

Displays the name of the icon you are working on.

See also

Edit SmartIcons

Save Set of SmartIcons Dialog Box

Name of Set

Indicates the name of the set of SmartIcons you want to save. If you would like to save a new SmartIcon set based on the current one, change the name here.

File name

Lists the name and the extension of the file.

Directory

Indicates the directory that the set of SmartIcons is in. This line cannot be edited.

Current sets

Lists the sets of SmartIcons that are available to you.

Delete Sets Dialog Box

Lists the sets of SmartIcons that are available to you. Highlight the set you want to delete, then click OK.

Icon Size Dialog Box

Icon Size

You can choose to display the icons in a Small (EGA), Medium (VGA), or Large (SuperVGA) size. Each of these sizes corresponds to a type of graphics adapter card. If you have VGA or SuperVGA graphics adapters, you can display any size.

Save as a New Icon Dialog Box

Save new icon as

Type a name for the icon in the text box.

FileRun Dialog Box

File Name

Specifies the file name. Type or select the name of the file you want. This box lists files with the extension you select in the List Files of Type box. Use Directories and Drives to view different file types in other directories.

You can also type the wildcard characters * (asterisk) and ? (question mark) in the File name text box to list files with similar names and/or extensions. The asterisk represents any number of sequential characters and the question mark represents any single character.

To choose a file, highlight the file name and either click OK or press ENTER, or double-click the file name.

List Files of Type

Specifies the type of files you want listed in the File Name list box. To list files with other extensions, edit the extension in the File Name text box.

Program Files (EXE)

Displays all executable files on the selected drive and path.

PIF files (PIF)

Displays all PIF files on the selected drive and path.

Program Files (COM)

Displays all command files on the selected drive and path.

Program Files (BAT)

Displays all batch files on the selected drive and path.

All files (*)

Displays all files on the selected drive and path.

Directories

Lists the directories on the drive you choose. Within the Directories list box you can:

- * Double-click a directory to see the subdirectories it contains
- * Double-click the top-most directory to move up the directory tree and list the subdirectories and file names at that directory level

When you choose a directory, any files that match the type specified in the List Files of Type box are listed in the File Name list box.

Drives

Choose the drive you want Freelance Graphics to search. When you choose a drive, its directories are listed in the Directories list box.

Tools Add to Symbol Library

Opens the Tools Add to Symbol Library dialog box.

This command lets you save the selected objects as a symbol in a symbol category. When you later add that symbol to a page, Freelance Graphics places the symbol in the same size and location as it was when you saved it as a symbol.

Follow these guidelines for adding symbols to the symbol library:

- * Select the object or objects to be added to the library before you choose this command.
- * Group multiple objects that you want to treat as one symbol by selecting the objects, then choose Arrange Group to group them together. Then choose Tools Add to Symbol Library.
- * Add more than one object to the symbol library by selecting all the objects that you want in the library, then use Tools Add to Symbol Library. Freelance Graphics adds each object as an individual symbol to the specified category without any further prompting.

Tip

Imported bitmaps and any Freelance Graphics chart type can be added to the symbol library.

See also

Add a Symbol to the Page

Create a Symbol and Add It to the Symbol Library

Add to Symbol Library Dialog Box

File name

Specifies the symbol category file name where Freelance Graphics will add the symbol. Type or select the name of the file you want. Use Directories and Drives to view files in other directories.

You can also type the wildcard characters * (asterisk) and ? (question mark) in the File name text box to list files with similar names and/or extensions. The asterisk represents any number of sequential characters and the question mark represents any single character.

To choose a file, highlight the file name and either click OK or press ENTER, or double-click the file name.

Note

CUSTOM.SYM is an empty symbol category you can use to start a custom category.

File types

Specifies the type of file you want listed in the File name list box.

Symbol Library (SYM)

Displays symbol category file names.

File information

Displays the size of the highlighted file in the File name list box and the date and time the file was last saved.

Directories

Lists the directories on the drive you choose. Within the Directories list box you can:

- * Double-click a directory to see the subdirectories it contains
- * Double-click the top-most directory to move up the directory tree and list the subdirectories and file names at that directory level

When you choose a directory, any files that match the type specified in the File types box are listed in the File name list box.

Drives

Choose the drive you want Freelance Graphics to search. When you choose a drive, its directories are listed in the Directories list box.

See also

[Add a Symbol to the Page](#)

[Create a Symbol and Add It to the Symbol Library](#)

Tools User Setup

Opens the User Setup Dialog Box. Use this command to specify system-wide settings for Freelance Graphics, such as startup options, where Edit Replicate, places copies, save options, the number of files listed at the bottom of the File menu, international settings, directory specifications, and the availability of the Edit Undo command. When you change these settings, they remain in effect until you change them again.

Note

You can set margins, cursor size, display of coordinates, display of the function key panel, and display of the drawing ruler in the Preferences dialog box. Choose View Preferences from the View menu.

User Setup Dialog Box

Startup options

Determines how Freelance Graphics starts up.

Skip the standard startup dialogs and bring up a blank page

Mark this to avoid the startup dialog boxes. Freelance Graphics opens with a blank page from the last SmartMaster set you chose.

Startup view

Specify what view to open Freelance Graphics in: **Current Page**, **Page Sorter**, or **Outliner** view.

Replicate

Indicates where Edit Replicate positions the first replication of an object.

Place copy on original

Places the replication on top of the original.

Offset copy from original

Offsets the replication slightly so that the replication is easier to see.

Save

Specifies what you want Freelance Graphics to do when you save a file with the same name as one that has already been saved (for example, if you modify an existing file, or give a new file the same name as an existing file).

Replace

Automatically saves a file even if one with the same name already exists. The old file is replaced by the new contents.

Backup

Automatically saves the working copy of the file and makes a backup copy of the previous version. The backup copy is stored in the BACKUP directory (see Directories below for more information).

Confirm

Prompts you when you save a file that has the same name as one already saved. You can then choose to replace, backup, or cancel the Save operation.

Undo

Specifies whether the Edit Undo command is enabled. When Edit Undo is enabled, Freelance Graphics stores the last ten operations in memory.

Drawing tools

Specifies whether you want a drawing tool to remain active after you have finished using it (so you can continue to use the same tool), or whether you want it to revert to the mouse pointer.

Auto timed save

Determines if Freelance Graphics automatically saves your work periodically. You can specify for it to be saved from every one to every 99 minutes.

Note

Freelance Graphics does not automatically save your presentation if you are in the middle of a task. Freelance Graphics waits until you complete the task and you initiate a new task (for example, by choosing a menu command or clicking an icon) to begin saving your presentation. Use the File Save command or icon to save your presentation if you are editing a text block or working on your outline for long periods of time.

Recent files

Determines how many files you want listed at the bottom of the File menu. This makes it

very easy to open a file you worked on recently. You can specify that from one to five files be listed.

Disable black & white palettes

Disables the Freelance Graphics black-and-white palette when you print to a black-and-white device. Instead Freelance Graphics relies on the Microsoft Windows black-and-white (gray scale) mapping defaults. Mark this item to use Microsoft Windows black-and-white mapping when you print.

International

Displays the International User Setup dialog box. You can set the date, time, number, and currency formats, as well as choose which code page you want to use.

Directories

Displays the User Setup Directories dialog box. You can specify the WORK, MASTERS (containing SmartMaster sets, palettes, symbols), and BACKUP directories.

See also

[View View Preferences](#)

International User Setup Dialog Box

The country settings appear as default values in this dialog box. You can modify settings, such as currency, by changing their values.

Installed country

Displays the country whose standard settings you want to use. This is determined by the driver file specified at installation. To specify a different country driver, select the country driver you want to use in the Windows control panel and then run the Freelance Graphics Install program again.

Time format

Changes the time format.

12 hours

Displays the time in a 12-hour format. If you choose this option, you must specify the abbreviations that distinguish times in the first 12-hour time period from times in the second 12-hour period.

11:59

Specifies an abbreviation that identifies a time in the first 12-hour period of the day (for example, AM). You can enter up to two characters, including blank spaces.

23:59

Specifies an abbreviation that identifies a time in the second 12-hour period of the day (for example, PM). You can enter up to two characters, including spaces.

24 hours

Displays the time in a 24-hour format.

Separator

Specifies the character you want to use to separate hours, minutes, and seconds. You can choose any symbol, though the colon is most commonly used.

- * Symbol--specifies the symbol you want to use as a separator. Enter a comma (,), colon (:), or period (.).
- * HHhMMmSSs--displays the letters h, m, and s to identify the numbers representing the hours, minutes, and seconds, respectively. For example, if you choose this option, 12:33:54 is displayed as 12h33m54s.

Currency format

Changes the currency format.

Symbol

Specifies the currency symbol. You can enter up to five characters, including blank spaces.

Note

To enter a symbol that is not on your keyboard, press COMPOSE (ALT+F1) and enter the compose sequence for the character you want. You can also hold down the ALT key, press zero and then the corresponding ANSI character value of the character you want to enter. See Appendix A in the *Guide to Freelance* for specific compose sequences and ANSI character values.

Placement

Specifies the position of the currency symbol.

- * **Prefix** places the currency symbol before the number.
- * **Suffix** places the currency symbol after the number.

Negative

Specifies the way Freelance Graphics displays negative numbers in a currency format.

* **Parentheses** encloses a negative number in parentheses.

* **Sign** precedes a negative number with a minus sign.

File translation (code page)

Specifies the code page Freelance Graphics uses when you import text files with File Import. File translation makes it possible to import a file that was created using another code page.

When you specify what the source file code page is, Freelance Graphics will know how to translate it into the code page it uses (ANSI). File translation works for ASCII files only. It has no effect when you export a file (File Export).

Date format

Changes the date format.

MMDDYY

Displays dates in month-day-year order.

DDMMYY

Displays dates in day-month-year order.

YYMMDD

Displays dates in year-month-day order.

Separator

Specifies the character you want to use as a date separator. Enter a slash (/), hyphen (-), or period (.). You can choose any separator, though the slash and the hyphen are most commonly used.

Number format

Specifies how numbers are displayed. You cannot use the same separator for both the thousands and decimal separator.

1000

Specifies the thousands separator. Enter a comma (,), period (.), apostrophe ('), or space.

Decimal

Specifies the decimal separator. Enter a comma (,) or a period (.).

User Setup Directories Dialog Box

You can set paths to the working directory; the SmartMaster sets, palettes, and symbols directory; and the backup directory in this dialog box.

The text boxes display the paths of these directories (for example, C:\FLW\WORK). The paths are set at installation. Accept these paths or edit them. If you enter a new path, enter the new path name, including the drive letter, directory name, and any subsequent subdirectory names.

You can also use a period (.) to indicate that you want these directories to be the same as the startup directory (the directory you were in when you opened Windows).

If a directory does not exist you must create it.

Working

Specifies the path to the directory that Freelance Graphics uses to save files or read files when you open, retrieve, or save a file without specifying a full path name in the Open File and Save As dialog boxes.

Note

While this dialog box sets the default directories, you can always specify another working directory when you open, retrieve, or save a file.

SmartMasters, palettes & symbols

Specifies the path to the directory that Freelance Graphics uses to store SmartMaster sets, palettes, and symbols files.

Backup

Specifies the path to the directory that Freelance Graphics uses to store backup files.

If you set the Save option in the User Setup dialog box to Backup, when you save a file using File Save, Freelance Graphics creates a backup file automatically.

Caution

Because Freelance Graphics backup files use the same extension as the files stored in the working directory, be sure that your backup directory has a different name than your working directory. Otherwise, you may think that you have backed up copies of your files but you will not have.

Spell Check User's Dictionary Dialog Box

Dictionary

Displays the name of the custom user dictionary, LTSUSxx1.DIC. (You can have a custom user dictionary for each language you use.)

New word

Click the text box, then type a word. Click Add to add the word to the custom user dictionary.

If you add a word in lowercase letters, when Freelance Graphics uses the custom dictionary to check spelling it also accepts the word spelled with an initial capital letter. If you add a word with an initial capital, Freelance Graphics accepts only a spelling of the word that has an initial capital letter.

Current words

Displays the contents of the custom user dictionary, LTSUSxx1.DIC. Highlight a word and click Delete to remove it from the custom user dictionary.

Add

Adds the word in the New word text box to the custom user dictionary.

Delete

Removes the highlighted word in the Current words list box from the custom user dictionary.

Notes

You can also add words to the custom user dictionary in the [Spell Check dialog box](#).

Spell Check Options Dialog Box

Check for repeated words

Mark this to check for repeated words.

Check words with numbers

Mark this to check for words with numbers, such as 1st. If you do not mark this check box, words with numbers will be ignored.

Check words with initial caps

Mark this to check for words with initial capital letters.

Include user dictionary alternatives

Mark this to use the words in the user dictionary in addition to the words in the standard dictionary as words that Freelance Graphics lists as alternatives.

Spell Check Language Dialog Box

Language

Lists the language dictionaries that you can use to check your spelling. The current dictionary is highlighted.

To change to another dictionary, highlight the dictionary you want to change to and click OK.

Create a New Icon Dialog Box

Type a name for the icon in the text box.

View Commands

Determine how Freelance Graphics displays a presentation. Use these commands to enlarge or reduce your view of a page, switch between Current Page view, Page Sorter view, and Outliner view, control the appearance of various onscreen components, set the units of measurement for presentation pages, and work with your presentation pages as a screen show.

Full Page

Redisplays an entire page after you have zoomed in or out on it.

Zoom In

Enlarges your view of a portion of a page so you see that area in greater detail.

Zoom Out

Reduces your view of a page so you see more of it but in less detail.

Last

Restores the previous view.

Redraw

Redraws all Freelance Graphics objects on the page.

Current Page

Displays Current Page view, which shows a single full page of your presentation. You can add and edit text, charts, and objects in this view.

Page Sorter

Displays Page Sorter view, which shows all pages in your presentation as thumbnail sketches.

Outliner

Displays Outliner view, which shows the presentation's text in an outline format.

View Preferences

Controls the appearance of various onscreen components. For example, you can choose to display or hide the function key panel.

Units & Grids

Determines the unit of measurement and grid options for your presentation page.

Screen Show

Creates, edits, and displays a presentation as a slide show on your computer screen, and creates buttons to jump to a page in your presentation, launch another application, or set up an action during a screen show. Also, lets you prepare a standalone screen show for DOS.

See also

About Views

View Full Page

Adjusts the Current Page view so that an entire page is displayed in the window.
This command is especially useful after you have zoomed in or zoomed out on a page.

Shortcut

Icon: Click  (View Full Page icon)

See also


[View Zoom In](#)
[View Zoom Out](#)

View Zoom In

Enlarges the center portion of the Current Page view to fill the window.

Tips

To enlarge a specific area click  (Zoom Page icon). The cursor changes to

 (a magnifying glass). Then drag a rectangle to define the area you want to zoom. You can also click

 (Zoom Page icon) and then click the mouse pointer to zoom into the area you clicked.

To restore the standard page size, choose View Full Page or click  (View Full Page icon).

See also

[Draw Objects](#)

[View Zoom Out](#)

View Zoom Out

Reduces the Current Page view so that you can see the area beyond the current page. This is useful if objects on your page are placed beyond the page boundaries, or to reverse the previous View Zoom In.

Tip

To restore the standard page size, choose View Full Page or click  (View Full Page icon).

See also

[Draw Objects](#)

[View Zoom In](#)

View Last

Restores the previous view that was in effect before you zoomed in or zoomed out. Use this command multiple times to step back through previous view displays.

See also


[View Zoom In](#)

[View Zoom Out](#)

View Redraw

Redraws the Current Page view or Page Sorter view. Freelance Graphics erases and redraws all objects on the screen in their drawing priority order. This is useful, for example, if you have previously pressed ESC to halt Freelance Graphics from redrawing the page. Choosing View Redraw redraws the page.

Shortcuts

Icon: Click  (Redraw icon)

Keys: Press F9 (REDRAW)

See also

[Draw Objects](#)

View Current Page

Current Page view displays a full presentation page for the current page. From here, you edit the contents of your presentation by adding or changing charts, text, and objects directly on the page.

If you are editing page layouts, Freelance Graphics displays a full page layout for the current page.




There are three ways to view your presentation when you are working on it: Page Sorter view, Outliner view, and Current Page view.

Shortcuts

You can click the view icons on the top right border of the window to switch between Current Page view and the other views.

To display:

Click:

Current Page view	 (Current Page view icon)
Page Sorter view	 (Page Sorter view icon)
Outliner view	 (Outliner view icon)

Notes

Outliner view is only available when you are editing your presentation pages.

You cannot scroll the page in Current Page view. To see objects beyond the page, choose View Zoom Out.

See also

[About Views](#)

[View Outliner](#)

[View Page Sorter](#)

View Page Sorter

Page Sorter view displays all the pages in your presentation as thumbnail sketches. Freelance Graphics displays as many pages as fit in the window. Use the scroll bar to view additional pages.

Use Page Sorter view to:

- * Change the order of pages in your presentation by selecting one or more pages and dragging the pages to a new location
- * Remove, duplicate, copy, or cut selected pages
- * Choose a different page layout for one or more selected pages




There are three ways to view your presentation when you are working on it: Outliner view, Current Page view, and Page Sorter view.

Shortcuts

You can click the view icons on the top right border of the window to switch between Page Sorter view and the other views.

To display:

Click:

Current Page view	 (Current Page view icon)
Page Sorter view	 (Page Sorter view icon)
Outliner view	 (Outliner view icon)

Note

Outliner view is only available when you are editing your presentation pages.

See also

[About Views](#)

[Reorder Pages in Page Sorter View](#)






[View All Pages in a Presentation](#)

[View Current Page](#)

View Outliner

Outliner view displays text from your presentation in outline format. It is a good place to add and change the text in your presentation and to see how it flows.

This is what Outliner view looks like for a sample presentation:

1		MKG Technologies
2		Introduction to MKG Technologies
		• Why MKG Technologies?
		• Products
		▪ Hardware
		▪ Software
		- Applications
		- Learning Tools
		▪ The Future
3		Hardware
		• Multi-user file server
		• 200 MB disk
		▣ 1.2 KB disk
		• Expandable memory
		• Upgradable CPU
4		Costs
5		Strategies

In this view, Freelance Graphics displays text from the current presentation. You can add text and presentation pages in this view, or delete, rearrange, and edit existing text and presentation pages in this view. You can also create new presentations in this view by adding pages and text for those pages.

There are three ways to view your presentation when you are working on it: Current Page view, Page Sorter view, and Outliner view.


Shortcuts

You can click the view icons on the top right border of the window to switch between Outliner view and the other views.



To display:

Click:

Current Page view  (Current Page view icon)

Page Sorter view  (Page Sorter view icon)

Outliner view  (Outliner view icon)

Double-click the Page icon (such as  or ) that appears to the left of the page title in Outliner view to go to the Current Page view for that page.

Note

Outliner view is only available when you are editing your presentation pages.

See also

[About Borders](#)

[About Views](#)

[The Outliner View](#)

[Use the Outliner](#)

View Units & Grids

Displays a [grid](#) in the [Current Page view](#) and determines the unit of measurement you use in presentations, for example, for the grid display, drawing ruler, and coordinates.

Tip

Displaying the grid and using the Snap to grid features can help you align and position objects on your presentation page. These features are useful if you are adding your own custom drawings and diagrams to the page, but are not needed if you are simply filling in the "Click here..." blocks.

See also

[Align Objects](#)

[Draw Objects](#)

[Units & Grids Dialog Box](#)

Units & Grids Dialog Box

Units

Determines the type of measurement to be used by the drawing ruler, text ruler, page margins, grids, and coordinates in the edit line. You can choose millimeters, centimeters, inches, points, or picas.

Grids

Controls the display of the grid lines in Current Page view. A grid is a series of regularly spaced dots across the page that helps you align and space objects.


If you print or preview a page, the grid is not displayed.

Display grid

Turns the grid display off and on. Mark this check box to display the grid.

Shortcuts

To toggle between showing and hiding the grid:

Icons: Click  (Hide Grid icon)

Click  (Show Grid icon)


Snap to grid

Aligns objects on the grid as you add them, regardless of whether the grid is displayed or not. Mark this check box to align objects on the grid as you add them.

Existing objects do not automatically snap to the grid when you mark this check box. You must select and move the objects before Freelance Graphics snaps them to the grid.

Shortcuts

To toggle between turning grid snapping on and off:

Icons: Click  (Turn Grid Snapping On icon)

Click  (Turn Grid Snapping Off icon)

Keys: Press SHIFT+F7 (SNAP ON/OFF)

Horizontal space

Determines the distance between the horizontal grid dots. Ruler units are based on the Units of measurement. The default is 5 millimeters.

Vertical space

Determines the distance between the vertical grid dots. Ruler units are based on the Units of measurement. The default is 5 millimeters.

See also

[Align Objects](#)

[Draw Objects](#)

[View Units & Grids](#)

View Screen Show

Displays a cascade menu with the following selections:

Run

Runs a screen show using default values.

Edit Effects

Opens the Edit Screen Show dialog box. You can choose effects for each screen, and specify how the screen show runs.

Create/Edit Button

Opens the Create/Edit Screen Show Button dialog box. From this dialog box you can make a button out of any selected object on a presentation page. You can use the button to jump to another page in your presentation, launch another application, show a movie, or play a sound.

Prepare Standalone

Opens the Export Screen Show dialog box. You can create a standalone screen show that you can run from DOS without running Freelance Graphics for Windows.

See also

[Create a Screen Show That Runs from DOS](#)

[Edit Screen Show Dialog Box](#)

[View a Presentation as a Screen Show](#)

View Screen Show Run

Displays a presentation, page by page, on your computer screen as a slide show. Each page of the presentation is proportioned to fill the screen area completely. This command uses default values or values that were previously set.

Shortcuts

Icon: Click  (Screen Show icon)

Keys: Press ALT+F10 (RUN SCREEN SHOW)

Tips

Choose File Printer Setup to optimize the display of your presentation as a screen show.


The pointer is always available--just move the mouse to see it. Press P to remove the pointer.

Hold down the left mouse button as you draw on screen during a screen show.

View Screen Show Edit Effects

Opens the Edit Screen Show dialog box. You can choose effects for each screen, and specify how the screen show runs from this dialog box.

Shortcut

Icon: Click  (Edit Screen Show icon)


View Screen Show Create/Edit Button

Opens the Create/Edit Screen Show Button dialog box. From this dialog box you can make a button out of any selected object on a presentation page. You can use the button to jump to another page in your presentation, launch another application, show a movie, or play a sound.

Note

You must have an object selected to have this command available.

Shortcut

Icon: Click  (Screen Show Buttons icon)

View Screen Show Prepare Standalone

Opens the Export Screen Show dialog box. From this dialog box you can create a standalone screen show that you can run from DOS without running Freelance Graphics for Windows.

Edit Screen Show Dialog Box

1. Choose a page

Determines the presentation page you are working on. The page you choose is displayed. Beneath the display is a Page Number box. The Page Number box displays how many pages there are in your presentation, and which page you are on. Click the arrows to scroll through the presentation.

Page... of...

Click the Page Number box to display the Choose Screen Show Page dialog box. This dialog box lists all of the screens in the presentation and provides a summary of the effect and the time delay for each screen.

Tip

Highlight the screen you want to edit in the Choose Screen Show Page dialog box rather than paging through a presentation to get to the screen you want to edit.

2. Choose an effect

Choose an effect from the list box by highlighting the effect you want to apply to a page. There are more than 30 effects to choose from.

Notes

If the colors in an imported bitmap are not accurate on the page, they can be made to be accurate when you run the screen show. Choose the Use Bitmap Colors effect for the page containing the bitmap. The Use Bitmap Colors effect does not affect the appearance of the bitmap in Current Page view, but it enhances the colors of an imported bitmap when you run the screen show.

If you have more than one 8-bit bitmap image on a page, the colors may not be appropriate for all of them. However, you can have more than one 24-bit bitmap on a page and the colors will be correct.

Apply effect to all pages

Mark this box to apply one effect to all of the pages in a presentation.

Display page for... seconds

Specifies the number of seconds the page you are currently editing will be displayed.

This box can be edited only if you have selected Automatically in the Advance screen show group box.

Auto-Run

Mark this box if you want Freelance Graphics to automatically start a screen show when you choose File Open or when you launch Freelance Graphics from a presentation file embedded in an OLE client, for example, Lotus Notes.

Notes

In both cases, Freelance Graphics closes the presentation file after the screen show plays. If the presentation file is the only one open, Freelance Graphics also closes. If you launched Freelance Graphics from an OLE client application, you return to the client application.

You can press ESC at any time to stop the screen show and display the List Pages dialog box. Clicking Quit Show in the List Pages dialog box returns you to Freelance Graphics.

Advance screen show

Determines whether you want to display a screen **Manually** (you display the next screen by clicking the left mouse button, or pressing ENTER or PAGE DOWN), or **Automatically** (Freelance Graphics displays each screen for the specified interval).

Show pages

Determines the page numbers of the first and last pages to show. To run the entire presentation as a screen show, accept the default settings (from pages 1 to 999).

Run screen show continuously

You can run the screen show continuously, so that whether you choose to run it manually or automatically it returns to the beginning page and cycles through the screen show until you press ESC.

Apply time to all pages

Mark this box to apply the time you specified in Display page for... seconds to all pages in the screen show.

Options

Opens the Screen Show Options dialog box. From this dialog box you can choose to signal when the next page is ready, specify the size and color of the onscreen drawing line, go to the Edit Screen Show Buttons dialog box, and display the Screen Show control panel.

Preview Page

Shows you what the effects for the selected page look like.

Run Show

Starts the screen show.

Tip

To stop a screen show, press ESC.

See also

[Create a Screen Show Button](#)

[Edit Screen Show Buttons](#)

[View a Presentation as a Screen Show](#)

[View Screen Show](#)

Choose Screen Show Page Dialog Box

Choose a page you want to go to

Goes directly to the page you want to edit. Highlight the page and click OK.

This dialog box lists all of the pages in the presentation and provides a summary of the effect and the time delay for each screen.

A representation of the page you choose to edit appears to the right of the list box.

Screen Show Options Dialog Box

To draw onscreen during a screen show, hold down the left mouse button and drag.

On screen drawing

Determines the line color and thickness when you draw on the screen during a screen show.

Color

Displays the current color that the onscreen drawing capability uses. Choose another color from the color palette and color library.

Width

Displays the current line thickness that the onscreen capability uses. Choose from the line widths available.

Display Screen Show control panel

Displays the control panel onscreen as the screen show runs. The control panel provides a visual way to control the screen show. You can advance or go back through the screens one screen at a time, or jump to another screen anywhere in the presentation. You can also end the screen show from the control panel.

Location of control panel

Determines where the control panel is positioned onscreen.

Signal when next page is ready

Specifies whether to have an arrow display, sound a tone, or both, when the next page is ready to be displayed. If you choose to have an arrow display, you can click the arrow to go to the next page.

Note

You can set the tone in the Windows Control Panel by choosing Message beep as the sound.

Edit Buttons

Opens the Edit Screen Show Buttons dialog box. From this dialog box you can make a button out of any selected object on a presentation page. You can use the button to jump to another page in your presentation, launch another application, show a movie, or play a sound.

List Pages Dialog Box

Choose a page

Lists the pages in the screen show. Choose the page you want to jump to (shows a sample illustration of the page you chose), then click OK.

Quit Show

Ends the screen show.

Screen Show Export Options Dialog Box

Graphics adapter

Choose **VGA** (640 x 480) or **EGA** (640 x 320) to identify the graphics adapter of the computer on which you will run the screen show. If you have a super VGA or 8514A, choose **VGA**.

Run screen show directly from DOS

Copies the SHOW.EXE file with the exported file. SHOW.EXE is the program that reads the screen show file and displays the images on the screen when you run the screen show from DOS. If you copy the .SHW and .GX2 files to another directory or disk, make sure to copy SHOW.EXE as well.

Mark this item if you want a copy of SHOW.EXE (you need SHOW.EXE to run the screen show from DOS); otherwise, unmark it.

Notes

You can run a screen show from DOS even if Freelance Plus or Freelance Graphics for DOS is not installed. To run a screen show from DOS, type **show** and the file name.

See Create a Screen Show That Runs from DOS for information on how Freelance Graphics for Windows exports special effects to Freelance Graphics for DOS.

Multimedia effects are not visible when you export a screen show for DOS.

See also

[View Screen Show Prepare Standalone](#)

Export Screen Show Dialog Box

File name

Specifies the screen show file name. Type or select the name of the file you want to export. This box lists files with the extension .SHW. Use Directories, Drives, and File types to view different files in other directories.

To choose a file, highlight the file name and either click OK or press ENTER, or double-click the file name.

File types

Specifies SHW files and lists them in the File name list box.

File information

Displays the size of the highlighted file in the File name list box and the date and time the file was last saved.

Directories

Lists the directories on the drive you choose. Within the Directories list box you can:

- * Double-click a directory to see the subdirectories it contains
- * Double-click the top-most directory to move up the directory tree and list the subdirectories and file names at that directory level

When you choose a directory, only files that match the type specified in the File types box are listed in the File name list box.

Drives

Choose the drive you want Freelance Graphics to search. When you choose a drive, its directories are listed in the Directories list box.

Options

Displays the Screen Show Export Options dialog box

Note

Multimedia effects are not visible when you export a screen show for DOS.

See also

[Create a Screen Show That Runs from DOS](#)

Create/Edit Screen Show Button Dialog Box

Defines an object as a screen show button. You can specify that the object jump to another page, play a multimedia object, or launch an application when you click it during a screen show.

Screen show button name

Type the name of the screen show button or accept the default name.

Specify button behavior

Jump to a page

Specifies the page the button will jump to or how the button will affect the display of the screen show when clicked.

The button can jump to the **Next**, **Previous**, **First**, or **Last** page, or to a specific page number you choose.

The button can also **Back Up** the screen show to the previous page displayed, **Stop** the show, **Pause/Resume** a show that runs automatically, or display a **List** of presentation pages during the show that you can choose from.

Freelance Graphics displays a thumbnail sketch of the page it will jump to next to the list box.

Launch an application

Specifies the application the button will launch when clicked.

Browse

Opens the Find Application to Launch dialog box, where you choose the application to launch.

Play a multimedia object

Specifies the media file the button will play when clicked.

Note

You see multimedia effects only when you run a screen show under Windows 3.1 or Windows 3.0 with multimedia extensions.

Browse Media

Launches the Lotus Media Manager dialog box where you choose a multimedia file.

Options

Options opens the Multimedia Button Options dialog box. Use this to specify where the movie will be played on the page during a screen show.

Note

This option is available only if you have installed the Lotus Multimedia applications on your system.

See also

Create a Screen Show Button

Edit Screen Show Buttons

Edit Screen Show Buttons Dialog Box

Edits a screen show button. You can delete the button's link or change what happens when you click the button. The button can jump to another page in the presentation, play a multimedia object, or launch an application when you click it during a screen show.

Pages

Lists the pages in the presentation. Click the page that has the buttons you want to edit. The buttons that are on a page are listed in the Buttons list box.

Buttons

Lists the buttons that are on the page that is highlighted in the Pages list box.

Specify button behavior

Jump to a page

Specifies the page the button will jump to or how the button will affect the display of the screen show when clicked.

The button can jump to the **Next**, **Previous**, **First**, or **Last** page, or to a specific page number you choose.

The button can also **Back Up** the screen show to the previous page displayed, **Stop** the show, **Pause/Resume** a show that runs automatically, or display a **List** of presentation pages during the show that you can choose from.

Freelance Graphics displays a thumbnail sketch of the page it will jump to next to the list box.

Launch an application

Specifies the application the button will launch when clicked.

Browse

Opens the Find Application to Launch dialog box, where you choose the application to launch.

Play a multimedia object

Specifies the media file the button will play when clicked.

Note

You see multimedia effects only when you run a screen show under Windows 3.1 or Windows 3.0 with multimedia extensions.

Browse Media

Launches the Lotus Media Manager dialog box where you choose a multimedia file.

Options

Options opens the Multimedia Button Options dialog box. Use this to specify where the movie will be played on the page during a screen show.

Note

This option is available only if you have installed the Lotus Multimedia applications on your system.

Delete Link

Removes the button's link to another page, application, or multimedia object. Highlight the button that has the link you want to delete, then click Delete Link.

See also

Create a Screen Show Button
Edit Screen Show Buttons

Multimedia Button Options Dialog Box

Controls where on the presentation page a movie file plays when you click the screen show button you defined in the Create/Edit Screen Show Button dialog box.

Choose where you want your movie to appear

Choose where your movie will be displayed on the screen.

Find Application to Launch Dialog Box

Specifies the application to assign to a screen show button defined in the Create/Edit Screen Show Button dialog box. Freelance Graphics launches the application when you click the button during a screen show.

You can launch either a Windows application or a DOS application.

File name

Specifies the file name. Type or select the name of the file you want. This box lists files with the extension you select in the File types box. Use Directories, Drives, and File types to view different file types in other directories.

You can also type the wildcard characters * (asterisk) and ? (question mark) in the File name text box to list files with similar names and/or extensions. The asterisk represents any number of sequential characters and the question mark represents any single character.

To choose a file, highlight the file name and either click OK or press ENTER, or double-click the file name.

File types

Specifies the type of files you want listed in the File name list box. To list files with other extensions, edit the extension in the File name text box.

Executable Files (EXE)

Displays executable file names.

Executable Files (COM)

Displays command file names.

Batch Files (BAT)

Displays batch file names.

File information

Displays the size of the highlighted file in the File name list box and the date and time the file was last saved.

Directories

Lists the directories on the drive you choose. Within the Directories list box you can:

- * Double-click a directory to see the subdirectories it contains
- * Double-click the top-most directory to move up the directory tree and list the subdirectories and file names at that directory level

When you choose a directory, only files that match the type specified in the File types box are listed in the File name list box.






Drives


Choose the drive you want to search. When you choose a drive, its directories are listed in the Directories list box.

The Outliner View

Outliner view displays text from your presentation in an outline format. While [Current Page view](#) is the easiest way to see what your presentation page looks like as you add contents to it, Outliner view is a good place to gather your ideas and see how they flow in your presentation.

Here is an example of Outliner view for a presentation:

1		MKG Technologies
2		Introduction to MKG Technologies
		• Why MKG Technologies?
		• Products
		▪ Hardware
		▪ Software
		- Applications
		- Learning Tools
		▪ The Future
3		Hardware
		• Multi-user file server
		• 200 MB disk
		▣ 1.2 KB disk
		• Expandable memory
		• Upgradable CPU
4		Costs
5		Strategies

The sheet of ruled paper Freelance Graphics displays in Outliner view contains text from your presentation. Each presentation page is denoted by a [Page icon](#) (such as ) that appears to the left of the page title, and a page number. If you are starting a new presentation, the outline is blank except for a single Page icon and the number 1. Freelance Graphics displays all text in Outliner view using a standard text [face](#) (Arial) and bullet style. You cannot set or change text attributes in an outline. To see how the text looks on the presentation page, double-click the Page icon for a page to see that page. The text in each page appears bulleted and indented below the page title. You can have up to three levels of indented bulleted text for each page in addition to the page title. If you switch to [Current Page view](#), you will see the same levels of indents for bulleted items that were displayed in the outline; the bullet styles, however will be different.

Changes you make to a presentation in Outliner view are reflected when you switch to [Current Page view](#) or [Page Sorter view](#).

When you create a new page in an outline, Freelance Graphics automatically uses the [Bulleted List](#) page layout. To choose a different page layout for the page, see [Choose Page Layouts in the Outliner](#) for more information.

Notes

The Outliner displays text only and displays up to the first three "Click here..." text blocks on a presentation page created in Current Page view. For example, for a page using the Bulleted List page layout, the Outliner view displays the page title and the bulleted items. For a page using the 2-Column Bullets page layout, the Outliner view displays the page title, as well as both columns of bulleted items.

If a page contains objects, such as drawings, symbols, or charts, or more "Click here..." text blocks than you can see in the Outliner, Freelance Graphics displays a symbol in the Page icon, as follows.

This page icon:	Means the page contains:
------------------------	---------------------------------



Text only



Charts




An organization chart



A table



Symbols such as bitmaps
or additional text

If a page uses the 2-Column Bullets page layout, the outline displays  to denote the second column of bulleted items in Current Page view.

See also

[Add Text to a Page](#)

[Outline Collapse](#)

[Outline Collapse All](#)

[Outline Expand](#)

[Outline Expand All](#)

[Outline Make Second Column](#)

[Use the Outliner](#)

[View Outliner](#)

View View Preferences


Controls the appearance of various onscreen components, including:

- * The size of the cursor
- * Whether to display page borders
- * Whether to display the function key panel, coordinates, and drawing and text block rulers

This command displays the [View Preferences dialog box](#).


View Preferences Dialog Box

Cursor size

Determines whether the size of the crosshair pointer  is big or small. You use the crosshair pointer when you draw in Freelance Graphics.

Shortcuts

To toggle between displaying a big and small cursor:

Icons: Click  (Big Cursor icon)

Click  (Small Cursor icon)

Keys: Press SHIFT+F4

Display

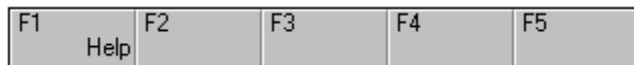
Coordinates

Displays two sets of coordinates in the edit line.

- * The x- and y-coordinates represent the horizontal and vertical distances between the mouse pointer and the origin. The origin coordinates, (0,0), are located at the top left corner of the page.
- * The other coordinates represent an object's height and width as you draw or size an object. These coordinates also show the distance an object is moved.

Function key panel

Displays the function keys at the bottom of the window that are valid for the current activity. You can click a key name on the function key panel to perform that function.



Press SHIFT, ALT, or CTRL to change the function key panel to reflect these key combinations.

Drawing ruler

Displays a ruler along the top and left side in the Current page view. Use this ruler to determine the cursor location when you create objects on the page.

Shortcuts

To toggle between showing and hiding the drawing ruler:

Icons: Click  (Show Drawing Ruler icon)

Click  (Hide Drawing Ruler icon)

Notes

When an object is selected, the horizontal ruler shows the location of the left and right borders of the bounding box around the object; the vertical ruler shows the location of the top and bottom borders.

When multiple objects are selected, the drawing ruler displays the locations of the bounding box for all the objects.


Drawing ruler units are based on the Units of measurement in the Units & Grids dialog box.

Text block ruler

When you are in text edit mode, displays a ruler across the top of the selected text block, below the edit panel.

Shortcuts

To toggle between showing and hiding the text ruler:

Icons: Click  (Show Text Ruler icon)

Click  (Hide Text Ruler icon)

Show page borders

Determines whether Freelance Graphics displays margins or the border of the printable area.

The margins or printable area border are displayed as dashed lines. These show only in the Current Page view and are not printed or included in screen shows or slide output.

Margins

Displays the margins you set in the File Page Setup dialog box.

Printable area

Displays borders determined by the printing limits of the current device driver.

None

Does not display either the margins or printable area.

See also

[View View Preferences](#)

Outline

Lets you work on the outline of your presentation in [Outliner view](#).

See also

[Outline Collapse](#)

[Outline Collapse All](#)

[Outline Demote](#)

[Outline Expand](#)

[Outline Expand All](#)

[Outline Make Second Column](#)


[Outline Promote](#)

[Use the Outliner](#)

Outline Expand

In Outliner view, displays the page title and the text (of up to two text blocks) for the selected page or for the page in which the insertion point is located.

Shortcuts

Icon: Click  (Expand icon)

Keys: Press GRAY +

See also

[Outline Collapse](#)

[Outline Collapse All](#)


[Outline Expand All](#)

[Use the Outliner](#)

Outline Collapse

In Outliner view, displays only the page title for the selected page or for the page in which the insertion point is located. Freelance Graphics displays a plus sign (+) in the left margin beside the collapsed page.

Shortcut

Icon: Click  (Collapse icon)

Key: Press GRAY -

See also

[Outline Collapse All](#)

[Outline Expand](#)


[Outline Expand All](#)

[Use the Outliner](#)

Outline Expand All

In Outliner view, displays the page titles and text (of up to two text blocks for each page) for all the pages in the presentation.

Shortcut

Icon: Click  (Expand All icon)

See also

[Outline Collapse](#)

[Outline Collapse All](#)


[Outline Expand](#)

[Use the Outliner](#)

Outline Collapse All

In Outliner view, displays only the page titles for all pages in the presentation. Freelance Graphics displays a plus sign (+) in the left margin beside the collapsed pages.

Shortcut

Icon: Click  (Collapse All icon)

See also

[Outline Collapse](#)

[Outline Collapse All](#)


[Outline Expand](#)

[Use the Outliner](#)




Outline Promote

In Outliner view, moves the selected lines of text (or the line of text in which the insertion point is located) one indent level to the left. This changes the indentation of the text and the style of the bullet.

For example, click the insertion point in the indented bulleted text, as shown below.

1		MKG Technologies
2		Introduction to MKG Technologies
		• Why MKG Technologies?
		▪ Products
		- Hardware
		- Software


Choose Outline Promote to move the line of text once to the left. This creates a new page and makes the bulleted text the page title, as shown here.

1		MKG Technologies
2		Introduction to MKG Technologies
3		Why MKG Technologies?
		▪ Products
		- Hardware
		- Software

Note

The levels of indentation in the outline correspond to the paragraph styles you set for text in the Current Page view.

Shortcuts

Icons: Click  (Promote icon)

Keys: Press SHIFT+TAB




See also

[Change Text Levels in Outliner View](#)
[Use the Outliner](#)



Outline Demote

In Outliner view, moves the selected lines of text or the line of text (or the line of text in which the insertion point is located) one indent level to the right. This changes the indentation of the text and the style of the bullet.

For example, click the insertion point in the page title, as shown below.

1		MKG Technologies
2		Introduction to MKG Technologies
3		Why MKG Technologies?
		- Products

Choose Outline Demote to move the line of text once to the right. This makes the page title become an indented bulleted item.

1		MKG Technologies
2		Introduction to MKG Technologies
		• Why MKG Technologies?
		- Products
		- Hardware

Note

The levels of indentation in the outline correspond to the paragraph styles you set for text in the Current Page view.

Shortcuts

Icons: Click  (Demote icon)


Keys: Press TAB

See also

[Change Text Levels in Outliner View](#)
[Use the Outliner](#)

Outline Make Second Column

In Outliner view, starts the second column of bullets when you are entering text for a page that uses a 2-Column Bullets page layout

When you choose the 2-Column Bullets page layout in Outliner view, Freelance Graphics displays  to indicate the second column of bulleted items.

Tip

You can also choose this command to change the column break in a two-column bulleted list. For a page that uses a 2-Column Bullets page layout, select the bullet (or click the insertion point in the current line) for the line of text you want to make the first line in the second column. Then choose Outline Make Second Column.

See also

[Use the Outliner](#)

Get Started

To create a presentation, you first choose the overall "look" of the presentation and then choose a page layout for the first page. Then you just fill in the blanks.

1. Choose a look for the presentation.

The "look" is the overall design, format, and color scheme for a presentation. You choose a look for your presentation by choosing a SmartMaster set in the Choose a Look for Your Presentation dialog box.

You choose a SmartMaster set when you create a presentation -- either when you start Freelance Graphics or when you choose the File New command.

Notes

You can change the look at any time using the Style Choose SmartMaster Set command.

Mark SmartMaster with blank background to have blank presentation pages with no design.

2. Choose a page layout.

Each SmartMaster set provides the same twelve page layouts. For example, each SmartMaster set provides a Title page layout, a Bulleted List page layout, and so forth. The page layouts use a consistent design and color scheme, based on the SmartMaster set you choose.

After choosing the look for your presentation, you choose the page layout for the first page in the Choose Page Layout dialog box. Click a page layout name in the dialog box to see a sample of that page layout.

Choose the layout that most closely matches the type of page you want. Choose None to start with a blank page without any "Click here..." blocks.

Each time you add a new page, for example, for the charts, bulleted lists, and tables in your presentation, Freelance Graphics prompts you to choose a page layout.

3. Fill in the blanks.

Now you can begin adding the contents to the pages in your presentation.

Page layouts provide "Click here..." text blocks that automatically format text that you type and other "Click here..." blocks that automatically position and size charts, symbols, or objects that you draw. All you need to do is focus on the content of the presentation -- the page layouts take care of the design and format.

To fill in the blanks, just click on a "Click here..." block. For example, for the Title page layout, click "Click here to type presentation title," and type the title of your presentation. Then click OK.

As you work on the presentation you can also step back to view the big picture by viewing all the pages in your presentation.

You can also preview the presentation as a screen show at any time. Just choose View Screen Show Run.

When you finish, you can save and print the presentation. All your pages are stored in one file, so you save the entire presentation each time you choose File Save or File Save As.

See also

Add a Page

Delete Pages

Fill in a "Click here..." Text Block

[Reorder Pages in Page Sorter View](#)

[Set and Display Page Margins](#)

[Use a "Click here..." Block for Graphic Objects](#)


[View All Pages in a Presentation](#)

Add a Page

You can add a page to a presentation in Current Page view, Page Sorter view, or Outliner view.

Note

When you add a page in Outliner view, Freelance Graphics automatically uses the Bulleted List page layout. You can easily choose another page layout for the page, as described below.

1. Click  (New Page box) at the bottom of the window or choose Page New from the menu.
 2. Choose a page layout from the New Page dialog box.
Choose the layout that most closely matches the type of page you want. For example, choose the Bulleted List page layout if you want to add a page of bulleted items.
Choose Blank Page to start with a blank page without any "Click here..." blocks.
3. Click OK.

Freelance Graphics adds the new page immediately following the current page, and the new page becomes the current page.

Shortcuts

Icon: Click  (New Page icon)


Keys: Press F7 (PAGE NEW)

These shortcuts bypass the New Page dialog box and add a new page that uses the same page layout as the current page.

Notes

Freelance Graphics displays a name, such as Page 2, in the New Page dialog box. This is an internal name that Freelance Graphics uses to keep track of pages, if, for example, a page is a source of a link. You can keep this name, edit it, or type a new one.

The internal name is Page n, where n represents the next page number available. It does not represent the position of the page, or the number of pages, in the presentation.

When you click  (Page Number box) at the bottom of the window, Freelance Graphics displays the names of the pages in your presentation. These names, which make it easier to identify the pages, are given as follows:

- * If you edited or typed a new name in the New Page dialog box, Freelance Graphics displays this name.
- * If you typed a title for the page in the "Click here..." title block, Freelance Graphics displays this name.
- * If you did not do either of these things, Freelance Graphics displays the word Unnamed.

Tips

Use the same procedure and shortcuts to add a page layout to a SmartMaster set. (See Customize a SmartMaster Set.)

Use the following table as a guide to choosing the page layout that works best for the type of visual you want.

Visual	Benefits	Available page layouts
--------	----------	------------------------


Bulleted lists	Ideal format for presenting a list of points or topics. Concise and easy to read, and can help lead you and your audience through a presentation.	Bulleted List 2-Column Bullets Bullets & Chart Bullets & Symbol
Tables	Organize textual and/or numerical 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 2 Charts 4 Charts 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 Organization Chart Basic Layout [None]

Change Page Names

Freelance Graphics displays the page name in the edit line. You can edit the page name in the edit line from the Current Page view and the Page Sorter view.

Note

If the name of a page is based on the text you added to a "Click here..." title block, you can edit that text in any view (including Outliner view) to change the page name. (See Add a Page for information on how Freelance Graphics names pages.)

1. In the edit line, position the mouse pointer on the page name. (The pointer changes to the I-beam shape when it is positioned on the page name.) Then click.
2. Edit the existing text to change the name of the page.
3. Press ENTER, click the check mark, or click outside the edit line to accept the changes. Press ESC or click  in the edit line to restore the original page name.

See also


[About Views](#)


[Change Page Layouts](#)

[Get Started](#)

Change Page Layouts

When you add a page to a presentation, you choose the page layout you want for that page. At any time you can choose another page layout for that page, remove the page layout from the presentation page, or unlink the presentation page from the page layout.


* To choose another page layout, either click  (Page Layout box) at the bottom of the window, or choose Page Choose Page Layout. Then complete the Choose Page Layout dialog box by choosing a page layout from the list.

* To remove a page layout from a presentation page, either click  (Page Layout box) at the bottom of the window, or choose Page Choose Page Layout. Then choose None from the list of page layouts.

* To unlink a page layout from a presentation page, choose Page Unlink Page Layout. The page will continue to look the same as it did. However, because the page layout is no longer associated with this page, the page will not be updated if you then edit the page layout that was originally used for this page.

Tips

In Current Page view, you can choose another page layout for the current page only; in Page Sorter view, you can choose another page layout for selected pages.

To see which page layout the current page uses, click  (Page Layout box) at the bottom of the window. The name of the page layout that the current page uses is highlighted.

You can also change page layouts when you are editing page layouts. (See Customize a SmartMaster Set.)

See also

[Change the Look of a Presentation](#)

Use a "Click here..." Block for Graphic Objects

"Click here..." blocks are rectangles created on [page layouts](#) that size and position charts, objects, and symbols on [presentation pages](#).

In the SmartMaster sets included with Freelance Graphics, each "Click here..." block displays one of the prompts shown below. When you click that prompt, Freelance Graphics displays the associated dialog box, which you use to create the chart or table or choose a symbol.

Clicking this prompt:

Opens this dialog box:

Click here to create chart

[New Chart Gallery dialog box](#)

Click here to add symbol

[Add Symbol to Page dialog box](#)

Click here to create organization chart

[Organization Chart Gallery dialog box](#)

Click here to create table

[Table Gallery dialog box](#)

After you create the chart or table or choose a symbol, Freelance Graphics automatically sizes and positions it in the "Click here..." block.

You can also

- * [Drag](#) any object into a "Click here..." block. Release the mouse button when the mouse pointer is inside the "Click here..." block and you see a dashed outline around the "Click here..." block. Freelance Graphics sizes the object to fill the "Click here..." block.
- * Draw an object entirely in a "Click here..." block. Freelance Graphics sizes the finished object to fill the "Click here..." block.

See also

[Create a Chart](#)

[Create a "Click here..." Block for Graphic Objects](#)

[Draw Objects](#)

[Fill in a "Click here..." Text Block](#)

[Add a Symbol to the Page](#)

Fill in a "Click here..." Text Block

Each page layout provides "Click here..." text blocks, such as "Click here to type presentation title." When you click a "Click here..." text block and type, Freelance Graphics automatically places and formats the text you add. This lets you "fill in the blanks" of your presentation pages, without worrying about their format.

The format and position of these text blocks on the presentation page are based on the SmartMaster set you are using. If you choose a different SmartMaster set, the format and position of the text you type in "Click here.." text blocks changes to match the new SmartMaster set.

Each "Click here..." text block displays a prompt to tell you what type of text to type. For example:

- * Click here to type presentation title
- * Click here to type page title
- * Click here to type bulleted text

Note

If you do not fill in a "Click here..." text block on a presentation page, Freelance Graphics does not print the "Click here..." text or display it in a screen show.

1. Click the "Click here..." text, such as "Click here to type presentation title," and begin typing.

Freelance Graphics enters text edit mode and automatically formats and wraps the text to fit in the text block.

Note

If you click once in a "Click here..." text block that you have not yet filled in (in other words, a text block that still contains the "Click here..." prompt text), this places the text block in text edit mode. Once you have added text to it, a single click selects the text block; a second click places the text block in text edit mode.

2. Use the following keys to start new lines and paragraphs:

Press this:	To do this:
ENTER	Start a new paragraph
CTRL+ENTER	Force a line break in the current paragraph

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 can begin with a bullet or number, or with ordinary text.

For more information on entering text, see Text Edit Mode.

To enter text in the next or previous "Click here..." text block, press DOWN from the last line of text or UP from the first line of text.

3. When you are finished, click OK in the edit panel or press ESC to exit text edit mode.

You can also type text in Outliner view. When you switch to Current Page or Page Sorter view, Freelance Graphics automatically places the text you typed in the Outliner view into the "Click here..." text blocks on that page. (See Use the Outliner.)

Drag Text into a "Click here..." Text Block

To drag text that is already on the page into an empty (except for the prompt text) "Click here..." text block, follow this procedure.

1. Click anywhere in the text block whose text 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 that text block.

2. Release the mouse button.

The text assumes the attributes for that "Click here..." text block, except for any selected text whose attributes you changed using the Text commands.

Tips

Use Edit Paste to paste text into a "Click here..." text block.

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

See also

[Add Text to a Page](#)

[Create a "Click here..." Text Block](#)

[Customize a SmartMaster Set](#)

[Edit Text](#)

Set and Display Page Margins

Page margins let you define a working area within the printable page. You can display page margins in Current Page view and Page Sorter view. To do this, choose View View Preferences and mark Margins for Show page borders in the View Preferences dialog box. Freelance Graphics displays the margin as a dashed line.


If you change output devices or choose another SmartMaster set, Freelance Graphics automatically moves the margins inside the printable area and scales the images on the presentation pages accordingly. When you change page margins, Freelance Graphics gives you the option to resize your working area to fit the new margins. Choose Yes to resize your page.

You set page margins in the File Page Setup dialog box. If you are creating slide files, mark Set margins for slides, to adjust the aspect ratio and margins for 35mm slide frames.

Page margins are measured in the units of measurement specified in the Units & Grids dialog box.

View All Pages in a Presentation


When you want to look at the big picture of your presentation, you can display it in Page Sorter view. This view displays all the pages in your presentation as thumbnail sketches. If your presentation has more pages than fit in the window, use the scroll bars to scroll through the pages.

To switch to Page Sorter view, either click  (the Page Sorter icon) on the right border of the window or choose View Page Sorter.

In Page Sorter view you can:

- * Change the order of pages
- * Select several pages (by pressing SHIFT and at the same time clicking each page you want to select) and then choose another page layout for them, or remove or unlink these pages from a page layout (see Change Page Layouts)
- * Select pages to remove, duplicate, copy, or cut (see Page Commands)
- * Add pages
- * Change the name of a page by selecting the page and clicking the page name in the edit line, and then editing the name


Tips

To switch to Current Page view for a page in Page Sorter view, double-click the page; or click the page to select it and then click  (Current Page icon) on the right border of the window.

In Outliner view you can see the flow of the text in your presentation. See Use the Outliner.

Reorder Pages in Page Sorter View

You can change the order of pages in a presentation in [Page Sorter view](#).

To switch to Page Sorter view, either click  (Page Sorter icon) on the right border of the window; or choose [View Page Sorter](#).

To move a single page:

- * [Drag](#) it to the new position.

As you drag, you will see a dotted outline of the selected page. A vertical insert bar shows the new location of the page.

Release the mouse button when the page is where you want it.

To move more than one page:

1. Press SHIFT and hold it down while you click the mouse button on the first page you want to select. Then click additional pages to select them. Release the SHIFT key.
2. Position the mouse pointer on one of the selected pages and drag them into the new position.

As you drag, a vertical bar shows the new location of the first page, and the outline of the selected pages shows the position of the first page being moved. When you release the mouse button, Freelance Graphics moves the pages to the new location. Whether the selected pages were adjacent or not, they form a group of adjacent pages in the new location.

Tip

You can also change the order of pages in your presentation in the [Outliner View](#).

See also

[View All Pages in a Presentation](#)

Select Objects

You must select objects, such as charts, shapes you draw, and text blocks, before you edit them, or move, delete, or rearrange them. You select and deselect objects in Current Page view.

To learn how to select pages, see Select Pages.

When you select one or more objects:

- * Freelance Graphics displays handles (squares) on the perimeter of the object showing that it is selected.
- * The pointer changes to a double-arrow when it is over a handle that you can drag to size the object.
- * If the drawing ruler is displayed, the borders of the selected object or objects are indicated in the ruler. (Choose View View Preferences to display the drawing ruler.)
- * The type of object selected is displayed in the edit line.

Selecting Objects

To select a single object:

- * Position the mouse pointer on it and click the left mouse button. This deselects any other objects that are selected.
- * Press and hold SHIFT and click the left mouse button on the object to select it without deselecting other objects. If the object is currently selected, this deselects it.

Note


If you click once on a "Click here..." text block that you have not yet filled in (in other words, a text block that still contains the "Click here..." text), this places the text block in text edit mode. Once you have added text to it, a single click selects the text block; a second click places the text block in text edit mode.

To select multiple objects:

- * Click the first object with the left mouse button. Then press and hold SHIFT and click each additional object you want to select.
- * Drag a box around the objects.

To do this, position the mouse pointer near an object, and press and hold down the left mouse button. As you drag, Freelance Graphics displays a box. When you release the mouse button, all objects that were completely within the box are selected.

If you choose Edit Select Touching, Freelance Graphics selects all objects that are within or touching the box you drag.

- * Click  (Select All icon), press F4 (SELECT ALL), or choose Edit Select All to select all objects on the current page.
 - * Choose Edit Select Like to select additional objects that match one or more selected objects on the current page. For example, you can select all rectangles, all objects with a yellow area, or all text with a certain typeface or size.
 - * Choose Edit Select Cycle to select specific objects on the current page by cycling through them according to their drawing priority.

Deselecting Objects

To deselect one object at a time:


- * Position the pointer on it, press and hold SHIFT, and click the left mouse button.

To deselect all selected objects on the current page:

- * Position the mouse pointer anywhere except on an object and click, or choose [Edit Select None](#).
- * Press SHIFT and at the same time drag a box around selected objects. When you release the mouse button those objects become deselected.

Troubleshooting

- * If you are having trouble selecting an empty object (an object with no color or [pattern](#)), be sure that you are clicking the edge of the object.
- * If nothing happens when you position the mouse pointer on a object and click, the object probably is part of the page layout and not an object on the presentation page.

Choose [Edit Edit Page Layouts](#), or click  (Edit Page Layouts icon). Then edit the object on the appropriate page layout. Because many page layouts are based on the Basic Layout page layout, you may need to edit the object on that page layout.

- * If you try to drag a box to select objects, but instead move an object that is in the background, first choose either [Edit Select Inside](#) or [Edit Select Touching](#). Then drag the box.
- * If you try to select an object, but the handles are displayed around a group of objects instead, you are trying to select a grouped object. To select just one object from the group, you need to ungroup the grouped object first. See [Group and Ungroup Objects](#) for more information.


See also

[Edit Select Commands](#)
[Select Charts](#)

Select Pages

You must select pages before you can cut, copy, move, or duplicate them, or choose a page layout. You select a page in Current Page view, or one or more pages in Page Sorter view or Outliner view.

In Current Page View

Click  (Current Page icon) on the right border of the window or choose View Current Page to display the Current Page view. In this view, the page that is displayed is selected.

In Page Sorter View

Click  (Page Sorter icon) or choose View Page Sorter to display the Page Sorter view.


To select a single page:

- * Position the mouse pointer on a page and click the left mouse button. This deselects any other pages that are selected.
- * Press and hold SHIFT, and click on the page to select it without deselecting other pages. If the page is already selected, this deselects it.

When you select a page in Page Sorter view, Freelance Graphics displays an outline around the selected page.

To select multiple pages:

- * Click the first page with the left mouse button. Then press SHIFT and click each additional page you want to select.
- * Drag a box around pages to select them.
To do this, position the mouse pointer near a page, and hold down the left mouse button. As you drag, Freelance Graphics displays a dashed line box. When you release the mouse button, all pages that were completely within the box are selected.

- * Click , press F4 (SELECT ALL), or choose Edit Select All to select all pages in Page Sorter view.


To deselect one page at a time:

- * Position the pointer on it, press and hold SHIFT, and then click the left mouse button.


To deselect multiple pages:

- * Position the mouse pointer anywhere except on a page and click, or choose Edit Select None.
- * Press and hold SHIFT, and then drag a box around selected pages. When you release the mouse button all those pages except the first page become deselected.

In Outliner View

Click  (Outliner icon) or choose View Outliner to display the Outliner view.


To select a single page:

Click the Page icon, such as , in the left margin. Freelance Graphics displays a border around the text of the selected page.

To select multiple pages:

In Outliner view, you can only select adjacent pages. For example, you can select pages 4,

5, and 6, but not pages 1, 3, and 7.

- * Click the left mouse button on the Page icon  of the first page you want to select. Then press and hold SHIFT and click the other Page icons for adjacent pages in the outline.
 - * Click the right mouse button on the Page icon for each adjacent page 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 you want to select.
 - * Position the mouse pointer anywhere to the right of a Page icon and drag a box that includes the pages you want to select.

To deselect pages:

Click anywhere in Outliner view other than the Page icon for the page or pages that are selected.

See also

[Edit Select Commands](#)

[Select Objects](#)

[Select Text](#)



Delete Pages

Current Page view


You can delete the page that Freelance Graphics displays in Current Page view by choosing Page Remove.



Page Sorter view

In Page Sorter view, select the pages to delete, then do one of the following:

- * Choose Edit Clear, press DELETE, or click  (Delete icon)
 - * Choose Edit Cut or click  (Cut icon) to cut the pages to the Clipboard so you can paste them in this or another presentation
 - * Choose Page Remove


Outliner view

To delete a page in Outliner view, click the Page icon for the page you want to delete (for example, ) , and then:

- * Choose Edit Clear, press DELETE, or click  (Delete icon) to permanently delete the page
 - * Choose Edit Cut or click  (Cut icon) to cut the page to the Clipboard so you can paste it in this or another presentation

For each of these actions, Freelance Graphics tells you that the operation deletes the page or pages from your presentation. Click OK to delete the pages or Cancel to cancel the operation.

Tip

You can choose Edit Undo or click  (Undo Last Operation icon) to restore the pages.

Create a Chart

You can add a chart to any page. Each [SmartMaster set](#) has four page layouts with "[Click here...](#)" blocks that are designed to place and size a chart on a page automatically. You can also place and size a chart on a page without using a "Click here..." block.

To use a "Click here..." block to create a chart quickly in Freelance Graphics, follow this procedure:

1. Choose Page New or click the [New Page box](#) to add a new page.

Freelance Graphics displays the [New Page dialog box](#).

2. Choose a page layout that has a "Click here..." block for charts; that is, 1 Chart, 2 Charts, 4 Charts, or Bullets & Chart. Then click OK.

3. Click the "Click here..." chart block or choose Chart New Data Chart.

Freelance Graphics displays the [New Chart Gallery dialog box](#). The chart gallery lists all the chart types and shows a variety of styles for each type.

4. Choose a chart type and style and click OK.

Freelance Graphics displays the [Chart Data & Titles window](#), where you type and edit the data for a chart.

5. Type the axis labels, legends, and data for the chart.


Depending on the chart type, you may have options other than labels and legend. For example, a number grid does not have a legend, but it does have column and row labels.

6. Click Edit Titles to type a chart's headings and axis titles, and any notes you want added to the chart.

7. Click OK.

Freelance Graphics closes the Chart Data & Titles window and automatically positions and sizes the chart to fit in the "Click here..." block.

Tips

To create a new chart, you can also click the Chart icon  in the [Toolbox](#) if no chart is selected.

If you have a number grid, you can choose some data sets to contain text and others numbers. To do this, select the number grid, choose Chart Attributes to display the [Number Grid Chart Attributes dialog box](#), and click Text or Number in the Object Type box.

Other ways in which you can create a chart are:

- * [Import or copy chart data from another application file](#)
- * [Copy a chart from 1-2-3 for Windows](#)
- * Import a chart from 1-2-3, Symphony, Freelance Graphics for OS/2, Freelance Plus, Freelance Graphics for DOS, or Graphwriter II with the [File Import Chart](#) command

If the page does not have a "Click here..." block, you can [drag](#) the chart to the position you want and [size](#) the chart as you would any other object.

To change the chart type, choose either the [Chart Type](#) command or the [Chart Gallery](#) command.

See also

[About Linking](#)

[About Linking Charts and Chart Data](#)

Chart Data & Titles Window

Edit a Chart

Navigate in the Chart Data & Titles Window and the Import Data Window

Import Linked or Unlinked Chart Data

You can create a chart in Freelance Graphics using data from another application's file. This can be either a Windows application, such as 1-2-3 for Windows; or a DOS application, such as 1-2-3 or Symphony. You do not need to have the DOS application on your system, only the application's file.

When you import the data, you can choose whether or not to have the chart linked to the data.

Use the following procedure to import linked or unlinked chart data into Freelance Graphics.

1. Display the Chart Data & Titles window for the new chart. (See Create a Chart for details.)
2. Click the Import button or press F6 (IMPORT DATA).
3. 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 in the Import Data window, bypassing the Import Data File dialog box. To specify a different file from the one in the Import Data window, click File to display the Import Data File dialog box.

4. Select the text for the chart legends in the Import Data window and mark the Copy Legends check box.

Note that the Copy Legends check box turns red and the text you selected is highlighted in red to indicate that the text will be used for legends.

5. Select the text for the chart labels and mark the Copy Labels check box.

Note that the Copy Labels check box turns green and the text you selected is highlighted in green to indicate that the text will be used for labels.

6. Select the chart data and mark the Copy Chart Data check box.

Note that the Copy Chart Data check box text turns blue and the data you selected is highlighted in blue to indicate that the data will be used for the chart.

7. Mark the Link check box if you want to link the legends, labels, and chart data to the file.
8. Click OK to copy the legends, labels, and chart data.

Freelance Graphics displays the data in the Chart Data & Titles window. If you choose to link the data, the linked data is underlined in cyan (blue).

9. Click OK to create the chart.

Freelance Graphics displays the chart on the current page. If the page contains an empty "Click here..." chart block, or if you create the chart by first clicking on the text "Click here to create chart," Freelance Graphics automatically sizes the chart and puts it in the "Click here..." chart block.

Tips

To create a DDE (Dynamic Data Exchange) or OLE (Object Linking and Embedding) link by copying data from an open Windows application, follow this procedure:

1. Open the source application's file.
2. Copy the chart data to the Clipboard.
3. Activate the Freelance Graphics window.
4. Display the Chart Data & Titles window.

5. Choose Edit Paste Special, and complete the Edit Paste Special dialog box.
 6. Mark Link data to link the data, or unmark Link data to copy the data without linking it.
- You can use the Clipboard to import chart data without linking it by following these steps and choosing Edit Paste instead of Edit Paste Special.

See also

[About Linking](#)

[About Linking Charts and Chart Data](#)

[Copy a Chart from 1-2-3 for Windows](#)

[Create a Chart](#)

[Edit a Chart](#)

[File Import Chart](#)

Copy a Chart from 1-2-3 for Windows

You can use a chart you created in 1-2-3 for Windows in a Freelance Graphics presentation.

To do this, in 1-2-3 for Windows choose Edit Copy to copy the chart to the Clipboard. Then activate the Freelance Graphics presentation and paste the chart in the Current Page view.

Note the following when you copy and paste the chart:

For 1-2-3 Release 4 and later

- * If you copy just the chart and choose Edit Paste in Current Page view, Freelance Graphics pastes the chart without maintaining the links to the source file. The resulting chart does not include certain objects (such as lines or arrows) that you added in 1-2-3.
- * If you want to paste a linked chart, choose Edit Paste Special instead. Choose 1-2-3 Graph or 1-2-3 Chart (whichever one is available), then click Link to maintain the links to the source file. The resulting chart will include most of the current 1-2-3 chart attributes. You can then change these attributes in Freelance Graphics. Any changes to the chart data in the 1-2-3 file will affect the chart in Freelance Graphics. However, any changes made to the chart in 1-2-3, such as changes to attributes, will not affect the chart in Freelance Graphics.

For releases of 1-2-3 for Windows prior to Release 4

- * If you copy just the range that contains the chart, or copy from chart view in 1-2-3 for Windows prior to Release 4, and choose Edit Paste in Current Page view, Freelance Graphics pastes the chart without maintaining the links to the source file. The resulting chart does not include certain objects (such as lines or arrows) that you added in 1-2-3 for Windows.
- * If you want to paste a linked chart, choose Edit Paste Special instead. Choose 1-2-3 Graph or 1-2-3 Chart (whichever one is available), then click Link to maintain the links to the source file. The resulting chart will include most of the current 1-2-3 chart attributes. You can then change these attributes in Freelance Graphics. Any changes to the chart data in the 1-2-3 file will affect the chart in Freelance Graphics. However, any changes made to the chart in 1-2-3, such as changes to attributes, will not affect the chart in Freelance Graphics.
- * If you want to paste a linked chart and have both the chart data and the chart attributes linked to the 1-2-3 file, then you should choose Edit Paste Special, select Metafile Picture from the Format drop-down box, and click Link. Freelance Graphics will paste the chart as a Metafile object. Any changes made to the chart data and chart attributes in 1-2-3 for Windows will be reflected in the presentation. The metafile includes any lines or arrows that you added to the chart in 1-2-3 for Windows.
- * To copy a chart and text that is adjacent to it, use Edit Paste Special and choose Metafile as the format type to get both the chart and the text. This option will paste both as a metafile. If you will need to make changes to the chart in Freelance Graphics, paste the chart and text separately using Edit Paste.

Notes

If you have a linked chart and you want to make changes in the 1-2-3 file, you must have both Freelance Graphics and 1-2-3 for Windows opened so that the changes will update the linked chart automatically.

When you use Edit Paste Special, be sure to select 1-2-3 Graph or 1-2-3 Chart (whichever one is available) as the format.

When you paste, import, or read data from 1-2-3, select at most 26 data series at a time. The data sets are named alphabetically from A through Z.

To import a named chart from a 1-2-3 or Symphony file, choose File Import Chart.

See also

[About 123 .PIC Color Mapping](#)

[About Linking](#)

[About Linking Charts and Chart Data](#)

[Create a Chart](#)

[Edit a Chart](#)

[Import Linked or Unlinked Chart Data](#)

Navigate in the Chart Data & Titles Window and the Import Data Window

These windows use a cell pointer, which is displayed as a thick border around the current cell. You can move the cell pointer with the mouse, the scroll bar, or the following keys.

Press this key:	To do this:
------------------------	--------------------

DOWN, UP, LEFT, RIGHT	Move the cell pointer one cell in the direction of the arrow. Freelance Graphics scrolls the contents of the window as necessary to keep the cell pointer in view.
PAGE UP, PAGE DOWN	Scroll the window contents one full screen up or down. Freelance Graphics keeps the cell pointer in the same relative location.
HOME	Move the cell pointer to A1.
END HOME (Press and release END, then press HOME.)	Move the cell pointer to the cell at the intersection of the rightmost column that has data and the bottommost row that has data.
END+UP, END+DOWN, END+LEFT, END+RIGHT	Move the cell pointer to the next beginning or end of consecutive filled or unfilled cells.
CTRL+RIGHT, CTRL+LEFT	Scroll the contents of the window one full screen to the right or left. Freelance Graphics keeps the cell pointer in the same relative location.
CTRL+PAGE UP, CTRL+PAGE DOWN	Move the cell pointer to the same location in the next or previous sheet. These key combinations are available only in the Import Data window when you are viewing a 1-2-3 worksheet file that contains multiple worksheets.
F5 (GOTO)	<p>When in the Chart Data & Titles window, this command displays the Goto dialog box, in which you specify the cell you want the cell pointer to move to. Type the column and row address for the cell, then click OK or press ENTER.</p> <p>When in the Import Data window, this command displays the Go To Range dialog box, in which you specify the cell you want the cell pointer to move to. Type the column and row address for the cell, then click OK or press ENTER. You can also select any range by typing the range address (for example, A1..B4). Or, to go to a named range, choose the named range from the</p>

Range drop-down box, then click OK or press ENTER.

Tips

To go at once to the chart's data, double-click any blank area within the chart frame. This brings you to the Chart Data & Titles window. Or, select the chart and choose Chart Edit.

To change the style of a chart component, such as a legend, double-click that component.

To add a number grid of the chart's data under the chart, select the chart and choose Chart Number Grid Under Chart.

To change the chart's background color, select the chart and choose Chart Background.

In the Chart Data & Titles window you can choose to have the cell pointer either remain stationary when you press ENTER or move down one cell with the Chart Options Keyboard command.

See also

Chart Data & Titles Window

Highlight a Range in the Chart Data & Titles Window and the Import Data Window

Import Data Window

Highlight a Range in the Chart Data & Titles Window and the Import Data Window

When you highlight a range, the cell that is not reverse highlighted is the active cell.

To highlight a range with the mouse, click a cell in one corner of the range, then drag across the rest of the range.

To highlight a range with the keyboard, do one of the following:

- * Use SHIFT+DOWN, SHIFT+UP, SHIFT+RIGHT, and SHIFT+LEFT to highlight cells as you move the cell pointer
- * Enter range edit mode to highlight the range

The following procedure explains how to enter range edit mode and highlight a range.

1. Position the cell pointer in one corner of the range of cells you want to highlight.

A range has two special corner cells: the anchor corner and the active corner. The anchor corner is the "from" cell; the active corner is the "to" cell. As you highlight a range, you move from the anchor cell to the active cell.

2. Press CTRL+. (period). This designates the current cell as the anchor cell and places you in range edit mode.

Note

Press ESC or RETURN, or click the mouse to exit range edit mode and deselect the range.

3. Use the navigation keys to highlight the range you want.

Tips

To move the active cell to the next corner (counterclockwise) of the range, press . (period).

In the Chart Data & Titles window you use the Chart Options Keyboard command to have the cell pointer either remain stationary when you press ENTER or move down one cell.

See also

[Chart Data & Titles Window](#)

[Copy a Chart from 1-2-3 for Windows](#)


[Import Data Window](#)

[Import Linked or Unlinked Chart Data](#)

[Navigate in the Chart Data & Titles Window and the Import Data Window](#)

Edit a Chart

You can easily edit a chart's data and change a chart's style and attributes.

- * To edit a chart's data, select the chart and click the Chart icon  in the Toolbox to display the Chart Data & Titles window.
 - * To change a chart's type -- for example, from line to area -- select the chart and choose Chart Type.
 - * To change the style of a chart component -- such as bar color or text font and color -- select the chart, then choose a Chart command. For example, you can:
 - Change the characteristics of a legend by choosing Chart Legend
 - Change the font of all chart text by choosing Chart All Chart Text
 - Change the color or 3D effects for a data set by choosing Chart Attributes
 - Add or modify a grid by choosing Chart Grid
 - Add a number grid of the chart's data under the chart by selecting the chart and choosing Chart Number Grid Under Chart
 - Change the chart's background color by selecting the chart and choosing Chart Background

Note

Freelance Graphics stores both a chart and its data in one presentation file.

Tips

To go at once to the chart's data, double-click any blank area within the chart frame. This brings you to the Chart Data & Titles window. Or, select the chart and choose Chart Edit.

To change the style of a chart component, such as a legend, double-click that component.

See also

[Chart Commands](#)

[Display Links](#)

[Edit Links](#)

[Update Links](#)

Display Links

To display all the text, table, chart, and/or metafile links to other Windows applications in a presentation:

1. Select the linked object in Current Page view.
2. Choose Edit Links to display the Links dialog box.

This dialog box displays information about all the linked objects in your presentation. The information about the selected object is highlighted.

To select other linked objects, click each object that you want in the list box at the top of the dialog box. Click a highlighted object again to deselect it.

Each linked object is listed under Linked Object at the top of the list box. The information about the source for each link is shown across the list box and consists of three parts.

Note

Because a chart's data can have many links to one or more files, this information is not listed. To view the source information for chart links or change the source for a linked object, click the Edit button.

Part	Description
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 name	The path and name of the file that contains the source data
Item name	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

The A or M in the leftmost column indicates whether the update mode of the link is automatic or manual.

- * Automatic updates links whenever the source changes and both the source and destination files are open. Automatic links are also updated when you open the presentation.
- * Manual updates links only when you click Update in this dialog box.

Once you have selected links in the Edit Links dialog box, you can delete, update, and change their update mode (automatic or manual).

To display and edit the links for an object, highlight the object in the list box to select it and click Edit. (See Edit Links for more information.)

See also

About Linking
Update Links

Edit Links

When you edit a link, you can change the source of the object (application), the path and file name that contains the object (topic), and/or the data in the file to which the object is linked (item).

1. Select the linked object in Current Page view.
2. Choose Edit Links to display the Links dialog box.

The selected object is highlighted in the list box at the top of the dialog box.

3. Click Edit.

Depending on the type of linked object you selected, Freelance Graphics displays one of the following dialog boxes:

- * Edit Links dialog box (for text, table, and metafile links)
- * Edit Links dialog box (for chart links)

See also

[Create a Link from Another Application to a Freelance Graphics Metafile](#)
[Create a Link from Another Application to a Freelance Graphics Table](#)
[Create a Link from Another Application to a Freelance Graphics Text Block](#)
[Create a Link from Freelance Graphics to Another Application](#)
[Create a New Link to Chart Data in a File](#)
[Display Links](#)
[Edit Links for Chart Data](#)
[Edit Links to a Metafile's Source Object Data](#)

Edit Links for Chart Data

1. Select a linked chart in Current Page view.
2. Choose Edit Links to display the Links dialog box.
3. Click Edit to display the Edit Links dialog box.
4. Highlight the link you want to edit from the list box at the top of the dialog box.

Note

If any other objects are selected, click them to deselect them. (You can edit only one object's link at a time.)

5. Edit the dialog box items (Application, Topic name, and/or Item name) as needed.

Part	Description
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 name	The path and name of the file that contains the source data
Item name	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

6. Repeat Steps 4 and 5 for each link you want to modify.
7. Click OK to close the Edit Links dialog box.
8. Click Done to close the Links dialog box.

Note

Open Source opens the Windows application that creates the data. It is available only if the server application supports OLE links. See the documentation for the server application for more information.

Import displays the file that contains the data if it is one of the supported file types in the Import Data File dialog box.

See also

[About Linking](#)
[Display Links](#)
[Update a Link](#)

Create a New Link to Chart Data in a File

You can create a new link in the [Edit Links dialog box](#).

1. [Select](#) a linked chart in [Current Page view](#).
2. Choose [Edit Links](#) to display the [Links dialog box](#).
3. Click Edit to display the Edit Links dialog box.

You can use either of these procedures to select another range to link to a new chart component (or edit an existing link).

Use Import

1. Click Import to display the [Import Data File dialog box](#). Use this dialog box to choose a file to display in the [Import Data window](#).

Notes

You can only create a link to a file with a file type that is supported in the Import Data File dialog box.

Once you have chosen a file, if you click Import again, Freelance Graphics automatically displays the same file in the Import Data window.

2. Highlight a range in the Import Data window and click OK.
3. Choose a [chart component](#) from the list box at the top of the dialog box and click Paste Link.

This creates a link between that chart component and the highlighted data.

Use Open Source

Note

Open Source starts only applications that support [OLE links](#).

1. Highlight a chart component that is linked to the file that contains the data you want.
2. Click Open Source to open the Windows application that created the data.
3. Highlight the data range you want and choose Edit Copy.
4. Return to the Edit Chart Links dialog box.
5. Highlight the chart component that you want to link to the data range you copied.
6. Click Paste Link.

See also

[About Linking](#)

[Create a Link from Another Application to a Freelance Graphics Metafile](#)

[Create a Link from Another Application to a Freelance Graphics Table](#)

[Create a Link from Another Application to a Freelance Graphics Text Block](#)

[Create a Link from Freelance Graphics to Another Application](#)

[Display Links](#)

[Update Links](#)

Edit Links to a Metafile's Source Object

1. Select a linked metafile in Current Page view.
2. Choose Edit Links to display the Links dialog box.
3. Click Edit to display the Edit Links dialog box.
4. Edit the dialog box items (Application, Topic name, and/or Item name) as needed.

Part	Description
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 name	The path and name of the file that contains the source data
Item name	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

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

Note

Open Source opens the Windows application that created that data. It is available only if the server application supports OLE links. See the documentation for the server application for more information.

See also


[About Linking](#)
[Display Links](#)
[Update Links](#)

Update Links

When you create a link to text, a chart, a table, or a metafile, Freelance Graphics automatically sets the update mode to automatic. Use automatic update mode if you want to make sure that your data is always current. Use manual update mode when you want to control when your data is updated.

- * When the update mode is automatic, Freelance Graphics updates the links as follows:
 - If the link is to a file that is not currently active, Freelance Graphics updates the linked data from the file on disk when you open the presentation.
 - If the link is a DDE link to another Windows application's file and that application and file are open, Freelance Graphics updates the linked data when you open the presentation and when you modify the other application's file.
 - If you open the Freelance Graphics presentation before you open the source file in another Windows application that supports OLE links, click Update in the Links dialog box for the linked object to update the links to the source file and reestablish automatic update mode where applicable.
- * When the update mode is manual, Freelance Graphics updates the links when you click Update in the Links dialog box for the linked object.

Tip

You can select the chart in Current Page view and click  (Chart icon) in the Toolbox to view the updated data in the Chart Data and Titles window.

To Change a Link's Update Mode

1. Select the linked object (text, a chart, a table, or a metafile) in Current Page view.
2. Choose Edit Links.
3. The object you selected in Step 1 is highlighted. Select the object whose link mode you want to change in the list box at the top of the dialog box. Make sure you highlight only one linked object, except for charts. In this case, all links for the chart will be updated. (Click an object to select it; click it again to deselect it.)
4. Click Automatic or Manual for Update mode.
5. Click Done to close the Edit Links dialog box.

To Update a Link Manually

1. Select the linked object (text, a chart, a table, or a metafile) in Current Page view.
2. Choose Edit Links.
3. The object you selected in Step 1 is highlighted. Select the object whose link mode you want to change in the list box at the top of the dialog box. (Click an object to select it; click it again to deselect it.)
4. Click Update to update the selected links.
5. Click Done to close the Edit Links dialog box.

Note

The update mode for a chart is either automatic or manual; you cannot have both automatic and manual links for one chart.

Select Charts

You can select an entire chart or a specific chart component.

Select an Entire Chart

You select a chart in order to work with the Chart commands and other menu commands, such as Edit Link Options. Use any of the following methods to select the entire chart:

- * Click an empty area of the chart. Freelance Graphics selects the chart and deselects all other selected objects. Freelance Graphics displays square handles around the chart showing that it is selected.

"Chart" or "Linked Chart" appears in the edit line depending on whether the chart is linked or not.

- * Drag a box around the chart. Do not include unwanted objects as you drag the box, because they will be selected too.

You can also choose Edit Select Inside or Edit Select Touching and drag a box. These two commands offer you more control when you drag a box.

- * To select all the objects on the current page (including all the charts), choose Edit Select

All, click  (Select All icon), or press F4 (SELECT ALL).

Select Chart Components

You can select individual chart components, such as the legend, a data set, or the x-axis title. You can select a chart component whether or not the chart is already selected.

To select an individual chart component, click the chart component that you want to select, such as a data set. Freelance Graphics selects the chart and the component, and deselects all other selected objects.

Freelance Graphics displays square handles around the chart and hollow handles on the component, showing that both the chart and the component are selected.

The kind of chart component you selected appears in the edit line. For example, "Chart: A" indicates that data set A is selected, or "Chart: Frame" indicates that the chart frame is selected.

Notes

Edit Select Cycle does not cycle through the components of a chart even if the entire chart is currently selected. This command cycles only through the chart object and other objects on the page.

You cannot drag a box to select a chart component.

Tip

Double-click a chart component to select the component and open its attributes dialog box in one step.

Deselect a Chart or Chart Component

- * To deselect a chart, or multiple charts, position the mouse pointer anywhere on the current page except on a chart or a chart component, and click.
- * To deselect a chart component, click any open area within the chart.
- * To deselect one chart or a chart component and keep selected all other currently selected charts and components, position the mouse pointer on the object you want to deselect, press the SHIFT key, and click.

See also

[Create a Chart](#)

Add Text to a Page

There are several ways to add text to a page. Choose the method that best suits your needs.

- * Fill in a "Click here..." text block.

This is the easiest way to add text to a page. "Click here..." blocks display on page layouts. For example, "Click here to type presentation title" and "Click here to type presentation subtitle" display on a presentation page that uses the Title page layout.

"Click here..." text blocks automatically position and format the text you type. Simply click the "Click here..." prompt text and then type your text.

- * Create your own text block.

You can create your own text blocks to add text to a presentation page. You might do this to add a label, a callout, or some other annotation to a page where there is no "Click here..." text block. For example, you might want to label a chart on a page using the 1 Chart page layout.

You can create text blocks that wrap automatically when the text you type reaches the margin of the text block, or text blocks where you force line breaks by pressing ENTER. Unlike filling in "Click here..." text blocks, when you add your own text blocks, you also control the formatting of the text that you type in them.

- * Enter text in the Outliner.

Any text you enter or edit in Outliner view is automatically added to your presentation pages. This is particularly useful if you prefer typing and editing the text in your presentation on one screen, rather than viewing the presentation one page at a time.

- * Import text from another application.

You can import ASCII text from another application into Current Page view or Outliner view.

Once you add text to a page you can do the following:

- * Edit text
- * Change text attributes
- * Change paragraph style settings
- * Change the background color of a text block
- * Add a border to a text block
- * Change the style, color, and size of bullets in a text block
- * Create bulleted and numbered lists
- * Set margins for a text block

See also

Get Started
Use the Outliner

Create a Text Block

Occasionally, you might want to add text to a page where there is no ["Click here..." block](#). To do this, you create a [text block](#) in [Current Page view](#). (Text blocks you create on a [presentation page](#) do not contain "Click here..." text.)

You can create two types of text blocks: wrapping text blocks or non-wrapping text blocks.

- * In a wrapping text block, text automatically wraps to the next line when it reaches the [margin](#) of the text block. Wrapping text blocks are typically used for paragraphs, bulleted and numbered lists, and headlines. See [Create a Wrapping Text Block](#).
- * In a non-wrapping text block, Freelance Graphics places the typed characters on the same line until you press ENTER. Non-wrapping text blocks are useful for labels, annotations for graphics, and brief lines of text that you want to add to a page. See [Create a Non-Wrapping Text Block](#).

See also

[About Text](#)

[Add Text to a Page](#)

[Change Paragraph Style Settings](#)

[Change Text Attributes](#)

[Create a "Click here..." Text Block](#)

[Edit Text](#)

[Use the Outliner](#)

Import Text from Another Application


Many application can create ASCII files, which are often used to transfer text between applications. This is particularly useful when you want to import a file from a DOS application.

You can import an entire ASCII file or selected text in an ASCII file to the page in Current Page view. You can import it into an existing text block or as a new text block when you are editing presentation pages or editing page layouts.

- * If you are in text edit mode, Freelance Graphics places the text at the insertion point and -- if the text 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, Freelance Graphics creates a new text block. The text assumes the default settings for paragraph style 1. See Change Paragraph Style Settings for more information.

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  (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. Choose ASCII (PRN) as the File type;

then type the path and file name for File name and click OK.

To see a list of ASCII files with a different extension, type a wildcard file name (such as *.txt) in the File name text box.

Tip

To import a portion of an ASCII file, in Current Page view, press F6 (IMPORT DATA). Complete the Import Data File dialog box, choosing ASCII Text (PRN) to display both the alpha and numeric characters. (ASCII Number (PRN) displays numbers only.) Then select the text to import in the Import Data window.

Note

To import an ASCII file that is stored in a character set other than ANSI, choose Tools User Setup, and change File translation (code page) in the International User Setup dialog box.

See also

Add Text to a Page

Import ASCII Text in Outliner View

Edit Text

In Freelance Graphics, you can add, modify, and delete text. You can also change the way selected text looks.


You can also select, size, and move text blocks as you do other objects in Freelance Graphics.

To edit text:

1. Click the text block you want to edit to select it.

Note

If you click once on a "Click here..." text block that you have not yet filled in (in other words, a text block that still contains the "Click here..." text), this places the text block in text edit mode. Once you have added text to it, a single click selects the text block; a second click places the text block in text edit mode.

2. Choose Text Edit, click the text block again, click  (Text icon) in the Toolbox, or press F2 (EDIT).

Freelance Graphics displays the edit panel, a box around the text block, and a blinking insertion point. This means you are in text edit mode and you can enter and edit text.

Note




If you begin typing, the characters you type are placed at the end of any text that is in the text block.

3. Click the I-beam pointer where you want to add or edit text and begin typing.
4. Click OK in the edit panel or press ESC to leave text edit mode.

Edit Selected Text

You can also select letters, words, or other text in a text block to change the way this text looks, or to copy or cut it.


To copy, cut, and paste selected text, select the text and:

- * Choose Edit Cut or click  (Cut icon) to cut the text.
 - * Choose Edit Copy or click  (Copy icon) to copy the text.
 - * Choose Edit Paste or click  (Paste icon) to paste the cut or copied text.

To change the way the selected text looks, use the Text commands.


Replace Text

There are several ways in which you can replace existing text in a text block.

- * Select the text, then start typing. The first character you type replaces the selected text. You can continue to add characters without overwriting any other text in the block.
- * Press INSERT to overwrite text, character by character. To stop overwriting characters as you type, press INSERT again. If text is selected when you begin typing, the first character you type replaces the selected text.
- * Select the text, then choose Edit Paste or click  to replace the selected text with cut or copied text.

Delete Text

To delete selected text, select the text you want to delete and choose Edit Clear, press

DELETE, or click . You can also use the keys listed below.

To delete this:	Press this:
Selected text or the character before the <u>insertion point</u>	BACKSPACE
Selected text or the character following the insertion point	DELETE
Word before the insertion point	CTRL+BACKSPACE
Word following the insertion point	CTRL+DELETE

To delete all text in a text block, click the text block to select it and then press DELETE.

Tips

To delete all bullets in a text block, click the text block to select it and choose Text Bullet. In the Text Bullet dialog box, choose None for Style in the Text Bullet dialog box.

To delete one or more bullets in a text block, select the text for which you want to remove bullets. Choose Text Bullets and choose None for Style.

See also

[Add Text to a Page](#)

[Change Text Attributes](#)

[Navigate in Text Edit Mode](#)

[Text Edit Mode](#)

Change Text Attributes

Text attributes control the appearance of text on the page. In Current Page view, you can change the text attributes for

- * All text in a selected text block
- * Selected text in a text block
- * New text as you type on the keyboard
- * One or more paragraphs in a text block by choosing another paragraph style


You can also change how paragraphs in a text block look by changing the attributes (such as font, bullets, and indents) associated with the paragraph styles in the text block. See Change Paragraph Style Settings for more information.

Change Attributes for Selected Text

You may want to override the way specific text looks -- for example, to italicize a particular word or phrase to add emphasis -- but to keep the overall look of the paragraph.

1. Click the text block you want to change.
2. Click it again to place the text block into 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 that you want to change.
4. Choose the Text commands from the menu for the attribute you want. For example, choose Text Italic to italicize the selected text.

Tips

To change the face or point size of selected text, select the text and click  (the Face or Point Size box) at the bottom of the window to choose the face or size you want.


To change the text size for all text in a text block, click the text block to select it and then click the Point Size box at the bottom of the window .

Change Attributes for All Text in a Text Block

To change the attributes for all text in a text block, click the text block to select it. Then choose the appropriate Text command for the attribute you want. Any text you add to the text block takes on these attributes.

Notes

If you click once on a "Click here..." text block that you have not yet filled in (in other words, a text block that still contains the "Click here..." text), this places the text block in text edit mode. Once you have added text to it, a single click selects the text block; a second click places the text block in text edit mode.





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


For a combination of attributes, you can choose multiple Text commands, such as bold and underline, or click multiple icons.

Change Attributes of Text as You Type

1. Click the text block you want to edit.
2. Click it again to place the text block into text edit mode.

3. Position the I-beam pointer where you want to begin typing and click.
4. Choose the Text command from the menu for the attribute you want. For example, choose Text Bold to boldface the text you type. You can also use the following shortcuts.

For this attribute:	Click this:	Or press this:
Bold	 (Text Bold icon)	CTRL+B
Italic	 (Text Italic icon)	CTRL+I
Underline	 (Text Underline icon)	CTRL+U
Normal	 (Text Normal icon)	CTRL+N

To change the face or point size of selected text, select the text and click  (the Face or Point Size box) at the bottom of the window to choose the face or size you want.

5. Type the text you want to have the new attribute.
6. To make the text you type from now on look as it did before you changed attributes, choose the appropriate Text command again, click the same icon again, or press the same accelerator key again.

Tips

Text Normal removes any text attributes for selected text or text that you type.


To revert to the default appearance for the paragraph style, choose Text Reset to Style.


Choose Another Paragraph Style for a Paragraph

A paragraph style controls the appearance of text in a paragraph, such as its font, color, and indents. 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 a number.


Each text block contains three different paragraph styles (called paragraph style 1, 2, and 3). This lets you choose one of three different styles for paragraphs in a text block; each paragraph can be associated with only one paragraph style at a time.


To change the way text in a paragraph looks, you can choose another paragraph style for that paragraph.

1. Click the text block that you want to work with to select it.
2. Click it again to place it in text edit mode.
3. Click the paragraph you want to work with.
4. Do one of the following:
 - * Click  (Promote icon) in the edit panel at the top of the text block to change from paragraph style 3 to 2, or 2 to 1.

* Click  (Demote icon) in the edit panel at the top of the text block to change from paragraph style 1 to 2, or 2 to 3. The paragraph displays in the format of the paragraph style you choose. For example, the indentation and bullet style for the paragraph may change.

Tip

To change the style of more than one paragraph at once, select the paragraphs and then click  (Promote icon) or

 (Demote icon).

See [Change Paragraph Style Settings](#) to change how paragraphs in a text block look.

See also

[Add Text to a Page](#)

[Style Default Attributes](#)

Change Paragraph Style Settings

The overall appearance of text in a [text block](#) is determined by the paragraph styles in that text block. A paragraph style controls the appearance of text in a paragraph, such as the text font, color, and indents. 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 a number.

Each text block contains three different paragraph styles, called paragraph style 1, 2, and 3. This lets you choose one of three different styles for paragraphs in a text block; each paragraph can be associated with only one paragraph style at a time.

Paragraph styles make it easy to control the format of text in a paragraph. For example, if paragraph style 1 in a text block includes settings for Helvetica and italic text with no bullets, any text that uses paragraph style 1 will be in Helvetica, italic with no bullets.

You might want to change the way one or more of these paragraph styles looks. When you change a paragraph style, the change is reflected in all paragraphs that use that paragraph style in that text block.

To change the settings associated with one or more of the paragraph styles in a text block:

1. Double-click the text block you want to work with, or click the text block to select it and choose [Style Attributes](#) or [Text Paragraph Styles](#) to display the Paragraph Styles dialog box.

Note

The text block must contain text you added; you cannot double-click a text block containing "Click here..." prompt text.

2. In the Paragraph Styles dialog box, click a style button to specify the attributes for that paragraph style; click All to specify the same attributes for all three paragraph styles.

Tips

To use numbers for bullets so that you can have a numbered list for one or more paragraphs in a text block, click Bullet and choose a number style, such as 1.

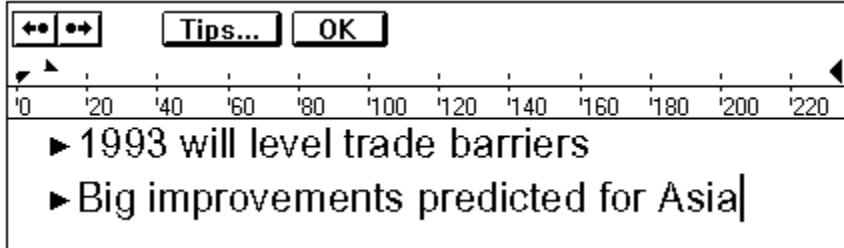
To set default attributes for all text blocks you add to this presentation, double-click  (Text icon) in the [Toolbox](#) or choose [Style Default Attributes](#).

See also

[Add Text to a Page](#)
[Change Text Attributes](#)
[Use the Text Ruler](#)

Use the Text Ruler

When you are in text edit mode, Freelance Graphics displays the edit panel. If you choose View View Preferences and mark Text block ruler in the Display group box, Freelance Graphics also displays a ruler across the top of the text block, below the edit panel.



You can use the text ruler to quickly change indentation of the first line of a paragraph in the text block, and to change the text block margins.


First Line Indent icon

Specifies the indentation for the first line for a paragraph style. The First Line Indent icon is the top half of the right facing triangle just below the edit panel, as shown above. Drag this icon to where you want the first line of a paragraph style indented. Be sure to point to the top half of the triangle; the bottom half of the triangle is the Left Margin icon. Before you move one of these icons, they appear together, by default.

Margin icons

Specify the left and right margins of the current paragraph style relative to the border of the text block. The Left Margin icon is the bottom half of the right facing triangle below the First Line Indent icon, as shown above. The Right Margin icon is the triangle to the right. Drag the margin icons to set the left and right margins for the text block.

Tips

You can toggle between hiding and showing the text ruler by clicking  (Show Text Ruler icon) and



(Hide Text Ruler icon).

You can also set margins and indents in the Paragraph Styles dialog box.

See also

[Add Text to a Page](#)

[Change Paragraph Style Settings](#)

[Text Edit Mode](#)

Change the Background Color of a Text Block

You can change the background color of a text block.

1. Select the text block you want to work with and choose Text Frame to display the Text Frame dialog box.
2. If you want the edge and background of the text block to be different colors, unmark the Same color as edge check box. Then choose the Area colors and pattern.
3. Click OK to close the dialog box.

See also

[Add a Border to a Text Block](#)

[Create a Text Block](#)

Add a Border to a Text Block

You can add a border around text, for example, to enhance a flow chart or diagram.

1. Select the text block you want to work with and choose Text Frame to display the Text Frame dialog box.
2. If you want the edge and background of the text block to be different colors, unmark the Same color as edge check box. Then choose an Edge Color, Width, and Style.
3. Click OK to close the dialog box.

Tip

To remove a border from a text block, repeat Steps 1 and 2, choosing None for the Edge Style.

See also

[Create a Text Block](#)

[Change the Background Color of a Text Block](#)

Change Bullets

You can change the style, color, and size of bullets and numbers you use for bulleted and numbered lists.

Change the Bullet for Selected Bulleted Items

1. To change all bullets in a text block, click the text block to select it. Or, select any part of the text in the paragraphs whose bullets you want to change. You do not need to select whole paragraphs. (You cannot select a bullet itself.)
2. Choose Text Bullet and choose another bullet Style, Color, or Size.
3. Click OK.

Change the Bullet for Paragraphs in a Text Block

You can change the bullet, color, and size for one or more paragraph styles in a text block. Freelance Graphics changes the bullets for all bulleted items in that text block that use that paragraph style.

1. Double-click the text block you want to work with.
You can also click the text block to select it and choose Style Attributes.
2. In the Paragraph Styles dialog box, choose the paragraph style for which you want to change bullets or click All to choose bullets for all three paragraph styles.
3. Click Bullet to choose another bullet style or a number. You can also choose another Bullet color and Bullet size. Then click OK.

Tip

See Choose a Symbol to Use as a Bullet for procedures for choosing a symbol from Freelance Graphics or another Lotus product to use as a bullet.

See also

[Add Text to a Page](#)

[Change Paragraph Style Settings](#)

[Change Text Attributes](#)

[Create a Text Block](#)

[Create Bulleted and Numbered Lists](#)

Create Bulleted and Numbered Lists

You can create bulleted and numbered lists using a [page layout](#) that has a "[Click here...](#)" [block](#) for bulleted lists. You can also create a bulleted or numbered list in a [text block that you created](#).

See [Choose a Symbol to Use as a Bullet](#) for procedures for choosing a symbol from Freelance Graphics or another Lotus product to use as a bullet.

Create a Bulleted List

The easiest way to create a bulleted list is to choose one of the page layouts with a "Click here..." text block for bulleted lists (such as the Bulleted List or 2-Column Bullets page layouts).

In [Current Page view](#), simply click the prompt text, such as "Click here to type bulleted list," and begin typing.

When you press ENTER, Freelance Graphics automatically makes a new bulleted item using the bullet style, color, and size designed for the [SmartMaster set](#) that you are using.

See [Fill in a "Click here..." Text Block](#) for more information.

You can also create a bulleted list in a text block that you create.

1. [Double-click](#) the text block you want to work with.

You can also click the text block to select it and choose [Style Attributes](#).

2. Choose the [paragraph style](#) you want to work with, or click All to specify all three paragraph styles in the text block.
3. Click Bullet and choose the style of bullet you want to use for your bulleted list. You can also choose a Bullet color and Bullet size. Then click OK.

Create a Numbered List

1. [Double-click](#) the text block you want to work with.

You can also click the text block to select it and choose [Style Attributes](#).

2. Choose the [paragraph style](#) you want to work with, or click All to specify all three paragraph styles in the text block.
3. Click Bullet and choose the style of number you want to use for your numbered list. You can also choose a Bullet color. Then click OK.

Freelance Graphics automatically inserts a number for each item in the list you create. Type the text you want to add and press ENTER to start a new numbered item.

See also

[Add Text to a Page](#)

[Change Bullets](#)

[Change Paragraph Style Settings](#)

Indent All but the First Line of a Paragraph

You can change the indentation of a paragraph so that all lines except the first are indented. This kind of indentation is called a hanging indent. You might use a hanging indent to create a descriptive table in which a column of terms or short phrases "hangs" or is outdented, and descriptive text is indented and left-aligned in a second column.

1. Double-click the text block you want to work with.

You can also click the text block to select it and choose Style Attributes.

2. Choose the paragraph style whose first line you want to outdent and then click Spacing & Indents.
3. In the Spacing & Indents dialog box, type a value for the Left indent that is greater than the value for the First indent.

Freelance Graphics measures indents in the units of measurement specified in the Units & Grids dialog box.

4. Click OK.

See also

Add Text to a Page

Change Paragraph Style Settings

Create Bulleted and Numbered Lists

Set Margins for a Text Block

Margins set the left and right indentations for paragraphs. Margin settings affect all paragraphs that use the same paragraph style in a text block. For example, if you change the left margin to 0.25 inches for paragraph style 1, all paragraphs in that text block using paragraph style 1 will be indented 0.25 inches.

1. Double-click the text block you want to work with.
2. In the Paragraph Styles dialog box, choose the paragraph style you want to work with. Then click Spacing & Indents.
3. In the Spacing & Indents dialog box, type a value for Left or Right indent and click OK.
4. Click OK to leave the Paragraph Styles dialog box.

Freelance Graphics measures indents in the units of measurement specified in the Units & Grids dialog box. If the values for the First line indent and Left indent are the same, all lines in the paragraph will start at the same position.

See also

- Add Text to a Page
- Change Paragraph Style Settings
- Create a Text Block
- Set and Display Page Margins

Select Text

You select text, such as letters, words, or phrases, to change the way it looks, or to copy or delete it. For example, you can select a word to italicize, or a sentence to copy and then paste elsewhere in your presentation.

You can select text in Outliner view and in Current Page view using the mouse or the keyboard.

Note

You select a text block (and not just some of the text in it) as you would any other object in Current Page view.

Select Text with the Mouse

This mouse action:	Does this:
Click	Moves the <u>insertion point</u> to the I-beam pointer's position
<u>Drag</u>	Selects the text you drag through
<u>Double-click</u>	Selects the entire word at the I-beam pointer's position
Double-click, then drag	Selects the entire word the I-beam pointer is on, then selects words and spaces as you drag
SHIFT+click	Selects all text between the I-beam pointer and the insertion point
SHIFT+drag	Selects all text between the insertion point and the I-beam pointer, then selects the text you drag through
SHIFT+double-click	Selects all text between the insertion point and the entire word the I-beam pointer is on
SHIFT+double-click, then drag	Selects all text between the insertion point and the entire word the I-beam pointer is on, then selects the text you drag through

Select Text with the Keyboard

Press this:	To do this:
SHIFT+RIGHT SHIFT+LEFT	Select one character to the right or left of the <u>insertion point</u>
SHIFT+DOWN SHIFT+UP	Select from the insertion point to the same position in the next or previous line of text
SHIFT+HOME SHIFT+END	Select from the insertion point to the

	beginning or end of the line
CTRL+SHIFT+RIGHT CTRL+SHIFT+LEFT	Select one word to the right or left of the insertion point
CTRL+SHIFT+DOWN CTRL+SHIFT+UP	Select from the insertion point to the next or previous period, exclamation point, or question mark or bullet
CTRL+SHIFT+HOME CTRL+SHIFT+END	Select from the insertion point to the beginning or end of the text block

See also

[Add Text to a Page](#)

[Edit Text](#)

[Navigate in Text Edit Mode](#)




[Select Pages](#)

[Text Edit Mode](#)

Change from a Bulleted List to a 2-Column Bulleted List

You can easily switch from using one page layout to another. If the presentation page already has text and graphics on it, Freelance Graphics places the text and graphics in the "Click here..." blocks on the new page layout that you chose. This means that, in general, you do not need to rearrange text and graphics when you use another page layout for a page.

You may begin typing bulleted items on a page that uses the Bulleted List page layout, and need to switch to the 2-Column Bullets page layout when the list becomes too long. In this case, you will need to cut and paste bulleted items from the first column to the second column.

1. Start in Current Page view, displaying the page with the bulleted list.
2. Choose Page Choose Page Layout, or click  (Page Layout box) at the bottom of the window. Choose the 2-Column Bullets page layout.
 3. Enter text edit mode in the first bulleted list text block.
 4. Select the text of the bulleted items to move to the second column. (You cannot select the bullets themselves.)
 5. Choose Edit Cut or click  (Cut icon).
If a bullet remains, press BACKSPACE to delete it.
6. Click the text "Click here to type bulleted text" in the second column.
7. Choose Edit Paste or click  (Paste icon).
Freelance Graphics pastes the bulleted items in the second text block.

Note

If you switch from the 2-Column Bullets to the Bulleted List page layout, Freelance Graphics leaves the second column's bulleted text in a text block with the default text format that it had. You can cut and paste the text to the first column or create a bulleted list.

See also

[About Page Layouts](#)

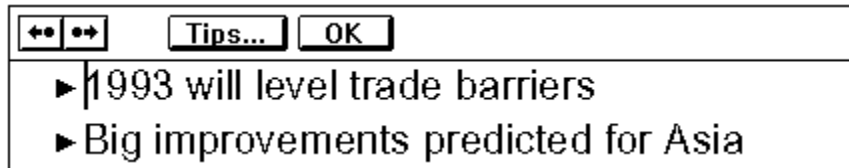
[Add Text to a Page](#)

[Change Page Layouts](#)


Text Edit Mode

To add and edit text, or to change the attributes of selected text or text as you type, you place a text block in text edit mode. In text edit mode, Freelance Graphics displays the edit panel, a box around the text block, and a blinking insertion point. See Edit a Table for information about editing a table.


Here is a text block in text edit mode:




Note

If you choose View View Preferences and mark Text block ruler in the Display group box, or click  (Show Text Ruler icon), Freelance Graphics also displays the text block ruler below the edit panel when a text block is in text edit mode.

To place a text block in text edit mode, click the text block to select it and do one of the following:

- * Click anywhere in the text block.
- * Click  (Text icon) in the Toolbox.
 - * Press F2 (EDIT).
 - * Choose Text Edit.
 - * Start typing.

The characters you type are placed at the end of any text that is in that text block.

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

Note

If you click once on a "Click here..." block that you have not yet filled in (in other words, a text block that still contains the "Click here..." text), this places the text block in text edit mode. Once you have added text to it, a single click selects the text block; a second click places the text block in text edit mode.

Tips

Use the Text commands to format text.

If you select two or more text blocks before entering text edit mode, Freelance Graphics initiates text edit mode in the text block with the lowest drawing priority. To move to the previous or next text block and stay in text edit mode, press UP or DOWN from the first or last line of the text block.

You can also use the edit panel to start new bulleted items, and to change the indentation of bulleted items.

See also

[Add Text to a Page](#)
[Change Text Attributes](#)
[Edit a Table](#)
[Edit Text](#)

Navigate in Text Edit Mode

Navigate in Text Edit Mode

When you are in text edit mode or working in Outliner view, you can move the insertion point with the mouse or the keyboard.

To move the insertion point with the mouse, first position the I-beam pointer where you want the insertion point, then click.

To move the insertion point with the keyboard, use the following keys.

Press this:

To do this:

RIGHT
LEFT

Move the insertion point right or left one character.

DOWN
UP

Move the insertion point down or up one line. Or, if you are already on the last or first line, move the insertion point to the next or previous text block. Freelance Graphics automatically places that block in text edit mode.

HOME
END

Move the insertion point to the beginning or end of the line.

CTRL+RIGHT
CTRL+LEFT

Move the insertion point right or left one word.

CTRL+DOWN
CTRL+UP

Move the insertion point to the next or previous period, exclamation point, or question mark.

CTRL+HOME
CTRL+END

Move the insertion point to the beginning or end of the text block.

See also

[Add Text to a Page](#)

[Edit Text](#)

[Select Text](#)

[Text Edit Mode](#)

Use the Outliner


The Outliner view displays text from your presentation in an outline format. It is a good place to gather your ideas for a presentation and see how they flow.

In this view, Freelance Graphics displays text from the current presentation. You can add and edit text from here. You can also add, move, and delete pages from your presentation in Outliner view. You use the Outline commands to expand and collapse the text in an outline, and to create a second column of bulleted items on your presentation page.

Along with Current Page view and Page Sorter view, Outliner view is one of the ways you can view your presentation when you are working on it. As in the other views in Freelance Graphics, any changes you make to your presentation in Outliner view are reflected in all views of your presentation.

Here is how a sample presentation looks in Outliner view:



Each presentation page is denoted by a Page icon (such as ) and a page number that appear to the left of the page title. If you are starting a new presentation, the outline is blank except for a single Page icon and the number 1.

Freelance Graphics keeps the outline simple by using a standard text face (Arial) and bullet style, rather than showing the way your text looks on your individual presentation pages. You cannot set or change text attributes in an outline. To see how the text looks on the

presentation page, double-click the Page icon (such as ) for a page to see that page.

[Add a Page in Outliner View](#)

[Add Text in Outliner View](#)

[Change Text Levels in Outliner View](#)

[Delete a Page in Outliner View](#)

[File Print](#)

[Import ASCII Text in Outliner View](#)

[Move Pages in Outliner View](#)

[Navigate in Outliner View](#)

[Paste Text in Outliner View](#)

[Select Pages in Outliner View](#)


[Spell Check My Presentation](#)


[Switch Views from the Outliner](#)

Paste Text in Outliner View

You can easily add text to the outline of your presentation by pasting text into Outliner view. You can paste text from another presentation or from another Windows application. For example, you can copy and paste an Ami Pro outline directly into a Freelance Graphics outline.

1. Open the application and file, or the Freelance Graphics presentation, that contains the data that you want to use in your outline.
2. Copy the text to the Clipboard.
3. In Freelance Graphics, display Outliner view.

From Current Page view or Page Sorter view, click  (Outliner icon) on the right border of the window.

4. Choose Edit Paste or click  (Paste icon).

Freelance Graphics pastes the text as follows:

For a single line of text:

- * If no text is selected, Freelance Graphics pastes text at the insertion point.
- * If text is selected, Freelance Graphics replaces the selected text with the

pasted text.

For multiple lines of text:

- * If you paste text from Ami Pro, Freelance Graphics uses the outline level from the cut or copied text as the indent levels in the Freelance Graphics outline. Any Ami Pro outline levels beyond level 3 are pasted as paragraph style 3 in Freelance Graphics. Any text from Ami Pro that does not have an outline level will not be pasted into the Freelance Graphics outline. Tabs in the Ami Pro text are ignored.

- * If you paste text from another application, Freelance Graphics attempts to maintain the indent levels in effect when the text was cut or copied. Freelance Graphics maintains up to three indent levels for text whose levels are indicated by indenting at the beginning of the line. In addition, unindented lines in the cut or copied text create a blank page in the Freelance Graphics outline.

Note

Freelance Graphics displays all text in Outliner view using a standard text face and bullet style. You can not set or change text attributes in an outline. To see how the text looks on

the presentation page, double-click the Page icon (such as ) for a page to see that page.

See also

[Add Text in Outliner View](#)

[Import ASCII Text in Outliner View](#)

Add Text in Outliner View

You can easily type the text for a presentation in Outliner view. Like all views in Freelance Graphics, text you add (or change) in Outliner view is automatically reflected in Current Page view and Page Sorter view.


When you type text in Outliner view, Freelance Graphics automatically uses the Bulleted List page layout for all pages except the first. You can choose another page layout for any page in Outliner view, as described below.


The Outliner view displays text from up to the first three "Click here..." text blocks on each page in a presentation. Typically, this will include the page title and one other text block from each presentation page. For all the page layouts that have bulleted lists, this corresponds to the page title and the bulleted list. If a page uses the 2-Column Bullets page layout, you can enter and display text for the second column also in Outliner view.

You can have up to three levels of indented text in the outline. These levels correspond to the three paragraph styles in each text block on your presentation page. See Change Text Levels in Outliner View for more information.


If you add text in Outliner view for a page that does not have "Click here..." text blocks (such as the None (blank page) page layout), the text you add still displays in Current Page view. In this case, it displays as a text block you created.


Freelance Graphics displays all text in Outliner view using a standard text face (Arial) and bullet style. You cannot set or change text attributes in an outline. To see how the text

looks on a presentation page, double-click the Page icon (such as ) for that page.

1. Choose View Outliner or click  on the right border of the window to display the outline of the current presentation.

Note

If you are creating a new presentation, the outline displays a single Page icon (such as ) with the number 1 beside it for the first page of the presentation.

2. Click to the right of the Page icon (for example, ) and begin typing.


If this is the first page in the presentation you will be typing the title of your presentation. This text appears in the "Click here..." title block on the presentation page.

You can also:

- * Press ENTER to start a new paragraph.
- * Press CTRL+ENTER to force a line break with line spacing.

Note

If you press ENTER in the middle of a line of text, Freelance Graphics makes a new bulleted item on the next line with the text to the right of the insertion point.


3. (Optional) If you are creating a new presentation, type the subtitle for the presentation. Then press ENTER.
4. Click  (Promote icon) to create the next page in your presentation.

Freelance Graphics displays another Page icon with the page number in the left margin.

Note

Freelance Graphics automatically uses the Bulleted List page layout for all pages except


the first. You can choose another page layout for any page in Outliner view.


To choose another page layout for a page, click any of the text for that page and choose [Page Choose Page Layout](#) or click  (Page Layout box) at the bottom of the window. Then choose the page layout you want to use and click OK.


5. Type the title for this page; then press ENTER.
6. Type the first bulleted item on the page; then press ENTER.


Note


To add more text to the page, double-click the Page icon (such as ) or click

 on the right side of the window to display the page in Current Page view and add the text there.

7. Continue typing text. Press ENTER to start a new paragraph or line. Click  (Promote icon) and

 (Demote icon) (or press TAB and SHIFT+TAB) to change indent levels in the outline and to create new pages.






8. When you are done, double-click the Page icon (such as ) to see that page in Current Page view, or click

 (Page Sorter icon) on the right side of the window to see all the pages in your presentation.

Notes

You cannot add graphics (charts, tables, symbols, or illustrations) to the pages in your presentation from Outliner view. You must display the page in Current Page view to do this. Depending on the page contents, the Outliner displays the following Page icons:

This page icon: Means the page contains:

	Text only
	Charts
	An organization chart
	A table
	Symbols such as bitmaps or additional text

Tip

You can also copy and paste text from another Windows application or another presentation. See [Paste Text in Outliner view](#) for more information.


See also

- [Add a Page in Outliner View](#)
- [Import ASCII Text in Outliner View](#)
- [Navigate in Outliner View](#)
- [Spell Check My Presentation](#)


Switch Views from the Outliner

Add a Page in Outliner View

In Outliner view, the Page icons (such as  and

) denote pages in your presentation. You can easily add a new page to your presentation from Outliner view.

Note

If you are starting a new presentation, the Outliner view displays a single Page icon (such as ) with the number 1 beside it for the first page of the presentation. Freelance Graphics uses the Title page layout for the first page in a new presentation. Otherwise, it automatically uses the Bulleted List page layout for pages you add to the Outliner. You can choose another page layout, as described below.


For a new presentation page, simply click to the right of the Page icon and type the title of the page. Then press ENTER and type the contents of the page.

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

The insertion point moves to that position.

2. Press ENTER.


Freelance Graphics displays a bullet on the next line.

3. Click  (Promote icon) until a Page icon is displayed (such as



Freelance Graphics automatically uses the Bulleted List page layout for the new page.


Note

To choose another page layout for a page, choose Page Choose Page Layout or click  (Page Layout box) at the bottom of the window. Then choose the page layout you want to use and click OK.


4. Type the title of the new page next to the Page icon and press ENTER.

5. Type the text for the new page.

Notes

If you choose the 2-Column Bullets page layout for the page, the outline displays a bullet for the left column and a  for the right column. Type the text for all of your bulleted items. To begin the right column, click the bulleted item that you want to be at the top of the column and choose Outline Make Second Column. The bullet for the second column is replaced by



If you choose a page layout that includes an organization chart, table, chart, or symbol, you can only enter the page title and text for one text block on the page. To add a graphic, such as a chart or symbol, to a page, double-click the Page icon (for example, ) to display the Current Page view for that page. Add the graphic and then click



(Outliner icon) on the right side of the window to return to the outline.


See also

Add Text in Outliner View
Navigate in Outliner View
Use the Outliner

Change Text Levels in Outliner View

The Outliner view displays text from your presentation in outline format. Here is an example of a presentation in Outliner view:



The title of each presentation page displays beside a Page icon (such as ) and a page number in the left margin. The text on each page appears bulleted below the page title. You can have up to three levels of indented and bulleted text for each page, in addition to the page title. The levels of indentation in an outline correspond to the three paragraph styles that each text block on your presentation page has in Current Page view.

To change the level of indentation in an outline, you promote and demote text.

- * Promoting a line of text in Outliner view moves a paragraph to the left one level. This changes the level of indentation and the style of bullet.


In Current Page view, this moves the paragraph in the text block to a higher-numbered paragraph style; for example, from paragraph style 2 to 1.

- * Demoting a line of text in Outliner view moves a paragraph to the right one level. This changes the level of indentation and the style of bullet.

In Current Page view, this moves the paragraph in the text block to a lower-numbered paragraph style; for example, from paragraph style 2 to 3.

For example, the insertion point in the example below is in the indented bulleted text.


1		MKG Technologies
2		Introduction to MKG Technologies
		• Why MKG Technologies?
		▪ Products
		- Hardware
		- Software

In this case, choosing Outline Promote or clicking  (Promote icon) creates a new page and makes the bulleted text the page title, as shown below.

1		MKG Technologies
2		Introduction to MKG Technologies
3		Why MKG Technologies?
		▪ Products
		- Hardware
		- Software

In Current Page view, each paragraph style determines how paragraphs look -- the text face, size, bullets, and indents. Changing the paragraph style a paragraph uses, for example, from paragraph style 2 to 3, changes the way the text in that paragraph looks.

In Outliner view, however, all text and bullets display using a simple typeface and bullet style. To see the effects on a presentation page of changing the levels of indentation in an

outline, double-click the Page icon (such as ) to display that presentation page in Current Page view.

In an outline, you can promote and demote a single line of text, multiple lines, or pages.

1. In Outliner view, select the lines of text (or click the insertion point in a line of text) you want to promote or demote.

To select multiple lines of text or one or more pages, position the mouse pointer in the margin (to the left of the double red line) and drag a box that includes the lines of text or

pages you want to select.


You can also press SHIFT and at the same time click the left mouse button (or just click the right mouse button without pressing SHIFT) on each Page icon or bullet to select, or drag select multiple pages along the right side of the outline.

You can also select text to promote and/or demote the lines of text containing the text.

Note


In Outliner view, you can only select adjacent lines of text, or adjacent pages. For example, you can select pages 4, 5, and 6, but not pages 1, 3, and 7.

2. Do one of the following:

* Choose Outline Promote, click  (Promote icon), or press SHIFT+TAB to promote the text one level to the left.

* Choose Outline Demote, click  (Demote icon), or press TAB to demote the text one level to the right.

Tip

Choose Edit Undo or click  (Undo Last Operation icon) to undo the last structural change made to an outline, including promoting and demoting.

See also

[Add Text in Outliner View](#)

[Use the Outliner](#)

Navigate in Outliner View

To move through the pages in [Outliner view](#), use the following keys:

This key: Moves the insertion point here:

HOME	Beginning of the current line
END	End of the current line
CTRL+HOME	Beginning of the outline
CTRL+END	End of the outline
PAGE UP	Up one screen
PAGE DOWN	Down one screen
UP	Up one line
DOWN	Down one line
CTRL+RIGHT	Right one word
CTRL+LEFT	Left one word
CTRL+PAGE UP	Beginning of the preceding presentation page in Outliner view
CTRL+PAGE DOWN	End of the next presentation page in Outliner view


You can also use the [scroll bars](#) to scroll the Outliner contents in the window. This is particularly useful if your presentation includes many pages.

See also

[Navigate in Text Edit Mode](#)
[Use the Outliner](#)

Select Pages in Outliner View

Select a Single Page

Click the Page icon (such as ) for the page you want to select. Freelance Graphics displays a border around the text of the selected page.

To deselect a page, click anywhere other than the Page icon for the page.

Select More Than One Page (or Lines of Text)

Before you can promote/demote, move, copy, or delete pages (or paragraphs) in an outline, you must select them. Use one of these methods to select multiple pages or lines of text in an outline.

Note

In Outliner view, you can only select adjacent lines of text, or adjacent pages. For example, you can select pages 4, 5, and 6, but not pages 1, 3, and 7.

- * Click the left mouse button on the Page icon of the first page, or the bullet of the first bulleted item, and click the right mouse button on each adjacent page or bulleted item 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.
- * Position the mouse pointer to the right of any Page icon or bullet, and drag a box that includes the pages or lines of text you want to select.
- * Click the right mouse button on each Page icon for the adjacent pages, or the bullets for the adjacent bulleted items, you want to select.

Freelance Graphics draws a box around all the selected pages and/or text.

See also

[Change Text Levels in Outliner View](#)


[Delete a Page in Outliner View](#)


[Move Pages in Outliner View](#)

[Use the Outliner](#)

Move Pages in Outliner View

You can easily move a page in Outliner view.

1. Drag the Page icon (such as ) for the page.

Freelance Graphics displays a box around the page and changes the mouse pointer to  (the Move Page pointer). It also displays a thick horizontal bar indicating where the page will be placed.

2. Release the mouse button when the bar is where you want to place the page.

Freelance Graphics inserts the page where you place it and automatically renumbers the pages in the outline.


Tips

To move a bulleted item, drag the bullet to where you want it in the outline.

To move multiple pages or lines of text, select the pages or lines and then drag one of the selected Page icons or bullets to move all of the pages or lines. See Select Pages in Outliner View for information on selecting multiple pages or lines.

Delete a Page in Outliner View

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

1. Click the Page icon (such as ) for the page you want to delete.
Freelance Graphics selects the page by drawing a box around all the text on that page.
2. Press DELETE and then click OK in the Delete Page confirmation box to delete the page.

Tips


Keep in mind that you cannot see more than three text blocks for a page in Outliner view -- you cannot see additional text blocks, charts, or graphic objects. You may want to delete pages from Current Page view or Page Sorter view, where you can see all the contents of a page.

You can click before the first character of the page title (to the right of the Page icon) and press BACKSPACE to delete the Page icon for that page and add the text on the page to the page above it in the outline.

Choose Edit Cut to cut the page to the Clipboard. You can then choose Edit Paste to paste the page to another location in the current presentation, or to another presentation.

Switch Views from the Outliner

To switch from Outliner view to Current Page or Page Sorter view, do one of the following:


- * Choose View Current Page or View Page Sorter
- * Double-click a Page icon (such as ) to display that page in Current Page view
 - * Click one of the view icons on the right border of the window

To display this: **Click this:**

Current Page view  (Current Page icon)

Page Sorter view  (Page Sorter icon)

To switch to Outliner view from Current Page view or Page Sorter view, do one of the following:

- * Choose View Outliner
- * Click  (Outliner icon) on the right border of the window

Note

In Outliner view, you can also choose View Screen Show to see a screen show of your presentation.

Import ASCII Text in Outliner View

You can import an entire ASCII file or selected text in an ASCII file into the Outliner.

To Import an Entire ASCII File into an Outline

1. Display Outliner view.
2. Position the insertion point where you want the text read in and choose File Import.
3. In the Import File dialog box, choose ASCII (PRN) as the File type and then type the path and name of the file to import in the File name text box. Then click OK.

When you import an entire ASCII text file into the Outliner, Freelance Graphics creates the pages and text entries based on the spaces in the ASCII file.

- * Text that is not indented creates a new page and becomes the page title.
- * Text indented one space becomes bulleted and indented paragraph style 1 text.
- * Text indented two spaces becomes bulleted and indented paragraph style 2 text.
- * Text indented three spaces becomes bulleted and indented paragraph style 3 text.

To Import Selected ASCII Text into an Outline

1. Display Outliner view.
2. Position the insertion pointer where you want the text read in and press F6 (DATA IMPORT).
3. Complete the Import Data File dialog box. Then select the text to import in the Import Data window.

When you import text into Outliner view in this way, Freelance Graphics does not convert leading blank spaces to indented and bulleted text.

Note

To import an ASCII file or text that is stored in a character set other than ANSI, change the File translation (code page) setting in the International User Setup dialog box.

Spell Check My Presentation

You can spell check an entire presentation (including data charts, organization charts, speaker notes, and metafiles), or just the current page; or selected words; or all text in the Outliner view.

1. To start a spell check, do one of the following:

- * Click  (Spell Check icon), press CTRL+F2 (SPELL CHECK), or choose Tools Spell Check.

If you are in:	Freelance Graphics checks:
Text edit mode	The word at the insertion point
Current Page view with no text selected	The current page
Page Sorter view	The entire presentation
Outliner view	The word at the insertion point

Text edit mode	The word at the insertion point
Current Page view with no text selected	The current page
Page Sorter view	The entire presentation
Outliner view	The word at the insertion point

In Outliner view, Freelance Graphics checks only displayed text. It does not check collapsed text.

- * Choose Tools Spell Check and complete the Spell Check dialog box.

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 that word underlined. The unknown word also appears in the Replace with text box where you can edit it.

2. When Freelance reports an unknown word, do one of the following:

- * To correct the spelling of the word, press BACKSPACE to delete the incorrect letters, 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 correct the spelling of the word, select Skip All, Skip, Add to Dictionary, or Cancel, as described in the following table.

Choose:	To:
Replace All	Correct the spelling of all subsequent occurrences of this word, including the current one
Replace	Correct the spelling of the current occurrence 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 to the custom

Replace All	Correct the spelling of all subsequent occurrences of this word, including the current one
Replace	Correct the spelling of the current occurrence 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 to the custom

Cancel	user dictionary
	Stop the spell check entirely and close the dialog box

Tips

To edit the custom dictionary, choose Tools Spell Check and click Edit Dictionary to open the Spell Check User's Dictionary dialog box.


To choose another language dictionary, choose Tools Spell Check and click Language Options to open the Spell Check Language dialog box.

If a misspelling occurs in a linked chart or a metafile, correct the spelling in the source file.


Save a Presentation

You should save your presentation periodically to prevent losses during a Freelance Graphics session, and when you are done working.

If you have already saved the file:

- * Choose File Save or click  (File Save icon) to automatically save the presentation in the active window without specifying a file name.
 - * Choose File Save As to specify a different file name and type, and whether you want to save all open presentations or only the presentation in the active window.

To save a presentation for the first time:

1. Choose File Save or click  (File Save icon).
Freelance Graphics displays the Save As dialog box.
2. In the Save As dialog box, choose a directory and type a file name, including a path, if desired. Then click OK to save the file.

You can then continue to work on the file in the active window, if you want.

Tips

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

In the Tools User Setup dialog box, you can also specify whether Freelance Graphics automatically replaces or backs up the file you are saving, or prompts you first.

To save a presentation in a format that can be read by Freelance Graphics for OS/2, choose File Save As and choose Freelance for OS/2 (PRS) for the File type.

To save a symbol category or a SmartMaster set, choose File Save As.

- * To save a presentation as a symbol category, choose Symbol Library (SYM) for the File type. Freelance Graphics saves each object on each presentation page as a symbol.
- * To save a presentation as a SmartMaster set, choose SmartMaster Set (MAS) for the File type.

See also

[Change the Default Directories](#)

[Customize and Save a Color Palette](#)

[Share Information Between Windows, DOS, and OS/2 Versions of Freelance Graphics](#)

Customize and Save a Color Palette

When you modify the color palette you are using with a presentation, Freelance Graphics automatically saves the palette changes with the presentation. To use the modified palette with another presentation or SmartMaster set, you need to save the modifications as a palette (PAL) file.

1. Choose Style Edit Palette.
2. Edit the palette colors as needed.
3. Click Save in the Edit Palette dialog box.
4. Complete the Save As dialog box and click OK.

Unless you specify another directory, Freelance Graphics saves the palette in the MASTERS directory.

5. To use the new palette in another presentation, choose the command Style Choose Palette, then highlight the palette in the list box and click OK.

See also

[About Color](#)
[Change the Look of a Presentation](#)
[Customize a SmartMaster Set](#)

Change the Default Directories

You can change the default working, master, and backup directories that were initially created when you installed Freelance Graphics. When you change the default directories, the new directories remain in effect until you change them again.

1. Choose Tools User Setup.
2. Click Directories.
3. Complete the User Setup Directories dialog box and click OK.
4. Click OK to close the User Setup dialog box.

Notes

You can change the directory path when you open or save a file. That directory change is in effect for that file for the current Freelance Graphics session only, and does not affect the default directory setting.

You cannot change the Tutorial directory.

See also


[File Open](#)

[File Save As](#)

[Save a Presentation](#)

Print a Presentation

You can print the current presentation page, a range of pages, or your entire presentation.


1. Choose File Print or click  (File Print icon).
2. Complete the Print File dialog box. Choose the Number of copies to print. If you mark Current page only, make sure that the page you want to print is displaying in Current page view. Otherwise, enter the pages to print.
3. Choose the format to print:

Choose this:	To print this:
Full Page	A presentation page on each printed page (choose this if you are creating slide files)
Speaker notes	The presentation page on the top half of the printed page and 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
Outline	An outline of the text in your presentation (available from <u>Outliner view</u> only)

4. Click Print.

Tips


Collapsed text in an outline does not print. To print all text in an outline, choose View


Outliner or click  (Outliner icon) in the right border of the window. Then choose Outline Expand all.

To print page numbers, add headers and footers, or change the page orientation, choose File Page Setup.

To print a color presentation on a color printer, make sure the Adjust color library for color printing check box is marked in the Print File dialog box. Freelance Graphics marks this check box by default. (See Enhance Color Printing.)

If you are printing a color presentation to a black-and-white device, you can choose Style

Use Black & White Palette or click  (Color/B&W box) at the bottom of the window to see how your presentation will look in black and white. You can then choose Style Use Color Palette or click

 again to redisplay your presentation in color.

If your output device cannot print graduated patterns, or if you want to simplify your presentation handouts by replacing graduated patterns with a solid color, mark Graduated fills as solid in the Print File dialog box.

To print your presentation pages with the text and graphics you added to them, but without the background design of the SmartMaster set you chose for the presentation, mark Print without SmartMaster background.

To change the current printer, choose [File Printer Setup](#).

See also

[Create Slides](#)

[Print to a File](#)

[View a Presentation as a Screen Show](#)

Print to a File

Sometimes, you may need to print to a file rather than to a printer or other output device. For example, you may be working at home and not have the same printer as at the office, or your computer may not be connected to the printer you want to use. You can print to a file and later copy the file to the printer for printing. (See the documentation for your printer for information on copying a file to the printer.)

You print a Freelance Graphics presentation to a file using the Windows Setup dialog box. To display this dialog box, you can use one of these:

- * The Windows Control Panel (see your *Windows User's Guide* for more information)
- * The Freelance Graphics File Printer Setup command

The following procedure explains how to use the File Printer Setup command in Freelance Graphics.

1. Choose File Printer Setup.
2. Choose the printer for which you want to create the printer file.
3. Click Setup to display the Windows dialog box that you use to specify settings for the current printer.
4. Complete the dialog box as described either in the Windows documentation or Help system. (Click the Help button in this dialog box to display Windows Help.)

Tip

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
```

Then press ENTER.

Print a Color Presentation in Black and White

To print a color presentation to a color printer, make sure the Adjust color library for color printing check box is marked in the Print File dialog box. Freelance Graphics marks this check box by default. (See Enhance Color Printing.)

If you are printing a color presentation to a black-and-white device, you can choose Style

Use Black & White Palette or click  (Color/B&W box) at the bottom of the window to see how your presentation will look in black and white. You can then choose Style Use Color Palette or click



again to redisplay your presentation in color.

If your output device cannot print graduated patterns, or if you want to simplify your presentation handouts by replacing graduated patterns with a solid color, mark Graduated fills as solid in the Print File dialog box.

Enhance Color Printing

As yet there is not an established standard among hardware manufacturers that allows for the precise matching of printed colors with the colors you see on your screen display. As a workaround to this problem, Freelance Graphics attempts to match screen colors as closely as possible when it prints a presentation on a color printer by using an alternate color library. This alternate color library is designed specifically for the color printer and is used only during printing.

When you first start Freelance Graphics, it automatically uses the alternate library when you print to a color printer. You may, however, want to turn this feature off in the following situations:

- * When you have modified colors in the color library that the presentation uses. Changes in these colors are not reflected in the alternate color library. (An alternative to turning the feature off is to edit the alternate color library.)
- * When the darkest colors are printing lighter than you want in the printed presentation.

Experiment to find the best setting for your presentation and output device. For example, you may want to turn off the alternate color library for screen shows, but turn it on for color printers such as color PostScript printers. In general, you may want to turn off this library if your printer uses a ribbon.

You turn the alternate color library on and off in the Print File dialog box. Make sure the Adjust color library for color printing check box is marked in the Print File dialog box to use the alternate color library. Freelance Graphics marks this check box by default. Unmark it to turn the feature off.

Edit the Alternate Color Library

The alternate color library is a special library Freelance Graphics uses when printing to a color printer. See [Enhance Color Printing](#) for more information.

To edit the colors in this library, you need to perform three basic procedures:

- * Retrieve the palette for the alternate color library.
- * Edit the library colors and save the palette file.
- * Retrieve the palette you are using for your presentation.

Tip

The alternate color library, CPRINTER.PAL, is stored in the Freelance Graphics FLW directory. Make a backup copy of this file and save it in another directory or to a diskette before modifying the original.

Retrieve the Palette for the Alternate Color Library

1. Choose the command Style Choose Palette.
2. Click Directory to display the Directory dialog box.
3. Double-click the FLW directory in the Directories list box to display the .PAL files in the FLW directory.
4. Double-click the file name CPRINTER.PAL in the File name list box.
5. Click OK in the Choose Palette dialog box.


Edit the Library Colors and Save the Palette

1. Choose Style Edit Palette.
2. Click Edit Library and edit the library colors in the Edit Library dialog box.
3. Click OK to return to the Edit Palette dialog box.
4. Click Save.
5. Double-click the FLW directory in the Directories list box in the Save As dialog box.
6. Double-click CPRINTER.PAL.
7. Click Replace in the List Files dialog box.

View a Presentation as a Screen Show

A screen show is a full-screen display of each page in a presentation. You can use a screen show as a presentation medium, or as a stand-alone demo at a trade show, or to preview a presentation as you create it.

To run a screen show, use one of the following methods:

- * Choose [View Screen Show Run](#)
- * Click  (Screen Show icon)

You can enhance a screen show by adding special effects in the [Edit Screen Show dialog box](#). To display this dialog box, choose View Screen Show Edit Effects.

If you are planning to use the final presentation as a screen show, choose [File Printer Setup](#) and [mark](#) Optimize for screen show. This option

- * Displays the screen show automatically when you choose View Screen Show
- * Opens the Edit Screen Show dialog box when you choose File Print, then click the Print button
- * Changes the [printable area](#) to the entire page (the printable area for a printed page usually has a narrow margin)
- * Adjusts the [aspect ratio](#) of each page to the screen dimensions
- * Uses the color library for the screen (rather than the color library for a printer)

Running a Screen Show

You can use either the mouse or the keyboard to control the screen show as it runs.

Do this:

To:

Click the left mouse button or press PAGE DOWN or ENTER

Go to the next page

Click the right mouse button or press PAGE UP

Go to the previous page

Press SPACEBAR

Pause a screen show, or resume a paused screen show

Press ESC

Display the List Pages dialog box, where you can jump to another page or quit the screen show

Tip

To draw on the screen when you run a screen show, press the left mouse button and drag.

See also

[Create a Screen Show that Runs from DOS](#)

Create a Screen Show that Runs from DOS

You can prepare a stand-alone version of a presentation as a screen show that you can run from the DOS prompt on any computer, whether or not Freelance Graphics or Windows is installed on that computer.

When you create a screen show that runs from DOS, Freelance Graphics for Windows creates SHW and GX2 files that are compatible with Freelance Plus and Freelance Graphics for DOS. The following table shows how the special effects from Freelance Graphics for Windows screen shows are mapped when imported to Freelance Plus or Freelance Graphics for DOS.

Note

If the Freelance Graphics presentation file contains Screen Show buttons, they are lost when exported.

This exported effect:	Equals the following effect and direction in Freelance Plus or Freelance Graphics for DOS:
Blinds	Scroll, Up
Bottom	Wipe, Up
Box in	Box, In
Box out	Box, Out
Center	Spiral, Clockwise
Checkerboard	Fade, None
Curtains	V-Split, In
Diagonal from left	Weave, None
Diagonal from right	Weave, None
Draw	Replace, None
Fade	Fade, None
Horizontal-split in	H-Split, In
Horizontal-split out	H-Split, Out
Leftside	Wipe, Right
Louvers	Scroll, Right
Paintbrush	Replace, None
Pan from left	Scroll, Right
Pan from right	Scroll, Left
Rain	Replace, None
Replace	Replace, None
Rightside	Wipe, Left
Scroll from bottom	Scroll, Up
Scroll from top	Scroll, Down

Shade	Scroll, Down
Text Bottom	Wipe, Up
Text Left	Wipe, Right
Text Right	Wipe, Left
Text Top	Wipe, Down
Top	Wipe, Down
Vertical-split in	V-Split, In
Vertical-split out	V-Split, Out
Zigzag	Weave, None

Use the following procedure to create a stand-alone screen show to run from the DOS prompt:

1. Choose View Screen Show Prepare Standalone.
2. Make sure the File name text box displays the name of the screen show you want to create, and the Directories box displays the path where it is located.
3. Click Options.
4. In the Screen Show Export Options dialog box, click EGA or VGA to choose the graphics adapter for the DOS machine on which the screen show will run.
5. Mark the Run screen show directly from DOS check box.
6. Click OK twice to close both dialog boxes.

Run a Screen Show from DOS

Freelance Graphics copies the SHOW.EXE file to the same directory as the stand-alone screen show, so that you can run the screen show on any DOS system. To run the show from DOS, type **show filename** and press ENTER. **Filename** is the name of the screen show file with the SHW extension.

As the screen show runs, you can use ENTER or PAGE DOWN to go to the next page, use SPACEBAR to pause or resume the show, and ESC or the right mouse button to end the screen show.

When the screen show ends, you see an onscreen status report that lists any screen files that were not shown, and why. Press ESC or ENTER after you have reviewed the report.

The next display lists all the screens in the screen show. You can choose a screen in the list and resume the screen show from that point, or press ESC to exit to the DOS prompt.

Tip

When you are giving a presentation and you need to return to a screen to respond to a question, press ESC twice to halt the screen show and display the screen list. Choose the screen you want and press ENTER to resume the show.


See also


[Share Information Between Windows, DOS, and OS/2 Versions of Freelance Graphics](#)

Add a Symbol to the Page


Symbols are ready-made graphic objects that you can add to any page in Current Page view. Once a symbol is on a page, you can drag it to a new location, resize and reshape it, and change its attributes, as you would any object.

Each SmartMaster set has two page layouts, Title and Bullets & Symbol, that have "Click here..." blocks designed to place and size a symbol on a page. Using these page layouts is

the easiest way to add a symbol to a page. To select one of these layouts, click  (New Page box) to add a new page, or click

 (Page Layout box) to change the page layout, and choose either the Title or the Bullets & Symbol page layout.

1. If the current page contains a "Click here..." symbol block, click the prompt text "Click

here to add symbol." If the page does not have a "Click here..." symbol block, click  (Symbol icon) in the Toolbox.

Freelance Graphics displays the Add Symbol to Page dialog box. You can browse all symbols in all categories of the Freelance Graphics symbol library in this dialog box. The first six symbols in the highlighted category are displayed. Just above the symbols, Freelance Graphics displays the total number of symbols in the current category and the number of the symbol that is highlighted. If there are more symbols than fit in the symbol display box, use the scroll bar next to the symbols to browse through them.

2. To view symbols in a different category, click the name of the category in the list box.

3. Choose the symbol you want and click OK, or double-click the symbol.

If you opened the dialog box by clicking a "Click here..." symbol block, Freelance Graphics automatically positions and sizes the symbol to fit in the "Click here..." symbol block. If you opened the dialog box using the Symbol icon in the Toolbox, Freelance Graphics automatically places the symbol in the first empty "Click here..." symbol block or chart block on the current page, or if there are no empty blocks, it centers the symbol on the page.

Tips

In the Add Symbol to Page dialog box, with the pointer in the Choose a symbol category list box, type the first letter of the name of a symbol category to move the highlight to the first category that begins with that letter.

Symbols are grouped objects: a symbol is made up of two or more objects that are grouped so you can treat them as a single object. Symbols can also be imported bitmaps or Freelance Graphics charts. To edit the individual objects of a symbol, first ungroup it with Arrange Ungroup. Remember to regroup the objects with Arrange Group when you finish editing them.

Symbols are created with library colors, so that their colors do not change when you add them to your presentation.

To edit the attributes of a symbol while it is a grouped object, double-click the symbol and complete the Style Attributes dialog box. Or, select the symbol and choose Style Attributes to display a Style Attributes dialog box.

Also refer to your *SmartMaster Sets and Symbols* book, which illustrates the Freelance Graphics symbols.

See also

About Color

About Symbols

Change the Appearance of Objects

Create a Symbol and Add It to the Symbol Library


Draw Objects

Group and Ungroup Objects

Size an Object

Create a Symbol and Add It to the Symbol Library

You can easily create your own symbols and add them to the symbol library. You can also use an imported bitmap or a Freelance Graphics chart as a symbol.

1. Draw the objects that you want to save as a symbol. A symbol can comprise one or more objects.
2. Select the object or objects that will make up the symbol.
3. If you selected more than one object, choose Arrange Group or click  (Group icon) to group the objects.

When you group objects, Freelance Graphics treats them as a single object. If you do not group the objects, Freelance Graphics will save each one as an individual symbol.

4. To add the symbol to the symbol library, choose Tools Add to Symbol Library and complete the Add To Symbol Library dialog box. You can add the symbol to a symbol category that already has symbols, or else to CUSTOM.SYM, an empty category created for you to use as a starting point for a new symbol category.

Tip

To create a new symbol category with a new file name, choose File Save As.

You retrieve, use, edit, and size symbols that you create just as you do symbols that are included in your copy of Freelance Graphics.

See also

[About Symbols](#)

[Add a Symbol to the Page](#)


[Change the Appearance of Objects](#)

[Draw Objects](#)


[Group and Ungroup Objects](#)



Draw Objects

The Freelance Graphics Toolbox is displayed on the left side of the window in Current Page view. The Toolbox contains drawing tools that you can use to create objects of any shape. You can draw in freehand, or you can draw arcs, arrows, circles, ellipses, curves, lines, polygons, polylines, rectangles, and squares. You can also combine polygons, lines, and curves to create an object made up of different shapes.


To keep a drawing tool active after you draw an object, choose Tools User Setup and mark Keep tool active. This is particularly useful if you are drawing a complex image. To disable the drawing tool, click  (Selector icon) or another drawing icon in the Toolbox.

Tips


To zoom in on an object, click  (Zoom Page icon) or choose View Zoom In.


To move an object, drag it to the location you want, or click  (Edit Cut icon) and  (Edit Paste icon) to move it to another page.

To change the drawing priority of an object, choose Arrange Priority.

To treat more than one object as a single object, group the objects with  (Arrange Group icon).


To toggle between a large and small crosshair pointer for drawing, choose View View


Preferences, or click either  (Big Cursor icon) or

 (Small Cursor icon), or press SHIFT+F4 (CURSOR SIZE). A large crosshair helps you align objects as you draw.

To display coordinates as you work in Current Page view, choose View View Preferences and mark the Coordinates check box. Coordinates help you measure and position objects.

As you change or add to the page contents, Freelance Graphics redraws the screen. To halt the redrawing of the screen, press ESC. This is particularly useful when the page has a complex drawing, such as a chart or a symbol, and you are drawing an object or experimenting with sizing or positioning an object. To redraw the screen, choose View

Redraw, click  (Redraw icon), or press F9 (REDRAW).

You can undo up to 10 editing actions by choosing Edit Undo or clicking  (Undo Last Operation icon).

See also

[Add a Symbol to the Page](#)

[Align and Space Objects](#)

[Break Objects Apart](#)

[Change an Object's Orientation](#)

[Change the Appearance of Objects](#)

[Connect Objects](#)

[Import Objects from Another Application](#)


[Size an Object](#)

Group and Ungroup Objects

Sometimes it is useful to treat several objects as a single object. For example, if you create a complex drawing with many objects, you might want to treat the drawing as a single object. This lets you select it, size it easily, change its attributes, and save it as a symbol in the symbol library. You make two or more objects into a single object by grouping the objects.


Group Objects

1. Select two or more objects you want to group.

2. Choose Arrange Group or click  (Group icon).

Freelance Graphics displays "Group" in the edit line. The objects are now combined into a single grouped object. Objects remain grouped until you ungroup them.

Ungroup an Object

To ungroup a grouped object, select the object, then choose Arrange Ungroup or click  (Ungroup icon).

Freelance Graphics displays "Collection" in the edit line.

Tips

The Freelance Graphics symbols are all grouped objects. You can ungroup them to size or edit their individual components.

If a grouped object is composed of other grouped objects, use Arrange Ungroup more than once to ungroup all the objects.

To change the shape or attributes of the individual objects that make up a grouped object, first ungroup the grouped object.

You can change the attributes for a group of objects by double-clicking the grouped object.

Notes

You cannot group a "Click here..." text block with other objects or with other text blocks.

When a chart or symbol is in a "Click here..." block, such as "Click here to create chart," you cannot ungroup it. You must first drag the chart or symbol out of the "Click here..." block and then ungroup it.

When you ungroup a chart, the chart components become individual objects. A chart still looks the same, but is no longer connected to its data. You cannot select the individual objects and group them back into a chart.

If you export a presentation as a DRW file, grouped objects are exported as grouped objects. In other cases, Freelance Graphics ungroups the objects and exports each object separately. Some objects may not retain their attributes when ungrouped for exporting. For example, a rectangle with a fill pattern will lose its fill pattern.

Ungrouping Metafiles

When you ungroup a Metafile object, note the following:

- * The link to the source file is deleted, if the object was a linked metafile.
- * Curves become lines.
- * Arrows become two objects: a line and a polygon (the arrowhead becomes the polygon).

- * Rectangles with rounded corners may ungroup as polygons.
- * Chart Metafile objects become individual objects and become unlinked from the chart data.
- * Markers that appear on an object's points become polygons.
- * Text blocks become separate text blocks for each line of text.
- * Rotated text is no longer rotated.
- * Text typeface, size, and appearance are maintained, but other text attributes are lost.
- * All fill patterns become solid patterns.
- * Graduated patterns become the first color.
- * Gray scale patterns become a solid color.

Note

You cannot ungroup metafiles containing bitmap information, such as an Ami Pro OLE object.

See also

[Break Objects Apart](#)
[Change the Appearance of Objects](#)
[Connect Objects](#)
[Draw Objects](#)

Break Objects Apart

You can split an object into two or more objects. This is useful when you want to create a new object using part of an existing object.

You can break apart both closed and open objects. When you break apart a closed object, you create two or more closed objects. (Freelance Graphics adds lines to the objects to close them.) When you break apart an open object, you create two or more open objects.

- * If the object has an arrowhead, Freelance Graphics removes the arrowhead.
- * If you close a line with markers, Freelance Graphics removes the markers.
- * If the object is a circle or rectangle, you must first convert it to a polygon (a closed object) or a polyline (an open object). To do this, select the object and choose either Arrange Convert to Polygons or Arrange Convert to Lines.
- * You can break a line, polyline, polygon, curve, arc, or shape at any of its points.

1. Select the object you want to break apart.

2. Choose Arrange Edit Points, click  (Points Mode icon), or press SHIFT+F6 (EDIT POINTS) to enter edit points mode.

Freelance Graphics displays handles on the object's points.

3. Select the point or points on the object where you want to break the object. You must select at least one point on an open object and two points on a closed object.


To select a single point, click the point; to select several points, press SHIFT and click each additional point. You can also drag to select points.

Note

If you select more than one point, the points you choose must define an area. That is, you cannot choose two adjacent points.

4. Choose Arrange Edit Points Break to break the object into two or more objects.


Because the resulting objects abut each other, the original object may not appear to be split. You can, however, drag the individual objects to different locations on the page.

5. Choose Arrange Edit Points to exit edit points mode or click  (Points Mode icon) again.

Tips

To break an object where there are no points, first add points by choosing Arrange Edit

Points Add Point or by clicking  (Add Point icon).

To reverse the effects of Arrange Edit Points Break, choose Edit Undo or click  (Undo Last Operation icon).

Note

The difference between breaking an object apart and ungrouping an object is that Arrange Edit Points Break splits a single object into two or more objects, while Arrange Ungroup separates a grouped object into its component objects.

See also

[Change the Appearance of Objects](#)

[Connect Objects](#)

[Draw Objects](#)

Edit an Object's Points

Group and Ungroup Objects

Connect Objects

You can connect two or more arcs, arrows, lines, polylines, or curves to form a single object.

When you connect two or more open objects, Freelance Graphics finds the closest start or endpoints of the selected objects and adds a line segment between them to make the connection. Freelance Graphics continues searching for points and adding lines until all selected open objects are connected.

1. Select the arcs, arrows, lines, polylines, and curves that you want to connect.
2. Choose Arrange Connect Lines.

Note

The difference between grouping and connecting objects is that Arrange Group treats several objects as one object, while Arrange Connect Lines makes two or more objects into one object.

See also

[Break Objects Apart](#)

[Change the Appearance of Objects](#)

[Draw Objects](#)

[Edit an Object's Points](#)

[Group and Ungroup Objects](#)

Size an Object

You can size one or more objects by moving a handle on the object's perimeter, using the mouse or keyboard. You move a handle by dragging the mouse or pressing the arrow keys. It is usually easier to size objects with the mouse. The keyboard, however, offers a finer level of control. When you size an object, you can change both its size and proportions, or just its size, as described in the following table.

To change:	Do this:
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 without changing its proportions	Move a corner handle while holding down the SHIFT key

Size an Object with the Mouse

1. Select the object or group of objects to size.

When an object is selected, Freelance Graphics displays handles on the perimeter of the object.

2. Drag a handle to size the object. To size more than one object, drag a handle of one of the selected objects.

A dashed outline shows the size of the objects.

3. Release the mouse button.

Size an Object with the Keyboard

1. Select the object or group of objects to size.

2. Press . (period).

A cross appears on a handle of the box around the selected object or group. 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 UP, DOWN, LEFT, or RIGHT to size the object.
4. Press ENTER to complete the sizing operation.

Tip

Choose the Edit Undo command, or click  (Edit Undo icon), to undo up to 10 sizings.

See also

[Change the Appearance of Objects](#)

Draw Objects

Align and Space Objects

In addition to moving one or more objects, you can align and evenly space selected objects on the page. You might align objects to help you create more precise drawings.

Align Objects

You can align objects horizontally or vertically, and center them on a presentation page.

1. Select the objects you want to align.
2. Choose Arrange > Align and complete the Align Objects dialog box.

An example of how the objects will align appears in the dialog box.

To line up selected objects:

Do this:

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 or row, or on a point, in the center of the page

Mark the Center on page check box *after* choosing Center in a column, Center in a row, or Center on a point.

3. Click OK to arrange the objects as specified.


Shortcut

After selecting the objects you want to align, click one of the following icons to align the objects without displaying the dialog box.

*  (Align Left icon)

*  (Align Right icon)

*  (Align Top icon)

*  (Align Bottom icon)


Tips

You can also drag objects into any position that you want on a page.

You can set up a grid on your presentation page and have objects you draw or drag automatically lock, or "snap," to the nearest grid points. To display a grid and have objects snap to the grid points in Current Page view, choose View > Units & Grids. Mark the Display grid and Snap to grid check boxes. (The grid does not print. You do not need to display the grid to snap objects to the grid.)

Shortcut

You can also click  (Show Grid icon) to display the grid and


 (Turn Grid Snapping On icon) to have objects snap to the grid.

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.
3. In the Space dialog box, mark Space vertically, Space horizontally, or both. Then click OK.

Shortcuts

Select the objects you want to space and click  (Space Horizontally icon) or click

 (Space Vertically icon).

See also

[Change an Object's Orientation](#)

[Change the Appearance of Objects](#)

[Draw Objects](#)

Import Objects from Another Application


You can import many file types including bitmap images, such as BMP, TIF, PCX, and MET from other applications. You can also import drawing pages (DRW files) from Freelance, Freelance Plus, and Freelance Graphics for DOS. See the [Import File dialog box](#) for a complete list of file types you can import.

1. From [Current Page view](#) choose [File Import](#).
2. Complete the Import File dialog box. Choose the type of file to import in the File types box; then choose a file from the File name list box and click OK.

Tips

If you are importing a raster image file, such as a BMP or TIF file, you can also [mark](#) Include image with file in the Import File dialog box to include the actual image with the current presentation file. This is useful if you are copying your presentation to diskette, for example, to use on another computer. If you leave this check box [unmarked](#), this saves only a reference to the file name of the image with the current presentation file.

If you are importing an Adobe Illustrator document file (AI) or Adobe Encapsulated PostScript file (EPS), you can mark Make PostScript object to import PostScript data. If you do not mark this, Freelance Graphics tries to convert the objects in the file to Freelance Graphics objects.

To copy or cut an object from another Windows application, copy the object in the other application using Edit Copy. Then, in Freelance Graphics, choose [Edit Paste](#) or click  (Paste icon) or choose [Edit Paste Special](#) or click



(Paste Special icon) to place the object in [Current Page view](#).

Note

If you need to specify a [code page](#) other than the default, choose [Tools User Setup](#).

See also

[About Linking](#)

[About Linking Charts and Chart Data](#)

[About 1-2-3 .PIC File Color Mapping](#)

[Copy a Chart from 1-2-3 for Windows](#)


[Import Linked or Unlinked Chart Data](#)

Change the Appearance of Objects

You can change an object's or a symbol's size and proportions; its attributes such as its color, line width, and fill pattern; its shape, its drawing priority, and its orientation.

To change the object's attributes, double-click it or select an object and choose Style Attributes.

To change the drawing priority of a selected object, choose Arrange Priority.

To zoom in on an object, click  (Zoom Page icon) or choose View Zoom In.

To treat two or more objects as one object, select them and choose Arrange Group.
To fill an open object with a color and pattern, first close the object by selecting it and choosing Arrange Convert To Polygons.

See also

[About Attributes](#)

[Align and Space Objects](#)

[Break Objects Apart](#)

[Change an Object's Attributes](#)

[Change an Object's Default Attributes](#)

[Change an Object's Orientation](#)

[Connect Objects](#)

[Draw Objects](#)

[Edit a Chart](#)

[Edit an Object's Points](#)

[Edit Text](#)

[Size an Object](#)

Change an Object's Attributes

You can change the attributes of selected objects, including symbols and bitmaps, in Current Page view.

Change the Attributes of an Object

1. Double-click the object; or select the object and choose Style Attributes.
Freelance Graphics displays the Style Attributes dialog box for the selected object type.
You can also open the Style Attributes dialog box by clicking an object with the right mouse button and choosing Attributes.
2. Complete the dialog box and click OK. (See Style Attributes for more information on the dialog boxes.)

Change the Attributes of Two or More Objects

1. Select the objects, then do one of the following:
 - * Double-click one of the objects
 - * Choose Style Attributes
 - * Click the right mouse button and choose AttributesIf the selected objects are all of the same object type -- for example, all rectangles or all circles -- Freelance Graphics displays the Style Attributes dialog box for that object type. If the selected objects are of different types -- for example, rectangles and circles -- Freelance Graphics displays the Style Attributes Mixed dialog box.
3. Complete the dialog box and click OK. (See Style Attributes for more information on the dialog boxes.)

See also

[About Attributes](#)

[Change an Object's Default Attributes](#)

[Change the Appearance of Objects](#)

[Edit a Chart](#)

Change an Object's Default Attributes

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 and a yellow area. When you change the default attributes for a drawing tool, Freelance Graphics uses the new defaults when you next draw an object with that drawing tool in the current presentation.


1. Double-click the object type's icon in the Toolbox.

Freelance Graphics displays the object's Default Attributes dialog box. See Style Default Attributes for information on the dialog boxes.

2. Complete the dialog box and click OK.

Tips

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.

To change the default attributes for text blocks that you add to a page, use the above procedure, clicking  (Text icon) in the Toolbox.

See also

[About Attributes](#)

[Change an Object's Attributes](#)

[Change the Appearance of Objects](#)

Edit an Object's Points

You can change the shape of lines, curves, arcs, polygons, polylines, and freehand drawings by editing their points. Points determine the segments that make up a line, curve, arc, polygon, polyline, or freehand drawing.

Note

To change the shape of rectangles and circles, first convert them to polygons using [Arrange > Convert To Polygons](#).

Procedures for getting into edit points mode, moving and deleting points, adding points to an object, and changing the shape of curves in edit points mode, are provided below.

Getting into Edit Points Mode

To edit an object's points, you must be in edit points mode.


1. [Select](#) the object.

2. Choose [Arrange Points Mode](#), click  (Points Mode icon), or press SHIFT+F6.

You can then add, delete, and move points to change the object's shape.

When you are in edit points mode:

- * Points Mode on the Arrange menu has a check mark next to it.
- * Edit Pts displays on the left side of the Freelance Graphics window title bar.
- * [Handles](#) display on a selected object's points. You can then select the points you want to work with.
 - Selected points are filled squares.
 - Unselected points are unfilled squares.

* The pointer changes to .

* Instead of the usual eight handles for line curves and polygon shapes, 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.

Freelance Graphics remains in edit points mode until you choose Arrange Points Mode, click



(Points Mode icon), or press SHIFT+F6 again.

Move Points

You can change the shape of an object by dragging one or more points.

1. In edit points mode, select an object.
2. [Drag](#) the point on the object that you want to move.

Freelance Graphics fills that point's handle when you do this, to indicate that this is the point you are editing.

3. Release the mouse button.

Tips

To move several points at once (on the same object or on different objects), drag a box around the points you want to move, or press SHIFT and click the points. Then drag any one

of the points to move all selected points at once. 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](#) below.

You can also change an object's shape by stretching its height or width when you [size](#) it.

To deselect a point you have selected, press **SHIFT** and click the point.

Delete Points

You can delete points from a line, curve, or polygon to change its shape.

1. In edit points mode, select an object.
2. Select one or more points on the object.
3. Choose [Arrange Edit Points Delete Points](#) or press **DELETE**.

Freelance Graphics redraws the object as determined by the remaining points.


Tip


You can delete lines, curves, or polygons in edit points mode only by first deleting all the points on the object.

Add Points

In edit points mode, you can add points to an existing line, arrow, curve, or polygon.

Note


You cannot add points to a [grouped](#) objects, such as a [symbol](#) you created from individual objects. First use [Arrange Ungroup](#) or click  (Ungroup icon) to ungroup the object.

1. In edit points mode, select a line, arrow, arc, curve, or polygon.
2. Choose [Arrange Edit Points Add Point](#), click  (Add Point icon), or press **INSERT** to add a point.

The mouse pointer changes to .

3. Click the perimeter of the object where you want to add a point.

Freelance Graphics adds the point where you clicked and selects it.

The pointer reverts to  so that you can easily reposition the new point.

4. Repeat Steps 2 and 3 to add another point.

Change the Shape of 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. You can also add a cusp to the curve.

1. In edit points mode, select a curve.
2. 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 lie on a straight line through the selected point, one on either side. The

points and the connecting line are shaped like a barbell.

3. Drag one of the two control points in any direction.

If you press **SHIFT** while dragging a control point, both control points move equidistant from the vertex. This effect creates smoother curves.

To add a cusp to the curve, press **CTRL** as you drag one control point, angling the half of the barbell you are dragging.

Freelance Graphics displays a dashed line to show the shape the curve will take when you release the mouse button.

4. Release the mouse button.

Tip

Think of the 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.

See also

[Break Objects Apart](#)

[Change the Appearance of Objects](#)

[Connect Objects](#)

Change an Object's Orientation

You can flip and rotate selected objects to change their orientation.

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 from 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 Left to Right or Arrange Flip Top to Bottom.

Shortcuts

You can click  (Flip Left to Right icon) or

 (Flip Top to Bottom icon).

Rotate Objects


You can turn one or more selected objects around their center in either direction.


Notes

You cannot rotate charts, metafiles, OLE objects, tables, or organization charts. You can only rotate bitmaps in 90-degree increments.

When rotating multiple objects, the center of all the objects is the point of rotation.

Move the mouse farther from the object for finer degrees of rotation.

1. Select the objects you want to rotate.
2. Choose Arrange Rotate or click  (Rotate icon).

The pointer changes to .


3. Hold down the left mouse button and move the mouse to rotate the outline of the objects.

Press and hold down SHIFT as you move the objects to constrain the rotation to 45-degree increments.



Freelance Graphics displays the angle of rotation in the edit line as you rotate the object. It also displays a dashed outline that shows the rotation of the object (for text, a dashed rectangle).

4. Release the mouse button to complete the rotation.

To change the drawing priority of objects, choose Arrange Priority or click



*  (Send to Back icon)

*  (Bring to Front icon)

- *  (Forward One icon)
- *  (Back One icon)

Tip

You can replicate and rotate a selected object.

1. Select the object and choose Edit Replicate or click  (Replicate icon).
2. Choose Arrange Rotate and rotate the object.
3. Choose Edit Replicate or click  (Replicate icon) again.
Freelance Graphics replicates the object, rotating it by the same angle relative to the previously replicated object. You can repeat this process indefinitely.

See also

[Align and Space Objects](#)

[Change the Appearance of Objects](#)

[Group and Ungroup Objects](#)


Retrieve an Existing Presentation

You can retrieve an existing presentation when you start Freelance Graphics or while you are working in Freelance Graphics.

When You Start Freelance Graphics

When you start Freelance Graphics, choose Work on an existing presentation in the Welcome to Freelance Graphics dialog box. When you choose this option, Freelance Graphics displays the Choose Presentation dialog box so that you can choose the presentation to open.

While Working in Freelance Graphics

To retrieve a file while working in Freelance Graphics, choose File Open or click  (File Open icon). In the Open File dialog box, choose how you want Freelance Graphics to open the file.


- * To first close the file in the active window and then retrieve the new file into the same window, mark the Replace current file check box.
- * To keep the current presentation open and open the new presentation in a separate window, unmark the check box. Depending on the amount of available memory in your system, you can have up to nine presentations open at once.

Tip

Use the Window menu to tile or cascade the windows.

Change the Look of a Presentation

You may decide that you want to use a different design or color for your presentation. You can easily change the overall design of the presentation, without changing the content or basic structure, by simply choosing another SmartMaster set for the presentation.

1. Choose Style Choose SmartMaster Set or click  (Choose SmartMaster Set icon).
2. Complete the Choose SmartMaster Set dialog box by clicking a SmartMaster set name.
Use the scroll bar to see more SmartMaster sets.
Freelance Graphics displays a sample page of the highlighted SmartMaster set.
3. When the name of the SmartMaster set you want to use is highlighted, click OK.

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 on your pages to the new color scheme of the SmartMaster set you choose.

Note

If you change the attributes of selected text, for example by using Text Bold to bold selected text, and then you choose another SmartMaster Set, the attributes you have applied to the selected text remain in effect.

See also

[About Page Layouts](#)

[About SmartMaster Sets](#)

[Change the Background Color](#)

[Customize a SmartMaster Set](#)

[Print a Color Presentation in Black and White](#)

Change a Color Palette

Each Freelance Graphics palette has 40 colors that set the tone and mood of a presentation and optimize the color palette of your printer or other output device.

Two palettes are stored with each SmartMaster set: a color palette and a black-and-white palette. These are balanced to give optimal contrast and tone for text, background, objects, and charts. The black-and-white palettes provide a way to get balanced grays for output on any black-and-white device.

Freelance Graphics provides both a color and a black-and-white palette specifically created for each SmartMaster set. These are stored with the SmartMaster set file, and become associated with your presentation when you choose a particular SmartMaster set.

If you want to use any of these palettes in a custom presentation you have created, choose Style Edit Palette, and click the Save button. The default name for the saved palette file is the same as the SmartMaster set you have chosen.

Six palettes are provided for you to use in building your own SmartMaster sets. These are named PAL1.PAL through PAL6.PAL. Choose Style Choose Palette to view them.

You may need to change which colors are available in a palette, or the shade or intensity of a specific color. You can replace a color in a palette with one from the color library. However, before you modify colors, note that if you switch palettes, Freelance Graphics assigns the new colors according to their position in the new palette and palette library, as follows:

- * Objects that use palette colors will use the colors that are in the same positions in the new palette. If you change a color in the palette and then switch palettes, you will lose that color.
- * Objects that use colors from the color library use colors that are in the same positions in the new library. If you modify a color in the color library and then switch palettes, you will lose that library color.

Note

Each color palette is taken from a library of 256 colors, and each palette has its own library. When you first start Freelance Graphics, all libraries have the same colors. This means that when you assign a library color to an object, the object retains that color even when you switch palettes.

For example, if your corporate logo uses specific colors, or your presentation includes a flag, use library colors to make sure those colors remain the same regardless of which palette you are using.

To modify a color palette, you can do either or the following:

- * Replace a palette color with a different color
- * Change a color's shade or intensity by adjusting its red, green, and blue (RGB) values in the palette's color library

When you save your presentation, both the palette and the color library are saved with it.

Replace a Palette Color with a Library Color

1. Choose Style Edit Palette.
2. Click the color in the current palette you want to replace.
3. Click the Modify color drop-down box.
4. Click the color in the color library that you want to replace the color in the current

palette.

5. Repeat Steps 2 through 4 for any other colors you want to replace in the palette.
6. Click OK to accept the changes and close the dialog box.

To Change a Library Color's RGB Values

1. Choose Style Edit Palette.
2. Click Edit Library to display the Edit Library dialog box.
3. Click the color you want to change.
4. Set the RGB values as needed.
5. (Optional) Type a new color name in the New name box.

You can also use a color's name as a note; for example, "CorpBlue -- do not change," or "CorpSienna -- use for logo."

6. Repeat Steps 3 through 5 to change RGB values for other colors.
7. Click OK to accept the changes and close the dialog box, or Cancel to revert to the original colors and names.

Tips

If you modify the color library and plan to print the presentation to a color output device, make sure to unmark the Adjust color library for color printing check box in the Print File dialog box.

To save the color changes for use with another SmartMaster set or presentation, see Customize and Save a Color Palette.

See also

About Color
Change the Look of a Presentation
Customize a SmartMaster Set

Change the Background Color

You can quickly change the background color and/or pattern for an entire presentation or the current page or selected pages if those pages do not use page layouts.

Change the Background Color of an Entire Presentation

If you change the background color of an entire presentation, Freelance Graphics changes the color for all pages in the SmartMaster set that the current presentation uses. This means that any new pages you add to the presentation will also use the new background color.

1. Choose Page Background.
2. In the Page Background dialog box, choose the colors and/or pattern that you want for the background.
3. For Scope, choose Entire presentation.
4. Click OK.

Change the Background Color of Selected Pages

You can change the color and/or pattern for one or more pages in a presentation, as long as these pages do not use page layouts.

1. In Page Sorter view, select the pages whose background you want to change. (You can select any number of pages.)
2. Choose Page Background.
3. Choose the colors and/or pattern that you want for the background.
4. For Scope, choose Current/Selected pages.

This choice is available if one or more of the selected pages does not use a page layout.

5. Click OK.

Tip

You can also change the background colors of charts and text blocks.

See also

[About Color](#)
[Page Background](#)
[View Page Sorter](#)

Customize a SmartMaster Set

Most of the work you do on your presentation is done while you are editing your presentation pages. To modify SmartMaster sets or page layouts, you need to be editing page layouts. Editing SmartMaster sets and page layouts is a more advanced feature.

You might customize a SmartMaster set, however, if you want to:

- * Design a new page layout
- * Add an object -- such as your company logo or division name -- to all the pages in your presentation
- * Change an attribute, such as the bullet style, for all bulleted lists
- * Make your own SmartMaster set

Customizing the page layouts in a SmartMaster set affects the look of your presentation. Any changes you make when you edit page layouts affect all pages in your presentation that use the page layouts you modify.

For example, the Basic Layout page layout provides the basic design for all page layouts in a SmartMaster set (except for the Title page layout). If you add a symbol to the Basic Layout page layout when you are editing your page layouts, Freelance Graphics automatically adds that symbol to all the pages in your presentation (except for the Title page).

Once you have customized a SmartMaster set, Freelance Graphics automatically uses the customized page layouts with the current presentation. If you save the customized SmartMaster set, you can use it with other presentations as well.

To edit page layouts:

- * Choose Edit Edit Page Layouts.

- * Click  (Edit Page Layouts icon).

- * Press SHIFT+F9 (EDIT PG LAY).

Freelance Graphics changes the color and pattern of the area around the page layout to indicate that you are editing page layouts.

Choose Edit Edit Presentation Pages or click the Return button to return to working on your presentation.

Tips

To save a SmartMaster set when editing your page layouts, choose File Save As. Then choose SmartMaster set (MAS) as the file type in the Save As dialog box.

To see which page layout the current page layout uses, click the  (Page Layout box) at the bottom of the window. Freelance Graphics displays the Choose Page Layout dialog box, with the current page layout highlighted.

To add text or graphics, such as your company logo, to every page in a presentation when editing your page layouts, choose the Basic Layout page layout and add the text or symbol to it. Because the Basic Layout page layout is the basis for the design of the SmartMaster set, the text or symbol you add displays on all presentation pages in the current presentation, except a page that uses the Title page layout. This does not change the original SmartMaster set or other presentations that use this SmartMaster set. You can change the attributes of text for a particular "Click here..." text block for all pages in your presentation that use this page layout. When editing your page layouts, double-click the "Click here..." text block. In the Paragraph Styles dialog box, modify those attributes.

Then mark Apply to SmartMaster to apply your changes to the page layout and all presentation pages that use it.

See also

[About Page Layouts](#)

[About SmartMaster Sets](#)

[Customize Page Layouts](#)

[View All Pages in a Presentation](#)

Customize Page Layouts

When editing page layouts you can customize the page layouts in a SmartMaster set. You can customize a page layout by

- * Changing the background color
- * Adding "Click here..." text blocks
- * Adding "Click here..." blocks for graphic objects
- * Changing text attributes
- * Changing page layouts

To customize a page layout, you must first be editing your page layouts. Do one of the following to edit page layouts:

- * Choose Edit Edit Page Layouts.

- * Click  (Edit Page Layouts icon).

- * Press SHIFT+F9 (EDIT PG LAY).

Choose Edit Edit Presentation Pages, click the Return button, or press SHIFT+F9 (EDIT PRE PG) to return to working on your presentation.

Tip



If you want to modify the elements on a page layout on just one presentation page, you can unlink the page layout from the presentation page. See Change Page Layouts for more information.

See also


Create a Page Layout
Customize a SmartMaster Set

Create a Page Layout

You create a page layout just as you would a presentation page in Current Page view. To create a new page layout, you start by choosing Edit Edit Page Layouts and adding a new page.

1. If you are not already editing page layouts, choose Edit Edit Page Layouts, click  (Edit Page Layouts icon), or press SHIFT+F9 (EDIT PG LAY).
2. Choose Page New or click  (New Layout box) at the bottom of the window.
3. Complete the New Layout dialog box. Type a new name for the page layout and choose a page layout from the list.
Choose Basic Layout to start with the design elements common to the rest of the presentation.
4. You can now
 - * Draw objects on the new page layout.
 - * Add graphic objects, such as symbols, text, "Click here..." text blocks, and "Click here..." blocks for graphic objects, to the new page layout.
5. Choose File Save As and then choose SmartMaster Set (MAS) as the File type to save the page layout as part of a new SmartMaster set.

Tip

Click  (Duplicate Page icon) or press ALT+F7 to duplicate the page layout you created. You can then modify it to create another page layout, rather than starting from scratch.

Note

Freelance Graphics uses the name of each page layout when you choose the new SmartMaster set to match types of page layouts in different SmartMaster sets. For example, a presentation page that uses the Bulleted List page layout in one SmartMaster set will also use the Bulleted List page layout in the new SmartMaster set. If a page layout does not exist in a new SmartMaster set, the presentation page that uses this page layout is placed on a blank page with no page layout.

See also

[About Page Layouts](#)

[Add a Page](#)

[Customize a SmartMaster Set](#)


Create a "Click here..." Text Block


"Click here..." text blocks are areas on your presentation page where you add text. Freelance Graphics automatically formats and places the text you add.


You can create your own "Click here..." text blocks to help guide other users to type text in certain areas on a presentation page. For example, you might want a user to type the date at a certain position on the page. In this case, you might create a "Click here..." text block that reads, "Click here and type today's date."

You can create your own "Click here..." text blocks on a new page layout that you create, or on a page layout that already exists. "Click here..." text blocks appear on every presentation page that uses that page layout.

Follow this procedure to add a "Click here..." text block to a page layout.

1. If you are not already editing page layouts, choose Edit Edit Page Layouts, click  (Edit Page Layouts icon), or press **SHIFT+F9** (**EDIT PG LAY**).

2. Click  (Layout Number box) at the bottom of the window and choose the page layout that you want to work with.

3. Click  (Text icon in the Toolbox).

4. 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 text block.

If you do not want the text to wrap automatically, click on the page without dragging a rectangle.

5. Choose Text Paragraph Styles to set the text attributes for the block and make it a "Click here..." text block.
6. Modify the Paragraph Styles dialog box. You can choose the typeface, size, appearance, bullet alignment, color, and other text attributes for each paragraph style in the block.
7. Mark Make this a "Click here..." text block and type the prompt text that you want to appear.

This prompt text will display on any presentation page that uses this page layout.

8. Click **OK**.
9. Choose Edit Edit Presentation Pages, click the Return button, or press **SHIFT+F9** (**EDIT PRE PG**) to return to working on your presentation.

Tip

To change the attributes of text in a "Click here..." text block you have created, click the text block to select it and choose the Text commands.



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 Make this a "Click here..." text block. If you do, the phrase becomes prompt text and does not print.

Edit the "Click here..." Text

The default prompt text for a "Click here..." text block is "Click here to add text." You can replace this text with any text you want; for example, "Type date here" or "Type the sales

region here."

1. If you are not already editing page layouts, choose Edit Edit Page Layouts, click  (Edit Page Layouts icon), or press SHIFT+F9 (EDIT PG LAY).
2. Select the prompt text you want to change.
3. To enter text edit mode, click  (the Text icon in the Toolbox), choose Text Edit, or press F2 (EDIT).
4. Edit the prompt text.
5. Click outside the text block or press ESC to exit text edit mode.
6. Choose Edit Edit Presentation Pages, click the Return button, or press SHIFT+F9 (EDIT PRE PG) to return to working on your presentation.



See also

[Create a "Click here..." Block for Graphic Objects](#)
[Customize a SmartMaster Set](#)
[Customize Page Layouts](#)
[Fill in a "Click here..." Text Block](#)

Create a "Click here..." Block for Graphic Objects

You can create a "Click here..." block when you are editing page layouts. You typically create a "Click here..." block when you are creating a new page layout.

A "Click here..." block provides the user with a placeholder that automatically positions and sizes a chart, a symbol, or an object.

1. Choose Edit Edit Page Layouts, click  (Edit Page Layouts icon), or press SHIFT+F9 (EDIT PG LAY). (See Customize a SmartMaster Set for details.)
2. Click  (Layout Number box) at the bottom of the window and choose the page layout that you want to work with.
3. Draw a rectangle or square.
4. Double-click the rectangle or square to display the Style Attributes Rectangle dialog box. Or, select the rectangle or square and choose Style Attributes.
5. Mark the Make this a "Click here..." block check box, then click the Chart, Table, Symbol, or Organization chart button.
6. Complete the Style Attributes Rectangle dialog box and click OK.

Freelance Graphics creates a rectangle with the prompt text "Click here to create... " (chart, table, or organization chart, or "Click here to add symbol," or your modification of one of these prompts). When this page layout is assigned to another page layout or to a presentation page, Freelance Graphics treats the rectangle as a "Click here..." block on that page.

The word "chart" or "table" or "symbol" or "organization chart" cues Freelance Graphics as to which action to take if the user clicks the prompt text. If it is a "Click here..." chart block, Freelance Graphics displays the New Chart Gallery dialog box; if it is a "Click here..." symbol block, Freelance Graphics displays the Add Symbol to Page dialog box, and so on.

See also

[Create a Page Layout](#)


[Customize a SmartMaster Set](#)

[Customize Page Layouts](#)

[Use a "Click here..." Text Block](#)

Create a New SmartMaster Set

You can create a customized SmartMaster set based on an existing set. The SmartMaster set named CUSTOM.MAS is a good place to start, since this SmartMaster set has the standard page layouts and names used in all SmartMasters sets. It also has "Click here..." blocks for text and graphic objects, but otherwise consists of blank pages that you can fill with your own design and content.

1. Choose [File Open](#) or click  (File Open icon).
2. Complete the Open File dialog box. Choose SmartMaster set (MAS) for File types; then double-click Directories and double-click the MASTERS subdirectory. Click the name of the SmartMaster set you want to modify.
Freelance Graphics opens the SmartMaster set file in [Page Sorter view](#).
3. Do one of the following:
 - * 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.
 - * To add new page layouts, see [Create a Page Layout](#).
4. When you are done modifying the SmartMaster set, choose [View Page Sorter](#).
5. Choose [File Save As](#) and choose SmartMaster Set (MAS) as the File type to save the new SmartMaster set. Then type the name of the SmartMaster set, and specify the MASTERS directory. Then click OK.
6. Choose [Edit Edit Presentation Pages](#), click the Return button, or press SHIFT+F9 (EDIT PRE PG) to return to working on your presentation.

The new SmartMaster set is now available to use with all your presentations.

Tip

Try to keep the same page layout names as those in the Freelance Graphics SmartMaster sets. This ensures the optimum matching of page layouts and presentation pages when you choose other SmartMaster sets.

See also

- [Create a "Click here..." Block for Graphic Objects](#)
- [Create a "Click here..." Text Block](#)
- [Create a Page Layout](#)
- [Customize a SmartMaster Set](#)
- [Customize Page Layouts](#)

Customize the Display of SmartIcons

SmartIcons are shortcuts for Freelance Graphics commands and functions: you can click an icon instead of choosing a command.

Freelance Graphics has over 100 SmartIcons. You can choose the ones you want displayed, and whether and where the set of SmartIcons is displayed in the Freelance Graphics window.

Tips

Bubble help for SmartIcons displays a short description of an icon above that icon. Automatic bubble help is enabled by default at installation. To display automatic bubble help, hold the mouse pointer still on an icon. To disable automatic bubble help, choose Tools SmartIcons and unmark Show Icon Descriptions in the SmartIcons dialog box. When automatic bubble help is disabled, you can still display bubble help by holding the mouse pointer still on an icon and pressing the right mouse button.

To hide or display the set of SmartIcons, click  (Show/Hide SmartIcons box) in the status bar.

To change the position of the set of SmartIcons, choose Tools SmartIcons and, in the SmartIcons dialog box, click the Position drop-down box and choose a position.

To change which SmartIcons are shown, choose Tools SmartIcons and choose the set of SmartIcons you want to change from the drop-down box. Then drag the icons you want from the Available icons list to the list for the current set. Drag any icons you do not want out of the current set.

To create a set of SmartIcons whose display position and size you control, choose Floating in the Position drop-down box. You can drag a floating set of SmartIcons to any position in the window, and size and shape it as you would a window. (The minimum size is one row by three columns.)

To create a set of SmartIcons, drag the SmartIcons you want in the current set, then click Save Set and complete the Save Set of SmartIcons dialog box.

To change to a new set of SmartIcons, click  (Customize SmartIcons icon) and choose the name of the set you want.

To add a gray dividing bar between two SmartIcons in the current set, drag the Spacer icon from the Available list to a position in the current set.

See also

[About SmartIcons](#)

Share Information Between Windows, DOS, and OS/2 Versions of Freelance Graphics

Freelance Graphics for Windows uses and creates files for:

- * [Freelance Plus and Freelance Graphics for DOS](#)
- * [Freelance Graphics for OS/2](#)
- * [Graphwriter II](#)

You can also share information between presentations that you create in Freelance Graphics for Windows.

Tips

To cut, copy, and paste pages, objects, and charts from one Freelance Graphics for Windows presentation to another, use [Edit Cut](#), [Edit Copy](#), and [Edit Paste](#). If you copy a linked chart, the copied chart retains its links to the original data source file.

To link a page as a Metafile object from one Freelance Graphics for Windows presentation to another, [select](#) the page in [Page Sorter view](#) and choose Edit Copy. In [Current Page view](#) in the destination file, choose [Edit Paste Special](#). (You must save the source presentation before you can link a page to another presentation.)

See also

[Share Files with Freelance Graphics for OS/2](#)

[Share Files with Freelance Plus and Freelance Graphics for DOS](#)

[Share Files with Graphwriter II](#)

Share Files with Freelance Plus and Freelance Graphics for DOS

Freelance Graphics for Windows can import files from, and export files to, Freelance Plus and Freelance Graphics for DOS.

To import a Portfolio (PFL) or drawing (DRW) file into Freelance Graphics for Windows, choose File Import.

To import a Freelance Plus chart (CH1) file into Freelance Graphics for Windows, choose File Import Chart.

To export a Portfolio (PFL), drawing (DRW), or metafile (CGM) file, choose File Export.

Importing Portfolios from Freelance Plus and Freelance Graphics for DOS

When Freelance Graphics for Windows imports a Portfolio, it appends the Portfolio pages to the presentation in the active window. Each page is named according to its DRW file name in the Portfolio. The new pages use the presentation's color palette.

If the Portfolio uses a backdrop page, Freelance Graphics for Windows imports the backdrop as a page layout and appends it to the current SmartMaster set, using its file name as the page name. The pages that were assigned the backdrop page in the Portfolio are now assigned the backdrop as a page layout.

Exporting Portfolios for Freelance Plus and Freelance Graphics for DOS

When you export a presentation as a Portfolio, Freelance Graphics for Windows uses the presentation file name as the Portfolio file name. For the individual DRW files, Freelance Graphics uses the first six letters of the presentation file name followed by incrementing numbers.

For example, if the presentation file name is Q2MARKET.PRE, the exported Portfolio file name would be Q2MARKET.PFL, and the drawing pages would be named Q2MARK00.DRW, Q2MARK01.DRW, Q2MARK02.DRW, and so on.

If you want a backdrop file for the Portfolio, add that page to the presentation before you export it, then assign the backdrop file on the Portfolio List form in Freelance Graphics for DOS.

When you export a Freelance Graphics for Windows presentation for use in Freelance Plus or Freelance Graphics for DOS, keep in mind that Freelance Graphics for Windows has more color selections, and does not depend on an output device for font and color selections.

A Freelance Graphics for Windows presentation can use several different typefaces on a page; Freelance Graphics for DOS and Freelance Plus use up to eight typefaces per DRW file. When Freelance Graphics for Windows exports a DRW file to these applications, it maps fonts to the default font slots.

For example, the first four slots are assumed to be Helvetica (Arial) plain, bold, italic, and bold italic. When you export a file to Freelance Plus or Freelance Graphics for DOS, you may need to adjust the fonts and colors in the DRW file.

See also

[Create a Screen Show that Runs from DOS](#)

Share Files with Freelance Graphics for OS/2

You can exchange files between Freelance Graphics for Windows and Freelance Graphics for OS/2.

To read a Freelance Graphics for OS/2 file into Freelance Graphics for Windows, choose File Open. Freelance Graphics for Windows interprets as much of the presentation (PRS) file as possible. However, because of differences between Windows and OS/2, the following changes are made:

- * The links cannot be read into Freelance Graphics for Windows.
- * Freelance Graphics for Windows cannot read any OS/2 Presentation Manager metafiles that are in the PRS file. (Bitmap files are read into Freelance Graphics for Windows.)
- * Charts may appear differently in Freelance Graphics for Windows. For example,
 - Chart notations are not included
 - Chart titles and labels that exceed the Freelance Graphics for Windows maximum are truncated
 - Overlapped bar charts become clustered bar charts
 - Mixed bar-area charts become bar-line charts
 - Horizontal area and line charts become vertical charts

To save a Freelance Graphics for Windows presentation as a Freelance Graphics for OS/2 presentation, choose File Save As and choose Freelance for OS/2 (PRS) as the file type. When you open or retrieve the presentation in Freelance Graphics for OS/2, note the following:

- * Freelance Graphics for Windows creates a PRS file that contains the data for graphs included in the presentation; however, it does not contain graph (GPH) files. You must create these files in the Graph Tool after you open the presentation in Freelance Graphics for OS/2.
- * Color TIFF images are converted to shades of gray.
- * Freelance Graphics for OS/2 cannot read PCX files, such as those created by Paint and Paintbrush; or Windows bitmap files and metafiles.

Tip

To use a Freelance Graphics for OS/2 graph (GPH) file in Freelance Graphics for Windows, choose File Import Chart.

Share Files with Graphwriter II

You can read Graphwriter II metafiles and chart files into Freelance Graphics for Windows, and export a drawing file from Freelance Graphics that Graphwriter II can read.

To import a Graphwriter II chart (CHT) file into Freelance Graphics for Windows, choose File Import Chart.

To import a Graphwriter II metafile (CGM) file into Freelance Graphics for Windows, choose File Import.

To export a Graphwriter II metafile (DRW) file from Freelance Graphics for Windows, choose File Export.

Change Default Settings

A variety of settings are in effect whenever you work in Freelance Graphics. All of these have defaults that you can change. There are two commands that change the default settings.

Choose View View Preferences, then complete the View Preferences dialog box. You can specify:

- * A big or small crosshair pointer to use when you are drawing, sizing, or moving objects
- * Whether drawing coordinates are displayed
- * Whether the function key panel is displayed
- * Whether the drawing ruler is displayed
- * Whether the text block ruler is displayed
- * Which page borders are displayed

To change user settings, choose Tools User Setup, then complete the User Setup dialog box. You can:

- * Set Freelance Graphics to skip the standard startup dialogs and bring up a blank page, and choose the startup view (Current Page view, Page Sorter view, or Outliner view)
- * Specify how the Replicate command will work
- * Specify whether you are prompted to replace or back up a file when you choose File Save
- * Turn the Undo feature on or off
- * Specify whether you want a drawing tool to remain active when you use it, or to revert to the pointer after you finish drawing an object
- * Specify to save your presentation automatically
- * Specify international options (time, currency, date, and number formats), and choose the file translation code page you wish to use

Note

To choose and position the set of SmartIcons, choose Tools SmartIcons.

Chart Commands

Create a new chart, type and edit chart data and titles, change a chart type, change the attributes or characteristics of a chart, set special chart options, and replace chart defaults.

New

Creates a new chart. You can create a data chart, an organization chart, or a table.

Edit

If you have a data chart selected, this option opens the Chart Data & Titles window, where you can type and edit a chart's data, as well as its headings, notes, labels, titles, and legends.

If you have an organization chart selected, this option displays the Organization Chart Entry List dialog box, where you can type and edit each entry.

Gallery

If you have a data chart selected, this option displays the gallery of data chart types and styles from which you can choose.

If you have an organization chart selected, this option displays the gallery of organization chart styles from which you can choose.

If you have a table selected, this option displays the gallery of table styles from which you can choose.

Attributes

If you have a data chart selected, this option determines the appearance of chart data sets; for example, the color, pattern, markers, and 3D effects, if available, and whether or not the data set is displayed or hidden.

If you have an organization chart selected, this option determines the appearance of the text, box, connecting line, and frame.

If you have a table selected, this option determines the appearance of the text, cell background and border, and table background and border.

Table

Inserts, deletes, sizes, or moves a column or row in a selected table.

Type

Determines the type of data chart used to display your data; for example, bar, line, or area chart. This option is not available for organization charts or tables.

Scale

Determines the scaling of the axes in a selected data chart.

Grid

Determines the appearance and location of a selected chart's major and minor grids.

Frame

Determines the characteristics of the frame surrounding the data.

Background

Determines the characteristics of a selected chart's background.

Legend

Determines the location and characteristics of a selected chart's legend.

Headings & Notes

Determines the characteristics of a selected chart's headings and notes.

Axis Titles & Labels

Determines the characteristics of a selected chart's axis titles and labels.

Pie Titles & Labels

Determines the characteristics of a selected pie chart's titles and labels.

Value Labels

Determines and shows the characteristics of the value labels for each data point on a selected chart.

All Chart Text

Determines the characteristics of all text in a selected chart.

Number Grid

Determines the width and height of a selected number grid and whether columns are totaled. This option is only available when you create a number grid.

Number Grid Under Chart

Determines whether a selected chart has a number grid beneath it or a legend. Also determines the number grid's characteristics; for example, size, column width, and whether columns are totaled.

Options

Sets special options for selected multiple pie and XY charts, generates labels based on dates, and determines how the ENTER key operates in the Chart Data & Titles window.

Replace Defaults

Makes the selected chart type and attributes of the selected chart as the default for new charts you create.

Chart Type

Determines how data sets are plotted as a chart; for example, as bar charts or pie charts.

Bar

Creates a vertical bar chart.

Stacked Bar

Creates a vertical stacked bar chart.

Horizontal Bar

Creates a horizontal bar chart.

Horizontal Stacked Bar

Creates a horizontal stacked bar chart.

Line

Creates a line chart.

Bar-Line

Creates a combination bar and line chart.

Single Pie

Creates a chart containing one pie.

Multiple Pies

Creates a chart containing up to four pies.

Area

Creates an area chart.

XY (Scatter)

Creates an XY (also called scatter) chart.

High-Low-Close-Open

Creates a high-low-close-open (also called HLCO) chart.

Number Grid

Creates a number grid for text and numbers that you want to present in a column-and-row format.

Radar

Creates a radar chart.

3D Bar (XYZ)

Creates a three-dimensional vertical bar chart.

3D Area/Line

Creates a three-dimensional area or line chart.

Chart Gallery

This command displays the Chart Gallery dialog box when a data chart is selected. This dialog box lists all the chart types and displays the different data chart styles for each chart type.

If you choose a chart style from the Chart Gallery dialog box, the style affects the following settings as appropriate for the chart type:

- * Axis orientation
- * Display of value labels
- * Explosion of a slice
- * Legend position
- * Legend or number grid choice
- * Scale type including linear or log scale
- * Pie attributes mode
- * Use of a grid including major and minor grids
- * Use of markers
- * Use of three-dimensional effects
- * Use of number grid under chart

All other settings -- such as colors and line widths -- remain the same after you choose a style.

Chart Gallery Dialog Box

1. Choose a chart type

Lists the types of charts available. To change the current chart type, click the type you want.

2. Choose a style

Displays the styles available for the chart type you chose. To change the current chart style, click the sample showing the chart style you want, then click OK.

Tip

You can use the arrow keys to move through the gallery types and styles. Use the arrow keys to move through the chart types, then press `TAB` to select the highlighted chart type and move to the styles section. Use the arrow keys to move through the chart styles and press `SPACEBAR` to select the highlighted chart style.

Preview

Press and hold down the left mouse button on Preview to see how your changes look. Release the mouse button to return to the dialog box.

New Chart Gallery Dialog Box

1. Choose a chart type

Lists the types of charts available. Click the chart type you want.

2. Choose a style

Displays the styles available for the chart type you chose. Click the sample showing the chart style you want, then click OK.

Tip

You can use the arrow keys to move through the gallery types and styles. Use the arrow keys to move through the chart types, then press **TAB** to select the highlighted chart type and move to the styles section. Use the arrow keys to move through the chart styles and press **SPACEBAR** to select the highlighted chart style.

Use Default Chart

Uses the current default chart settings for a presentation. If you have not used the Chart Replace Defaults command in this presentation, the default settings will be the Freelance Graphics initial default settings.

Note

Click OK to display the Chart Data & Titles window where you enter the chart data, titles, headings, notes, and legends.

See also

[Chart Replace Defaults](#)

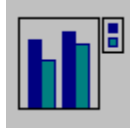


Chart Type Bar


Changes the selected chart to a bar chart.

A bar chart shows numeric data as a set of evenly spaced bars along the x-axis. Each bar represents one value in a data set.

Use bar charts to:

- * Compare related data at one point in time
- * Compare changes in data over time
- * Track changes in data over time

Shortcut

Click  (Bar Chart icon)

See also

[Chart Type Bar-Line](#)

[Chart Type 3D Bar \(XYZ\)](#)

[Chart Type Horizontal Bar](#)

[Chart Type Stacked Bar](#)

[Chart Type Horizontal Stacked Bar](#)

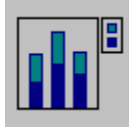


Chart Type Stacked Bar


Changes the selected chart to a stacked bar chart.

A stacked bar chart shows numeric data as a series of bars stacked on top of one another. Colors and/or patterns differentiate the values represented in each stack.

Use stacked bar charts to:

- * Track changes in data over time
- * Emphasize the total value represented in each bar, as well as the individual segments within a bar

Shortcut

Click  (Stacked Bar Chart icon)

See also

[Chart Type Area](#)

[Chart Type Bar](#)

[Chart Type Horizontal Stacked Bar](#)



Chart Type Horizontal Bar

Changes the selected chart to a horizontal bar chart.

This chart draws the bars horizontally.

Use a horizontal bar chart to:

- * Compare individual values at a single point in time
- * Compare total values over time

Tip

Horizontal charts are more suitable than vertical charts for displaying various data sets with long axis labels.

Shortcut

Click  (Horizontal Bar Chart icon)

See also

[Chart Type Bar](#)

[Chart Type Horizontal Stacked Bar](#)



Chart Type Horizontal Stacked Bar

Changes the selected chart to a stacked bar chart.

This chart draws the stacked bars horizontally.

Use a horizontal stacked bar chart to:

- * Compare individual values at a single point in time
- * Compare total values over time

Tip

Horizontal charts are more suitable than vertical charts for displaying various data sets with long axis labels (if the labels are long they will appear too close to each other.)

Shortcut

Click  (Horizontal Stacked Bar Chart icon)

See also

[Chart Type Bar](#)

[Chart Type Stacked Bar](#)

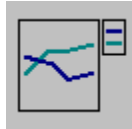


Chart Type Line

Changes the selected chart to a line chart.

A line chart generally shows changes over time. Each line represents a data set, and each point on the line represents one value at a particular time.

Use a line chart to:

- * Present data that changes over a time period
- * Present data that shows trends or to make projections
- * Stress continuity of data over time

Like area charts, line charts stress continuity of data over time.

Shortcut

Click  (Line Chart icon)

See also

[Chart Type Bar-Line](#)

[Chart Type 3D Area/Line](#)

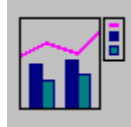


Chart Type Bar-Line


Changes the selected chart to a bar-line chart.

By default, data sets A and B are plotted as bars, and C and D are plotted as lines. However, you can change any data set to be plotted as a line or a bar in the Bar-Line Chart Attributes dialog box.

Use a bar-line chart to:

- * Emphasize one of several data sets.
- * Present data that shows trends or that makes projections. For example, bars can represent data for the current year, and lines can represent data from other years.
- * Stress both individual items by using bars and the sum of the items by using lines.

Shortcut

Click  (Bar-Line Chart icon)

See also

[Chart Type Bar](#)
[Chart Type Line](#)



Chart Type Single Pie

Changes the selected chart to a single pie chart.

Use a single pie chart to:

- * Emphasize the parts of a whole set of data, where each slice represents a percentage of the total
- * Compare components (items, parts) of a single data set

If you convert another type of chart -- for example, a bar chart -- to a single pie chart, you can use the original chart's x-axis labels as either slice labels or the legend for the pie chart.

Tip

You can explode a pie slice to emphasize a value. After you create the chart, choose Chart Attributes to explode one or more slices.

Shortcut

Click  (Single Pie Chart icon)

See also

[Chart Type Multiple Pie](#)



Chart Type Multiple Pies

Change the selected chart to a multiple pie chart.

All pies may use the same attributes, such as color and pattern, and whether or not to explode or hide a specific slice.


Use a multiple pie chart to:

- * Emphasize the parts of a whole set of data, where each slice represents a percentage of the total
- * Compare any two items of a whole set of data in a time period

If you convert another type of chart -- for example, a bar chart -- to a multiple pie chart, Freelance Graphics uses the same attributes for all pies and converts the original chart's x-axis labels to the pie chart's legend. You cannot have slice labels for multiple pies that share the same attributes.

To separate the pies so you can assign unique attributes to each one, choose Chart Options Pie. When you separate the pies, Freelance Graphics labels each slice and removes the legend. You cannot have a pie chart legend for multiple pies that have different attributes.

Shortcut

Click  (Multiple Pie Chart icon)

See also

[Chart Type Single Pie](#)



Chart Type Area

Changes the selected chart to an area chart.

In an area chart, a different pattern and/or color fills the area between each plotted data set.

Use an area chart to:

- * Emphasize broad trends in data with positive numbers
- * Emphasize continuity in data over time

The difference between area charts and stacked bar charts is that area charts emphasize continuity in data over time, while stacked bar charts draw attention to individual sets of values.

For example, a stacked bar chart exhibiting sales data for ten years has a bar measuring the data for each year. But an area chart displays the shape of the ten-year trend as one broad band and downplays the data for individual years.

Shortcut

Click  (Area Chart icon)

See also

[Chart Type Line](#)

[Chart Type 3D Area/Line](#)

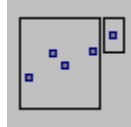


Chart Type XY (Scatter)

Changes the selected chart to an XY chart, also called scatter charts.

XY charts are useful for illustrating correlations between two very large data sets.

Use an XY Scatter chart to:

- * Emphasize correlation between two data sets. For example, an XY chart can show connections between purchase quantity and unit price, sales and profit, or cold drink sales and average daily temperature.
- * Illustrate correlation between two very large data sets.

XY charts resemble line charts in that values are plotted as points in the chart. Unlike line charts, XY charts use a numeric x-axis as well as a numeric y-axis.

When the points in an XY chart are widely dispersed, there is little correlation between the data sets. When the points cluster to form a line, a higher correlation exists between the data sets.

Shortcut

Click  (XY Scatter Chart icon)

See also

[Chart Options XY \(Scatter\)](#)
[Regression Data Dialog Box](#)

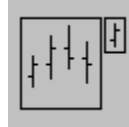


Chart Type High-Low-Close-Open

Changes the selected chart to a High-Low-Close-Open (HLCO) chart.

HLCO charts are often called stock market charts.

Use an HLCO chart to:

- * Illustrate stock performance by plotting five data sets: the high, low, opening, and closing prices of a stock, and the volume of stock traded over time
- * Illustrate any data that fluctuates in a defined time period, such as water pressure, air temperature, or currency exchange rates

An HLCO chart shows each set of four values as a vertical line with tick marks. The line extends from the high value to the low value. A tick mark on the left side of the line shows the opening value; a tick mark on the right side of the line shows the closing value.

In addition to the high-low-close-open lines, HLCO charts can include bars and/or trend lines. If you are tracking the price changes of a stock over several weeks, for example, you can use the bars to represent the daily volume of trading for the stock and a line to show a rolling stock price average.

In an HLCO chart, data sets A through D appear as the high, low, closing, and opening values, respectively. Data set E (if any) appears in the chart as a set of bars in a separate frame below the chart. Data sets F through Z (if any) appear as lines plotted against the y-axis.

Shortcut

Click  (HLCO Chart icon)

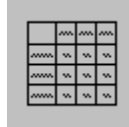


Chart Type Number Grid

Changes the selected chart to a number grid.

Use a number grid chart to:

- * Present data in a column-and-row format that lets viewers see the information they need quickly and easily
- * Refer to or summarize report sections of presentations

Shortcut


Click  (Number Grid Chart icon)



Chart Type Radar

Changes the selected chart to a radar chart.

Use a radar chart to:

- * Compare the changes or frequencies of a specific data set values relative to each other. Each data set value has its own axis originating from the center point and is independent to one another. Each data set connects its values with a line through the axes.

For example, a data set refers to product X. Its values are manufacturing cost, number of employees to develop the product, profits, and number of items sold. Since there are four independent values, the radar will display four different axes originating from the center point.

This allows a global comparison of how the data set for product X has performed throughout its different data set values, including a comparison of how the data set did between the beginning and ending period.

- * Compare the data values of different data sets relative to one other in the same axis or in different axis. For example, each data set is a different product in the company.

This allows a global comparison of how each value in each axis did in comparison with one another. In other words, for this example, it compares the manufacturing cost, the number of employees needed to develop the product, profits, and number of items sold between products.

Shortcut

Click  (Radar Chart icon)

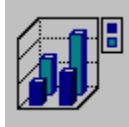


Chart Type 3D Bar (XYZ)


Changes the selected chart to a 3D Bar (XYZ) chart.

Use a 3D Bar (XYZ) chart to:

- * Show values for items that change with time, such as sales, profits and losses, and production figures
- * Enhance the visual display of the trends in one or more data sets

You can choose an x-axis or z-axis viewing angle to put your data in the best perspective to suit your presentation.

Shortcut

Click  (3D Bar XYZ Chart icon)

See also

[Chart Type Bar](#)

[Chart Type Horizontal Bar](#)

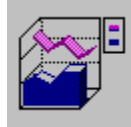


Chart Type 3D Area/Line

Changes the selected chart to a 3D Area/Line chart.

Use a 3D Area/Line chart to:

- * Show values for items that change with time, such as sales, profits and losses, and production figures
- * Enhance the visual display of the trends in one or more data sets

Shortcut

Click  (3D Area/Line Chart icon)

See also

[Chart Type Area](#)

[Chart Type Line](#)

Chart Attributes

Determines the appearance of components for the selected data chart.

Freelance Graphics displays one of the following dialog boxes:

[Bar Chart Attributes Dialog Box](#)

[Line Chart Attributes Dialog Box](#)

[Bar-Line Chart Attributes Dialog Box](#)

[Pie Chart Attributes Dialog Box](#)

[Area Chart Attributes Dialog Box](#)

[XY Scatter Chart Attributes Dialog Box](#)

[HLCO Chart Attributes Dialog Box](#)

[Number Grid Chart Attributes Dialog Box](#)

[Radar Chart Attributes Dialog Box](#)

[3D Bar XYZ Chart Attributes Dialog Box](#)

[3D Area/Line Chart Attributes Dialog Box](#)

See also

[Chart Options](#)

Bar Chart Attributes Dialog Box

Data set

Indicates the data set attributes you are changing. Choose a data set from the list box, then modify the data set's attributes as needed.

Attributes

Determines the **Color** and **Pattern** for the bars in the chosen data set. Choose a color or pattern from the drop-down box.

If you marked Turn on 3D effects and you choose a color from the chart section of the palette, the side and end colors will change accordingly. By default, the side will change to the same color in a darker tone and the end to a lighter tone.

If you marked Turn on 3D effects and you choose a color other than the colors in the chart section of the palette, the side and end colors will remain as they are.

If you want a different color for the side and end, you have to select a different side color or end color in the 3D effects box.

Use separate scales

Determines whether you want one or two scaled axes. Mark this item if you want to use two independent scaled axes, then choose the axis, **Y** or **2Y**, you want for each data set. This option is available for vertical bar and horizontal bar charts.

Hide this data set

Determines whether the chosen data set is displayed or hidden when you plot the chart.

Turn on 3D effects

Displays 3D effects. (See also Chart Type 3D Bar (XYZ).)

Note

You must mark this option to display any changes done to the 3D effect and Angle options in the Bar Chart Options dialog box.

3D effects

Creates a three-dimensional appearance for the bars. You can choose a **Color** and **Pattern** for the side and end of each three-dimensional bar.

Note

To assign a contrasting color or modify the line width and style of the edge in each three-dimensional bar, click Options.

Preview

Press and hold down the left mouse button on Preview to see how your changes look. Release the mouse button to return to the dialog box.

Options

Displays the Bar Chart Options dialog box. Use this to specify the dimensions for the 3D effects, such as width and angle, and to add a contrasting color or change the line width and style of the bar edges. You also use this to add comparison lines to stacked and horizontal stacked bar charts.

Edit Data

Opens the Chart Data & Titles window so you can edit the chart data.

Bar Chart Options Dialog Box

Bar

Specifies the perspective and degree of the three-dimensional effect.

Width

Determines how much space the entire bar (including the 3D effects) takes up on the x-axis. For example, 100% means the bars touch each other. Type the percentage of the bar's space using a value from 1 to 100.

3D effect

Determines how much of the bar width is used for the 3D effect. For example, 30% means that 30% of the bar's width is used for the 3D effect. Type a value from 1 to 100.

Angle

Determines the amount of angle you want for the 3D effect. Type a value from 0 to 360. Zero degrees is the three o'clock position; the effect progresses counterclockwise as you increase the number of degrees.

Note

You must mark Turn on 3D effects in the Bar Chart Attributes dialog box to display any changes made to the 3D effect and Angle options.

Bar edges

Determines the **Color**, **Width**, and **Style** for the bar edges. Mark Contrasting color if you want to change the edge color; unmark it if you want the edges to be the same color as the bars.

Comparison lines

Specifies whether a line connects the segments of stacked bars from data set to data set. Comparison lines make it easier to see the relative size of segments and to gauge the change in size from segment to segment. You can specify the **Width** and **Style** of the comparison lines.

Mark Display to show the comparison lines connecting the segments; unmark it to hide these. This option is available for stacked bar charts and horizontal stacked bar charts.

Preview

Press and hold down the left mouse button on Preview to see how your changes look. Release the mouse button to return to the dialog box.

Note

Click OK or Cancel to return to the Bar Chart Attributes dialog box.

Line Chart Attributes Dialog Box

Data set

Indicates the data set attributes you are changing. Choose a data set from the list box, then modify the data set's attributes as needed.

Attributes

Determines the **Color**, **Width**, and **Style** for the line in the chosen data set. You can also determine whether to display a **Marker** on every point of a line and the marker type.

Use separate scales

Determines whether you want one or two scaled axes. Mark this item if you want to use two independent scaled axes, then choose the axis, Y or 2Y, you want for each data set.

Hide this data set

Determines whether the chosen data set is displayed or hidden when you plot the chart.

Offset lines from frame

Specifies whether to display the lines at the beginning of the frame or offset from the frame. Mark this to offset the lines; unmark it to have the lines begin at the frame.

Preview

Press and hold down the left mouse button on Preview to see how your changes look. Release the mouse button to return to the dialog box.

Edit Data

Opens the Chart Data & Titles window so you can edit the chart data.

Bar-Line Chart Attributes Dialog Box

Data set

Indicates the data set attributes you are changing. Choose a data set from the list box, then modify the data set's attributes as needed.

To change the current data set from a bar to a line or vice versa, choose the data set you want to change, then choose either Bar or Line in the Type group box.

Attributes

If the Type is Bar, you can choose the **Color** and **Pattern** for the bars in the chosen data set.

If the Type is Line, you can choose the **Color**, **Width**, and **Style** for the line in the chosen data set. You can also determine whether to display a **Marker** on every point of a line and the marker type.

If you marked Turn on 3D effects and you choose a color from the chart section of the palette, the side and end colors will change accordingly. By default, the side will change to the same color in a darker tone and the end to a lighter tone.

If you marked Turn on 3D effects and you choose a color other than the colors in the chart section of the palette, the side and end colors will remain as they are.

If you want a different color for the side and end, you have to select a different side color or end color in the 3D effects group box.

Type

Determines whether the chosen data set is plotted as a line or a bar.

Use separate scales

Determines whether you want one or two scaled axes. Mark this item if you want to use two independent scaled axes, then choose the axis, **Y** or **2Y**, you want for each data set.

Hide this data set

Determines whether the chosen data set is displayed or hidden when you plot the chart.

Turn on 3D effects

Displays the 3D effects for the bars.

If you marked this check box and you change the data set type to a line, this option will be grayed out and not available.

Note

You must mark this option to display any changes made to the 3D effect and Angle options in the Bar-Line Chart Options dialog box.

3D effects

Creates a three-dimensional appearance for the bars. You can choose a **Color** and **Pattern** for the side and end of each three-dimensional bar. This option is not available for lines.

Note

To assign a contrasting color or modify the line width and style of the edge in each three-dimensional bar, click Options.

Preview

Press and hold down the left mouse button on Preview to see how your changes look. Release the mouse button to return to the dialog box.

Options

Displays the Bar-Line Chart Options dialog box. Use this to specify the dimensions for the 3D effects, such as width and angle, to add a contrasting color for bar edges, to choose the bar

type and to display comparison lines.

Edit Data

Opens the Chart Data & Titles window so you can edit the chart data.

Bar-Line Chart Options Dialog Box

Bar

Specifies the perspective and degree of the three-dimensional effect.

Width

Determines how much space the entire bar (including the 3D effects) takes up on the x-axis. For example, 100% means the bars touch each other. Type the percentage of the bar's space using a value from 1 to 100.

3D effect

Determines how much of the bar width is used for the 3D effect. For example, 30% means that 30% of the bar's width is used for the 3D effect. Type a value from 1 to 100.

Angle

Determines the amount of angle you want for the 3D effect. Type a value from 0 to 360. Zero degrees is the three o'clock position; the effect progresses counterclockwise as you increase the number of degrees.

Note

You must mark Turn on 3D effects in the Bar-Line Chart Attributes dialog box to display any changes made to the 3D effect and Angle options.

Bar edges

Specifies the **Color**, **Width**, and **Style** for the bar edges. Mark Contrasting color if you want to change the edge color; unmark it if you want the edges to be the same color as the bars. You can also change these if the bars are stacked or clustered.

Comparison lines

Specifies whether a line connects the segments of stacked bars from data set to data set. Comparison lines make it easier to see the relative size of segments and to gauge the change in size from segment to segment. You can also specify the **Width** and **Style** of the comparison lines.

Mark Display to show the comparison lines connecting the segments; unmark it to hide these. This option is not available when you have Clustered selected in the Bar type group box.

Bar type

Determines whether the bars in the chart are stacked or clustered. Stacked bars are placed on top of each other in a stack; clustered bars abut each other side-by-side.

Preview

Press and hold down the left mouse button on Preview to see how your changes look. Release the mouse button to return to the dialog box.

Note

Click OK or Cancel to return to the Bar-Line Chart Attributes dialog box.

Pie Chart Attributes Dialog Box

Pie

Indicates which pie's attributes you are changing. This option is available only when you selected a multiple pie chart for which you have already specified that each pie can have separate attributes. **All** indicates that if you have multiple pies, any changes you make to a slice setting will apply to the same slice in all pies.

Slice

Specifies the slice attributes you are changing. Choose a slice from the list box, then modify the slice's attributes as needed.

The slices are numbered counterclockwise, starting with the slice in the three o'clock position.

Start angle

Specifies the angle from which the pie slices are drawn. By default, pie charts start at the three o'clock position; successive slices are added counterclockwise. The three o'clock position is considered 0 degrees.

You can rotate the start angle counterclockwise. For example, if you specify a start angle of 60, the first slice is drawn 60 degrees to the left, at the one o'clock position. Successive slices are added counterclockwise.

Turn on 3D effects

Displays the 3D effects.

Note

You must mark this option to display any changes made to the 3D effects and Tilt options in the Pie Chart Options dialog box.

Attributes

Determines the **Color** and **Pattern** for the chosen slice.

If you marked Turn on 3D effects and you choose a color from the chart section of the palette, the side color will change accordingly. By default, the side will change to the same color in a darker tone.

If you marked Turn on 3D effects and you choose a color other than the colors in the chart section of the palette, the side color will remain as it is.

If you want a different color for the side, you have to select a different side color in the 3D effects group box.

3D effects

Creates a three-dimensional appearance for the pie slices. You can choose a **Color** and **Pattern** for the side of each slice.

Note

To assign a contrasting color for the edge or to modify the line width and style of the edge in each three-dimensional slice, click Options.

Explode this slice

Determines whether the pie slice is in the pie or apart from the rest of the pie. This option is not available when 3D effects are displayed.

Hide this slice

Determines whether the pie slice is displayed or hidden when you plot the chart. This option is not available when 3D effects are displayed.

Preview

Press and hold down the left mouse button on Preview to see how your changes look.

Release the mouse button to return to the dialog box.

Options

Displays the Pie Chart Options dialog box. Use this to specify the dimensions for the 3D effects, such as width and angle, and to add a contrasting color for the pie edges.

Edit Data

Opens the Chart Data & Titles window so you can edit the chart data.

Pie Chart Options Dialog Box

Edge

Specifies the **Color**, **Width**, and **Style** for the slice edges. Mark Contrasting color if you want to change the edge color; unmark it if you want the edges to be the same color as the slices.

3D effects

Specifies the perspective and degree of the three-dimensional effect.

3D effect

Specifies the depth of the three-dimensional portion of the pie. The default setting is 30%. Type a value from 1 to 100%.

Tilt

Specifies the tilt angle of the pie. Type a value from 0 to 89. Zero degrees creates a two-dimensional pie. A value greater than zero tilts the top of the pie away from you by the specified angle.

Note

You must mark Turn on 3D effects in the Pie Chart Attributes dialog box to display any changes made to the 3D effect and Tilt options.

Preview

Press and hold down the left mouse button on Preview to see how your changes look. Release the mouse button to return to the dialog box.

Note

Click OK or Cancel to return to the Pie Chart Attributes dialog box.

Area Chart Attributes Dialog Box

Data set

Indicates the data set attributes you are changing. Choose a data set from the list box, then modify the data set's attributes as needed.

Attributes

Determines the **Color** and **Pattern** for the area in the chosen data set and the **Edge color**, **Width**, and **Style** for the line that plots the data.

Hide this data set

Determines whether the chosen data set is displayed or hidden when you plot the chart.

Stack data

Determines whether Freelance Graphics draws each filled area from the top of the last filled area or from the horizontal axis. Mark this item to have the distance from the horizontal axis to the top of the filled area represent the sum of the data sets. Unmark it to measure each filled area from the horizontal axis.

Preview

Press and hold down the left mouse button on Preview to see how your changes look. Release the mouse button to return to the dialog box.

Edit Data

Opens the Chart Data & Titles window so you can edit the chart data.

XY Scatter Chart Attributes Dialog Box

Data set

Indicates the data set attributes you are changing. Choose a data set from the list box, then modify the data set's attributes as needed.

Attributes

Determines the **Color**, **Width**, and **Style** for the chosen data set. Also determines whether a **Marker** is displayed on every point and the marker type.

Regression style

Specifies how you want to fit a regression line to each set of data points. To generate a regression line, your data set must contain at least three data points.

Type

Linear: $y = a + bx$

Exponential: $y = ae^{bx}$

Logarithmic: $y = a + b(\ln x)$

Power: $y = ax^b$, where $a > 0$

None: Data points connect; no regression line calculated

Specify the **First** and **Last** data points for calculating the regression line. Type a first and last value when your data set correlates well except for the points at the beginning and end of your data set. You can base the regression on just the points you want. If you do not type a value, Freelance Graphics uses all values.

Specify the **Minimum** and **Maximum** data points for displaying the regression line. The minimum and maximum X-values control only the display of the regression curve. They do not exclude data points from regression analysis.

Regression Data

Displays the Regression Data dialog box that you use to view mathematical information about the regression, such as, R-square, a, b, and the number of points.

Use separate scales

Determines whether you want one or two scaled axes. Mark this if you want to use two independent scaled axes, then choose the axis, Y or 2Y, you want for each data set.

Hide this data set

Determines whether the chosen data set is displayed or hidden when you plot the chart.

Preview

Press and hold down the left mouse button on Preview to see how your changes look. Release the mouse button to return to the dialog box.

Edit Data

Opens the Chart Data & Titles window so you can edit the chart data.

Regression Data Dialog Box

Displays calculations for R-square, b, a, and the total number of data points used to calculate the regression line.

You must choose a regression type other than None in the XY Scatter Chart Attributes dialog box, to display any values in this dialog box. Click OK to return to the XY Scatter Chart Attributes dialog box.

HLCO Chart Attributes Dialog Box

Data set

Indicates the data set attributes you are changing. Choose a data set from the list box, then modify the data set's attributes as needed.

You can also choose the color and width attributes for the vertical line (Vert.) that extends from the low value (data set A) to the high value (data set B).

- * Data sets A and B determine attributes for the high and low value marks, respectively, which are shown if you have only two data sets -- high and low.
- * Data sets C and D determine attributes for the close and open value marks, respectively, which you can choose to display or hide.
- * Data set E determines attributes for the optional volume bars you can display below the chart.
- * Other data sets determine attributes for optional data sets you can display as lines on a chart.

Note

The marker option is not available for the vertical line and the data sets A, B, C, and D.

Attributes

Determines the **Color**, **Width**, and **Style** for the lines in the chosen data set. You can also determine whether to display a **Marker** on every point of a line and the marker type. You cannot change the Style or add markers to the vertical line (Vert.) that connects data sets A and B, or to the data sets A, B, C, or D.

If the chosen data set is plotted as the volume bars (data set E), you can only change its **Pattern** and **Color**.

Hide this data set

Determines whether the chosen data set is displayed or hidden when you plot the chart.

Preview

Press and hold down the left mouse button on Preview to see how your changes look. Release the mouse button to return to the dialog box.

Edit Data

Opens the Chart Data & Titles window so you can edit the chart data.

Number Grid Chart Attributes Dialog Box

Data set

Indicates the data set attributes you are changing. Choose a data set from the list box, then modify the data set's attributes as needed.

Font

Determines the **Face**, **Size**, and **Color** of the data set numbers. Choose the appearance of the data set numbers: **Normal** for text that does not have any special emphasis, or any combination of **Bold**, **Italic**, **Underlined**, and/or text with **Strikeout** lines through it.

Object type

Determines whether the data in this data set is textual or numeric.

Hide this data set

Determines whether the chosen data set is displayed or hidden when you plot the chart.

Justification

Specifies the horizontal alignment for text: left flush, centered, and right flush. Numeric columns are always right flush.

Number of places

Choose Auto or a number from 0 to 5 to specify the number of decimal places displayed in the chosen data set. This option is only available for numeric data.

- * **Auto** displays numbers less than 10,000 to their full precision, up to five decimal places. The decimal places do not show for numbers greater than 10,000.
- * **0, 1, 2, 3, 4, or 5** specifies the number of decimal places for rounding. Choose these when you want each value to have the same number of decimal places.

Format

Determines how numbers are displayed in the number grid. The formats are not displayed in the Chart Data & Titles window. This option is only available for numeric data.

- * **Fixed** sets the number of decimal places as specified in Number of places. There are no separators between hundreds and thousands. A minus sign precedes negative values. (Choose Auto for the Number of places to override Fixed.)
- * **Scientific** uses scientific notation, with exponents of 10 from -99 to +99. A minus sign precedes negative values. Numbers greater than or equal to 1×10^{11} and smaller than

1×10^{-4} are always in scientific format regardless of the format you choose.

- * **Currency** inserts a currency sign before or after every number. There is a separator between hundreds and thousands.

To specify a currency symbol and position (prefix or suffix) and whether negative values are displayed with a minus sign or in parentheses, choose Tools User Setup and click International. This command displays the International User Setup dialog box.

- * **, (comma)** separates hundreds from thousands with a comma, and encloses negative values in parentheses. To specify a different separator symbol, choose Tools User Setup International.
- * **General** overrides any Number of places choice. A minus sign precedes negative numbers. There is not a separator between hundreds and thousands.
- * **Percent** multiplies the data value by 100 and displays it followed by a percent sign. There is not a separator between hundreds and thousands. A minus sign precedes negative values.
- * **X suffix** inserts a factor symbol (X) after every point value and inserts separator

between hundreds and thousands. A minus sign precedes negative values.

Prefix/suffix usage

Displays prefix and suffix choices for the currency, percent, and x-suffix number formats. You can choose to display prefixes and suffixes on the top row only, top and bottom rows, or all rows.

Preview

Press and hold down the left mouse button on Preview to see how your changes look. Release the mouse button to return to the dialog box.

Edit Data

Opens the Chart Data & Titles window so you can edit the number grid data.

Radar Chart Attributes Dialog Box

Data set

Indicates the data set attributes you are changing. Choose a data set from the list box, then modify the data set's attributes as needed.

Attributes

Determines the **Color**, **Width**, and **Style** for the lines in the chosen data set. You can also determine whether to display a **Marker** on every point of a line and the marker type.

Hide this data set

Determines whether the chosen data set is displayed or hidden when you plot the chart.

Preview

Press and hold down the left mouse button on Preview to see how your changes look. Release the mouse button to return to the dialog box.

Edit Data

Opens the Chart Data & Titles window so you can edit the chart data.

3D Bar XYZ Chart Attributes Dialog Box

Data set

Indicates the data set attributes you are changing. Choose a data set from the list box, then modify the data set's attributes as needed.

Attributes

Determines the **Color** and **Pattern** for the front of the bars in the chosen data set. Choose a color or pattern from the drop-down box.

When you choose a color from the chart section of the palette, the top and side colors will change accordingly. By default, the top will change to the same color in a lighter tone and the side to a darker tone. If you want a different color for the side and top, you have to select a different side color or top color in the 3D effects group box.

When you choose a color other than the colors in the chart section of the palette, the top and side colors will remain as they are. If you want to change these, select a different side color and top color in the 3D effects group box.

To change the pattern for the side and top, select a different pattern in the 3D effects box.

3D effects

Creates a three-dimensional appearance for the bars. You can choose a **Color** and **Pattern** for the side and top of each three-dimensional bar.

Note

To assign a contrasting color for the edge or modify the line width and style of the edge in each three-dimensional bar, click Options.

Hide this data set

Determines whether the chosen data set is displayed or hidden when you plot the chart.

Preview

Press and hold down the left mouse button on Preview to see how your changes look. Release the mouse button to return to the dialog box.

Options

Displays the 3D Bar XYZ Chart Options dialog box. Use this to specify the dimensions for the 3D effects, such as width and angle, and to add a contrasting color for the bar edges.

Edit Data

Opens the Chart Data & Titles window so you can edit the chart data.

3D Bar XYZ Chart Options Dialog Box

Bar edges

Specifies the **Color**, **Width**, and **Style** for the bar edges. Mark Contrasting color if you want to change the edge color; unmark it if you want the edges to be the same color as the bars.

Bar

Customizes the width and depth of the 3D settings for the bars.

Face width (X axis)

Specifies the width of every bar in the chart as a percentage of the space available for the bar. Type a value from 1 to 100. The default value is 75 percent.

3D depth (Z axis)

Specifies the relative depth of every bar in the chart as a percentage of the space available for the bar. Type a value from 1 to 100. The default value is 75 percent.

Floor depth

Specifies the floor depth for the chart as a percentage of the available vertical space. The remaining percentage is used for the wall's height. Type a value from 1 to 100. The default value is 20 percent.

Preview

Press and hold down the left mouse button on Preview to see how your changes look. Release the mouse button to return to the dialog box.

Note

click OK or Cancel to return to the 3D Bar XYZ Chart Attributes Dialog Box.

3D Area/Line Chart Attributes Dialog Box

Data set

Indicates the data set attributes you are changing. Choose a data set from the list box, then modify the data set's attributes as needed.

To change the current data set from an area to a line or vice versa, choose the data set you want to change, then choose the chart type from the Type box.

Attributes

If the data set is plotted as an area, determines the **Color** and **Pattern** for the front of the area. If the data set is plotted as a line, determines the **Color** and **Pattern** for the 3D line. Choose a color or pattern from the drop-down box.

When you choose a color from the chart section of the palette, the top and side colors will change accordingly. By default, the top will change to the same color in a lighter tone and the side to a darker tone. If you want a different color for the side and top, you have to select a different side color or top color in the 3D effects group box.

When you choose a color other than the colors in the chart section of the palette, the top and side colors will remain as they are. If you want to change these, select a different side color and top color in the 3D effects group box.

To change the pattern for the side and top, select a different pattern in the 3D effects group box.

3D effects

If the data set type is an area, this option creates a three-dimensional appearance for the area. You can choose a **Color** and **Pattern** for the side and top of each three-dimensional area section.

Note

To assign a contrasting color for the area edges, or modify the line width and style of the edge in each three-dimensional area and line, click Options.

Hide this data set

Determines whether the chosen data set is displayed or hidden when you plot the chart.

Type

Determines whether the chosen data set is plotted as an area or a line.

If you created a chart in a different type and then changed it to 3D Area/Line using the Chart Type menu, the first two data sets will be areas and the rest lines. If the previous chart type was Bar-Line, the bars will become areas. You can change the data set type here.

Preview

Press and hold down the left mouse button on Preview to see how your changes look. Release the mouse button to return to the dialog box.

Options

Displays the 3D Area/Line Chart Options dialog box. Use this to specify the dimensions for the 3D effects, such as width and angle, or to add a contrasting color for the area edges, and modify the edge's line width and style.

Edit Data

Opens the Chart Data & Titles window so you can edit the chart data.

3D Area/Line Chart Options Dialog Box

Edges

Specifies the **Color**, **Width**, and **Style** for the area and line edges. Mark Contrasting color if you want to change the edge color; unmark it if you want the edges to be the same color as the area and lines. By default, the contrasting color is black.

Any changes made to the color, width or style will affect all data sets.

Object

Customizes the width and depth of the 3D settings for the area and line.

3D depth (Z axis)

Specifies the relative depth of every area and line in the chart as a percentage of the space available for the area and line. Type a value from 1 to 100. The default value is 75 percent.

Floor depth

Specifies the floor depth for the chart as a percentage of the available vertical space. The remaining percentage is used for the wall's height. Type a value from 1 to 100. The default value is 20 percent.

Preview

Press and hold down the left mouse button on Preview to see how your changes look. Release the mouse button to return to the dialog box.

Chart Options

Determine if the pies in a multiple pie chart share attributes, if data sets in an XY chart have unique X-values, if Freelance Graphics generates labels based on dates, and how the ENTER key functions in the Chart Data & Titles window.

Chart Options Pie

Separates a multiple pie chart so you can assign unique attributes to each one of the pies. This option is not available for single pie charts.

Chart Options XY Scatter

Allows each data set to have unique X-values.

Chart Options Date Fill

Generates a series of dates that are used as labels in most charts and that can be used to generate data for number grid charts. This option is only available when you are in the Chart Data & Titles window.

Chart Options Keyboard

Specifies whether the cell pointer moves to the next row when you press ENTER in the Chart Data & Titles window. This option is only available when you are in the Chart Data & Titles window.

Chart Options Pie

Separates the selected multiple pie chart so each pie can have different attributes and slice labels. For example, you can specify different colors for the pie slices.

This option is not available for single pie charts.

See also

[Chart Attributes](#)

[Multiple Pie Chart Options Dialog Box](#)

Multiple Pie Chart Options Dialog Box

Shared attributes & legend

Specifies that the pies in the selected multiple pie chart use the same attributes and a single legend for all pies. For example, all the pies will use the same colors for the pie slices.

Separate attributes (no legend)

Specifies that the pies in the selected multiple pie chart can have different attributes and slice labels. To choose different attributes for each pie chart, mark this option then choose Chart Attributes.

Preview

Press and hold down the left mouse button on Preview to see how your changes look. Release the mouse button to return to the dialog box.

Chart Options XY Scatter

Determines whether the selected XY Scatter chart uses one set of X-values for all data sets, or uses separate X-values for each data set.

See also

[XY Scatter Chart Attributes Dialog Box](#)

[XY Scatter Chart Options Dialog Box](#)

XY Scatter Chart Options Dialog Box

Single set of X-values

Specifies that all data sets use the same X-values.

Separate X-values for each data set

Specifies that each data set uses a unique set of X-values.

Preview

Press and hold down the left mouse button on Preview to see how your changes look.
Release the mouse button to return to the dialog box.

Chart Options Date Fill

Creates a series of dates for use as text data, labels, or legends. This option is only available when you are in the Chart Data & Titles window and is not available for numeric cells.

Freelance Graphics generates a list of dates, according to your specifications, and copies them starting at your current location in the Chart Data & Titles window.

If you have a Number Grid chart, you can add a series of dates as chart data. To do so, change each cell type that you want to fill with dates to text by choosing Chart Attributes and clicking Text in the Object type box.

Tip

Select the appropriate starting location in the Chart Data & Titles window before choosing this option.

See also

[Chart Options Date Fill Dialog Box](#)

Chart Options Date Fill Dialog Box

This dialog box lets you create a series of dates for use as text data, labels, or legends. This option is not available for numeric cells.

If you have a Number Grid chart, you can add a series of dates. To do so, change each cell type that you want to fill with dates to text by choosing Chart Attributes and clicking Text in the Object type box.

Date style

Determines how the date will appear. Choose a style from the list box.

Start date

Determines the first date in the series. Type the date in the format specified in the International User Setup dialog box. You can specify a date from 01/01/1900 to 12/31/2099. To display this dialog box, choose Tools User Setup and click International.

End date

Determines the last date in the series. Type the date in the format specified in the International User Setup dialog box. You can specify a date from 01/01/1900 to 12/31/2099. To display this dialog box, choose Tools User Setup and click International.

Interval

Determines the interval between dates.

Use fiscal years

Determines whether or not to use the calendar year. Mark this item to use your fiscal year; unmark it to use the calendar year.

If you mark this item, specify the first month of the fiscal year.

First month of fiscal year

Determines the first month of your fiscal year. This option is available when you mark Use fiscal years.

Chart Options Keyboard

Determines the behavior of the ENTER key when you are in the Chart Data & Titles window.

This option is only available when you are in the Chart Data & Titles window.

See also

Chart Keyboard Options Dialog Box

Chart Keyboard Options Dialog Box

ENTER key in Chart Data & Titles window

Determines what happens when you press ENTER when you are in the Chart Data & Titles window.

Moves cell pointer down a row, as in word processing

Accepts the data you typed and moves the cell pointer down to the next cell when you press ENTER in the Chart Data & Titles window.

Keeps cell pointer at the same place, as in spreadsheets

Accepts the data you typed but does not move the cell pointer when you press ENTER in the Chart Data & Titles window.

Chart Replace Defaults

Uses the selected chart's type and attributes as the defaults for any new charts that you create. If the selected chart contains data, Freelance Graphics also uses the chart's data as a default.

When you create a new chart, you can retrieve these settings by clicking Use Default Chart in the New Chart Gallery dialog box.

Chart Grid Dialog Box

This dialog box lets you choose the chart's major and minor grid styles.

Axis to modify

Determines which axis to modify. Choose the axis, **X**, **Y** or **2Y**, you want for each data set.

The attributes you set here only apply to the chosen axis. To modify another axis, choose the axis you want and then modify its attributes.

The 2Y-axis is available for vertical bar, horizontal bar, line, bar-line, and XY scatter charts. If this option is dimmed for these charts, click **Use separate scales** in the Chart Scale dialog box.

Major grid & ticks

Choose the characteristics of the major grid and ticks for the chosen axis.

Display grid

Mark this to show the major grid.

Display ticks

Mark this to show major ticks.

Color

Choose a color from the color palette or the color library to modify the grid lines and ticks.

Width

Choose a line width to modify the grid lines and ticks.

Style

Choose a line style (including no line) to modify the grid lines and ticks.

Minor grid & ticks

Choose the characteristics of the minor grid and ticks for the chosen axis.

Display grid

Mark this to show the minor grid.

Display ticks

Mark this to show minor ticks.

Color

Choose a color from the color palette or the color library to modify the grid lines and ticks.

Width

Choose a line width to modify the grid lines and ticks.

Style

Choose a line style (including no line) to modify the grid lines and ticks.

Tick location

Choose where the tick marks appear: inside the frame, outside the frame, or across the frame.

Preview

Press and hold down the left mouse button on Preview to see how your changes look. Release the mouse button to return to the dialog box.

Radar Chart Grid Dialog Box

This dialog box lets you choose the chart's major and minor grid styles.

Major grid & ticks

Choose the characteristics of the major grid and ticks for the chosen axis. The grid encircles all the axis; tick marks are along the axis.

Display grid

Mark this to show the major grid. This option is not available if you clicked **Use separate scales** in the Chart Scale dialog box.

Display ticks

Mark this to show major ticks.

Color

Choose a color from the color palette or the color library to modify the grid lines and ticks.

Width

Choose a line width to modify the grid lines and ticks.

Style

Choose a line style (including no line) to modify the grid lines and ticks.

Minor grid & ticks

Choose the characteristics of the minor grid and ticks for the chosen axis.

Display grid

Mark this to show the minor grid. This option is not available if you clicked Use separate scales in the Chart Scale dialog box.

Display ticks

Mark this to show minor ticks.

Color

Choose a color from the color palette or the color library to modify the grid lines and ticks.

Width

Choose a line width to modify the grid lines and ticks.

Style

Choose a line style (including no line) to modify the grid lines and ticks.

Axis

Specifies the **Color**, **Width**, and **Style** for the axis line.

Preview

Press and hold down the left mouse button on Preview to see how your changes look. Release the mouse button to return to the dialog box.

Chart Grid (3D Charts) Dialog Box

This dialog box lets you choose a 3D chart's major and minor grid styles.

Axis to modify

Determines which axis to modify. Choose the axis, **X (Floor)** or **Y (Walls)**.

The attributes you set here only apply to the chosen axis. To modify another axis, choose the axis you want and then modify its attributes.

Major grid & ticks

Choose the characteristics of the major grid and ticks for the chosen axis.

Display grid

Mark this to show the major grid.

Display ticks

Mark this to show major ticks.

Color

Choose a color from the color palette or the color library to modify the grid lines and ticks.

Width

Choose a line width to modify the grid lines and ticks.

Style

Choose a line style (including no line) to modify the grid lines and ticks.

Minor grid & ticks

Choose the characteristics of the minor grid and ticks for the chosen axis.

Display grid

Mark this to show the minor grid.

Display ticks

Mark this to show minor ticks.

Color

Choose a color from the color palette or the color library to modify the grid lines and ticks.

Width

Choose a line width to modify the grid lines and ticks.

Style

Choose a line style (including no line) to modify the grid lines and ticks.

Tick location

Choose where the tick marks appear: inside the frame, outside the frame, or across the frame.

Preview

Press and hold down the left mouse button on Preview to see how your changes look. Release the mouse button to return to the dialog box.

Chart Scale Dialog Box

This dialog box determines the appearance of the selected axis.

Axis to modify

Determines which axis you want to modify. If you want to use two independent scaled axes, click **Use separate scales**, then choose the axis, **Y** or **2Y**, you want for each data set.

The attributes you set here only apply to the chosen axis. To modify another axis, choose the axis you want and then modify its attributes. If the 2Y option is dimmed, click **Use separate scales**.

Note

Stacked bar, horizontal stacked bar, and area charts have only the y-axis available. The **Use separate scales** option is not available for these charts.

Set manually

Mark the check box next to the option you want to control manually, then type the value of your choice in the corresponding box.

Minimum

The lowest value you want for scaled axis labels. Make sure that the minimum value is less than or equal to the lowest value in your data.

Maximum

The highest value you want for scaled axis labels. Make sure that the maximum value is more than or equal to the highest value in your data.

Major ticks

Type a value for the major (longer) tick and label intervals on the chosen axis. This applies only to linear scaling. For example, type 10 for tick marks at 0, 10, 20, and so on.

Minor ticks

Type a value for the minor (shorter) tick intervals on the chosen axis. This applies only to linear scaling. For example, type 5 for minor tick marks at 5, 15, 25, and so on.

Note

If you have not marked the Minor tick box or you do not type a value, Freelance Graphics uses an interval equal to one half of the major tick interval.

Indicator

Adds a second line to the scaled axis title. Type the line in the Indicator text box. Use Indicator to clarify the meaning of the numbers on the scale. For example, if the numbers on the scale are between 1 and 100 but the charted values are between 1,000 and 100,000, mark the Indicator check box and type "(in thousands)" or "(x 1,000)" or "(000's)".

Exponent

Scales your data values into manageable units. Specify the exponent value by powers of ten. Use Exponent if your data values are very large or very small. For example, to chart data values that are between 1,000 and 100,000 on a scale ranging from 1 to 100, use an exponent of 3.

Type

Linear

All chart types, except pie charts and number grid charts, can use linear scales.

Logarithmic

The logarithmic scale is useful for a chart with data that contains both very large and very small numbers. By using the logarithmic option, you can reduce the visual

difference between the large and small numbers because the distances between one and ten and ten and 100 appear the same.

Vertical bar, horizontal bar, line, XY scatter, bar-line, and high-low-close-open charts can use logarithmic scales.

Use separate scales

Determines whether you want one or two scaled axes. Mark this if you want to use two independent scaled axes, then choose the axis, **Y** or **2Y**, you want for each data set.

Vertical bar, horizontal bar, line, XY scatter, bar-line, and high-low-close-open charts can use separate scales.

Scaled axis position

Select a position for the y-axis from the drop-down box.

Left

Displays the y-axis on the left side of the plot frame if the chart orientation is vertical, and on the bottom of the plot frame if the orientation is horizontal.

Right

Displays the y-axis on the right side of the plot frame if the chart orientation is vertical, and on the top of the plot frame if the orientation is horizontal.

Both

Displays the y-axis on both the right and left sides of the plot frame if the chart orientation is vertical, and on the top and bottom of the chart if the orientation is horizontal.

Preview

Press and hold down the left mouse button on Preview to see how your changes look. Release the mouse button to return to the dialog box.

Log Grids

Opens the Log Grids dialog box. Use this to manually set the positions of logarithmic grid lines. This option is only available when you choose Logarithmic from the Type group box.

Radar Chart Scale Dialog Box

This dialog box determines the appearance of the selected axis.

Axis to modify

Determines which axis you want to modify. Click **Use separate scales** to view a list of the different axes. To modify each axis separately, choose the axis, from 1 to 36, you want for each data set from the [list box](#).

The attributes you set here only apply to the chosen axis. To modify another axis, choose the axis you want and then modify its attributes.

Set manually

Mark the [check box](#) next to the option you want to control manually, then type the value of your choice in the corresponding box.

Minimum

The lowest value you want for scaled [axis labels](#). Make sure that the [minimum value](#) is less than or equal to the lowest value in your data.

Maximum

The highest value you want for scaled axis labels. Make sure that the [maximum value](#) is more than or equal to the highest value in your data.

Major ticks

Type a value for the major (longer) [tick](#) and label intervals on the chosen axis. This applies only to linear scaling. For example, type 10 for tick marks at 0, 10, 20, and so on.

Minor ticks

Type a value for the minor (shorter) tick intervals on the chosen axis. This applies only to linear scaling. For example, type 5 for minor tick marks at 5, 15, 25, and so on.

Note

If you do not type a value, Freelance Graphics uses an interval equal to one half of the major tick interval.

Indicator

Adds a second line to the scaled [axis title](#). Type the line in the Indicator text box. Use Indicator to clarify the meaning of the numbers on the scale. For example, if the numbers on the scale are between 1 and 100 but the charted values are between 1,000 and 100,000, mark the Indicator check box and type "(in thousands)" or "(x 1,000)" or "(000's)".

Exponent

Scales your data values into manageable units. Specify the exponent value by powers of ten. Use Exponent if your data values are very large or very small. For example, to chart data values that are between 1,000 and 100,000 on a scale ranging from 1 to 100, use an exponent of -3.

Use separate scales

Determines whether you want one or more scaled axes. Mark this if you want to set different scaled axis values for each axis. Then choose the axis, from 1 to 36, in the list box.

Type

Linear

All chart types, except pie charts and number grid charts, can use [linear scales](#).

Logarithmic

This option is not available for radar charts.

Preview

Press and hold down the left mouse button on Preview to see how your changes look. Release the mouse button to return to the dialog box.

Log Grids

This option is not available for radar charts.

Chart Scale (XY Scatter) Dialog Box

This dialog box determines the appearance of the selected axis for XY Scatter charts.

Axis to modify

Determines which axis you want to modify. If you want to use two independent scaled axes, click **Use separate scales**, then choose the axis, **X**, **Y**, or **2Y**, you want for each data set.

The attributes you set here only apply to the chosen axis. To modify another axis, choose the axis you want and then modify its attributes. If the 2Y option is dimmed, click **Use separate scales**.

Set manually

Mark the check box next to the option you want to control manually, then type the value of your choice in the corresponding box.

Minimum

The lowest value you want for scaled axis labels. Make sure that the minimum value is less than or equal to the lowest value in your data.

Maximum

The highest value you want for scaled axis labels. Make sure that the maximum value is more than or equal to the highest value in your data.

Major ticks

Type a value for the major (longer) tick and label intervals on the chosen axis. This applies only to linear scaling. For example, type 10 for tick marks at 0, 10, 20, and so on.

Minor ticks

Type a value for the minor (shorter) tick intervals on the chosen axis. This applies only to linear scaling. For example, type 5 for minor tick marks at 5, 15, 25, and so on.

Note

If you have not marked the Minor tick box or you do not type a value, Freelance Graphics uses an interval equal to one half of the major tick interval.

Indicator

Adds a second line to the scaled axis title. Type the line in the Indicator text box. Use Indicator to clarify the meaning of the numbers on the scale. For example, if the numbers on the scale are between 1 and 100 but the charted values are between 1,000 and 100,000, mark the Indicator check box and type "(in thousands)" or "(x 1,000)" or "(000's)".

Exponent

Scales your data values into manageable units. Specify the exponent value by powers of ten. Use Exponent if your data values are very large or very small. For example, to chart data values that are between 1,000 and 100,000 on a scale ranging from 1 to 100, use an exponent of -3.

Type

Linear

All chart types, except pie charts and number grid charts, can use linear scales.

Logarithmic

This option is useful for a chart with data that contains both very large and very small numbers. By using the logarithmic option, you can reduce the visual difference between the large and small numbers because the distances between one and ten and ten and 100 appear the same.

Vertical bar, horizontal bar, line, XY scatter, bar-line, and high-low-close-open charts can use logarithmic scales.

Flip axis

Mark the Flip axis check box to change the direction of the x-axis to right to left, and change the direction of the y-axis to top to bottom.

Use separate scales

Determines whether you want one or two scaled axes. Mark this if you want to use two independent scaled axes, then choose the axis, **Y** or **2Y**, you want for each data set. **Scaled axis position** is not available when you mark this option.

Scaled axis position

Select a position for the chosen axis. If you clicked **Use separate scales**, this option is not available.

Left

Displays the chosen axis on the left side of the plot frame if the chart orientation is vertical, and on the bottom of the plot frame if the orientation is horizontal.

Right

Displays the chosen axis on the right side of the plot frame if the chart orientation is vertical, and on the top of the plot frame if the orientation is horizontal.

Both

Displays the chosen axis on both the right and left sides of the plot frame if the chart orientation is vertical, and on the top and bottom of the chart if the orientation is horizontal.

Preview

Press and hold down the left mouse button on Preview to see how your changes look. Release the mouse button to return to the dialog box.

Log Grids

Opens the [Log Grids dialog box](#). Use this to manually set the positions of logarithmic grid lines. This option is only available when you choose Logarithmic from the Type group box.

Chart Scale (3D Charts) Dialog Box

This dialog box determines the appearance of the selected axis in a 3D chart.

Axis to modify

You can only modify the y-axis scale in a 3D Bar or 3D Area/Line chart.

Set manually

Mark the check box next to the option you want to control manually, then type the value of your choice in the corresponding box.

Minimum

The lowest value you want for scaled axis labels. Make sure that the minimum value is less than or equal to the lowest value in your data.

Maximum

The highest value you want for scaled axis labels. Make sure that the maximum value is more than or equal to the highest value in your data.

Major ticks

Type a value for the major (longer) tick and label intervals on the chosen axis. This applies only to linear scaling. For example, type 10 for tick marks at 0, 10, 20, and so on.

Minor ticks

Type a value for the minor (shorter) tick intervals on the chosen axis. This applies only to linear scaling. For example, type 5 for minor tick marks at 5, 15, 25, and so on.

Note

If you have not marked the Minor tick box or you do not type a value, Freelance Graphics uses an interval equal to one half of the major tick interval.

Indicator

Adds a second line to the scaled axis title. Type the line in the Indicator text box. Use Indicator to clarify the meaning of the numbers on the scale. For example, if the numbers on the scale are between 1 and 100 but the charted values are between 1,000 and 100,000, mark the Indicator check box and type "(in thousands)" or "(x 1,000)" or "(000's)".

Exponent

Scales your data values into manageable units. Specify the exponent value by powers of ten. Use Exponent if your data values are very large or very small. For example, to chart data values that are between 1,000 and 100,000 on a scale ranging from 1 to 100, use an exponent of -3.

Type

Linear

All chart types, except pie charts and number grid charts, can use linear scales.

Logarithmic

This option is not available for 3D charts.

Preview

Press and hold down the left mouse button on Preview to see how your changes look. Release the mouse button to return to the dialog box.

Log Grids

This option is not available for 3D charts.

Chart Scale (HLCO) Dialog Box

Determines the appearance of the selected axis in a high-low-close-open chart.

Axis to modify

Determines which axis you want to modify. Choose the axis, **Y** or **Bottom Y**, you want for each data set. The bottom y-axis option, used for volume bars, appears only when the data set E contains data (that is, when there is a fifth data set.)

The attributes you set here only apply to the chosen axis. To modify another axis, choose the axis you want and then modify its attributes.

Set manually

Mark the check box next to the option you want to control manually, then type the value of your choice in the corresponding box.

Minimum

The lowest value you want for scaled axis labels. Make sure that the minimum value is less than or equal to the lowest value in your data.

Maximum

The highest value you want for scaled axis labels. Make sure that the maximum value is more than or equal to the highest value in your data.

Major ticks

Type a value for the major (longer) tick and label intervals on the chosen axis. This applies only to linear scaling. For example, type 10 for tick marks at 0, 10, 20, and so on.

Minor ticks

Type a value for the minor (shorter) tick intervals on the chosen axis. This applies only to linear scaling. For example, type 5 for minor tick marks at 5, 15, 25, and so on.

Note

If you have not marked the Minor tick box or you do not type a value, Freelance Graphics uses an interval equal to one half of the major tick interval.

Indicator

Adds a second line to the scaled axis title. Type the line in the Indicator text box. Use Indicator to clarify the meaning of the numbers on the scale. For example, if the numbers on the scale are between 1 and 100 but the charted values are between 1,000 and 100,000, mark the Indicator check box and type "(in thousands)" or "(x 1,000)" or "(000's)".

Exponent

Scales your data values into manageable units. Specify the exponent value by powers of ten. Use Exponent if your data values are very large or very small. For example, to chart data values that are between 1,000 and 100,000 on a scale ranging from 1 to 100, use an exponent of -3.

Type

Linear

All chart types, except pie charts and number grid charts, can use linear scales.

Logarithmic

This option is useful for a chart with data that contains both very large and very small numbers. By using the logarithmic option, you can reduce the visual difference between the large and small numbers because the distances between one and ten and ten and 100 appear the same.

Vertical bar, horizontal bar, line, XY scatter, bar-line, and high-low-close-open charts can use logarithmic scales.

Scaled axis position

Select a position for the chosen axis from the drop-down box.

Left

Displays the chosen axis on the left side of the plot frame.

Right

Displays the chosen axis on the right side of the plot frame.

Both

Displays the chosen axis on both the right and left sides of the plot frame.

Preview

Press and hold down the left mouse button on Preview to see how your changes look. Release the mouse button to return to the dialog box.

Log Grids

Opens the Log Grids dialog box. Use this to manually set positions of logarithmic grid lines. This option is only available when you choose Logarithmic from the Type group box.

Log Grids Dialog Box

Specifies whether you manually set the number and placement of logarithmic grid lines when you choose Logarithmic in the Chart Scale dialog box. Choose Chart Scale to access this dialog box.

Set grid manually

Mark this if you want to manually arrange the grid lines in a logarithmically scaled chart.

Grid lines in a logarithmically scaled chart may be very skewed. This option makes it possible for you to manually adjust the grid lines to suit your needs.

Note

If you choose to manually adjust the grid lines, you should probably also choose to manually set the Minimum and Maximum values in the Chart Scale dialog box.

Number of grid lines

Choose up to 20 grid lines.

Grid placement

Specify where each grid line should be placed. Type a number for the grid line location within the range of values in your chart.

Preview

Press and hold down the left mouse button on Preview to see how your changes look. Release the mouse button to return to the dialog box.

Chart Frame Dialog Box

Frame type

Choose from the drop-down box which parts of the frame should be displayed.

Height for volume bars frame

Applies to high-low-close-open charts only. The height of the frame for volume bars in an HLCO chart is displayed as a percentage of the entire chart.

Edge

Specifies the **Color**, **Width**, and **Style** for the lines that outline the frame.

Area

Specifies the **Color** and background **Pattern** of the area the frame encloses.

Preview

Press and hold down the left mouse button on Preview to see how your changes look. Release the mouse button to return to the dialog box.

3D Chart Frame Dialog Box

Modify

Choose the part of the frame, **Floor**, **Left wall**, or **Right wall**, you want to modify.

Area

Specifies the **Color** and background **Pattern** of the area the frame encloses.

Edge

Specifies the **Color**, **Width**, and **Style** for the lines that outline the frame.

Pivot chart

Choose which axis -- X-axis or Z-axis -- you want to be in front. This option is available for 3D Bar XYZ charts.

Hide

Determines whether the selected part of the frame is displayed or hidden when you plot the chart.

Preview

Press and hold down the left mouse button on Preview to see how your changes look. Release the mouse button to return to the dialog box.

Chart Legend Dialog Box

All chart types except number grid charts have legends.

Font

Determines the **Face**, **Size**, and **Color** of the legend text. Choose the appearance of the legend text: **Normal** for text that does not have any special emphasis, or any combination of **Bold**, **Italic**, **Underlined**, and/or text with **Strikeout** lines through it.

Edge

Specifies the **Color**, **Width**, and **Style** for the lines that outline the legend.

Area

Specifies the **Color** and background **Pattern** of the legend area, and whether the legend has a **Shadow**.

Location

Determines where the legend is placed in relation to the chart frame.

Hide legend

Determines whether the legend is displayed or hidden when you plot the chart.

Preview

Press and hold down the left mouse button on Preview to see how your changes look. Release the mouse button to return to the dialog box.

Edit Text

Opens the Chart Data & Titles window so you can edit the chart text.

Single Pie Chart Legend Dialog Box

Use legend

Determines whether the chart has a legend instead of slice labels.

Use slice labels

Determines whether to use slice labels instead of a legend. When you choose to use slice labels, all of the other options in this dialog box are dimmed and cannot be selected.

Font

Determines the **Face**, **Size**, and **Color** of the legend text. Choose the appearance of the legend text: **Normal** for text that does not have any special emphasis, or any combination of **Bold**, **Italic**, **Underlined**, and/or text with **Strikeout** lines through it.

Location

Determines where the legend is placed in relation to the chart frame.

Edge

Specifies the **Color**, **Width**, and **Style** for the lines that outline the legend.

Area

Specifies the **Color** and background **Pattern** of the legend area, and whether the legend has a **Shadow**.

Hide legend

Determines whether the legend is displayed or hidden when you plot the chart.

Preview

Press and hold down the left mouse button on Preview to see how your changes look. Release the mouse button to return to the dialog box.

Edit Data

Opens the Chart Data & Titles window so you can edit the chart data.

Chart Legend Dialog Box

All chart types except number grids have legends.

Use legend

Determines whether the chart has a legend instead of a number grid under chart.

Use number grid under chart

Determines whether to use a number grid under the chart instead of a legend. Only vertical bar, vertical stacked bar, line, area, and bar-line charts can have a number grid beneath the chart. When you choose this option, all of the other options in this dialog box are dimmed and cannot be selected.

Font

Determines the **Face**, **Size**, and **Color** of the legend text. Choose the appearance of the legend text: **Normal** for text that does not have any special emphasis, or any combination of **Bold**, **Italic**, **Underlined**, and/or text with **Strikeout** lines through it.

Edge

Specifies the **Color**, **Width**, and **Style** for the lines that outline the legend.

Area

Specifies the **Color** and background **Pattern** of the legend area, and whether the legend has a **Shadow**.

Location

Determines where the legend is placed in relation to the chart frame.

Hide legend

Determines whether the legend is displayed or hidden when you plot the chart.

Preview

Press and hold down the left mouse button on Preview to see how your changes look. Release the mouse button to return to the dialog box.

Edit Text

Opens the Chart Data & Titles window so you can edit the chart text.

Chart Legend (3D Charts) Dialog Box

All chart types except number grids have legends.

Use legend

Determines whether the chart has a legend instead of z-axis labels.

Use Z-axis labels

Determines whether to use z-axis labels instead of a legend. When you choose this, all of the other options in this dialog box are dimmed and cannot be selected.

Font

Determines the **Face**, **Size**, and **Color** of the legend text. Choose the appearance of the legend text: **Normal** for text that does not have any special emphasis, or any combination of **Bold**, **Italic**, **Underlined**, and/or text with **Strikeout** lines through it.

Edge

Specifies the **Color**, **Width**, and **Style** for the lines that outline the legend.

Area

Specifies the **Color** and background **Pattern** of the legend area, and whether the legend has a **Shadow**.

Location

Determines where the legend is placed in relation to the chart frame.

Hide legend

Determines whether the legend is displayed or hidden when you plot the chart.

Preview

Press and hold down the left mouse button on Preview to see how your changes look. Release the mouse button to return to the dialog box.

Edit Text

Opens the Chart Data & Titles window so you can edit the chart text.

Chart Headings & Notes Dialog Box

You can change text color, face, and size for each heading and note in this dialog box. Each chart can have up to three lines of headings and three lines of notes.

You can also change alignment and framing options for all heading or all notes. To enter headings or notes, use the Chart Data & Titles window (Titles View).

Font

Determines the **Face**, **Size**, and **Color** of the heading or note text. Choose the appearance of the heading or note text: **Normal** for text that does not have any special emphasis, or any combination of **Bold**, **Italic**, **Underline**, and/or text with **Strikeout** lines through it.

Alignment

Determines the position of the headings and notes in relation to the chart frame.

Hide headings (or Hide notes)

Determines whether all headings or notes are displayed or hidden when you plot the chart.

Preview

Press and hold down the left mouse button on Preview to see how your changes look. Release the mouse button to return to the dialog box.

Edit Text

Opens the Chart Data & Titles window so you can edit the chart text.

Frame

Displays the Chart Headings & Notes Frame dialog box. Choose this option to change the frame's edge and area attributes.

Chart Headings & Notes Frame Dialog Box

The options that you choose in this dialog box apply to all headings or all notes, depending on whether you chose a heading or note in the Chart Headings & Notes dialog box before clicking Frame.

Frame edge

Determines the **Color**, **Width**, and **Style** for the lines that outline all headings or all notes.

Shadow

Mark this to have the headings or notes appear to be casting a shadow.

Frame area

Determines the **Color** and background Pattern of the headings or notes.

Preview

Press and hold down the left mouse button on Preview to see how your changes look. Release the mouse button to return to the dialog box.

Chart Axis Titles (HLCO) Dialog Box

This dialog box lets you modify the characteristics of axis titles in a High-Low-Close-Open chart.

Axis to modify

Determines which axis you want to modify. Choose the axis, **X**, **Y**, or **Bottom Y**, you want for each data set. The bottom y-axis option, used for volume bars, appears only when the data set E contains data (that is, when there is a fifth data set.)

The attributes you set here only apply to the chosen axis. To modify another axis, choose the axis you want and then modify its attributes.

Font

Determines the **Face**, **Size**, and **Color** of the axis title text. Choose the appearance of the axis title text: **Normal** for text that does not have any special emphasis, or any combination of **Bold**, **Italic**, **Underlined**, and/or text with **Strikeout** lines through it.

Rotation

Specifies how to orient the y-axis title.

Horizontal

Places the y-axis title horizontally across the top of the y-axis. Horizontal titles are generally easier to read.

Vertical

Rotates the y-axis title 90 degrees so that it appears sideways next to the y-axis. This alternative is useful for scientific applications or for a chart that has separately scaled axes with long titles.

Hide title

Determines whether the axis title is displayed or hidden when you plot the chart.

Preview

Press and hold down the left mouse button on Preview to see how your changes look. Release the mouse button to return to the dialog box.

Edit Text

Opens the Chart Data & Titles window so you can edit the chart text.

Chart Axis Titles (3D Charts) Dialog Box

This dialog box lets you modify the characteristics of axis titles in a 3D chart.

Use Z-axis labels

Displays z-axis labels instead of a legend.

Use legend

Displays a legend instead of z-axis labels.

Axis to modify

Determines which axis you want to modify. Choose the axis, **X**, **Y**, or **Z**, you want for each data set.

The attributes you set here only apply to the chosen axis. To modify another axis, choose the axis you want and then modify its attributes.

Font

Determines the **Face**, **Size**, and **Color** of the axis title text. Choose the appearance of the axis title text: **Normal** for text that does not have any special emphasis, or any combination of **Bold**, **Italic**, **Underlined**, and/or text with **Strikeout** lines through it.

Rotation

Specifies how to orient the y-axis title.

Horizontal

Places the y-axis title horizontally across the top of the y-axis. Horizontal titles are generally easier to read.

Vertical

Rotates the y-axis title 90 degrees so that it appears sideways next to the y-axis. This alternative is useful for scientific applications or for a chart that has separately scaled axes with long titles.

Hide axis

Determines whether the axis title is displayed or hidden when you plot the chart.

Preview

Press and hold down the left mouse button on Preview to see how your changes look. Release the mouse button to return to the dialog box.

Edit Text

Opens the Chart Data & Titles window so you can edit the chart text.

Chart Axis Titles Dialog Box

This dialog box lets you modify the characteristics of axis titles in a chart.

Axis to modify

Determines which axis you want to modify. Choose the axis, **X**, **Y**, or **2Y**, you want for each data set.

The attributes you set here only apply to the chosen axis. To modify another axis, choose the axis you want and then modify its attributes. If this option is dimmed, click **Use separate scales** in the Chart Scale dialog box.

The 2Y-axis is not available for stacked bar, horizontal stacked bar, area, and high-low-close-open charts.

Font

Determines the **Face**, **Size**, and **Color** of the axis title text. Choose the appearance of the axis title text: **Normal** for text that does not have any special emphasis, or any combination of **Bold**, **Italic**, **Underlined**, and/or text with **Strikeout** lines through it.

Rotation

Specifies how to orient the y-axis title. This option is only available for the y-axis, 2y-axis or bottom y-axis where applicable.

Horizontal

Places the y-axis title horizontally across the top of the y-axis. Horizontal titles are generally easier to read.

Vertical

Rotates the y-axis title 90 degrees so that it appears sideways next to the y-axis. This alternative is useful for scientific applications or for a chart that has separately scaled axes with long titles.

Hide title

Determines whether the axis title is displayed or hidden when you plot the chart.

Preview

Press and hold down the left mouse button on Preview to see how your changes look. Release the mouse button to return to the dialog box.

Edit Text

Opens the Chart Data & Titles window so you can edit the chart text.

Radar Chart Axis Titles Dialog Box

This dialog box lets you modify the characteristics of axis titles in a radar chart.

Font

Determines the **Face**, **Size**, and **Color** of the axis title text. Choose the appearance of the axis title text: **Normal** for text that does not have any special emphasis, or any combination of **Bold**, **Italic**, **Underlined**, and/or text with **Strikeout** lines through it.

Hide titles

Determines whether the axis title is displayed or hidden when you plot the chart.

Preview

Press and hold down the left mouse button on Preview to see how your changes look. Release the mouse button to return to the dialog box.

Edit Text

Opens the Chart Data & Titles window so you can edit the chart text.

Chart Axis Labels (3D Charts) Dialog Box

This dialog box lets you modify the characteristics of axis labels in a 3D chart.

Use Z-axis labels

Determines whether to use z-axis labels instead of a legend. To change the z-axis label attributes, you must select this option first.

Use legend

Determines whether the chart has a legend instead of z-axis labels.

Axis to modify

Determines which axis you want to modify. Choose the axis, **X**, **Y**, or **Z**, you want for each data set. To change the z-axis label attributes, first choose Use Z-axis labels, then choose what you want to modify.

The attributes you set here only apply to the chosen axis. To modify another axis, choose the axis you want and then modify its attributes.

Font

Determines the **Face**, **Size**, and **Color** of the labels text. Choose the appearance of the labels text: **Normal** for text that does not have any special emphasis, or any combination of **Bold**, **Italic**, **Underlined**, and/or text with **Strikeout** lines through it.

Number of places

Choose Auto or a number from 0 to 5 to specify the number of decimal places displayed in scaled axis labels. This option is available only when you modify the Y-axis.

- * **Auto** displays numbers less than 10,000 to their full precision, up to five decimal places. The decimal places do not show for numbers greater than 10,000.
- * **0, 1, 2, 3, 4, or 5** specifies the number of decimal places for rounding. Choose these when you want each value to have the same number of decimal places.

Format

Determines how numbers are formatted. This option is available only when you modify the y-axis.

- * **Fixed** sets the number of decimal places as specified in Number of places. There are no separators between hundreds and thousands. A minus sign precedes negative values. (Choose Auto for the Number of places to override Fixed.)
- * **Scientific** uses scientific notation, with exponents of 10 from -99 to +99. A minus sign precedes negative values. Numbers greater than or equal to 1×10^{11} and smaller than 1×10^{-4} are always in scientific format regardless of the format you choose.
- * **Currency** inserts a currency sign before or after every number. There is a separator between hundreds and thousands.
To specify a currency symbol and position (prefix or suffix) and whether negative values are displayed with a minus sign or in parentheses, choose Tools User Setup and click International. This command displays the International User Setup dialog box.
- * **, (comma)** separates hundreds from thousands with a comma, and encloses negative values in parentheses. To specify a different separator symbol, choose Tools User Setup International.
- * **General** overrides any Number of places choice. A minus sign precedes negative numbers. There is not a separator between hundreds and thousands.
- * **Percent** multiplies the data value by 100 and displays it followed by a percent sign. There is not a separator between hundreds and thousands. A minus sign precedes

negative values.

- * **X suffix** inserts a factor symbol (X) after every point value and inserts separator between hundreds and thousands. A minus sign precedes negative values.

Hide axis labels

Determines whether the axis label is displayed or hidden when you plot the chart.

Adjustments

Adjusts the labels along the x-axis when they are too crowded to fit horizontally.

Slant

Places labels at an angle along the x-axis to prevent the labels from running into one another.

Stagger

Places labels in alternate rows along the x-axis.

Shrink

Reduces the size of the labels.

Set skip factor manually

Mark this check box to manually determine which labels show along the x-axis or z-axis. This option is available for the z-axis when you choose Use z-axis labels. This option is not available for y-axis.

Skip factor

Type the number of labels you want to skip. This option is dimmed when you modify the y-axis.

Preview

Press and hold down the left mouse button on Preview to see how your changes look. Release the mouse button to return to the dialog box.

Edit Text

Opens the Chart Data & Titles window so you can edit the chart text.

Chart Axis Labels Dialog Box

This dialog box lets you modify the characteristics of axis labels in a chart.

Axis to modify

Determines which axis you want to modify. Choose the axis, **X**, **Y**, or **2Y**, you want for each data set, then modify its attributes. For HLCO charts, choose the axis **X**, **Y**, or **Bottom Y**.

The attributes you set here only apply to the chosen axis. To modify another axis, choose the axis you want and then modify its attributes. If this option is dimmed, click **Use separate scales** in the Chart Scale dialog box.

The 2Y-axis is available for vertical bar, horizontal bar, line, bar-line, and XY scatter charts. Bottom Y is available only for HLCO charts.

Font

Determines the **Face**, **Size**, and **Color** of the labels text. Choose the appearance of the labels text: **Normal** for text that does not have any special emphasis, or any combination of **Bold**, **Italic**, **Underlined**, and/or text with **Strikeout** lines through it.

Number of places

Choose Auto or a number from 0 to 5 to specify the number of decimal places displayed in scaled axis labels. This option is available only when you modify the y-axis.

- * **Auto** displays numbers less than 10,000 to their full precision, up to five decimal places. The decimal places do not show for numbers greater than 10,000.
- * **0, 1, 2, 3, 4, or 5** specifies the number of decimal places for rounding. Choose these when you want each value to have the same number of decimal places.

Format

Determines how numbers are formatted. This option is available only when you modify the y-axis.

- * **Fixed** sets the number of decimal places as specified in Number of places. There are no separators between hundreds and thousands. A minus sign precedes negative values. (Choose Auto for the Number of places to override Fixed.)
- * **Scientific** uses scientific notation, with exponents of 10 from -99 to +99. A minus sign precedes negative values. Numbers greater than or equal to 1×10^{11} and smaller than

1×10^{-4} are always in scientific format regardless of the format you choose.

- * **Currency** inserts a currency sign before or after every number. There is a separator between hundreds and thousands.

To specify a currency symbol and position (prefix or suffix) and whether negative values are displayed with a minus sign or in parentheses, choose Tools User Setup and click International. This command displays the International User Setup dialog box.

- * **, (comma)** separates hundreds from thousands with a comma, and encloses negative values in parentheses. To specify a different separator symbol, choose Tools User Setup International.
- * **General** overrides any Number of places choice. A minus sign precedes negative numbers. There is not a separator between hundreds and thousands.
- * **Percent** multiplies the data value by 100 and displays it followed by a percent sign. There is not a separator between hundreds and thousands. A minus sign precedes negative values.
- * **X suffix** inserts a factor symbol (X) after every point value and inserts separator between hundreds and thousands. A minus sign precedes negative values.

Hide axis labels

Determines whether the axis label is displayed or hidden when you plot the chart.

Adjustments

Adjusts the labels along the x-axis when they are too crowded to fit horizontally. This option is available only when you modify the x-axis.

Slant

Places labels at an angle along the x-axis to prevent the labels from running into one another.

Stagger

Places labels in alternate rows along the x-axis.

Shrink

Reduces the size of the labels.

Note

If you display a number grid under your chart, the Adjustments choice is ignored and the labels automatically shrink. Number grid under chart is available for vertical bar, stacked bar, line, bar-line, and area charts.

Set skip factor manually

Mark this check box to manually determine which labels show along an unscaled axis. This option is available only when you modify the x-axis.

Skip factor

Type the number of labels you want to skip. This option is dimmed when you modify a y-axis.

Preview

Press and hold down the left mouse button on Preview to see how your changes look. Release the mouse button to return to the dialog box.

Edit Text

Opens the Chart Data & Titles window so you can edit the chart text.

Radar Chart Axis Labels Dialog Box

This dialog box lets you modify the characteristics of axis labels in a radar chart. The axis labels appear at the end of the line for each data set.

Font

Determines the **Face**, **Size**, and **Color** of the labels text. Choose the appearance of the labels text: **Normal** for text that does not have any special emphasis, or any combination of **Bold**, **Italic**, **Underlined**, and/or text with **Strikeout** lines through it.

Number of places

Choose Auto or a number from 0 to 5 to specify the number of decimal places displayed in scaled axis labels. This option is available only when you modify the y-axis.

- * **Auto** displays numbers less than 10,000 to their full precision, up to five decimal places. The decimal places do not show for numbers greater than 10,000.
- * **0, 1, 2, 3, 4, or 5** specifies the number of decimal places for rounding. Choose these when you want each value to have the same number of decimal places.

Format

Determines how numbers are formatted. This option is available only when you modify the y-axis.

- * **Fixed** sets the number of decimal places as specified in Number of places. There are no separators between hundreds and thousands. A minus sign precedes negative values. (Choose Auto for the Number of places to override Fixed.)
- * **Scientific** uses scientific notation, with exponents of 10 from -99 to +99. A minus sign precedes negative values. Numbers greater than or equal to 1×10^{11} and smaller than 1×10^{-4} are always in scientific format regardless of the format you choose.
- * **Currency** inserts a currency sign before or after every number. There is a separator between hundreds and thousands.
To specify a currency symbol and position (prefix or suffix) and whether negative values are displayed with a minus sign or in parentheses, choose Tools User Setup and click International. This command displays the International User Setup dialog box.
- * **, (comma)** separates hundreds from thousands with a comma, and encloses negative values in parentheses. To specify a different separator symbol, choose Tools User Setup International.
- * **General** overrides any Number of places choice. A minus sign precedes negative numbers. There is not a separator between hundreds and thousands.
- * **Percent** multiplies the data value by 100 and displays it followed by a percent sign. There is not a separator between hundreds and thousands. A minus sign precedes negative values.
- * **X suffix** inserts a factor symbol (X) after every point value and inserts separator between hundreds and thousands. A minus sign precedes negative values.

Hide axis labels

Determines whether the axis label is displayed or hidden when you plot the chart.

First axis only

Determines whether to display the axis labels only on the first axis. Mark this item to display only the first axis; unmark it to display all axes. This option is not available if you clicked **Use separate scales** in the Chart Scale dialog box.

Preview

Press and hold down the left mouse button on Preview to see how your changes look. Release the mouse button to return to the dialog box.

Edit Text

Opens the Chart Data & Titles window so you can edit the chart text.

Pie Chart Titles & Labels Dialog Box

This dialog box lets you modify attributes for pie titles and slice labels.

Pie titles

Modifies the pie titles.

Slice labels

Modifies slice labels.

Note

Slice labels is dimmed if Use legend (described below) is marked, or the Multiple Pie Chart Options dialog box is set to shared attributes and legend. If you have multiple pies, you can access the Multiple Pie Chart Options dialog box by choosing Chart Options Pie.

Font

Determines the **Face**, **Size**, and **Color** of the pie title or slice label text. Choose the appearance of the pie title or slice label text: **Normal** for text that does not have any special emphasis, or any combination of **Bold**, **Italic**, **Underlined**, and/or text with **Strikeout** lines through it.

Use legend

Determines whether the chart has a legend instead of slice labels. When you choose to use legends, all of the Slice labels options in this dialog box are dimmed and cannot be selected. This option is not available for multiple pie charts.

Use slice labels

Determines whether to use slice labels instead of a legend. This option is not available for multiple pie charts.

Preview

Press and hold down the left mouse button on Preview to see how your changes look. Release the mouse button to return to the dialog box.

Edit Text

Opens the Chart Data & Titles window so you can edit the chart text.

Chart Value Labels Dialog Box

Font

Determines the **Face**, **Size**, and **Color** of the value labels text. Choose the appearance of the value labels text: **Normal** for text that does not have any special emphasis, or any combination of **Bold**, **Italic**, **Underlined**, and/or text with **Strikeout** lines through it.

Display

Mark this check box to show value labels at every data point on a chart.

Number of places

Choose Auto or a number from 0 to 5 to specify the number of decimal places displayed in scaled axis labels.

- * **Auto** displays numbers less than 10,000 to their full precision, up to five decimal places. The decimal places do not show for numbers greater than 10,000.
- * **0, 1, 2, 3, 4, or 5** specifies the number of decimal places for rounding. Choose these when you want each value to have the same number of decimal places.

Format

Determines how numbers are formatted.

- * **Fixed** sets the number of decimal places as specified in Number of places. There are no separators between hundreds and thousands. A minus sign precedes negative values. (Choose Auto for the Number of places to override Fixed.)
- * **Scientific** uses scientific notation, with exponents of 10 from -99 to +99. A minus sign precedes negative values. Numbers greater than or equal to 1×10^{11} and smaller than 1×10^{-4} are always in scientific format regardless of the format you choose.
- * **Currency** inserts a currency sign before or after every number. There is a separator between hundreds and thousands.
To specify a currency symbol and position (prefix or suffix) and whether negative values are displayed with a minus sign or in parentheses, choose Tools User Setup and click International. This command displays the International User Setup dialog box.
- * **, (comma)** separates hundreds from thousands with a comma, and encloses negative values in parentheses. To specify a different separator symbol, choose Tools User Setup International.
- * **General** overrides any Number of places choice. A minus sign precedes negative numbers. There is not a separator between hundreds and thousands.
- * **Percent** multiplies the data value by 100 and displays it followed by a percent sign. There is not a separator between hundreds and thousands. A minus sign precedes negative values.
- * **X suffix** inserts a factor symbol (X) after every point value and inserts a separator between hundreds and thousands. A minus sign precedes negative values.

Preview

Press and hold down the left mouse button on Preview to see how your changes look. Release the mouse button to return to the dialog box.

Pie Chart Value Labels Dialog Box

Pie

Specifies the value labels of the pie you are changing. If you have a single pie chart, **All** is displayed.

Font

Determines the **Face**, **Size**, and **Color** of the value and percent label text. Choose the appearance of the value and percent label text: **Normal** for text that does not have any special emphasis, or any combination of **Bold**, **Italic**, **Underlined**, and/or text with **Strikeout** lines through it.

Values

Specifies the number of places and the display of values for each pie slice.

Display

Mark this check box to show value labels for every pie slice in a chart.

Number of places

Choose Auto or a number from 0 to 5 to specify the number of decimal places displayed in the value labels.

- * **Auto** displays numbers less than 10,000 to their full precision, up to five decimal places. The decimal places do not show for numbers greater than 10,000.
- * **0, 1, 2, 3, 4, or 5** specifies the number of decimal places for rounding. Choose these when you want each value to have the same number of decimal places.

Format

Determines how numbers are formatted.

- * **Fixed** sets the number of decimal places as specified in Number of places. There are no separators between hundreds and thousands. A minus sign precedes negative values. (Choose Auto for the Number of places to override Fixed.)
- * **Scientific** uses scientific notation, with exponents of 10 from -99 to +99. A minus sign precedes negative values. Numbers greater than or equal to 1×10^{11} and smaller than

1×10^{-4} are always in scientific format regardless of the format you choose.

- * **Currency** inserts a currency sign before or after every number. There is a separator between hundreds and thousands.

To specify a currency symbol and position (prefix or suffix) and whether negative values are displayed with a minus sign or in parentheses, choose Tools User Setup and click International. This command displays the International User Setup dialog box.

- * **, (comma)** separates hundreds from thousands with a comma, and encloses negative values in parentheses. To specify a different separator symbol, choose Tools User Setup International.
- * **General** overrides any Number of places choice. A minus sign precedes negative numbers. There is not a separator between hundreds and thousands.
- * **Percent** multiplies the data value by 100 and displays it followed by a percent sign. There is not a separator between hundreds and thousands. A minus sign precedes negative values.
- * **X suffix** inserts a factor symbol (X) after every point value and inserts separator between hundreds and thousands. A minus sign precedes negative values.

Percents

Specifies the number of places and the display of percentages for each pie slice.

Display

Mark this check box to show percentages for every pie slice in a chart.

Number of places

Choose Auto or a number from 0 to 5 to specify the number of decimal places displayed in the percentages.

- * **Auto** displays numbers less than 10,000 to their full precision, up to five decimal places. The decimal places do not show for numbers greater than 10,000.
- * **0, 1, 2, 3, 4, or 5** specifies the number of decimal places for rounding. Choose these when you want each value to have the same number of decimal places.

Preview

Press and hold down the left mouse button on Preview to see how your changes look. Release the mouse button to return to the dialog box.

All Chart Text Dialog Box

Text sizes

Determines the size of the text in points for each of the text size categories. Choose a value from the selections in the drop-down box or type a size in the text box.

Font

Determines the **Face**, **Size**, and **Color** of all the chart text. Choose the appearance of all the chart text: **Normal** for text that does not have any special emphasis, or any combination of **Bold**, **Italic**, **Underlined**, and/or text with **Strikeout** lines through it.

Preview

Press and hold down the left mouse button on Preview to see how your changes look. Release the mouse button to return to the dialog box.

Number Grid Under Chart Dialog Box

Number grids are available under the following chart types: vertical bar, vertical stacked bar, line, area, and bar-line charts.

Use legend

Determines whether to use a legend instead of a number grid under chart. When you choose to use a legend, all of the other options in this dialog box are dimmed.

Use number grid under chart

Determines whether to use a number grid under the chart instead of a legend.

Percent of total chart area for number grid

Determines the size of the number grid in relation to the chart. Type a value between 10 and 80. The default value is 30 percent.

Display column totals

Totals all of the values in each column.

Column total label

Specifies the label for the column totals.

Preview

Press and hold down the left mouse button on Preview to see how your changes look. Release the mouse button to return to the dialog box.

Grid

Displays the Number Grid Style dialog box.

Frame

Displays the Number Grid Frame dialog box.

Label Style

Displays the Number Grid Label Style dialog box.

Data Style

Displays the Number Grid Data Style dialog box.

Shortcut

Choose Chart Gallery to display the chart type and styles containing a number grid under a chart.

Number Grid Frame Dialog Box

Include row labels in frame

Encloses the row labels inside the number grid frame.

Include column labels in frame

Encloses the column labels inside the number grid frame.

Edge

Specifies the **Color**, **Width**, and **Style** for the lines that outline the number grid frame.

Area

Specifies the **Color** and **Pattern** of the number grid frame.

Preview

Press and hold down the left mouse button on Preview to see how your changes look.
Release the mouse button to return to the dialog box.

Number Grid Label Style Dialog Box

Labels

Determines whether to modify the appearance of the **Column** or **Row** labels.

Font

Determines the **Face**, **Size**, and **Color** of the column labels or row labels text. Choose the appearance of the column labels or row labels text: **Normal** for text that does not have any special emphasis, or any combination of **Bold**, **Italic**, **Underlined**, and/or text with **Strikeout** lines through it.

Preview

Press and hold down the left mouse button on Preview to see how your changes look. Release the mouse button to return to the dialog box.

Number Grid Style Dialog Box

Determines the style for the grid lines in the number grid. Choose which grid lines you want to modify. See the diagrams for illustrations of the locations of these grid lines.

Type

This option is available only for First vertical and Other vertical.

Data & column headings

Affects vertical grid lines in heading and data areas.

Data area

Affects vertical grid lines in data areas only.

Column heading area

Affects vertical grid lines in heading areas only.

Color

Choose a color from the color palette or the color library to modify the grid lines.

Width

Choose a line width from the drop-down box to modify the grid lines.

Style

Choose a line style (including no line) from the drop-down box to modify the grid lines.

Preview

Press and hold down the left mouse button on Preview to see how your changes look. Release the mouse button to return to the dialog box.

Number Grid Data Style Dialog Box

Font

Determines the **Face**, **Size**, and **Color** of the data set numbers. Choose the appearance of the data set numbers: **Normal** for text that does not have any special emphasis, or any combination of **Bold**, **Italic**, **Underlined**, and/or text with **Strikeout** lines through it.

Number of places

Choose Auto or a number from 0 to 5 to specify the number of decimal places displayed in the data set.

- * **Auto** displays numbers less than 10,000 to their full precision, up to five decimal places. The decimal places do not show for numbers greater than 10,000.
- * **0, 1, 2, 3, 4, or 5** specifies the number of decimal places for rounding. Choose these when you want each value to have the same number of decimal places.

Format

Determines how numbers are displayed in the number grid. The formats are not displayed in the [Chart Data & Titles window](#).

- * **Fixed** sets the number of decimal places as specified in Number of places. There are no separators between hundreds and thousands. A minus sign precedes negative values. (Choose Auto for the Number of places to override Fixed.)

- * **Scientific** uses scientific notation, with exponents of 10 from -99 to +99. A minus sign precedes negative values. Numbers greater than or equal to 1×10^{11} and smaller than

1×10^{-4} are always in scientific format regardless of the format you choose.

- * **Currency** inserts a currency sign before or after every number. There is a separator between hundreds and thousands.

To specify a currency symbol and position (prefix or suffix) and whether negative values are displayed with a minus sign or in parentheses, choose Tools User Setup and click International. This command displays the [International User Setup dialog box](#).

- * **, (comma)** separates hundreds from thousands with a comma, and encloses negative values in parentheses. To specify a different separator symbol, choose Tools User Setup International.
- * **General** overrides any Number of places choice. A minus sign precedes negative numbers. There is not a separator between hundreds and thousands.
- * **Percent** multiplies the data value by 100 and displays it followed by a percent sign. There is not a separator between hundreds and thousands. A minus sign precedes negative values.
- * **X suffix** inserts a factor symbol (X) after every point value and inserts separator between hundreds and thousands. A minus sign precedes negative values.

Preview

Press and hold down the left mouse button on Preview to see how your changes look. Release the mouse button to return to the dialog box.

Number Grid Chart Dialog Box

This dialog box lets you customize the number grid width and height, and display column totals and labels. This dialog box is for only the Number Grid chart type. If you have a chart with a number grid under the chart, choose Chart Number Grid Under Chart to change its attributes.

Customize number grid width and height

Modifies the number grid width and height. If this is not marked, the width and height are determined by the text size.

Set the height to

Determines the height of the chart.

Set the width to

Determines the width of the chart.

Equal column widths

Specifies that all the column widths be equal.

Display column totals

Totals all of the values in each column.

Column total label

Specifies the label for the column totals.

Preview

Press and hold down the left mouse button on Preview to see how your changes look. Release the mouse button to return to the dialog box.

Grid

Displays the [Number Grid Style dialog box](#).

Frame

Displays the [Number Grid Frame dialog box](#).

Label Style

Displays the [Number Grid Label Style dialog box](#).

Data Style

Displays the [Number Grid Chart Attributes dialog box](#).

Chart Background Dialog Box

Edge

Specifies the **Color**, **Width**, and **Style** for the lines that enclose the background area surrounding the chart frame.

Area

Determines the **1st color** (the foreground color), **2nd color** (the secondary color for a **pattern**), and **Pattern** (the background color) for the area surrounding the chart frame.

Notes

The solid (all black) pattern uses only the 1st color as a solid color.

Choose None if you do not want a foreground color. This overrides the 1st and 2nd color choices.

In dot, hatch, and graduated patterns, the 1st color is represented by black and the 2nd color by white in the Pattern drop-down box.

A graduated pattern displays a range of colors. You specify the 1st and 2nd colors, and Freelance Graphics shades the background between them. The finished pattern looks like a gradual blending of the colors across the range. In the Pattern drop-down box, black represents the 1st color and white represents the 2nd color.

Shadow

Displays a shadow below and to the right of the chart. This option is available only if you mark the Display check box.

Display

Displays the chart background.

Preview

Press and hold down the left mouse button on Preview to see how your changes look. Release the mouse button to return to the dialog box.

Chart New

Creates a new [data chart](#), organization chart, or table. Freelance Graphics displays different gallery dialog boxes depending on what you choose.

Data Chart

If you choose Data Chart, Freelance Graphics displays the [New Chart Gallery dialog box](#) where you choose the type of chart you want to create. After you select the chart type, Freelance Graphics displays the [Chart Data & Titles window](#), where you can type data or create [links](#) to data. You can also type a chart's [headings](#), [notes](#), and [axis labels](#) in the Chart Data & Titles window (Edit Titles View).

Organization Chart

If you choose Organization Chart, Freelance Graphics displays the [Organization Chart Gallery dialog box](#), where you choose the style of organization chart you want to create. After you select the chart style, Freelance Graphics displays the [Organization Chart Entry List dialog box](#), where you type the text for each entry in the organization chart.

Table

If you choose Table, Freelance Graphics displays the [Table Gallery dialog box](#), where you choose the style of table you want to create. After you select the table style, Freelance Graphics displays the table on the page. You enter text into the table directly on the page.

See also

[Create a Data Chart](#)

[Create an Organization Chart](#)

[Create a Table](#)

Chart New Data Chart

Creates a new data chart. When you choose this command, Freelance Graphics displays the New Chart Gallery dialog box, where you choose the chart type and style you want to create.

You can also choose to use the current default settings for a presentation by choosing Use Default Chart. If you have not used the Chart Replace Defaults command in this presentation, the default settings will be the Freelance Graphics initial default settings for charts.

After you select the chart type, Freelance Graphics displays the Chart Data & Titles window, where you can type data and/or create links by importing data from another file.

See also

[Create a Chart](#)

Chart Edit

Allows you to type and edit data for selected data charts.

This command opens the Chart Data & Titles window. Use it to type or edit chart data, labels, titles, headings, notes, and legend. You can copy from or link to data in another source.

See also

[Create a Chart](#)

[Navigate in the Chart Data & Titles Window and the Import Data Window](#)

Chart Data & Titles Window (Data)

Use the Chart Data & Titles window to create charts by typing the data here or importing linked or unlinked data from another file. Also, use this window to view or change the currently selected chart type, or to add axis labels and legends.

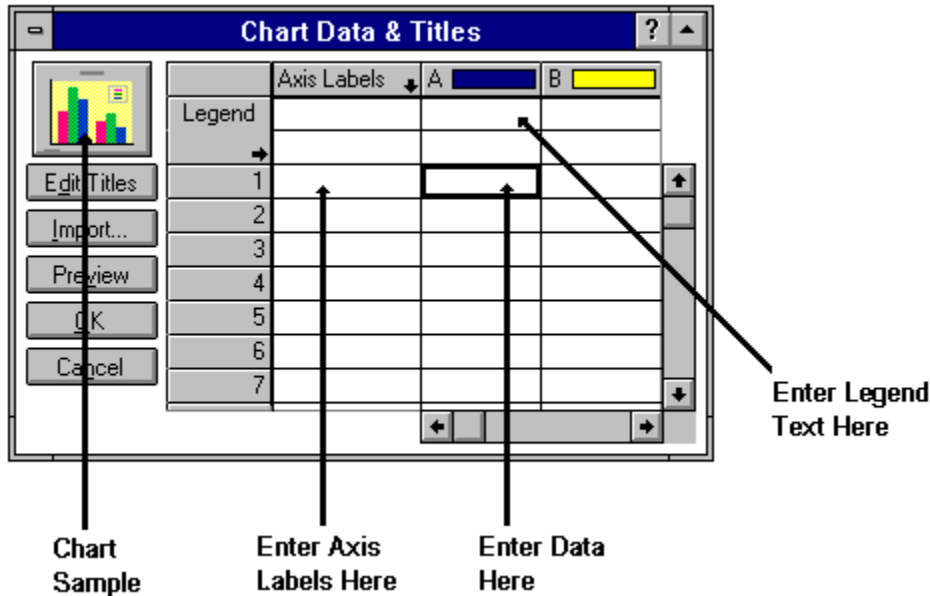


Chart Sample

The Chart Sample in the top left corner of the window illustrates the type of chart you are working on. Click the Chart Sample to display the Chart Gallery dialog box, where you can choose a different chart type.

Data Entry Area

Type data, axis labels, and legend text in this area. This area changes depending on the type of chart you are working on.

You can edit these cells if they are not linked to another file. If they are linked, you can break the link and edit them, or you can go to the original file to edit the data. When the data is linked, the data appears underlined in cyan (blue).

Data Set Samples

The rows with letters A, B, C contain color representations for each data set in the chart. These change according to the chart type and attribute settings. Double-click the sample to display the Chart Attributes dialog box for the current chart type.

For pie charts, color slices appear along the left side column.

Axis Labels (or X-values, Rows, Slice Labels, or Axis Titles)

Use the first column of cells to type either axis labels, x-value labels, row labels, slice labels, or axis titles. This label changes according to the chart type.

To change the appearance of axis labels, double-click Axis Labels in the top cell to display the Chart Axis Labels dialog box.

For a single pie chart, double-click Slice Labels in the top cell to display the Pie Chart Titles & Labels dialog box.

For a multiple pie chart with separate attributes, double-click Labels in the top cell to display the Pie Chart Titles & Labels dialog box. Separate attributes displays labels for each pie.

For a multiple pie chart with shared attributes, double-click Slice Labels in the top cell to

display the [Chart Legend dialog box](#). Shared attributes displays a legend instead of labels.

Choose Chart Options Pie to change a multiple pie chart from shared attributes to separate attributes.

For a number grid, double-click Rows in the top cell to display the [Number Grid Label Style dialog box](#).

For a radar chart, double-click Axis Titles in the top cell to display the [Radar Chart Axis Titles dialog box](#).

For a XY scatter chart, double-click X-values in the top cell to display the [XY Scatter Chart Attributes dialog box](#).

Legend (or Columns or Pie Titles)

Use the first two rows of cells (beneath each data set sample) to type either [legend labels](#), column labels or pie titles. This label changes according to the chart type.

To change the appearance of legend labels, double-click Legend in the top left cell to display the Chart Legend dialog box. If you have one line legends, use either the top or bottom row to type your legend.

To change the title's appearance of a single pie chart or a multiple pie chart with separate or shared attributes, double-click Pie Titles in the top left cell to display the Pie Chart Titles & Labels dialog box.

For a number grid, double-click Columns in the top left cell to display the Number Grid Label Style dialog box.

Data Cells

The remaining cells are the data entry area. These cells usually contain numerical data only, except number grids, single pie, and multiple pie charts. Number grids can have either text or numerical data in the columns depending on the Object type you chose for the data set. To change between text and numeric, choose Chart Attributes to display the [Number Grid Chart Attributes dialog box](#). You cannot type a formula in a data cell.

For multiple pie charts, if you choose Separate attributes in the [Multiple Pie Chart Options dialog box](#), the data entry area is changed so that you can put text (labels) in alternate columns. This is not available for numerical data.

Edit Titles

Click Edit Titles to display the Titles view of the [Chart Data & Titles window \(Titles view\)](#). From the Titles view, you can type, link, or edit the chart's [headings](#), [notes](#), and [axis titles](#).

Import

Displays the [Import Data File dialog box](#). If you already have imported a file, you see the [Import Data window \(Charts\)](#).

Preview

Press and hold down the left mouse button on Preview to see how your changes look. Release the mouse button to return to the dialog box.

OK

Closes the Chart Data & Titles window and displays the chart on the [current page](#).

Cancel

Closes the Chart Data & Titles window without saving any of the changes made in this window. The chart will remain as it was before you opened this window.

See also

[Create a Chart](#)

Navigate in the Chart Data & Titles Window and the Import Data Window (Charts)

Chart Data & Titles Window (EditTitles)

Use the [Chart Data & Titles window\(Edit Titles View\)](#) to add chart [headings](#), [notes](#) and [axis titles](#). Also, use this window to view or change the currently [selected](#) chart type.

Chart Sample

The Chart Sample in the top left corner of the window illustrates the type of chart you are working on. Click the Chart Sample to display the [Chart Gallery dialog box](#), where you can choose a different chart type.

Titles Entry Area

Type text for headings, notes, and axis titles in this area. This area changes depending on the type of chart you are working on.

You can edit the text if it is not [linked](#) to another file. If it is linked, you can break the link and edit the text, or you can go to the original file to edit the text. Linked data appears underlined in cyan (blue).

Headings

Type or link the heading text. The heading is a title for the chart. You can have up to three lines for a heading, with up to 79 characters on each line.

Notes

Type or link the note text. The notes appear at the bottom of the chart. You can have up to three lines of descriptive notes, with up to 79 characters on each line.

Axis Titles

Type or link axis title text. Each axis title can contain up to 79 characters and appears next to the appropriate axis. Axis titles do not display in pie charts (single and multiple). In 3D Bar XYZ charts they become [x-](#), [y-](#), and [z-axis](#) titles.

Edit Data

Displays the Data view of the [Chart Data & Titles window](#). From the data view, you can type, link, or edit the chart's data sets, [axis labels](#), and [legends](#).

Import

Displays the [Import Data File dialog box](#). If you already have imported a file, this displays the [Import Data window \(Charts\)](#).

Preview

Press and hold down the left mouse button on Preview to see how your changes look. Release the mouse button to return to the dialog box.

OK

Closes the Chart Data & Titles window and displays the chart on the [current page](#).

Cancel

Closes the Chart Data & Titles window without saving any of the changes made in this window. The chart will remain as it was before you opened this window.

See also

[Create a Chart](#)

[Navigate in the Chart Data & Titles Window and the Import Data Window \(Charts\)](#)

Import Data File Dialog Box

This dialog box lets you specify the file from which you want to import data.

File name

Specifies the file to import data from. Type or select the name of the file you want to import data from. This box lists files with the extension you select in the File types box. Use Directories, Drives, and File types to view different file types in other directories.

You can also type the wild card characters * (asterisk) and ? (question mark) in the File name text box to list files with similar names and/or extensions. The asterisk represents any number of sequential characters and the question mark represents any single character.

To choose a file, highlight the file name and either click OK or press ENTER, or double-click the file name.

File types

Specifies the type of files you want listed in the File name list box. To list files with other extensions, edit the extension in the File name text box.

1-2-3 Worksheet (WK?)

Displays names of 1-2-3 worksheet files.

Excel Worksheet (XLS)

Displays names of Excel worksheet files. When you import data from an Excel worksheet, Freelance Graphics imports any custom-made date formats as integers.

Symphony Worksheet (WR?)

Displays names of Symphony worksheet files.

dBASE (DBF)

Displays names of dBASE database files. You can import character, number, and date fields from a dBASE file. You cannot import data from logical or memo fields.

ASCII Numbers (PRN)

Displays names of ASCII files. When you import data from an ASCII number file, Freelance Graphics extracts numbers and quoted text from an ASCII number file and arranges them as cell entries in a row--one row for each line in the ASCII file. An ASCII file may have any extension.

ASCII Text (PRN)

Displays names of ASCII files. Freelance Graphics shows each line of an ASCII text file as a single cell entry in the first column of the Import Data window (Charts) entry form.

When you import data from an ASCII text file, you import whole text lines to your current chart. Freelance Graphics cuts text lines that are too long for the Chart Data & Titles window form. An ASCII file may have any extension.

SYLK (SLK)

Displays names of Symbolic Link Format files.

File information

Displays the size of the highlighted file and the date and time the file was last saved.

Directories

Lists the directories on the drive you choose. Within the Directories list box you can:

- * Double-click a subdirectory to see the subdirectories it contains
- * Double-click the top-most directory to move up the directory tree and list the subdirectories and file names at that directory level

When you choose a directory, only files that match the type specified in the File types box are listed in the File name list box.

Drives

Choose the drive you want Freelance Graphics to search. When you choose a drive, its directories are listed in the Directories list box.

See also

[File Import Chart](#)

[Import ASCII Files](#)

[Import ASCII Text in Outliner View](#)

[Import Text from Another Application](#)

Import Data Window (Charts)

You use the Import Data window (Charts) to copy and paste information into the Chart Data & Titles window so you can use the data in a chart from another application's file without running the application that created the file. The Import Data window is a quick way to selectively retrieve text and numeric data from files.

Data Entry Area

Displays the data from the file you chose to import. You can select one or more of the following:

- * Select a range for the chart legends, then mark Copy Legends. The text you selected is highlighted in red.
- * Select a range for the axis labels, then mark Copy Labels. The text you selected is highlighted in green.
- * Select a range with a maximum of 26 data series for the chart data, then mark Copy Chart Data. The text you selected is highlighted in blue.

If you want the chart to update whenever the original file changes, mark Link selections.

Once you highlight and mark each range to be copied, click OK to close this window and return to the Chart Data & Titles window.

Tips

Provides more information on importing and linking data from another application.

Ranges

Searches for a named range in a worksheet. This is useful when you have a large worksheet.

File

Displays the Import Data File dialog box. Use this to choose a different file to display in the Import Data window.

OK

Copies the highlighted ranges from the file to the Chart Data & Titles window and closes the Import Data window.

Cancel

Closes the Import Data window without importing or linking any data. The imported data or links will be cancelled.

Link selections

Creates a link between the original file and a chart in your Freelance Graphics file. If you link your data, any changes made to the original file will be automatically updated in your chart.

Chart Scale

Determines the lowest and highest values you want to use as axis labels, and the scale for major and minor ticks. You can also choose to use exponents, add a second line to the scaled axis title, and use either linear or logarithmic as the scaling type. For some chart types you can choose to use separate scales and select the position of the scaled axis.

This command displays one of the following dialog boxes, depending on the type of chart you are working on.

Radar Chart Scale dialog Box for radar charts.

Chart Scale dialog box for 3D Bar XYZ and 3D Area/Line charts.

Chart Scale dialog box for XY Scatter charts.

Chart Scale dialog box for HLCO charts.

Chart Scale dialog box for all other chart types.

Note

This command is not available for the pie or number grid chart types.

Chart Grid

Determines the characteristics of the major and minor grids and the tick marks for each axis.

This command displays one of the following dialog boxes, depending on which chart type you are working on.

Radar Chart Grid dialog box for radar charts.

Chart Grid (3D Charts) dialog box for 3D Bar XYZ and 3D Area/Line charts.

Chart Grid dialog box for all other chart types.

Note

This command is not available for pie charts.

Chart Frame

Determines the appearance of the frame, for example, the type of frame, edge color, and area color.

This command displays one of the following dialog boxes, depending on the type of chart you are working on.

3D Chart Frame dialog box for 3D Bar XYZ and 3D Area/Line charts.

Chart Frame dialog box for all other chart types.

Note

This dialog box is not available for radar or pie charts.

Chart Legend

Determines the appearance of legends, for example, the font, color, location, and whether or not the legend is displayed.

If you have a bar, stacked bar, line, bar-line, or area chart, you can choose to use a number grid under the chart instead of a legend.

This command displays one of the following dialog boxes, depending on which chart type you are working on.

Chart Legend dialog box for horizontal bar, horizontal stacked bar, multiple pies, XY scatter, HLCO, and radar charts.

Single Pie Chart Legend dialog box for single pie charts.

Chart Legend dialog box for line, bar-line, area, vertical bar, and vertical stacked bar charts.

Chart Legend dialog box for 3D Bar XYZ and 3D Area/Line charts.

Chart Headings & Notes

Determines the headings and notes for all chart types. Headings appear at the top of the chart and notes at the bottom. Each heading and note can have up to three lines of text of up to 79 characters each.

This command displays the Chart Headings & Notes dialog box where you can change the color, font size, and alignment of the headings and notes. You can also put a frame around headings and notes and choose the frame's characteristics. If you want, you can choose not to display the headings and/or notes.

Note

If you export a chart to Freelance Graphics for DOS, the headings and notes text will be truncated to 48 characters each.

Chart Axis Titles & Labels

Choose either Titles or Labels to determine the appearance of the axis titles or labels. Each title and label can have up to 79 characters.

You can change the color, font, and size of the titles and labels. You can also change the axis title's orientation or hide the titles or labels.

You can set the skip factor for labels and specify the number of places and format of scaled axes.

This option is not available for number grid charts.

Notes

Pie chart titles and labels use the Chart Pie Titles and Labels command.

If you export a chart to Freelance Graphics for DOS, the titles and labels will be truncated to 48 characters each.

See also

[Chart Axis Titles & Labels \(Titles\)](#)

[Chart Axis Titles & Labels \(Labels\)](#)

[Chart Pie Titles & Labels](#)

Chart Axis Titles & Labels (Titles)

Determines the font, size, color, and appearance of titles. You can also specify whether to rotate the Y-axis titles to appear horizontally or vertically.

This command displays one of the following dialog boxes, depending on the type of chart you are working on.

Chart Axis Titles dialog box for HLCO charts.

Chart Axis Titles (3D Charts) dialog box for 3D Bar XYZ and 3D Area/Line charts.

Radar Chart Axis Titles dialog box for radar charts.

Chart Axis Titles dialog box for all other chart types.

Chart Axis Titles & Labels (Labels)

Determines the font, size, color, and emphasis of labels. You can set the skip factor for labels and specify the number of decimal places and format of scaled axis labels.

This command displays one of the following dialog boxes, depending on the type of chart you are working on.

Chart Axis Labels (3D Charts) dialog box for 3D Bar XYZ and 3D Area/Line charts.

Radar Chart Axis Labels dialog box for radar charts.

Chart Axis Labels dialog box for all other chart types.

Chart Pie Titles & Labels

Determines the appearance of pie titles and labels. You can change the color, font, and size of pie titles and labels, and specify whether to use a legend or slice labels.

This command displays the Pie Chart Titles & Labels dialog box.

Chart Value Labels

Determines and shows the characteristics of the value labels for each data point on a chart. This command displays one of the following dialog boxes:

Pie Chart Value Labels dialog box for pie charts.

Chart Value Labels dialog box for all other chart types.

Note

This command is not available for area, HLCO, 3D Area/Line, 3D Bar XYZ or number grid charts.

Chart All Chart Text

Determines the characteristics of all text in a chart. You can change the font and color of text, and add emphasis, such as bold and italic. You can also specify the text size, for example, the size for tiny, large, and so on.

This command displays the All Chart Text dialog box.

Chart Number Grid

Determines the width and height of the number grid charts. You can choose to have equal column widths and to display column totals. If you choose to display column totals, you can specify the label for the totals. You can also modify the frame, grid, label style, and data style.

When you choose this command, Freelance Graphics displays the Number Grid Chart dialog box.

Chart Number Grid Under Chart

Determines whether to display a number grid containing the chart's data under a chart or a legend. You can set the size of the number grid in relation to the chart. You can also choose to display column totals, specify the label for the totals, and modify the frame, grid, label style, and data style.

This command displays the Number Grid Under Chart dialog box.

This option is available for vertical bar, vertical stacked bar, line, area, and bar-line charts.

Chart Background

Determines the **Color**, **Pattern** and **Edge** characteristics of a chart's background. You can also choose not to display the background, or display the background with a shadow.

This command displays the Chart Background dialog box.

Link Warning

You are about to delete data that is linked to another file. Once you delete this data you will not be able to undo your deletion.

Delete links affected by this operation

Deletes the links for the highlighted cells only.

Delete all links in this chart

Deletes the links for the entire chart, including links to text, such as labels and titles.

Cancel

Closes this box and returns to the Chart Data & Titles window without having taken any action at all.

OK

Closes this dialog box and deletes the links you specified.

About...

[1-2-3 .PIC File Color Mapping](#)

[Attributes](#)

[Color](#)

[Command Line Switches](#)

[The FLW2.INI File](#)

[The Freelance Graphics Window](#)

[Linking Charts and Chart Data](#)

[Linking](#)

[The LOTUS.INI File](#)

[Multimedia Applications](#)

[Page Layouts](#)

[Palette Colors](#)

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[SmartMaster Sets](#)

[Symbols \(Clip Art\)](#)

[Text](#)

[Views](#)

About Attributes

Attributes are characteristics that determine the appearance of objects, text, and charts.

Attributes for objects include their color and edge width. Text attributes include color, typeface, size, and line and paragraph spacing. Chart attributes include the color for each data set, text font and color, and whether axis titles are displayed or hidden.

You can set the attributes for individual objects and text. You can also set default attributes for objects and text.

- * To set attributes for selected objects or text, double-click the selected object or text, such as a rectangle or a text block.
- * To set default attributes for the drawing tools, either select an object, then choose [Style Default Attributes](#), or double-click the icon in the [Toolbox](#) (for example, the rectangle icon) to display the default attributes dialog box for the object.
- * To set default text attributes, double-click the Text icon in the Toolbox, or select text and choose Style Default Attributes.
- * To set attributes for chart components, double-click the chart component you want to change. You can also select the chart you want to modify, then choose the Chart command for the component you want to change; for example, choose Chart Frame to change the attributes of the frame.

Note

When you set default attributes, the settings take effect for the rest of the current presentation until you change them again.

See also

[About Color](#)

[About SmartMaster Sets](#)

[Change Text Attributes](#)

[Change the Appearance of Objects](#)

[Edit a Chart](#)

[Style Attributes](#)

[Style Default Attributes](#)

About Color

Freelance Graphics provides a library of 256 colors that you can use to customize colors in a presentation.

The Color Palette

The color palette contains a subset of colors from the color library. The colors are grouped by text, background, foreground, and chart to produce a compatible color scheme, but you can use any colors you want. For more details, see [More About the Color Palette](#).

The Color Library


The color library contains 256 colors. If you need to choose specific colors, such as your corporate colors, you can choose them from the color library. For more details, see [More About the Color Library](#).

Displaying the Color Palette and Color Library

To display the current color palette and color library, select an object and choose Style Attributes or double-click the object. The attributes dialog box for the object you selected contains edge and area color options. Click these drop-down boxes to display the color palette and library.

To see the name of a color in the palette or the library, press the UP, DOWN, LEFT, or RIGHT arrow keys. When the black outline appears around a color in the palette or library, the name of the color is displayed above the palette or library. To select a color, press ENTER or click the color.

Color to Black & White Preview and Printing

If you want to see how your presentation will look in black and white, click  (the Color/B&W box) on the status bar. If you have a color printer, changing the display to black and white will print your presentation in black in white.

For more details, see [Print a Color Presentation in Black and White](#).

Printing 256 Colors

To see a sample of how all colors will look when printed, you can open and print the sample presentation named 256COLOR.PRE.

See also

[Change a Color Palette](#)

[Change Bullets](#)

[Change the Background Color](#)

[Change the Background Color of a Text Block](#)

[Customize and Save a Color Palette](#)

[Edit the Alternate Color Library](#)

[Enhance Color Printing](#)

[For Freelance Graphics for Windows 1.0 Upgraders: SmartMaster Sets](#)

More About the Color Palette

You can change the color scheme of an entire presentation in one step by switching color palettes. You can switch palettes by using the Style Choose Palette command. The colors in one palette are substituted for colors in another palette according to each color's location in the palette, making global color changes easy.

Freelance Graphics provides you with a variety of color and black-and-white palettes. If one of the Freelance Graphics palettes does not meet your needs, you can edit a palette or create your own. You change colors in a palette with the Style Edit Palette command. You can also save a customized palette.

When you assign a palette color to an object and then change palettes, Freelance Graphics substitutes the corresponding color from the new palette to the object.

Notes

If you assign a library color to an object, the object retains the library color when you switch palettes, unless you have edited the library colors.

The black-and-white palettes use a black-and-white library. You cannot edit the black-and-white library.

See also

[About Color](#)

[Change a Color Palette](#)

[Customize and Save a Color Palette](#)

[More About the Color Library](#)

[About Palette Colors](#)

More About the Color Library

If a color you want does not exist in the [color library](#), you can modify an existing color's red, green, and blue (RGB) values to create another color. To customize the color library, choose [Style Edit Palette](#) and click Edit Library.

All Freelance Graphics palettes use the same color library. When you switch between palettes, objects that use library colors do not change color unless you have edited the library colors.

For example, a national flag symbol uses library colors, because when you change the palette the flag should retain its proper colors.

You can also use an alternate color library when you are printing to a color printer. For more information, see [Enhance Color Printing](#).

Notes

VGA users may want to know which of the colors in the color library are "pure" colors (that is, without dither). The color library contains the following 16 pure colors:

Red, Yellow, Olive, Neon green, Dark green, Turquoise, Aztec blue, Blue, Midnight, Hot pink, Plum red, Scarlet, White, 25% Gray, 50% Gray, Black.

The black-and-white palettes use a black-and-white library. You cannot edit the black-and-white library.

See also

[About Color](#)

[Edit the Alternate Color Library](#)

[More About the Color Palette](#)

[About Palette Colors](#)

About Linking

A link is a connection between two files in which one file uses data from the other file. The server application contains the data you want to use. The client application uses the data provided by the server.

You can link data from other applications supporting Dynamic Data Exchange (DDE) and Object Linking and Embedding (OLE) to text, charts, metafiles, and tables in a Freelance Graphics presentation. You can view, edit, update, and delete these links by choosing the Edit Links command to open the Links Dialog Box.

For example, you can create a chart in a Freelance Graphics presentation that uses data from a 1-2-3 worksheet file. If you link the chart to the 1-2-3 worksheet file, the chart in your presentation is always up-to-date with the data in the 1-2-3 worksheet file. If the data in the worksheet changes, the chart also changes.

Types of Links

Freelance Graphics supports two types of links:

- * DDE and OLE Links
- * File Links

See also

About Linking Charts and Chart Data

Create a Link from Freelance Graphics to Another Application

Create a Link to a Freelance Graphics Metafile

Create a Link to a Freelance Graphics Table

Create a Link to a Freelance Graphics Text Block

Display Links

Edit Links

Edit Links to a Metafile's Source Object

Update Links

About DDE and OLE Links

Dynamic Data Exchange (DDE)

The Edit Paste Special command uses the Clipboard to transfer data between Windows applications. When you use Edit Paste Special to link data, you can create a Dynamic Data Exchange (DDE) link. A DDE link exists only between Windows applications and can be updated only when both applications and linked files are open.

Use the Edit Copy and Edit Paste Special commands to create DDE links between applications.

Object Linking and Embedding (OLE)

Object Linking and Embedding (OLE) allows you to share and transfer data between Windows applications. Once you create an OLE link, you can edit linked data in another application without closing Freelance Graphics.

Note

If the server application is a 1-2-3 for Windows file and you open a presentation that is linked to that file but do not open the 1-2-3 file, Freelance Graphics detects that the files are linked and reads the linked information from the 1-2-3 file on disk. See About File Links for information about which file types support file linking.

For more information about how linked data is updated, see Update Links.

For more information on object linking and embedding, see Edit Insert Object.

See also

About File Links

About Linking Charts and Chart Data

Copy a Chart from 1-2-3 for Windows

The Clipboard

About File Links

A file link is a link to a file that is not currently open in an application. A file link can exist between supported Windows and DOS applications. One of the benefits of a file link is that you do not need to be running the application to link to the file's data.

You can link data from one of the following file types to a Freelance Graphics presentation without running the other application:

- * 1-2-3 worksheet files (WK?)
- * Symphony worksheet files (WR?)
- * Microsoft Excel files (XLS)
- * American Standard Code for Information Interchange (ASCII) files (PRN and TXT)
- * dBase files (DBF)
- * Symbolic Link (SYLK) files

For example, you can create a link between a presentation file and a 1-2-3 worksheet even if 1-2-3 is not on your system -- all you need is the worksheet file. Freelance Graphics updates file links when you open the presentation file that contains the links.

Press F6 (IMPORT DATA) to display the Import Data window to link data to a chart in a Freelance Graphics presentation.

See also

[About DDE and OLE links](#)

[About Linking Charts and Chart Data](#)

About Linking Charts and Chart Data

You can create charts using data from a spreadsheet or database application. In Freelance Graphics, you can 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 source data.

To link a chart in a presentation to another application, you can:

- * Create a chart using data in a 1-2-3 (DOS and Windows versions), Symphony, SYLK, ASCII, or dBase file using the Import Data window
- * Link a chart to data in another Windows application using Edit Paste Special

Linking Charts from 1-2-3 for Windows to a Presentation Page

In 1-2-3 for Windows you can create charts on a worksheet. You can use Edit Copy to copy the chart in 1-2-3 for Windows, and then choose Edit Paste to paste it in Current Page view in Freelance Graphics.

For 1-2-3 Release 4 and Later

- * When you use the Edit Paste Special command to paste a graph from a Lotus 1-2-3 .WK4 file into Freelance Graphics, you have the option of pasting the graph in one of two ways:

123Graph (Formatted)

123Graph (Unformatted)

When you choose 123Graph (Formatted), you bring over the graph type, graph data, and all of the graph's attributes from the .WK4 file.

When you choose 123Graph (Unformatted), you bring over only the graph type and graph data. Freelance Graphics will use the default attributes for charts for the SmartMaster set you are using.

When you choose Edit Paste (as opposed to Edit Paste Special) or File Import Chart to paste a graph from a Lotus 1-2-3 .WK4 file into Freelance Graphics, the results are the same as if you had chosen Edit Paste Special 123Graph (Unformatted).

If you want to link the entire chart as an object, choose Edit Paste Special, select the Metafile Picture format, and click the Link button.

For releases of 1-2-3 for Windows prior to Release 4

- * If you copy just the range that contains the chart in 1-2-3 for Windows and choose Edit Paste in Current Page view, Freelance Graphics pastes the chart but there are no links to the chart's data. If you choose Edit Paste Special, then click the Paste button in the Paste Special dialog box, you get the same result as if you chose Edit Paste.

If you want to link the entire chart as an object, choose Edit Paste Special, select the Metafile Picture format, and click the Link button.

- * If you copy a 1-2-3 for Windows range that includes part of the chart, Freelance Graphics pastes the entire chart as a chart.

If you copy a range that is larger than the chart and you choose Edit Paste in Current Page view, Freelance Graphics pastes the chart as a text block. If you choose Edit Paste Special, you cannot paste the copied range as a chart. However, you have a choice of several other formats, including table, text block, and metafile.

- * If you copy a chart from inside the 1-2-3 for Windows Graph window, and then choose Edit Paste, you get a chart.

Note

When a 1-2-3 for Windows chart is pasted as a metafile object, it includes any annotative graphics added to the chart in 1-2-3 for Windows.

See also

[Copy a Chart from 1-2-3 for Windows](#)
[Create a New Link to Chart Data in a File](#)
[Display Links](#)
[Edit Links for Chart Data](#)
[Edit Links to a Metafile's Source Object](#)
[Import Linked or Unlinked Chart Data](#)
[The Clipboard](#)
[Update Links](#)


About Page Layouts

Each Freelance Graphics SmartMaster set contains the following page layouts:

- * Title
- * Bulleted List
- * 2-Column Bullets
- * 1 Chart
- * 2 Charts
- * 4 Charts
- * Bullets & Chart
- * Bullets & Symbol
- * Organization Chart
- * Table
- * Basic Layout (a page with just a "Click here..." title block)
- * [None] (a blank page)


Each page layout, except the blank page, contains "Click here..." blocks where you can add text, data charts, organization charts, tables, or symbols. When you add text to a "Click here..." text block, the text assumes the attributes of that block, including the type face, point size, and color. When you add a data chart, organization chart, table, or symbol to a "Click here..." block, it assumes the size and position determined by that block.

Choosing a Page Layout

Click  (the Page Layout box) at the bottom of the Freelance Graphics window or use the Page Choose Page Layout command to choose a page layout. You can choose only one page layout for each page. You can also switch page layouts.

Each SmartMaster set contains the same page layouts, so you can also switch SmartMaster sets at any time to change the overall look of your presentation. This means you can change the background designs without changing the content or layout of each page. For example, all SmartMaster sets have a page layout named Title. When you switch SmartMaster sets, the text you entered on the Title page remains the same but assumes the format and location specified for the new SmartMaster set.

Note

In the Page Sorter view you can assign a page layout to multiple pages. Just select the pages to which you want to assign the same page layout, and click  (the Page Layout button on the status bar).

Customizing Page Layouts

You can customize page layouts by choosing Edit Edit Page Layouts. For example, you may want to add a company logo to all page layouts in a set, add or delete page layouts in a set, change the attributes of "Click here..." blocks, or assign one page layout to another.

See also

[About SmartMaster Sets](#)

[Change the Look of a Presentation](#)

[Change Page Layouts](#)

[Fill in a "Click here..." Text Block](#)

[Get Started](#)

[Use a "Click here..." Block for Graphic Objects](#)

About 1-2-3 .PIC File Color Mapping

When you import 1-2-3 .PIC files, Freelance Graphics has to reassign the color values because .PIC files specify colors using indices rather than the RGB values that Freelance Graphics uses.

The color reassignment (mapping) is as follows:

Color 0 is mapped to the current palette foreground text color (the leftmost color in the first row).

Color 1, color 2, and so on, are mapped to the default colors that Freelance Graphics uses for chart data sets. For example, color 1 is mapped to the color for data set A, color 2 is mapped to the color for data set B, and so on.

To see these colors, create a new chart and look at the Chart Data & Titles window. The colors for each data set are displayed at the top of the columns.

See also

[About Color](#)
[File Import](#)

About SmartMaster Sets

A SmartMaster set is a collection of [page layouts](#) with a common template or design. The SmartMaster set controls the look of your presentation, taking care of design elements such as fonts and colors.

Each set is based on a stylistically consistent design. Each page layout varies in format but maintains the same graphic style that characterizes a particular SmartMaster set, so you are assured of consistency across your presentation.

Because most SmartMaster sets contain the same page layouts, you can switch SmartMaster sets at any time to change the overall look of your presentation without changing the content or layout of each page.

One page layout, called Basic 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 page layouts in the SmartMaster set, except the Title page layout, use Basic Layout as a starting point. You can modify Basic Layout to customize a SmartMaster set.

Each SmartMaster set has two [color palettes](#): one for color and one for black and white.

Note

Multimedia SmartMaster sets have "mm" as a prefix. All multimedia SmartMaster sets are optimized for VGA monitors. You see the multimedia effects only when you run a screen show under Windows 3.1 or Windows 3.0 with multimedia extensions. Multimedia effects are not visible when you export a screen show that runs as a stand alone in DOS.

See also

[About Page Layouts](#)

[Change the Look of a Presentation](#)

[Create a New SmartMaster Set](#)

[Customize a SmartMaster Set](#)

[For Freelance Graphics for Windows 1.0 Upgraders: SmartMaster Sets](#)

[Style Choose SmartMaster Set](#)

About Symbols (Clip Art)

Symbols are clip art images that you can use in your presentations. Freelance Graphics provides you with over five hundred professionally drawn symbols, ranging from international maps to cartoons.

The symbols are grouped into files (.SYM) with a common theme. For example, animals, Canada, flags, and transportation are just a few of the files.

* To add a symbol to your presentation, click  (Symbol icon) in the Toolbox, or click a "Click here..." symbol block if the page layout has one.

* You can edit existing symbols--for example, change their colors or resize them--as you would other objects.

To edit an existing symbol file, choose File Open and choose Symbol Library (SYM) from the list of File types.

To save a modified symbol file, use File Save As.

* You can create symbols of your own and add them to a symbol file by using the File Save As command.

Note

Usually symbols are saved with colors from the color library. However, some symbols are saved with palette colors. When you add a symbol to your presentation, if the symbol was saved with palette colors, it takes on the colors from the palette used by the presentation.

See also

Add a Symbol to the Page

Change an Object's Attributes

Choose a Symbol to Use as a Bullet


Create a Symbol

Work with Objects


About Text

In Freelance Graphics, you enter text in a presentation in a text block. You can choose a page layout that contains "Click here..." text blocks, or you can create your own text block.


* To enter text in a presentation, click on a "Click here..." text block.

* To add a text block, click  (Text icon) in the Toolbox and begin typing.

* To use a bulleted list, click  (Page Layout box) or the

 (New Page box) in the status bar, and choose a page layout with bullets.

* To have a text block you create use a bulleted format, create a text block by

clicking  (Text icon) in the Toolbox, then, before you start typing text, choose Text Bullet. Change the Style item in the Text Bullet dialog box from None to the type of bullet you want to use, then click OK.

You can easily create bulleted lists or paragraphs; change text attributes at the character, word, paragraph, or text block level; and check the spelling in a presentation.

See also

[About Page Layouts](#)

[Add Text to a Page](#)

[Change from a Bulleted List to a 2-Column Bulleted List](#)

[Change Paragraph Style Settings](#)

[Change Text Attributes](#)

[Spell Check My Presentation](#)

[Create a Text Block](#)

[Edit Text](#)

[Import Text from Another Application](#)

[Select Text](#)

[Text Commands](#)

About Views

Views determine how Freelance Graphics displays your presentation. Each view lets you see and work with your presentation in a different way.

- * When you work on one page at a time, you are using the Current Page view. In this view, you can create or edit text and objects, and you can use the Toolbox.
- * To see thumbnail sketches of all the pages at once, use the Page Sorter view.
- * To see only the text in a presentation, use the Outliner view.

Use the View commands to change views and to control the appearance of various onscreen components, set the units of measurement for presentation pages, and see your finished presentation as a screen show.

See also

View

About the Freelance Graphics Window

The Freelance Graphics window has the following components:

- * Borders
- * Drawing Area
- * Edit Line
- * Indicators
- * SmartIcons
- * Title Bar

About Borders

The window border is the area surrounding the Presentation window. By clicking icons along the borders, you can change your view of pages, choose page layouts, change the typeface and point size of text, switch from color to black and white, and display or hide the SmartIcons.

For more information on borders and icons, see:

- * About the Right Border
- * About the Status Bar (Bottom Border)

Note

Use the scroll arrows, scroll bars, and scroll box on the bottom and right sides of the window to change the visible part of the window.

About the Right Border

The border on the right side of the window contains the controls for changing views. For more information, see [About Views](#).



Click the Current Page icon to switch to Current Page view. This view lets you work on individual pages of your presentation. You can use the drawing tools in this view.



Click the Page Sorter icon to switch to Page Sorter view. In this view, Freelance Graphics displays thumbnail sketches of all pages in your presentation.



Click the Outliner icon to switch to Outliner view, where you can work on your presentation in an outline format.

About the Status Bar (Bottom Border)

The status bar, at the bottom of the Freelance Graphics window, contains the following controls when you are editing presentation pages in Current Page view.




The Page Number box displays the position of the current page and the total number of pages in the presentation.

Click the box to see a list of titles for all pages in the presentation. Click on a page title to move to that page.

To move back or forward one page at a time, click the arrows next to the page number.

Notes

When you are editing page layouts, this

button changes to . Click this button to choose a different page layout to edit.

If there are more than 20 pages in your presentation clicking the Page Number box opens the Go To Page dialog box.



Click the Page Layout box to display a list of page layouts.


The layout for the current page is highlighted. To change the page layout, click a different one.



Click the New Page box to display the New Page dialog box. This adds a new page to a presentation.

Note

When you are editing page layouts, this

button changes to . Click this button to display the New Layout dialog box. This adds a page layout to a SmartMaster set.



Click the Color/B&W box to see how your presentation looks in color and in black and white.



Click the Show/Hide SmartIcons box to display or hide the set of SmartIcons, or

to choose a different set of SmartIcons.



Displays the default typeface and point size for the selected text.

To change the typeface for selected text, click the typeface name and select a different one. Click the number to change the point size.

About the Drawing Area

The drawing area is the area in which you create and edit individual pages when you are in the [Current Page view](#).

Click icons in the [Toolbox](#) to create and add objects, including data charts, organization charts, tables, and symbols, to the page.


See also

[Get Started](#)

About the Edit Line

The edit line is the horizontal bar below the menu bar. Freelance Graphics displays the type of object selected and the name of the current page in the edit line.

Editing the Page Name

To edit the name of the current page, click the name in the edit line and type a new name. Click  (the confirm button) or press ENTER to accept your edits. Click



(the cancel button) or press ESC to cancel your edits.

Tip

If you are adding page layouts to a SmartMaster set, or making your own SmartMaster set, the edit line is where you type the page name for the page layout. If you are making your own custom SmartMaster set, you should type names that match the standard page layout names.

About Indicators

Freelance Graphics indicators appear in the title bar. The following indicators appear as you use various features.

Edit Pts

Appears when you chose Arrange Points Mode and are primarily editing points rather than whole objects. Use the Arrange Edit Points commands to add points, delete points, or break an object; choose Arrange Points Mode again to leave edit points mode.

SmartMaster

Appears when you are editing page layouts. Click Return or choose Edit Edit Presentation Pages to continue working on your presentation.

Ready

Appears when you can work on your presentation.

Redraw

Appears when the display is not up-to-date and you should press F9 (REDRAW) to redraw the screen.

RO

Appears when the current file has read-only status. You can work on the file but you cannot save any changes you make, unless you save the changes to a different file name. This indicator is displayed to the right of the file name in the title bar.

Spell

Appears when Freelance Graphics is checking the spelling in your presentation.

Wait


Appears when Freelance Graphics is completing a command or process. You cannot perform a task while this indicator is displayed.

About SmartIcons

SmartIcons are icons that provide single-click access to common Freelance Graphics functions and commands. You simply click the desired icon.



The set of SmartIcons is displayed just below the edit line when you first start Freelance Graphics.

- * Bubble help for SmartIcons displays a short description of an icon above that icon. Automatic bubble help is enabled by default at installation. To display automatic bubble help, hold the mouse pointer still on an icon. To disable automatic bubble help, choose Tools SmartIcons and unmark Show Icon Descriptions in the SmartIcons dialog box. When automatic bubble help is disabled, you can still display bubble help by holding the mouse pointer still on an icon and pressing the right mouse button.
- * To hide or redisplay the set of SmartIcons, or to choose a different set of SmartIcons, click  in the status bar.
 - * To customize the set of SmartIcons, choose Tools SmartIcons. You can also use this command to add, remove, and rearrange icons in the set, to create new sets, or to turn automatic bubble help on or off.
 - * To create an icon that can start another application, program, or batch file, choose Tools SmartIcons and click Edit Icon.

Note

If you choose the set of SmartIcons Position as floating, you can decide where and what size the set of SmartIcons will be displayed on the screen. The minimum size of the set is one icon high by three icons wide.

See SmartIcons for a complete list of icons with descriptions.

About the Title Bar

The title bar is the first horizontal bar across the top of the window. The title bar displays the file name in the center and contains icons and indicators on either side.

Use the following icons to control the window:

- * Click the Control menu box to display the Control menu. Double-click the Control menu box to close the window.
- * Click the Minimize button to reduce the Presentation window to an icon without closing Freelance Graphics or the presentation.
- * Click the Maximize button to enlarge the Presentation window to the size of the Freelance Graphics window work area; click the Restore button to return the window to the same size before you maximized it.

When you have more than one window open, you can activate a window by clicking the window title bar. You can move a window by dragging the window title bar.

About the FLW2.INI File

The FLW2.INI file contains initialization specifications for Freelance Graphics for Windows Release 2. It is an ASCII file; you can use any ASCII editor to edit it.

You usually do not have to modify the settings in the FLW2.INI file. However, there are some settings you may need to change if you install a new country driver, change output devices, or use custom fonts.

Look in the Windows program directory to find the FLW2.INI file. Freelance Graphics places it there when you install Freelance Graphics.

The FLW2.INI file is divided into six sections, labelled:

- * [Freelance Graphics]
- * [Font Mapping]
- * [Dictionary Files]
- * [OLE Exceptions]
- * [Import Files]
- * [Export Files]

What You May Need to Change

When You Install a New Country Driver in Windows

If you install a new country driver in Windows, you must update the Country Name from its previous setting.

For example, suppose that when you installed Freelance Graphics the Windows country driver had been set for France. Country Name=France is what you would see in the FLW2.INI file in the [Freelance Graphics] section. Assume that you just installed a new country driver for Sweden in Windows. You must now either reinstall Freelance Graphics or correct the Country Name in the FLW2.INI file to account for the change.

To change the FLW2.INI file for the example given, you edit Country Name as follows: Country Name=Sweden. You will also have to change the international settings in Tools User Setup to match the settings in Windows.

When You Want to Free Up Memory

To make Freelance Graphics run faster, some pages in SmartMaster sets are cached as bitmaps. However, caching bitmaps takes up memory. If you want to free memory (with a resulting slowdown in response time), you can change the Cached Master= item to 0 (zero) in the [Freelance Graphics] section of the FLW2.INI file.

The options are:

Cached Masters=2 Freelance Graphics is faster with this setting but uses more memory.

Cached Masters=0 Freelance Graphics is slower with this setting but uses less memory.

When You Want to Save the Page Sorter Bitmaps with Your Presentation

By default, Freelance Graphics does not save the Page Sorter view bitmaps with your .PRE file. It builds them the first time you enter the Page Sorter view, resulting in a delay. If you want to avoid this delay, you can change the Save Sorter Bitmap setting in the [Freelance Graphics] section of the FLW2.INI file. However, if you change the setting so that the Page Sorter bitmaps are saved with your presentation files, the size of your presentation file may triple. To save the Page Sorter bitmaps with your presentation files, make Save Sorter Bitmaps equal one, that is: Save Sorter Bitmaps=1.

When You Want to Change or Add to the Font Mapping

When Freelance Graphics displays text on a screen or sends text to a printer, it checks to see whether it can use the font assigned to the text. If it cannot use the specified font, Freelance Graphics uses the list of common "unrecognized" font names contained in the [Font Mapping] section of the FLW2.INI file to determine which font it should substitute for the "unrecognized" font.

Some of the fonts that Freelance Graphics does not recognize but which it has substitutes for include: ATM fonts, GDI bitmap and vector fonts, Bitstream Dutch and Swiss fonts, and Macintosh Geneva and Monaco fonts.

Freelance Graphics uses the Font Mapping list in two situations:

- * To resolve an unknown font for a printer
- * To resolve a printer font or an unknown font for a screen display

When Freelance Graphics encounters a font that it does not recognize and the unknown font name does not appear in the Font Mapping list, it substitutes a comparable font for the unknown font.

However, you can change the fonts that are used as substitutes in the Font Mapping list by editing the list. You can also add new items to the list.

In either case, spelling must be exact, including spaces and capitalization.

The name to the left of the equal sign (=) is the "unrecognized" font. The item on the right side of the equal sign is the font that Freelance Graphics uses as a substitute.

An example of a partial listing of the Font Mapping section found in the FLW2.INI file looks like this:

```
Script=Brush Script  
Roman=Times New Roman  
Modern=Arial
```

For example, to map to Arial when Roman is encountered, you would edit the item so that Roman=Arial (with spaces and capitalization as shown).

If you wanted to add a completely new item, you have to know the name of the "unrecognized" font that you want to map to one of the known fonts. For example, you could add the following: Zapf Dingbats=Arial.

See also

[About the LOTUS.INI File](#)

About the LOTUS.INI File

The LOTUS.INI file contains information that is shared between Lotus Development Corporation products. It is an ASCII file; you can use any ASCII editor to edit it.

You usually do not have to modify the settings in the LOTUS.INI file. However, there are some settings you may need to change if you have older versions of 1-2-3 for Windows, Ami Pro, or Notes.

Look in the Windows program directory to find the LOTUS.INI file. Freelance Graphics places it there when you install Freelance Graphics. If you have previously installed another Lotus Windows application, the LOTUS.INI file will already have been placed there.


Freelance Graphics adds the following sections to the LOTUS.INI file:

- * [Lotus Applications]
- * [Spell Checker]
- * [Graphics File Filters]
- * [Document File Filters]
- * [MultiMedia]
- * [Icon Palette]
- * [Lotus Dialogs]

What You May Need to Change

Change Paths for Other Lotus Products

If you have 1-2-3 for Windows Release 1.0 installed, you will have to enter the path

name so that Freelance Graphics can run 1-2-3 when you click  (Launch 1-2-3 for Windows). You also have to enter the name of the application. For example, under the [Lotus Applications] section you would type

123w=full path\123w.exe 1-2-3 for Windows

The text following the space indicates the name that appears on the window. If 1-2-3 were on drive D:\123w the entry would look like this:

[Lotus Applications]

123W=D:\123w\123w.exe 1-2-3 for Windows

Adding a multimedia verb

During a screen show you can play a multimedia object. You can perform other actions during a screen show only if you register the verb that you want to use in the [MultiMedia] section of the Lotus.ini file.

For example, if you wanted to be able to edit as well as play a multimedia object **during** a screen show, you would add the edit verb to the Execution Verbs item under [MultiMedia].

[MultiMedia]

Execution Verbs=PLAY,EDIT

See also

[About the FLW2.INI File](#)

About Command Line Switches

You can start Freelance Graphics so that it performs certain tasks with a specific file, or so that it starts in a certain condition. For example, you can start Freelance Graphics so that it opens with the most recent presentation you were working on.

The table that follows shows the switch and the command line syntax to which you must adhere. Following the table is a step-by-step procedure for using the switches.

Switch (and syntax)	Action
/Q	Quick start up. Starts Freelance Graphics with no startup sequence. Freelance Graphics opens with a blank workspace.
/P FILENAME.PRE	Print. Starts Freelance Graphics, prints the specified .PRE file to the Windows default printer, and then closes Freelance Graphics. Be sure you make the printer on which you want your presentation printed the default printer in Windows before you use this switch.
/L	Last file. Starts Freelance Graphics and opens the most recent .PRE file that was used.
/S FILENAME.PRE	Screen. Starts Freelance Graphics, opens the specified file, and starts a screen show. At the end of the screen show you return to Freelance Graphics as if you had just opened the file.

You use the switches in the following way:

1. Select the Freelance Graphics icon in the Lotus Applications group window, or whichever group window contains the Freelance Graphics program icon.
2. Choose File Properties.
3. Edit the command line according to the syntax described above. For example, type C:\flw\flw.exe /P myfile.pre to print MYFILE.PRE.
4. Click OK.
5. Double-click the Freelance Graphics icon to print the file.

Of course, you might not want this file printed every time you double-click the Freelance Graphics icon. See Tips for alternatives.

Tips

You can start Freelance Graphics with one of the switches described above by choosing File Run from the Windows Program Manager. Enter the full path for Freelance Graphics and the switch you want to use and the .PRE file name where appropriate.

You can also set up one or more Freelance Graphics icons in a Windows Program group to run according to a given switch, such as screen show. To do this,

1. Choose File New from the Windows Program Manager, mark Program Item, and click OK. The Program Item Properties dialog box opens.
2. Enter the full path for FLW.EXE, followed by the switch and the file you want to use.
3. Click OK. A Freelance Graphics icon is displayed in the Lotus Applications group window (or whichever group window contains the Freelance Graphics icon), with FLW.EXE and the switch displayed beneath it.
4. You can then run Freelance Graphics with the command line switch by clicking this icon.

Note

For switches that require that you specify a file, such as /P, the .PRE file you specify must be in the default work directory as specified in [Tools User Setup](#).

About Palette Colors

The following illustration shows how the colors (or gray scales) in a palette are used by Freelance Graphics. The color in the top left corner is number 1. Numbering runs from left to right and top to bottom. A description of what the numbers correspond to follows the illustration.

Note

You see all 64 colors only when you are in the Edit Palette dialog box.

1	2	3	4
---	---	---	---

Text

5	6	7	8
---	---	---	---

Background

9	10	11	12
---	----	----	----

13	14	15	16
----	----	----	----

17	18	19	20
----	----	----	----

21	22	23	24
----	----	----	----

25	26	27	28
----	----	----	----

Foreground

29	30	31	32
----	----	----	----

33	34	35	36
----	----	----	----

37	38	39	40
----	----	----	----

Chart

41	42	43	44
----	----	----	----

45	46	47	48
----	----	----	----

49	50	51	52
----	----	----	----

Chart 3D: side

53	54	55	56
----	----	----	----

57	58	59	60
----	----	----	----

61	62	63	64
----	----	----	----

Chart 3D: top

For an example of how to use this illustration, see below.

Text

1. Text color (or gray scale) assignments vary for each SmartMaster set. That is, the color (or gray scale) in position 1 is used for different text items that depend on the SmartMaster set.
2. Text color (or gray scale) assignments vary for each SmartMaster set. That is, the color (or gray scale) in position 2 is used for different text items that depend on the SmartMaster set.
3. Data chart text (titles, axis titles, labels and values, legends, notes, and number grid).
4. Color of faded text on build pages.

Background

- 5-8. Background color (or gray scale) varies for each SmartMaster set.

Foreground

- 9-14. Foreground color (or gray scale) varies for each SmartMaster set.
- 15. Object area and edge.
- 16. Frame edge (for charts, legend frames, headings and notes, number grids) and background edge (for data charts and organization charts).
- 17. Frame area (for text, "Click here..." blocks, data chart text, legends, headings, and notes) and background area (for data charts, number grids, and organization charts).
- 18. Organization chart box areas, text table background, and cell background.
- 19. 3D organization chart sides.
- 20. 3D organization chart bottoms.
- 21. Shadows (for objects, data charts, text tables, and organization charts).
- 22. Bullets, lines, and arrows.
- 23. Organization chart connecting lines.
- 24. 3D data chart floors.
- 25. Data chart grids and grid lines in a number grid.
- 26. Edges (for bar charts, pie charts, area charts, 3D area/line charts, and organization chart boxes).
- 27. Text table borders and cell borders.
- 28. 3D data chart walls.

Charts

- 29-40. Data series colors, 1-12.

Chart 3D: side

- 41-52. Data series 1-12.

Chart 3D: top

- 53-64. Data series 1-12.

Example

If an organization chart's connecting lines were red and you wanted them to be blue, you would change the color of position 23 in the palette from red to blue. When you save the presentation, changes you make to the palette colors are saved with the presentation, but not with the palette.

If you wanted to have this change be in a color palette so that you could use it with other presentations, save the edited palette with a new name. Use Style Edit Palette to edit, rename, and save a palette. You should save edited palettes under a name different than the palette names that are supplied with Freelance Graphics.

Freelance Graphics for Windows Help Contents

To choose a general area of Help, click the icon for the area you want.



How Do I?



Commands



Shortcuts



Freelance
Graphics
Window



SmartIcons



Toolbox



Lotus
Customer
Support

You can also use Search to request information about a keyword you enter. In the Help window, press S or click the Search button. In Freelance Graphics, choose Help Search from the main menu.

F1 (HELP)

When you are not in the Help window, press F1 (HELP) to open the Help window and get help on what you are doing in Freelance Graphics.

Keyboard

The following topics provide information about using the keyboard with Freelance Graphics:

[Accelerator Keys](#) lists the accelerator key combinations and function keys.

[Text Editing Keys](#) lists accelerator key combinations for changing text appearance.

[Using the Keyboard to Navigate in a Dialog Box](#) describes how to use keys in dialog boxes.

[Using the Keyboard to Navigate in a Menu](#) describes how to use keys in the menus.

[Using the Keyboard to Navigate in a Table](#) describes how to use keys in a table.

See also

[Mouse](#)

Accelerator Keys

Function keys and accelerator keys are shortcuts for commands or functions. You can choose to have the function keys displayed in a panel at the bottom of the Freelance Graphics window. Choose View View Preferences and mark Function key panel.

When the function key panel is displayed, press SHIFT, CTRL, and ALT to see which keys work in combination with each of these. You can then click a function key or key combination on the display panel instead of using the keyboard.

Many of these commands and functions are also accessible by clicking an icon. When appropriate, the icon is identified in the list that follows.

F1 (HELP)

Opens a window containing context-sensitive Help.

F2 (EDIT)

Enters text edit mode, in which you can edit the text in selected text blocks.

F4 (SELECT ALL)



Selects all objects on the current page in Current Page view. Selects all pages in Page Sorter view.

F5 (GOTO)



Opens the Goto dialog box, in which you can enter the address of the cell to go to. (This functionality is available in the Chart Data & Titles window only.)

F6 (IMPORT DATA)



Opens the Import Data File dialog box.

Note

If you have already opened the Import Data File dialog box, Freelance Graphics opens the Import Data window displaying the same file that you previously opened.

F7 (PAGE NEW)



Adds a new page using the same page layout as the current page and makes the new page the current page.

F8 (BACK ONE)



Moves selected objects back one step in the drawing priority order.

F9 (REDRAW)



Redraws the view of the current page. If you pressed ESC to stop a page from redrawing, pressing F9 redraws the page again.

F10 (MENU)

Activates the menu bar.

SHIFT+F4 (CURSOR SIZE)




and



Switches the crosshair size between large and small.

SHIFT+F6 (EDIT POINTS) 

Turns edit points mode on and off.

SHIFT+F7 (SNAP ON/OFF)  and



Turns snapping objects to the grid on and off.

SHIFT+F8 (FORWD ONE) 

Moves selected objects forward one step in the drawing priority order.

SHIFT+F9 (EDIT PRESENTATION PAGE/EDIT PAGE LAYOUT]

Switches between editing page layouts and editing presentation pages.

CTRL+F2 (SPELL CHECK) 

Checks the spelling of selected text. If no text is selected, checks the spelling of the current page in Current Page view or of the entire file in the Page Sorter view. Spelling can also be checked in Outliner view.

CTRL+F3 (REPLICATE) 

Adds a single copy of the selected object to the current page. You can move, rotate, or resize the replicated object, then press CTRL+F3 (REPLICATE) again.

CTRL+F4 (CLOSE WINDOW)

Closes the active window.

CTRL+F6 (NEXT WINDOW)

Activates the next open window within Freelance Graphics.

CTRL+C (COPY) 

Copies the selected objects or pages to the Clipboard. (CTRL+INSERT performs the same function.)

CTRL+ESC

Opens the Windows Task List.

CTRL+P (PRINT) 

Displays the Print File dialog box. You can print all or part of the current file. You can also print speaker notes, outlines, audience notes, and handouts.

CTRL+S (FILE SAVE) 

Displays the Save As dialog box. Click OK to save the file in the active window.

CTRL+V (PASTE) 

Copies the contents of the Clipboard to the page, without deleting the contents of the Clipboard. (SHIFT+INSERT performs the same function.)

CTRL+X (CUT)



Cuts the selected objects from the current page and copies them to the Clipboard. (SHIFT+DELETE performs the same function.)

CTRL+Z (UNDO)



Cancels the last action you performed. For example, if you just copied an object, CTRL+Z deletes the object. (ALT+BACKSPACE performs the same function.)

ALT+F1 (COMPOSE)

Creates characters that you cannot enter directly from the keyboard. You use compose sequences to enter the characters.

ALT+F4 (CLOSE APP)



Closes Freelance Graphics and ends the current session.

ALT+F7 (PAGE DUPLICATE)



Duplicates the selected pages and makes the first duplicated page the current page.

ALT+F9 (COLOR/B&W)



Switches between displaying color or black-and-white on your monitor.

ALT+F10 (SCREEN SHOW)



Displays the presentation as a screen show.

ALT+ underlined letter of a main menu command

Activates the menu item. For example, ALT+E displays the Edit menu.

ALT+ -

Displays the Control menu for the active window.

ALT+SPACEBAR

Displays the Windows Control menu for the active application.

ALT+ESC

Activates the next Windows application.

INSERT



Adds a point to a selected object in edit points mode. After pressing INSERT, click the perimeter of the object where you want to add the point.

DELETE (CLEAR)



Erases the selected objects or pages without moving them to the Clipboard. Deletes points from selected objects when you are in edit points mode.

Compose Sequence

A compose sequence is a series of keystrokes you use to produce a character that is not on your keyboard. Freelance Graphics uses the American National Standards Institute (ANSI) character set, which is supported by Windows, to display, print, and store characters.

To produce a character that has a compose sequence, make sure you are in text edit mode. Press ALT+F1 (COMPOSE) and the compose sequence.

For example, to type é:

1. Press ALT+F1.
2. Press e (uppercase or lowercase).
3. Press ' (apostrophe).

Freelance Graphics displays é.

Note

You can also produce a character that is not on your keyboard by holding down ALT and using the numeric keypad to type 0 (zero) and the character's ANSI value. See Appendix A in the *Guide to Freelance* for a complete list of the compose sequences.

Text Editing Keys

Once you are in text edit mode (by selecting a text block and pressing F2, for example), you can use the text accelerator keys to change the appearance or alignment of existing text or of text you are adding to the page. These accelerator keys are toggles; press them to turn the appearance options on and off.

Press	To make selected text
CTRL+I	Italic
CTRL+B	Bold
CTRL+U	Underline
CTRL+N	Normal (removes italic, bold, underline, and strikethrough emphasis)
SHIFT+CTRL+C	Centered
CTRL+L	Aligned along the left margin
CTRL+R	Aligned along the right margin
CTRL+E	Centered

Note

The text appearance options are additive. That is, you can combine as many as you want, except for Normal. Normal turns off all other appearance options.

Using the Keyboard to Navigate in a Dialog Box

Press the keys or key combinations described below to navigate in a Freelance Graphics dialog box.

TAB

Moves the focus (dotted box) to the next or previous choice.

SHIFT+TAB

Moves the focus (dotted box) to the next or previous choice.

SPACEBAR

Marks or unmarks a check box option when the focus is on a check box or the option's underlined letter.

Chooses an option button when the focus is on the option button.

ENTER

Accepts the settings in a dialog box and closes it.

ESC

Cancels the changed settings and closes the dialog box.

UP, DOWN, LEFT, RIGHT

Moves the dotted box to other choices in a group of option buttons.

UP, DOWN, PAGE UP, PAGE DOWN, HOME, END, or first letter

Highlights an item in a list box.

A letter

Chooses the first item in a list box that starts with the letter you typed. (This does not apply to any list box that contains user-defined information, such as file names.)

Using the Keyboard to Navigate in a Menu

Press the keys or key combinations described below to navigate in a Freelance Graphics menu.

F10 (MENU), ALT, or /

Activates the main menu.

ALT+ -

Displays the Control menu for the active window.

ALT+SPACEBAR

Displays the Windows Control menu for the current application.

ALT+ underlined letter of a main menu command

Activates the menu item. For example, ALT+E displays the Edit menu.

LEFT or RIGHT

Highlights menu names in the menu bar.

The underlined letter in a menu or, if the item is highlighted, ENTER

Activates a menu item.

UP, DOWN

Highlights menu items in a pull-down or cascade menu.

ESC

Cancels a highlighted menu item.

Using the Keyboard to Navigate in a Table

Make certain the table is in edit mode. Then you can Select Tables, and Cells, Rows, and Columns in a Table, and use these keys to move within and between cells in the table.

To move:	Press:
To the next cell in the row	TAB
To the previous cell in the row	SHIFT+TAB
To the previous character in the cell	LEFT
To the next character in the cell	RIGHT
To the end of the previous cell	CTRL+LEFT
To the beginning of the next cell	CTRL+RIGHT
Up one line in a cell, maintaining the same character position in lines that have enough characters	UP
Down one line in a cell, maintaining the same character position in lines that have enough characters	DOWN
To the end of the cell above	CTRL+UP
To the beginning of the cell below	CTRL+DOWN
To the beginning of the line in the current cell	HOME once
To the beginning of the first cell in the row	HOME twice
To the end of the line	END once
To the end of the last cell in the row	END twice
To the end of the first line in the last cell	END three times
To the beginning of the current cell	CTRL+HOME once
To the beginning of the first cell in the table	CTRL+HOME twice
To the end of the first cell	CTRL+END

in the table

once

to the end of the last cell
in the table

CTRL+END
twice

Commands in Freelance Graphics

Use Freelance Graphics commands to create, edit, and produce individual graphics or entire presentations.

File

Manages Freelance Graphics files, imports and exports files, and prints files. Also sends mail.

Edit

Selects, cuts, copies, deletes, and pastes text, objects, or pages; creates, deletes, and modifies links; replicates objects; undoes the most recently executed commands; inserts OLE objects and switches between editing page layouts and presentation pages.

View

Changes the view of a page, and switches between Current Page view, Page Sorter view, and Outliner view. Sets your view preferences, sets units and grids, and also runs a screen show.

Page

Adds, deletes, or duplicates pages, chooses or unlinks page layouts, chooses a background color for one or more pages, and creates build pages and speaker notes.

Style

Chooses SmartMaster sets, changes attributes, sets default attributes, switches palettes, edits palettes, and chooses color or black-and-white palettes.

Text

Controls text attributes such as typeface, size, appearance, and color, paragraph style, bullet color and style, frame, and curved text.

Chart

Creates new or edits selected data charts, organization charts, and tables. Also changes the attributes or characteristics of a chart, sets special chart options, and replaces chart defaults.

Arrange

Changes the arrangement, appearance, or structure of selected objects.

Tools

Checks spelling, positions or customizes the set of SmartIcons, adds symbols to the symbol library, and sets choices for user startup and international options.

Window

Tiles or cascades open Freelance Graphics windows, and lists which files are open.

Help

Provides different entry points to the Help system: Contents, Search, Using Help, Keyboard, How Do I?, For Upgraders, QuickStart Tutorial, and About Freelance Graphics.

Windows

You perform all your work in windows. Each open file is displayed in a separate window.

Although you can have multiple windows open at once (distinct applications and multiple windows within applications), only one window can be active at a time. The active window has a highlighted border and color in its title bar.

You can manipulate windows in various ways. You can activate windows, open and close windows, move and size windows, copy information or graphics from one window to another, reduce a window to an icon, and arrange open windows in a stack or tiled pattern.

Manipulate Windows


To *activate* a window, do one of the following:

- * Click anywhere in it.
- * Press CTRL+F6 (NEXT WNDW) to activate the next open window.


To *close* a window, do one of the following:

- * Double-click its Control menu box. This does not work when the file window is maximized.
- * Press CTRL+F4 (CLOSE WNDW).
- * Click its Control menu box and choose Close.

To *maximize* a window, enlarging it so that it fills the entire screen, do one of the following:

- * Click the Maximize button, , on the top right corner of the window.
 - * Double-click the title bar.
 - * Click its Control menu box and choose Maximize.

To *minimize* a window, reducing it to an icon, do one of the following:

- * Click the Minimize button, , on the top right corner of the window.
 - * Click its Control menu box and choose Minimize.

To *restore* a window to the size it was prior to a minimize or maximize operation, do one of the following:

- * If maximized, double-click the title bar.
- * If iconized, double-click the icon.
- * Click the Restore button to return the window to its size prior to the last maximize operation.
- * Click its Control menu box and choose Restore.

To *resize* the active window, do one of the following:

- * Position the mouse pointer on top of a window border or border corner and drag the border or corner.
- * Click the active window's Control menu box and choose Size, then use the arrow keys to size the window.

Notes

A window cannot be resized while the window is maximized.

To *move* the active window to a new position on screen, do one of the following:

- * Position the mouse pointer on the title bar of the active window and drag the window to a new position.
- * Click its Control menu box and choose Move, then use the arrow keys to move the window.

A window cannot be moved while the window is maximized.

To *go to* another Windows application, do the following:

- * Press ALT+SPACEBAR to display the Windows Control menu and choose Switch To. Press UP or DOWN (or use the mouse) to highlight the name of the window you want to activate and press ENTER or click the application's name.

- * Press CTRL+ESC to display the Windows Task List. Press UP or DOWN (or use the mouse) to highlight the name of the window you want to activate and press ENTER or double-click the application's name.

Multiple Application Windows

You can open several application windows at once. This gives you access to data and graphics from different applications.

If there are automatic DDE links between the open windows, you can see how changes in one window affect the other applications. You can also transfer text and graphics between applications.

Note

You can also have multiple windows open in one application.

See also

[Clipboard](#)

[About Linking](#)

Mouse

A mouse is the primary means of communicating with Freelance Graphics. To operate a mouse, you slide it across a flat surface and press the left or right buttons, sometimes in conjunction with the keyboard.

Use the left mouse button to select objects. You can deselect objects using the left mouse button by clicking an area of the window that does not contain any objects at all.

Click the right mouse button on a selected object to display a menu of commands you can use on the object. Clicking the right mouse button on icons gives you information about the icon.


In the Outliner use the right mouse button to select pages or lines of text.

You can use the mouse to manipulate a window, choose commands and icons, choose dialog box options, and work with objects on the screen.

When you change settings in a dialog box and the dialog box has a Preview button, click and hold the Preview button to see the changes. Release the mouse button to return to the dialog box.

There are three terms used throughout Freelance Graphics Help and documentation to describe how to move the mouse.

- * *Click* means to press and release the mouse button quickly. If no button is specified, use the left button.
- * *Double-click* means to press and release the mouse button twice quickly without moving the mouse. If no button is specified, use the left button.
- * *Drag* means to press and hold the mouse button down while moving the mouse. Release the button when you have completed the action. If no button is specified, use the left button.

The mouse location is indicated onscreen by the pointer . The pointer is usually in the shape of an arrow, but can assume other shapes depending on the tasks you are performing.

See also

[Pointer Shapes](#)

Pointer Shapes

The shape of the mouse pointer changes depending on the task you are performing. When the pointer assumes one of the shapes described below, you can perform the associated task.

Arrow 


Choose commands and icons, and select, move, and edit objects. This is the default pointer shape.

Arrow with circle inside 


Edit points on an object in edit points mode.

Arrow with plus sign inside 

Add points to an object in edit points mode.

Hand 

Scroll the page within the window.

Magnifying glass 


Magnify or decrease the view of a particular location in the window.

Crosshair 


Draw objects on the page.

Curved arrow with small crosshair 


Rotate the selected objects.

I-beam 


Add or edit text.

Horizontal or vertical two-headed arrow 

Stretch or compress the window or object.

Diagonal two-headed arrow 

Resize the window or object, or resize a table column.

Four-headed arrow 

Move the object.

Hourglass 

Wait until Freelance Graphics has finished performing a process.

Clipboard

The Clipboard is a Windows area that you can use to copy, cut, and paste data.

You can use the Clipboard to move data:

- * Within a Freelance Graphics file
- * Between Freelance Graphics files
- * Between a Freelance Graphics file and a file from another Windows application

The Edit Copy and Edit Cut commands place data on the Clipboard. Once data is placed on the Clipboard, it remains there until you cut or copy other data from any Windows application.

For example, if you copy text on the current page and then copy a chart, the Clipboard will contain only the most recently copied item -- the chart.

You use Edit Paste and Edit Paste Special to copy the Clipboard information to the current page, an outline (Edit Paste only), an organization chart, or the Chart Data & Titles window. Edit Paste Special lets you choose the data format or create a link to the source application.

Help Commands

Provide different entry points to the Freelance Graphics for Windows Help system.

Contents

Lists the main categories of the Freelance Graphics Help system. You can get to them from this Help table of contents.

Search

Displays the Search dialog box, your index to the Freelance Graphics Help system.

Using Help

Provides information about how to use Freelance Graphics Help.

Keyboard

Provides information about Freelance Graphics keys, such as accelerator keys, function keys, and navigation keys.

How Do I?

Displays a list of How Do I...? topics.

For Upgraders

Describes what is new and different in Freelance Graphics for Windows as compared with other versions of Freelance.

QuickStart Tutorial

Begins QuickStart, the online tutorial. QuickStart is an interactive online tutorial that teaches you the basics of using Freelance Graphics. You can choose to "Take a Quick Tour" of Freelance Graphics or get hands-on experience by going through any or all of the activities.

About Freelance Graphics

Displays the Freelance Graphics for Windows release number and copyright notice.

Help Contents

Lists the main categories of the Freelance Graphics Help system. You can get to those categories from the [Help table of contents](#).

Help Using Help

Provides information about how to use Freelance Graphics Help.

See also

[Using Help](#)

Help Keyboard

Provides information about Freelance Graphics keys, such as accelerator keys, function keys, and navigation keys.

See also

[Keyboard](#)

Help How Do I?

Displays a list of Freelance Graphics topics. Click a topic on the list to see a pop-up list of related procedures, then click on one of the procedures to see the Help screen for that topic.

For example, if you click on Add or Change Text, you get a pop-up box with related topics such as About text, Add text to a page, and so on.

See also

[How Do I?](#)

Help for Upgraders

Describes what is new and different in this release of Freelance Graphics for Windows as compared with other releases.

See also


[For Upgraders](#)

Help QuickStart Tutorial

Begins QuickStart, the online tutorial. QuickStart is an interactive online tutorial that teaches you the basics of using Freelance Graphics. You can choose to "Take a Quick Tour" of Freelance Graphics or get hands-on experience by going through any or all of the activities.

To start the tutorial, choose Help QuickStart Tutorial from the main menu.

Tip

You can also start the QuickStart Tutorial by clicking  (Tutorial icon).

Help About Freelance Graphics

Displays the Freelance Graphics for Windows release number and copyright notice.

Window Commands

Control the display of windows that are open in Freelance Graphics.

Tile

Sizes open windows and places them side by side in the Freelance Graphics window.

Cascade

Sizes open windows and arranges them in the Freelance Graphics window so they appear one on top of the other, with just the title bars showing.

<file>

Lists the names of the files you have opened (up to nine) and displays a check mark next to the active window. To work in one of the other open files, click the file name to make it the active window.

<object> in Lotus Notes

Switches to the Lotus Notes document in which the presentation is embedded. <object> is the name of the presentation object in the Notes document.

Window Tile

Sizes open windows and places them side by side in the Freelance Graphics window.
Freelance Graphics places the active window in the top left corner of the work space.

Window Cascade

Sizes open windows and arranges them in the Freelance Graphics window so they appear one on top of the other, with just the title bars showing.

Freelance Graphics places the active window in front.


<file>

Lists the names of the files that you have open (up to nine) and displays a check mark next to the active window. To work in one of the other open files, click the file name to make it the active window.





Help Search

Opens the Search dialog box, the index to the Freelance Graphics Help system.

SmartIcons











SmartIcons perform a Freelance Graphics command, or function, or launch another Lotus application when you click them. To see the whole list of icons, click  in the top right corner of the Freelance Graphics Help window.

For more information see [About SmartIcons](#) and [Customize the Display of SmartIcons](#).

File Commands	Edit Commands	Arrange Commands	Chart Commands
 File New	 Undo Last Operation	 Group	 Bar
 File Open	 Cut	 Ungroup	 3D Bar
 File Save	 Copy	 Align Left	 Stacked Bar
 File Close	 Paste	 Align Right	 3D Stacked Bar
 File Print	 Paste Special	 Align Top	 Horizontal Bar
 Printer Setup	 Delete	 Align Bottom	 3D Horizontal Bar
 Exit	 Replicate	 Center in a Column	 Horizontal Stacked Bar
 Freelance Graphics	 Select All	 Forward One	 3D Horizontal Stacked Bar
 Send Mail	 Select Inside	 Back One	 Line
Page Commands	 Edit Presentation Pages	 Bring to Front	 Bar-Line
 New Page	 Edit Page Layouts	 Send to Back	 Single Pie
 Duplicate	Window commands	 Flip Top to Bottom	 3D Single Pie
 Page Build	 Window Tile	 Flip Left to Right	 Multiple Pie
 Create Page	 Window Cascade	 Add Point	 3D Multiple Pie
 Delete Page	Tools commands	 Points Mode	 XY (Scatter)
 Speaker	 Spell Check	 Rotate	 High-Low-Close-Open
Text Commands	 Customize SmartIcons	 Space Horizontally	 Area
 Normal	 Spacer	 Space Vertically	 Number Grid
 Bold	 Next Icon Set	Lotus Applications	 3D Bar (XYZ)
 Italic	Style commands	 Launch 1-2-3 for Windows	 Radar
 Underline	 Choose SmartMaster Set	 Launch Ami	
 Paragraph Styles	 Choose Palette		
 Curved Text			
 Change Font			
View Commands			

-  Move Page
-  Zoom Page
-  Full page
-  Redraw
-  Screen Show
-  Screen Show Buttons
-  Edit Screen Show
-  Turn Grid Snapping Off
-  Turn Grid Snapping On
-  Hide Grid
-  Show Grid
-  Big Cursor
-  Small Cursor
-  Hide Text
- Ruler
-  Show Text Ruler
- Ruler
-  Hide Drawing Ruler
- Ruler
-  Show Drawing Ruler


- Pro
-  Launch cc:Mail
-  Launch Lotus Notes
-  Launch Lotus Sound
-  Launch Media Manager
-  Launch Lotus Annotator
-  Launch SmartPics
-  Launch Lotus Organizer
-  Launch Approach
-  Launch Tutorial

-  3D Area/Line
-  Go to Cell
-  Import Data
-  Chart Date
- Fill
-  Edit Chart
- Data
-  Chart Gallery
-  Add Column
-  Delete Column
- Column
-  Add Row
-  Delete Row

Go To Page Dialog Box

Lists the names of pages in the current presentation with the name of the current page highlighted. Highlight a page and click OK to display that page.

Note

Freelance Graphics displays this dialog box only if you have more than 20 pages in your presentation and you click  (Page Indicator).

Glossary

To look up a specific word in the Glossary, choose a letter, then choose the word. To move through the alphabet, use the Browse buttons.

To choose a letter using the mouse, point to a green letter with a solid underline. When the mouse pointer changes to the hand shape, click the mouse button. Using the keyboard, press TAB until the letter is highlighted, then press ENTER.

A B C D E
F G H I J
K L M N O
P Q R S T
U V W X Y
Z

A Glossary Index

To choose a definition using the mouse, point to the green text with a solid underline. When the mouse pointer changes to the hand shape, click the mouse button. Using the keyboard, press TAB until the green text is highlighted, then press ENTER.

accelerator keys

activate

active window

annotation

Annotator

area

aspect ratio

attributes

axis

axis labels

axis scale exponent

axis title

B Glossary Index

To choose a definition using the mouse, point to the green text with a solid underline. When the mouse pointer changes to the hand shape, click the mouse button. Using the keyboard, press TAB until the green text is highlighted, then press ENTER.

border

build

C Glossary Index

To choose a definition using the mouse, point to the green text with a solid underline. When the mouse pointer changes to the hand shape, click the mouse button. Using the keyboard, press TAB until the green text is highlighted, then press ENTER.

[cascade menu](#)

[cell pointer](#)

[chart](#)

[chart component](#)

[chart data](#)

[Chart Data & Titles window](#)

[Chart Data & Titles window \(Edit Titles view\)](#)

[chart title](#)

[chart type](#)

[check box](#)

[child page](#)

[click](#)

["Click here..." block](#)

[client application](#)

[Clipboard](#)

[closed object](#)

[code page](#)

[color library](#)

[color mapping](#)

[command button](#)

[Control menu box](#)

[current page](#)

[Current Page icon](#)

[Current Page view](#)

D Glossary Index

To choose a definition using the mouse, point to the green text with a solid underline. When the mouse pointer changes to the hand shape, click the mouse button. Using the keyboard, press TAB until the green text is highlighted, then press ENTER.

dashed line

data cell

data chart

data file

data label

data points

data set

default settings

Demote icon

destination file

dialog box

double-click

drag

drawing priority

drop-down box

Dynamic Data Exchange (DDE)

E Glossary Index

To choose a definition using the mouse, point to the green text with a solid underline. When the mouse pointer changes to the hand shape, click the mouse button. Using the keyboard, press TAB until the green text is highlighted, then press ENTER.

edit line

edit panel

editing page layouts

editing presentation pages

embed

extension

F Glossary Index

To choose a definition using the mouse, point to the green text with a solid underline. When the mouse pointer changes to the hand shape, click the mouse button. Using the keyboard, press TAB until the green text is highlighted, then press ENTER.

face

file name

font

footer

function key panel

G Glossary Index

To choose a definition using the mouse, point to the green text with a solid underline. When the mouse pointer changes to the hand shape, click the mouse button. Using the keyboard, press TAB until the green text is highlighted, then press ENTER.

graduated pattern

graph

grid

grid (chart)

group

H Glossary Index

To choose a definition using the mouse, point to the green text with a solid underline. When the mouse pointer changes to the hand shape, click the mouse button. Using the keyboard, press TAB until the green text is highlighted, then press ENTER.

handle

header

heading (chart)

horizontal chart

I Glossary Index

To choose a definition using the mouse, point to the green text with a solid underline. When the mouse pointer changes to the hand shape, click the mouse button. Using the keyboard, press TAB until the green text is highlighted, then press ENTER.

icon

insertion point

J Glossary Index

To choose a definition using the mouse, point to the green text with a solid underline. When the mouse pointer changes to the hand shape, click the mouse button. Using the keyboard, press TAB until the green text is highlighted, then press ENTER.

justification

L Glossary Index

To choose a definition using the mouse, point to the green text with a solid underline. When the mouse pointer changes to the hand shape, click the mouse button. Using the keyboard, press TAB until the green text is highlighted, then press ENTER.

label

landscape

legend

legend border

legend box

legend labels

linear scale

link

list box

logarithmic scale

M Glossary Index

To choose a definition using the mouse, point to the green text with a solid underline. When the mouse pointer changes to the hand shape, click the mouse button. Using the keyboard, press TAB until the green text is highlighted, then press ENTER.

main menu

major grid

margins

mark

marker

Maximize button

maximum value

Media Manager

menu bar

menu

message box

Minimize button

minimum value

minor grid

mixed chart

multimedia objects

N Glossary Index

To choose a definition using the mouse, point to the green text with a solid underline. When the mouse pointer changes to the hand shape, click the mouse button. Using the keyboard, press TAB until the green text is highlighted, then press ENTER.

New Layout box

New Page box

Next Page arrow

notes (chart)

○ Glossary Index

To choose a definition using the mouse, point to the green text with a solid underline. When the mouse pointer changes to the hand shape, click the mouse button. Using the keyboard, press TAB until the green text is highlighted, then press ENTER.

object

OLE

OLE link

OLE object

open object

open window

option buttons

Outliner icon

Outliner view

P Glossary Index

To choose a definition using the mouse, point to the green text with a solid underline. When the mouse pointer changes to the hand shape, click the mouse button. Using the keyboard, press TAB until the green text is highlighted, then press ENTER.

Page icon

Page Layout box

page layouts

Page Number box

Page Sorter icon

Page Sorter view

palette

paragraph style

parent page

path name

pattern

play

plot frame

pointer

portrait

presentation page

Previous Page arrow

printable area

profile

Promote icon

prompt text

pull-down menu

R Glossary Index

To choose a definition using the mouse, point to the green text with a solid underline. When the mouse pointer changes to the hand shape, click the mouse button. Using the keyboard, press TAB until the green text is highlighted, then press ENTER.

reservation

Restore button

root entry

S Glossary Index

To choose a definition using the mouse, point to the green text with a solid underline. When the mouse pointer changes to the hand shape, click the mouse button. Using the keyboard, press TAB until the green text is highlighted, then press ENTER.

scaled axis

scaled axis title

screen show

Screen Show button

scroll

scroll arrows

scroll bar

scroll box

server application

set of SmartIcons

shape

slice

SmartIcons

SmartMaster set

Sound

source file

speaker note

status bar

symbol

symbol library

T Glossary Index

To choose a definition using the mouse, point to the green text with a solid underline. When the mouse pointer changes to the hand shape, click the mouse button. Using the keyboard, press TAB until the green text is highlighted, then press ENTER.

text block

text box

text edit mode

tick marks

title bar

Toolbox

2y-axis

U Glossary Index

To choose a definition using the mouse, point to the green text with a solid underline. When the mouse pointer changes to the hand shape, click the mouse button. Using the keyboard, press TAB until the green text is highlighted, then press ENTER.

ungroup

unmark

V Glossary Index

To choose a definition using the mouse, point to the green text with a solid underline. When the mouse pointer changes to the hand shape, click the mouse button. Using the keyboard, press TAB until the green text is highlighted, then press ENTER.

vertical chart

W Glossary Index

To choose a definition using the mouse, point to the green text with a solid underline. When the mouse pointer changes to the hand shape, click the mouse button. Using the keyboard, press TAB until the green text is highlighted, then press ENTER.

window

X Glossary Index

To choose a definition using the mouse, point to the green text with a solid underline. When the mouse pointer changes to the hand shape, click the mouse button. Using the keyboard, press TAB until the green text is highlighted, then press ENTER.

x-axis

Y Glossary Index

To choose a definition using the mouse, point to the green text with a solid underline. When the mouse pointer changes to the hand shape, click the mouse button. Using the keyboard, press TAB until the green text is highlighted, then press ENTER.

y-axis

Z Glossary Index

To choose a definition using the mouse, point to the green text with a solid underline. When the mouse pointer changes to the hand shape, click the mouse button. Using the keyboard, press TAB until the green text is highlighted, then press ENTER.

z-axis

accelerator keys

A combination of keystrokes that allows fast access to commonly used commands. For example, to paste the Clipboard contents you can press CTRL+V instead of choosing Edit Paste.

activate

To make an open window the active window. You activate a window by clicking anywhere inside the window, by choosing it from the application's Window menu, or by opening the Windows Control menu box and choosing Switch To.

active window

The window in which you are working. The title bar in the active window is always highlighted. Many windows can be open, but you can work in only one window at a time.

annotation

An arrow, a line, or a note that provides additional focus, emphasis, or information about a data chart.

Lotus Annotator

An OLE application that is installed with Freelance Graphics. Use Lotus Annotator to create a note and attach it to your presentation page. The note can contain text and OLE objects, including multimedia objects. The note is represented by an icon on the presentation page.

To launch Lotus Annotator, choose Edit Insert Object or click  (Lotus Annotator icon).

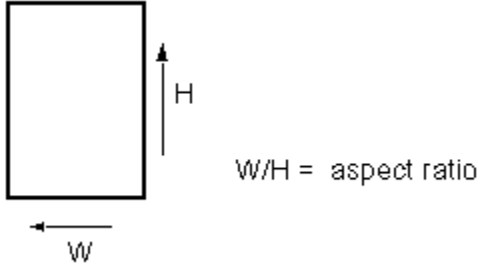
area

The colored or patterned interior of a closed object.

aspect ratio

Width-to-height ratio.

To maintain the aspect ratio of objects you need to resize, press SHIFT while sizing the object.

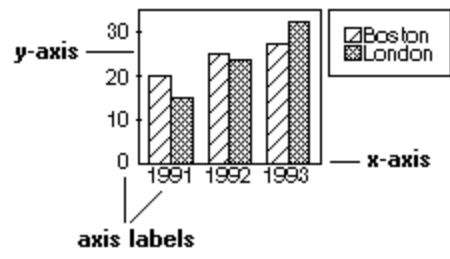


attributes

Characteristics that determine the appearance of objects, text, and charts. For example, text attributes include color, typeface, and line and paragraph spacing, as well as other characteristics.

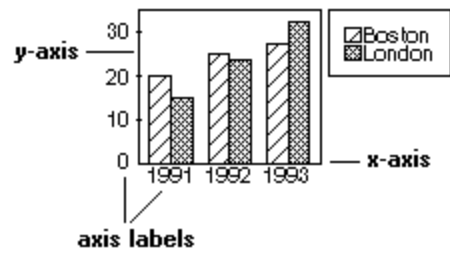
axis

A vertical or horizontal reference line in a data chart.



axis labels

Text that identifies points on an axis in a chart.

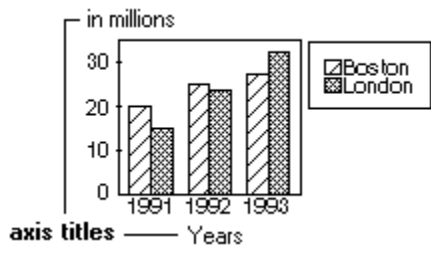


axis scale exponent

The power of 10 by which numbers along an axis scale must be multiplied to reflect the values you are charting. For example, if the axis scale exponent is 2, then the number 3.5 on the scale represents a data value of 350 in the chart.

axis title

Text that describes an x-, y-, or 2y-axis in a chart; for example, Stock Price or Percentage of Sales. Each title line can be a maximum of 79 characters in length.



border

The area surrounding the Freelance Graphics window.

Click icons along the right border to change your view of a presentation.

Click icons in the status bar (at the bottom of the window) to navigate through the pages in your presentation, choose a page layout, change the font and font size, change your presentation from color to black and white, and display or hide the SmartIcons.

build

A sequence of pages, each of which displays one additional item from a bulleted list, with the other items dimmed.

A build consists of the parent page and one or more child pages inserted before that page.

cascade menu

A menu that appears when a pull-down menu item has additional choices. A cascade menu is indicated by an arrow next to the pull-down menu item. It appears to the left or right of the pull-down menu item.

cell pointer

A rectangular highlight that you move around the worksheet area of the Chart Data & Titles window to select the cell you want.

chart

In Freelance Graphics for Windows, a "chart" is an organization chart, a table, or a data chart (a graphic representation of numeric data, such as a bar chart or a pie chart).


chart component

A part of a chart, such as an annotation, an axis, the tick mark labels, the legend, the legend box, or the frame.

chart data

Data that is plotted as a chart. This can be data that you import or copy from another application, or data that you enter in the Chart Data & Titles window.

Chart Data & Titles Window

The window that displays the data to be charted. Use this window to create charts by entering the data directly or linking to data in another file. Click  (Chart icon) in the Toolbox to display this window for a selected chart, or click



(Chart icon) without anything selected to create a new chart.

The window has two views: Edit Data view (below) and Edit Titles view. Use Edit Data view to enter or import data, or to create axis labels or legend labels. Click Edit Titles to switch to Edit Titles view.

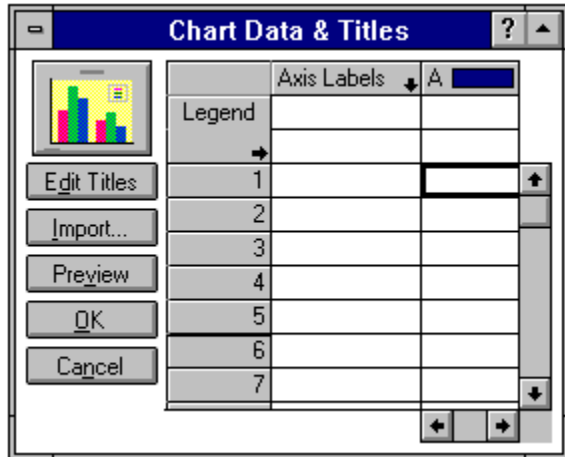


Chart Data & Titles Window (Edit Titles view)

The view of the Chart Data & Titles window that you use to enter headings, notes, and axis titles. Click Edit Data to switch to Edit Data view.

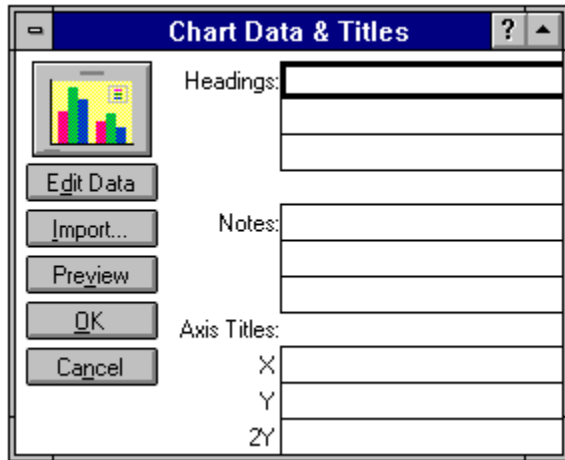


chart title

Text that identifies a chart. You can enter up to three lines of chart titles in the Headings box in the Chart Data & Titles window (Edit Titles view).

chart type

A kind of chart, such as area, bar, HLCO, line, pie, stacked bar, 3D bar, or XY (scatter).

check box

Drawing ruler

Text block ruler

In a dialog box, a box you can click to turn the associated option on or off. When the option is turned on, or marked, an "X" appears in the box.

In the example, the Text block ruler option is marked, and the Drawing ruler option is unmarked.

child page

The page or sequence of pages that Freelance Graphics creates and inserts before the parent page when you choose Page Create Build to create a build.

Each child page displays one item in a bulleted list, with the other items dimmed. A child page looks like the other pages in your presentation, except that its title is followed by [Build n] to indicate that it is part of a build.

click

To press and release a mouse button quickly. Click with the left mouse button unless otherwise specified.

"Click here..." block

A rectangle on a page layout that is designed to size objects.

"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.

When you draw a rectangle when editing page layouts, you have the option of making it a "Click here..." block in the rectangle's attributes dialog box.

client application

In Object Linking and Embedding (OLE), the application that receives and stores an embedded or linked OLE object from another Windows application (the server application). For example, if a Freelance Graphics presentation object is embedded into an Ami Pro document, Ami Pro is the client application for the embedded presentation object.

Clipboard

The Windows area that stores the contents of an Edit Cut or Edit Copy command until you overwrite it with another Edit Cut or Edit Copy command or you exit Windows. You can paste the Clipboard contents into Freelance Graphics or another Windows application.

closed object

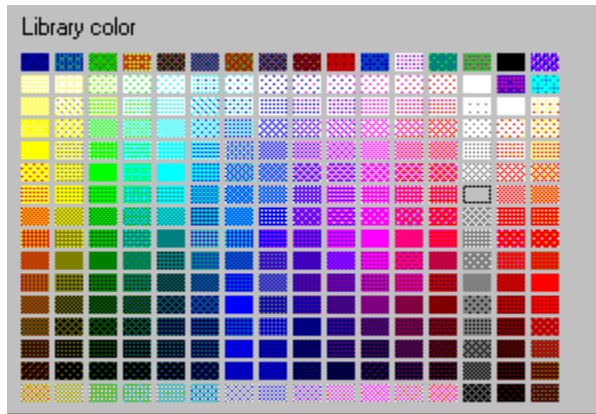
An object whose starting point and endpoint are connected, or are the same, such as a rectangle, a circle, or a polygon. The interior of a closed object can be filled with a color or a pattern.

code page

A table that translates keyboard and display characters from one language to another.

color library

The full range of 256 colors available in Freelance Graphics. A palette is a grouping of complementary library colors.



color mapping

The substitution of shades of gray or black-and-white patterns for colors when you print a presentation on a black-and-white output device.

command button

An oblong button in a dialog box that begins or cancels an action when you choose it. OK and Cancel are typical command buttons.

Control menu box 

The Control menu contains commands for moving, sizing, and closing the window.
The Freelance Graphics Control menu box is located at the left end of the menu bar.
The Windows Control menu box is located at the left end of the title bar.

current page

The page displayed in Current Page view. In Page Sorter view, the current page is the selected page or, if several pages are selected, the first page you selected. The name of the current page is displayed in the edit line.

Current Page icon



The icon (depicting a single page) near the top right side of the Window border. Click this icon to display the current page in Current Page view.

Current Page view

The view that displays a single presentation page at a time. You create, edit, and move objects in Current Page view.

dashed line

A dashed rectangular outline that shows either the printable area or the margins of the presentation page.

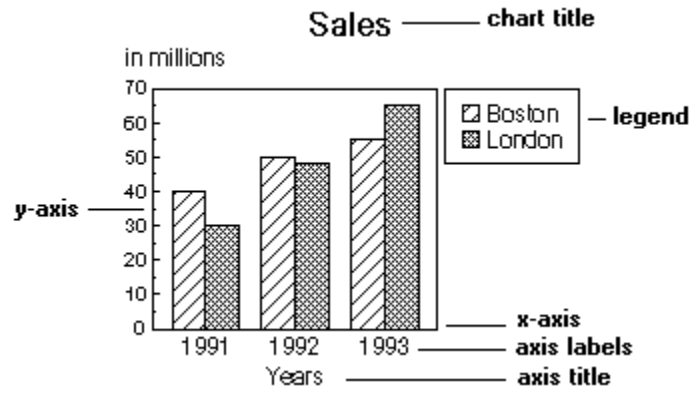
Page margins are user definable reference lines that allow you to rescale your work. When you change margins (in the File Page Setup dialog box), you can resize your working area to fit within the new margins. Freelance Graphics always forces margins to fall within the printable area.

data cell

A cell in the Chart Data & Titles window that can contain only numerical data (or text for a Number Grid chart). You can edit a data cell provided it is not in a column (data set) that is linked to data from a worksheet. You cannot enter a formula in a data cell.

data chart

A chart that plots numeric data, usually along the x-axis and y-axis. For example, a bar chart is a data chart. (Note that a pie chart is also a data chart.)



data file

A file that contains data created in a window and saved on a disk. The file extension identifies the type of data contained in the file. For example, the extension for a Freelance Graphics presentation file is .PRE.

data label

Text that describes a data point or a bar in a data chart. Slices in pie charts and the high-low-close-open symbols of HLCO charts cannot have data labels.

data points

Values plotted in a data chart. A data point is usually marked by a character such as + (plus sign). Successive data points are usually connected by a line segment.

data set

A column of data cells in the Chart Data & Titles window. You can edit these cells provided the data set is not linked to data from a worksheet.

default settings

The settings that Freelance Graphics automatically uses for a new presentation, object, or chart.

Demote icon



The right-pointing arrow at the top left of the Outliner view. Click this icon to demote the selected text or the line of text containing the insertion point.

destination file

When files are linked, the destination file uses the data supplied by the source file.

dialog box

A window that requests information needed to perform a command. A dimmed dialog box item is unavailable (either it is not appropriate for the selected objects, or it is incompatible with other dialog box items that you have chosen).

double-click

To quickly press and release the mouse button twice without moving the mouse. This typically chooses and carries out a command. Double-click with the left mouse button unless otherwise specified.

drag

To drag an object, position the mouse pointer on the object, press and hold the left mouse button, move the mouse, then release the button.

For example, to move a selected object, drag it to another location. When you release the mouse button, the action is completed.

drawing priority

The order in which objects are drawn on the current page. This affects which objects are "on top" (visible) and which are "on the bottom" (and may be obscured by other objects). You can change the drawing priority with the Arrange Priority command.

drop-down box

A list box whose complete list becomes available when you click the arrow in the drop-down box.

Dynamic Data Exchange (DDE)

A protocol used by Windows to link and update data between Windows applications.

edit line

The horizontal bar below the menu bar. The contents of the edit line change depending on the task you are performing.

edit panel



The panel that displays when a text block is in text edit mode. Click Tips for information on how to start a new bullet, and how to indent or outdent bulleted items to change their paragraph styles.

editing page layouts

Most of the work you do on your presentation will be when you are editing your presentation pages. You might edit your page layouts, however, if you want to design a new page layout or add an object -- such as your company logo or division name -- to the pages in your presentation. Or, you might want to choose a particular bullet style to display on all presentation pages that use the Bulleted List page layout. Any changes you make when you edit page layouts will affect all pages in your presentation that use the page layouts you modify.

Choose Edit Page Layouts from the Edit menu or press `SHIFT+F9` to edit page layouts. The bright, striped background and Return and Explain buttons indicate that you are editing page layouts.

editing presentation pages

Freelance Graphics lets you create and edit presentation pages as soon as you create a new presentation or open an existing one. Typically, you do all the work on your presentation when you are editing your presentation pages.

In addition to editing your presentation pages, Freelance Graphics has a more advanced feature that lets you edit your page layouts. You would switch to editing your page layouts when you want to work on the SmartMaster set, for example, to design a new page layout. Choose Edit Page Layouts from the Edit menu to edit page layouts. Choose Edit Presentation Pages from the Edit menu to return to working on your presentation pages.

embed

Object Linking and Embedding (OLE) is the process of copying data in one file (the server application) and inserting it into another file, usually from a different Windows application (the client application).

Once the data is embedded, it is called an embedded OLE object. You can edit the object directly from within the application in which it was embedded. However, an embedded object is no longer connected to the file from which it came. When you edit it, the other application file does not change.

For example, suppose you embed an Ami Pro document into a Freelance Graphics presentation. If you edit the embedded document from within Freelance Graphics, the original document in Ami Pro will not change.

extension

The part of a file name preceded by a period (.) that identifies the file type. For example, .PRE is the extension for the presentation file named SALES.PRE, and .MAS is the extension for the SmartMaster set file named WORLD1.MAS.

face

A particular typeface style. Helvetica, Courier, and Perpetua are all examples of typefaces.

file name

The unique name you assign to a file when you create or save it.

The name may include an extension (a period followed by up to three characters).

font

A style of type, such as Courier, and the size of the type. For example, Courier 10 pt is a font.

footer

Text that prints at the bottom of every page of your presentation file. Use File Page Setup to specify a footer. Footers do not display onscreen or during a screen show.

function key panel

The horizontal bar you can display across the bottom of the window that shows the names of the function keys available.

Click a key on the function key panel to perform its function. You can also use the function key panel as a keyboard reminder.

graduated pattern

A gradual blending of colors across a range of two colors. You specify the first and second colors and a pattern, and Freelance Graphics creates the blend.

graph

In Freelance Graphics for Windows, the term "chart" is used to refer to a graphic representation of data, such as a bar chart.

grid

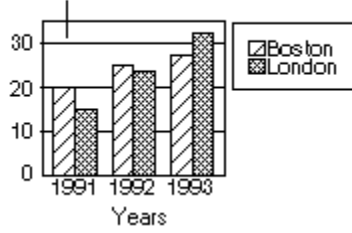
A pattern of regularly spaced dots you can display on the current page to help you align and space objects. The grid does not print.

To display the grid, choose Units & Grids from the View menu.

grid (chart)

A background of horizontal lines, vertical lines, or both that shows the intervals along an axis in a chart. A grid makes it easy to read the values that the chart represents. A chart can have major and minor grids in either the horizontal or the vertical dimension.

grid lines



group

To join two or more objects so you can move, size, and edit them as a single object. You can join groups of objects as well as individual objects.

handle

A small box on a selected object's perimeter. Handles appear when the object is selected. You can drag a handle to change an object's size.

header

Text that prints at the top of every page of your presentation file. Use File Page Setup to specify a header. Headers do not display onscreen or during a screen show.

heading (chart)

The primary title of a chart. A heading can be up to 3 lines. You can edit each line manually or link it to an external source. Each line can be a maximum of 79 characters in length. Use the Headings box in the [Chart Data & Titles window \(Edit Titles view\)](#) to define a chart heading.

horizontal chart

A chart in which the x-axis and the y-axis (if any) are drawn horizontally.

icon

A pictorial representation of a Freelance Graphics command, option, or drawing tool. Click an icon to activate the drawing tool, option, or command it represents.

The first two icons shown below are SmartIcons; the third is a Toolbox icon.



Choose a SmartMaster set



Group selected objects



Draw a rectangle

insertion point

In text edit mode, the position where the text you type is inserted. The insertion point is indicated by a blinking vertical line. As you type, text appears to the left and the insertion point moves to the right.

justification

The alignment of text with the margins of a text block. The alignment can be flush with the left margin, flush with the right margin, centered, or flush (justified) with both margins.

label

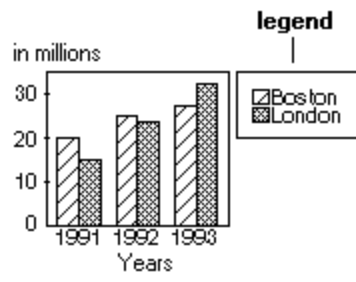
In a chart, text that describes a data point, a tick mark, or a legend marker.

landscape

The horizontal, or sideways, orientation of a presentation page. In landscape orientation, the width of the page is greater than the height (for example, 11 x 8 1/2 rather than 8 1/2 x 11).

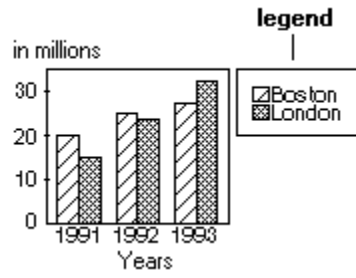
legend

The part of a chart that identifies what data the patterns, symbols, or colors represent.



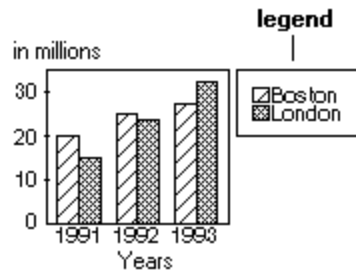
legend border

In a chart, the outline around the collection of legend labels and patterns. A legend border can have its own style, line width, and color.



legend box

In a chart, a box that includes the legend markers and legend labels.



legend labels

In a legend, a label for each data set (row or column of data) in the chart. Use the Chart Data & Titles window to define legend labels.

linear scale

An axis scale in which regular intervals along the axis represent equal changes in the plotted values.

link

A connection between two files that uses the data from one file in the other file. For example, a chart in a presentation can use data from a worksheet file. As the worksheet data changes, so does the appearance of the chart.

list box

A list of choices that appears in a dialog box. If there are more choices than can fit in the visible area of the list box, use the scroll bar (or the scroll arrows) to scroll other choices into view.

logarithmic scale

An axis scale in which regular intervals along the axis represent exponential (base 10) changes in the plotted values.

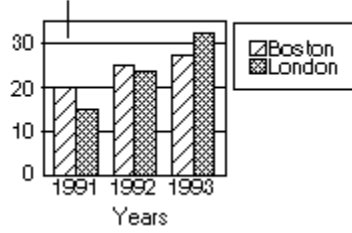
main menu

The menu names that are displayed in the menu bar.

major grid

Lines ending in major tick marks, and extending horizontally or vertically across a chart. Freelance Graphics places axis labels at each major tick mark. You can let Freelance Graphics set grid intervals automatically or you can specify grid intervals.

grid lines



margins

Page margins are reference lines. They indicate the boundaries for placing objects on a page. Note that any objects that you place within a margin and that are still within the printable area will appear on the printed page.

You can see the page margins reference lines by choosing View Preferences from the View menu and clicking the Margins button in the View Preferences dialog box.

mark

Drawing ruler

Text block ruler

To turn on a check box option. A marked option has an "X" in the check box. To mark or unmark an option, click the check box.

In the example, the Text block ruler option is marked, and the Drawing ruler option is unmarked.

marker

In a line chart or XY chart, a marker is a character at each data point.

In edit points mode, a marker is a character at each point in a line, curve, polygon, polyline, arrow, or freehand drawing on the current page.

Maximize button


The button (with the arrowhead pointing up) that appears in the far right end of an application's title bar. The Maximize button appears after you have reduced the size of the window. Click this button to maximize the window to fill the screen. Once a window is maximized, the Restore button replaces the Maximize button.

maximum value

The highest numeric value for an axis in a chart. When you manually specify a maximum value, larger values are not displayed in the chart.

Lotus Media Manager

An OLE application that is installed with Freelance Graphics if your system is configured for multimedia. Use Lotus Media Manager to add multimedia objects, such as sounds and movies, to your presentations.

To launch Lotus Media Manager, choose Edit Insert Object or click  (Lotus Media Manager icon).

menu bar

The second horizontal bar in an application window. The menu bar displays the application's main menu.

menu

A list from which you choose command items. Freelance Graphics displays a pull-down menu when you choose a menu name from the menu bar. A pull-down menu item followed by an arrow (>) leads to a cascade menu. A menu item followed by an ellipsis (...) leads to a dialog box.

Dimmed menu items are not available for the current task, mode, or selected object.

message box

A box that displays status, warning, and error messages.

Minimize button

The button (with the arrowhead pointing down) that appears to the left of the Restore or Maximize button in the far right end of an application's title bar. Click this button to reduce the application's window to an icon.

minimum value

The lowest numeric value for an axis in a chart. When you manually specify a minimum value, any smaller values are not displayed in the chart.

minor grid

Lines ending in minor tick marks, and extending horizontally or vertically across a chart, halfway between the major grid lines.

mixed chart

A chart that combines two different chart types, such as bar and line.

multimedia objects

Objects such as sounds and movies. To add multimedia objects to your Freelance Graphics presentations, you must have the correct hardware configuration and be using Windows 3.0 with multimedia extensions or Windows 3.1.

New Layout box

The box at the bottom of the window that you can click to add a new page to a SmartMaster set when you are editing page layouts.

New Page box

The box at the bottom of the window that you can click to add a new page to a presentation when you are editing presentation pages.

Next Page arrow 

The right-pointing arrow in the lower left corner of the window. In Current Page view, click this arrow to display the next presentation page or, if you are editing page layouts, to display the next page layout.

notes (chart)

Annotations that are displayed below the axis titles. You can enter up to three lines of notes in the Chart Data & Titles window (Edit Titles view). Each line can be a maximum of 79 characters in length.

object

Any graphic element is a Freelance Graphics object. Examples of objects are arrows, arcs, circles, charts, lines, polygons, polylines, rectangles, symbols, and text blocks. (Many components of charts are also objects, for example the legend and the y-axis labels.)

OLE

Object Linking and Embedding (OLE) lets you share and transfer data between Windows applications. With OLE, a single document can contain data from multiple applications. You can open these applications from within the document to edit the data.

OLE link

In Object Linking and Embedding (OLE), the process of creating a link between data in one file (the server application) and data in another file, usually from a different Windows application (the client application).

When the data is linked as an OLE object, the client application only contains a link to where the object exists in the server application; it does not contain the actual data. This means that when you edit the object, you are really editing the data in the file it came from.

For example, suppose you link a Freelance Graphics drawing to an Ami Pro document. If you edit the drawing from within Ami Pro, the changes are also made to the presentation in Freelance Graphics.

OLE object

In Object Linking and Embedding (OLE), any piece of data created using a Windows application and inserted (embedded) or linked into another Windows application. For example, copying a page of a Freelance Graphics presentation in Page Sorter view and embedding it into an Ami Pro document creates a Freelance Graphics presentation OLE object.

open object

An object whose starting point and endpoint are not connected, such as a line or an arc.
An open object has no interior; it cannot be filled with a color or a pattern.

open window

A rectangular area on the screen. Several windows can be open at once, but only one can be active. A window can be either an application or a document.

option buttons

Small round buttons you use to choose dialog box items. You can choose only one button from a group of related option buttons.

Outliner icon

The icon near the top of the right window border that depicts a single page with lines. Click this icon to switch to Outliner view.

Outliner view

The view that shows a sheet of ruled paper on which you create and edit an outline of the presentation. In this view you can add a page, or delete, rearrange, and edit existing pages, as well as create new presentations.

Page icon



An icon in Outliner view that depicts a single page. Each Page icon marks the beginning of a new page in the Outliner. If a page contains objects such as drawings, symbols, or charts, or more text blocks than you can see in the Outliner, Freelance Graphics displays a symbol in the Page icon, as follows:

This page icon: **Means the page contains:**



Text only

Charts

An organization chart

A table

Symbols such as bitmaps
or additional text

Page Layout box

The box on the bottom border of the window that you can click to display a list of page layouts.

The layout for the current page is highlighted. To choose another page layout, click on it.

page layouts

Templates that you use for page formats, such as bulleted lists or pages with multiple charts. Page layouts are saved in SmartMaster sets. All of the page layouts in one SmartMaster set have the same graphic style to ensure consistency among pages in a presentation.

Page Number box

The box near the left end of the bottom Window border that displays the page number of the current page and the total number of pages in the file; for example, Page 3 of 18. Click this box to display a list of the names of all pages in the current file. Move to another page by choosing one from the list. This box is available when you are editing presentation pages.

The Previous Page arrow and Next Page arrow are on either side of the Page Number box.

Note

When there are more than 20 pages in a presentation and you click the Page Number box, the Go To Page dialog box opens. Choose the page you want to go to from the list in the dialog box.

Page Sorter icon

The icon near the top of the right window border that depicts four pages. When you click this icon, Freelance Graphics displays thumbnail sketches of all the pages in your presentation, or of all the page layouts in the SmartMaster set if you are editing page layouts. Use the scroll bars to view any pages that are not visible.

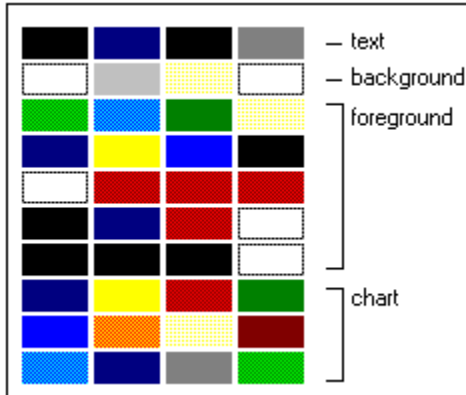
Page Sorter view



The view that displays thumbnail sketches of all pages in the current presentation, or of page layouts in the SmartMaster set if you are editing page layouts. The name of each page is displayed below its sketch. When you are editing presentation pages, this view is particularly useful for changing the order of the pages.

palette

A set of colors that complement each other. Each presentation has a black-and-white and a color palette associated with it. You can change colors in a palette by choosing a color from the [color library](#), or you can create your own palette.



paragraph style

A collection of settings for text such as margins, horizontal alignment, typeface, and size. Each text block can have up to three paragraph styles.

parent page

The page that is displayed in Current Page view or that is selected in Page Sorter view when you choose Page Create Build to create a build.

The parent page must be a page that uses a page layout with a bulleted list (such as the Bulleted List page layout). It must include at least two bulleted items.

When you create a build, the parent page includes all the items in the bulleted list. It looks like the other pages in your presentation, except that its title is followed by [Build n -- Parent] to indicate that it is part of a build.

path name

The directory path that Freelance Graphics uses to create or find a file. A path name consists of a drive name, a directory name (and subdirectories if applicable), and the name of a file, including its extension. For example, C:\FLW\Q1REPORT.PRE is the path name for the file Q1REPORT.PRE in the FLW directory on drive C.

pattern

A design you can apply to the interior of a closed object. Freelance Graphics provides dot, hatch, solid, and graduated patterns.

play

Initiates the action to be performed by a multimedia object. For example, when you play a movie file, you start the movie running.

You can specify certain settings for how a multimedia object is played when you add that object to your presentation. To play a multimedia object on the presentation page, click the icon or screen show button representing that object.

plot frame

In a chart that plots numerical data, the boundary of the rectangular area where Freelance Graphics charts the data. The x-axis and y-axis are two sides of this rectangle. You can choose to display either, neither, or both of the axes, or the entire frame including the axes.

pointer

The mouse pointer, usually an arrow, indicates your current location on the screen. The pointer may change shape, depending on your task. You move the pointer by using the mouse or the navigation keys.

portrait

The vertical orientation of a presentation page. In portrait orientation, the width of the page is less than the height (for example, 8 1/2 x 11 rather than 11 x 8 1/2).

presentation page

A page in a presentation. A presentation page may or may not have a page layout from a SmartMaster set applied to it.

Previous Page arrow

The left-pointing arrow in the lower left of the Freelance Graphics window. In Current Page view, click this arrow to display the previous presentation page or, if you are editing page layouts, to display the previous page layout.

printable area

The printable area for the output device you specified in Windows.

Any objects placed on the page outside this area will not print.

You can make the boundaries of the printable area visible by choosing View Preferences from the View menu and clicking Printable area in the View Preferences dialog box.

profile

The format that you can save a Freelance Graphics presentation file in when you are exporting a file. The profiles that are available are based on the type of file you are exporting.

For example, if you are exporting a file from Freelance Graphics to a WordPerfect Graphics file, you can save this file using Standard Options or Monochrome Printing profiles.

Promote icon



The left-pointing icon at the top left of the Outliner view. Click this icon to promote the selected text or the line of text containing the insertion point.

prompt text

Text that is displayed by Freelance Graphics solely for the purpose of guiding you as you enter text.

Prompt text, such as "Enter name here," indicates the type of information you should type at that location. As you type over prompt text, it disappears. Prompt text is displayed in work areas only; it is never displayed as part of your finished presentation.

pull-down menu

The list of menu items that appears when you choose a menu name from the menu bar.

reservation

Determines whether you have the rights to edit and save changes to a file on a network. You must have the file's reservation in order to save changes.

Restore button

The button (with arrowheads pointing up and down) that is located at the far right end of an application's title bar. Click this button to return the window to the size it was prior to a maximize operation. Once a window is restored, the Maximize button replaces the Restore button.

root entry

The top entry of an organization chart. The root entry contains information about the head of an organization or department. Each organization chart has only one root entry. It can have one staff position, as well as subordinates, reporting directly to it.

The root entry cannot be deleted, moved, promoted, or demoted. To change the text for a root entry, you must select and edit it.

scaled axis

An axis on which a position represents a number on a numeric scale. The categories on the unscaled axis are measured on the scaled axis. For example, if corn, wheat, soybeans, and barley are the categories on the unscaled axis, a measure such as Millions of Tons could be the measurement for the scaled axis.

The y-axis is usually the scaled axis. In an XY chart, both axes are scaled axes.

scaled axis title

Text that describes a chart's scaled axis; for example, Number of Days.

screen show

An onscreen display of your presentation. Each page of the presentation is proportioned to fill the screen area completely.

Screen Show button

An object on a presentation page to which you assign a specific action. When you click that object during a screen show, the object initiates the action.

You can create Screen Show buttons that will jump to another page, launch an application, or play a multimedia object when clicked.

scroll

To change the visible contents of a window or list box by moving the contents up, down, left, or right.

scroll arrows

The arrows at either end of a scroll bar.

scroll bar

A vertical or horizontal bar that you use to scroll the contents of a window or list box. Scroll bars are located at the right and bottom of a window and at the right of list boxes. Click the scroll arrows, or drag the scroll box, or click in the scroll bar to scroll the window or the list.

scroll box

The rectangular box in a scroll bar that you can move to change the displayed area of the current view or list. Dragging the scroll box moves you quickly through the area or list you are scrolling.

The position of the scroll box within the scroll bar indicates where you are. For example, in a list box, if the scroll box is at the top of the scroll bar, you are at the top of the list; if the scroll box is at the bottom of the scroll bar, you are at the bottom of the list.

server application

In Object Linking and Embedding (OLE), the application that creates, edits, and displays (or plays) an OLE object that is embedded in or linked to another Windows application (the client application). For example, if a Freelance Graphics presentation object is embedded in an Ami Pro document, Freelance Graphics is the server application.

set of SmartIcons

A grouping of SmartIcons. You specify which SmartIcons are displayed in a set, whether or not to display a set, and the location of the displayed set.

You can create and save as many sets of SmartIcons as you want.

shape

An object that is drawn using any combination of the Polygon, Polyline, and Curve drawing tools.

To create an object with curved and straight segments, switch back and forth between the Polyline, Polygon, and Curve tools.

Start with the Polygon tool to draw a closed object.

Start with the Polyline or Curve tool to draw an open object.

1. Click the Polygon tool (for closed objects) or the Polyline tool (for open objects).
2. Draw the segment of the drawing you want to create with the tool you have chosen.
3. Switch to the next tool by clicking either the Polyline, Polygon, or Curve tool, and continue to create the drawing, switching between these icons until you are through. Clicking any other tool will close the drawing.
4. Double-click, click the Selector icon, or press ESC to complete the object.

slice

A section of a pie chart. Each slice represents one value in the data set represented by the chart.

SmartIcons



An icon that performs a Freelance Graphics command or function, or launches another Lotus application when you click it.

SmartIcons are displayed in a set of SmartIcons in a location that you specify in the SmartIcons dialog box. You bring up the SmartIcons dialog box by choosing Tools SmartIcons.

SmartMaster set

A collection of page layouts specifically designed to ensure a consistent look across all pages in a presentation.

Lotus Sound

An OLE application that is installed with Freelance Graphics if your system is configured for multimedia. Use Lotus Sound to create sound files and to add sound files to your presentation.

To launch Lotus Sound, choose Edit Insert Object or click  (Lotus Sound icon).

source file


When files are linked, the source file contains the data being used by the destination file.


speaker note

A note you create and attach to a presentation that is not part of the presentation page. You can create one speaker note for each presentation page.

You see speaker note text only when you open the Speaker Note dialog box or when you print speaker notes with the presentation. Freelance Graphics can print the presentation page and its speaker note together on one page.

Freelance Graphics displays an icon for each presentation page that has a speaker note. Click the icon to work with speaker note text, or choose Page Speaker Notes.

Freelance Graphics displays  below the Toolbox in Current Page view, and

 below the thumbnail sketch of the page in Page Sorter view.

status bar

The bar at the bottom of the Freelance Graphics window that contains controls for navigating between pages in a presentation, changing the page layout, creating a new page, switching the presentation from color to black and white, changing the font, and hiding and displaying the SmartIcons.

symbol

A professionally designed object that you can place on a page with the Symbol icon (the light bulb in the Toolbox) or from a "Click here..." symbol block.



You can also create your own symbols and store them in the symbol library.

symbol library

A library of professionally designed symbols grouped into categories. Each symbol category has a common theme; for example, buildings, flags, or transportation symbols.

text block

A grouping of text that you can select as a single object in Current Page view. A text block can contain a single word, a title, a paragraph, a bulleted list, or as much text as you can fit on a page. You can format the text in a single text block into different styles, using different bullets, indentation, and text attributes.

A text block can be a block of text that you make on a presentation page or it can be a "Click here..." text block.

text box

In a dialog box, the area (a box) in which you type information needed to complete the dialog box. When you first open the dialog box, the text box may be blank or contain characters.

text edit mode

The state in which you can edit text. To enter text edit mode, click the text block you want to edit to select it, and choose Text Edit, click the text block again, or press F2 (EDIT).

tick marks

Short lines that indicate points on the x- or y-axis in a chart. Major tick marks are the longer tick marks adjacent to numbers or labels. Minor tick marks are the shorter tick marks not associated with numbers or labels.

On the labeled axis (the x-axis), major tick marks indicate data points, unless the chart is an XY chart. On a scaled axis (the y- and 2y-axis and the x-axis in an XY chart), tick marks and their numeric labels show divisions of the numeric scale.

On a scaled axis, you can let Freelance Graphics set tick mark intervals automatically or you can specify the intervals yourself.

title bar

The first horizontal bar across the top of an application window. The title bar contains the application name and the following controls:



Control menu box



Minimize button



Maximize button



Restore button

The title bar also displays command descriptions when you are working in a menu, and descriptions of SmartIcons and Toolbox icons, when you point to them and press and hold the right mouse button.

Toolbox



The collection of drawing tools that is displayed in Current Page view.

You use the tools in the Toolbox to create graphic objects, and to add text, charts, tables, organization charts, and symbols to a page. To use a tool, click its icon in the Toolbox.

2y-axis

In a chart that plots numerical data, a second scaled reference axis. It is parallel to the y-axis.

ungroup

To separate a grouped object into its individual objects. A grouped object may be composed of grouped objects, so you may need to ungroup an object and then its component objects.

unmark

Drawing ruler

Text block ruler

To turn off a check box option. A marked option has an "X" in the check box. To mark or unmark an option, click the check box.

In the example, the Text block ruler option is marked, and the Drawing ruler option is unmarked.

vertical chart

A chart in which the scaled y-axis and the 2y-axis (if any) are plotted vertically. This is the default display of most charts.

window

An area of the screen through which you view and work with an application or a document. Each window is independent of other windows.

The window in which you are working is the active window. The title bar in the active window is always highlighted. Many windows can be open simultaneously, but you can work in only one window at a time.

x-axis

In a chart that plots numeric data (other than XY charts), a reference line marked in regular intervals with labels (such as Europe, Africa, Asia, Australia, North America, South America, and Central America). The x-axis is also called the labelled axis. Each label can be a maximum of 79 characters in length.

In an XY chart, the x-axis is a scaled axis; that is, the intervals represent numeric (scaled) values, not labels.

y-axis

In a chart that plots numeric data, a reference line marked in regular intervals with numeric values (for example, 0 to 100 degrees centigrade). The y-axis is also called the scaled axis.

z-axis

A reference line in a 3D chart marked in regular intervals. If you choose to have labels on the z-axis, then the legend for the 3D chart is not displayed. If you use a legend, the z-axis does not have labels. Each label can be a maximum of 79 characters in length.

For Upgraders

Choose one of the following topics for detailed information tailored to match your upgrade path (the last topic describes what's new and different in this release, regardless of your upgrade path):

[For DOS Upgraders](#)

[For Freelance Graphics for Windows Release 1 Upgraders](#)

[For Freelance Graphics for Windows Release 2.0 Upgraders](#)

[For All Upgraders](#)

For DOS Upgraders

Built for the Windows environment, Freelance Graphics for Windows surpasses the business graphics power of Freelance Plus and Freelance Graphics for DOS. A more fully developed presentation management tool with increased drawing and charting capabilities, Freelance Graphics for Windows meets all your presentation graphics needs. And its file compatibility with Freelance Plus and Freelance Graphics for DOS allows you to use your existing work in the new environment.

Graphical User Interface

The Graphical User Interface (GUI) makes your work in Freelance Graphics faster and more intuitive. Icons replace drawing commands in Freelance Graphics for Windows, and SmartIcons are available as shortcuts for commonly used commands, such as copy, print, and save. Dialog boxes replace forms as a way of making choices while you work.


Integrated Environment

The integrated environment of Windows allows applications to share data, certain system settings, and output devices. Therefore, Freelance Graphics for Windows offers even tighter compatibility with other Lotus products and supports all Windows drivers rather than providing a set of its own.

In addition to the standard drivers, Freelance Graphics for Windows provides a SCODL slide drivers to make it easy for you to create slides of your presentations.

Freelance Graphics for Windows supports a wide variety of file types you can import and export, so you have greater flexibility. It also fully supports Windows data sharing technology standards Dynamic Data Exchange (DDE) and Object Linking and Embedding (OLE).

Learning Resources

To increase ease of use and reduce your learning curve, Freelance Graphics for Windows includes both QuickStart, an online tutorial that acquaints you with Freelance Graphics features, and an expanded online Help system. Turn to these, as well as the printed documentation, for help in learning Freelance Graphics for Windows. For immediate help in a dialog box, click  at the top right of the box, or press F1 (HELP).

See also

[For DOS Upgraders: Charts](#)

[For DOS Upgraders: Drawing](#)

[For DOS Upgraders: Presentations](#)

[For DOS Upgraders: Tables and Organization Charts](#)

[For DOS Upgraders: Text](#)

[For DOS Upgraders: Views](#)

[Get Started](#)

[Share Information Between Windows, DOS, and OS/2 Versions of Freelance Graphics](#)

For DOS Upgraders: Charts


Create Charts Quickly with Page Layouts

With Freelance Graphics for Windows, charting is fully integrated. Choose a [page layout](#) designed for charts, such as 1 Chart or 2 Charts. Click on "Click here to create chart," and go directly to the [New Chart Gallery dialog box](#) where you choose the chart type and style. Freelance Graphics opens the [Chart Data & Titles window](#), which displays the spreadsheet-like form on which you enter your data.

From the Chart Data & Titles window, you can enter data, edit existing data, or import data from other files. You can choose Edit Titles to see the view of the Chart Data & Titles window in which chart titles and notes are displayed. You can also preview your chart.

Change Chart Size, Position, and Style

To size and move charts on the presentation page, drag the chart. To change style characteristics for a chart component, double-click that component or, when the chart is selected, choose an option from the Chart menu. Return to the Chart Data & Titles window

at any point by selecting the chart and clicking  (Chart icon) in the Toolbox.

When you save a presentation, the data, links, and settings for each chart in that presentation are saved in your presentation file.

Use Data from Other Applications

You can create charts by importing data into the Chart Data & Titles window. Click Import or press F6 (IMPORT DATA) to display the [Import Data File dialog box](#). Choose the file you want to import; Freelance Graphics for Windows displays the file in the Import Data window. This window, like the Datalinks feature of Freelance Plus and Freelance Graphics for DOS, lets you copy and paste data from a file without running the application that created the file. You can select a block of data to import or choose to import all of the data.

Freelance Graphics for Windows, like Freelance Graphics for DOS, allows you to automatically link a chart to its data. When data changes, Freelance Graphics automatically updates and recomposes the chart. If the linked data changes, Freelance Graphics automatically updates the chart when you next open the presentation file.

Use Charts from Other Applications

You can import a 1-2-3 or Symphony named chart/graph into Freelance Graphics for Windows with [File Import Chart](#). When you do so, the chart retains the original chart's links to the source file and is updated when data changes in the [source file](#).

You can also use [Edit Paste](#) and [Edit Paste Special](#) to copy a chart from 1-2-3 for Windows to Freelance Graphics. If you use the link option with Edit Paste Special, you retain the chart's links to the source file and the chart is updated when data changes in the source file. When you use Edit Paste to paste a chart from any other application, Freelance Graphics pastes only a metafile image of the chart.

See also

[About Linking Charts and Chart Data](#)

[Create a Chart](#)

[For DOS Upgraders: Drawing](#)

[For DOS Upgraders: Presentations](#)

[For DOS Upgraders: Tables and Organization Charts](#)

[For DOS Upgraders: Text](#)

[For DOS Upgraders: Views](#)

Get Started

Share Information Between Windows, DOS, and OS/2 Versions of Freelance Graphics


For DOS Upgraders: Drawing

The Toolbox



With the Graphical User Interface of Windows, drawing is more immediate and direct. You add objects by clicking icons rather than choosing commands. Icons that let you add objects appear in the Toolbox, which is available in Current Page view.

Click an icon in the toolbox to add an object and then draw the object in the size and

location you choose. To add a circle rather than an ellipse, click  (Circle icon) in the Toolbox and press SHIFT while you drag. To add a square rather than a rectangle, click



 (Rectangle icon) and press SHIFT while you drag.

Select Objects and Pages

Select an object on the page by clicking it with the left mouse button; select additional objects by pressing SHIFT while clicking with the left mouse button. Or select objects and pages by choosing from the Select commands on the Edit menu.


Click the right mouse button on an object to choose from a list of common functions performed on that object, or choose any available menu command.

Set Attributes

Set default attributes for an object type by double-clicking its icon in the Toolbox; set attributes for an object on the page by double-clicking the object. One of the many attributes you can choose for objects is drop shadows. You can make shadows the default or simply create an object, double-click it, and choose the shadow location. Freelance Graphics for Windows lets you preview your changes before applying them to your presentation.

Replicate


More powerful than the Rearrange Replicate command in Freelance Graphics for DOS, Edit Replicate allows you to rotate and size replicas. If you size or rotate the first replica and replicate again, the change in angle and size of the first copy is used as a basis for the next replica.

Edit Replicate creates only one replica at a time; choose the command repeatedly to create numerous copies. You can choose Replicate from the Edit menu, click  (Replicate icon), or press CTRL+F3 (REPLICATE).

Smooth

The Edit Object Smooth command is unnecessary in Freelance Graphics for Windows. Click



 (Curve icon) in the Toolbox to draw a curve directly, or use rectangle rounding in the Style Attributes Rectangle dialog box to round the corners of a rectangle.

Join and Split

Freelance Graphics for Windows provides this same functionality under the standard GUI terms Group and Ungroup on the Arrange menu.

Edit Points

Edit points is now a mode. You can add, delete, and move points directly with the mouse rather than through a command.

Edit Undo

Edit Undo is a new command available in Freelance Graphics for Windows. Choose it to correct mistakes by undoing them.

Graduated Patterns

Graduated patterns are available in Freelance Graphics for Windows. You can use them to fill objects on the page.

See also

[Change the Appearance of Objects](#)

[For DOS Upgraders: Charts](#)

[For DOS Upgraders: Presentations](#)

[For DOS Upgraders: Tables and Organization Charts](#)

[For DOS Upgraders: Text](#)

[For DOS Upgraders: Views](#)

For DOS Upgraders: Presentations

Multiple Pages in One File

The potential of a presentation management tool such as Portfolio is fully realized in Freelance Graphics for Windows. There is no longer a separate module you use to build and organize presentations. With Freelance Graphics for Windows, you work with multiple pages at the same time, storing them together in a single presentation (PRE) file. You no longer need to save each page in its own file. Rather than using File Export to create .SHW files, you now use View Screen Show Prepare Standalone.

In addition to the Screen Show, Freelance Graphics for Windows provides three views (Current Page, Page Sorter, and Outliner) to let you see and work with your presentation in a variety of ways. And, if you save your presentation to a new location, Freelance Graphics for Windows asks if you want to save copies of linked files (images, for example) to the new location.

SmartMaster Sets: Improved Backdrops

Choose a professionally designed graphic style for your presentation by choosing a SmartMaster set. SmartMaster sets contain multiple page layouts that are stylistically consistent and allow you to present your data in the most common formats.


Page layouts, unlike backdrops, are active. After you have chosen the look you want for your presentation and a page layout for each page, you click designated areas of the page layout to add your text, charts, organization charts, tables, or symbols.

You can choose a new SmartMaster set later to change the style of your presentation without tedious editing. You can even create SmartMaster sets of your own.

Palettes: Prepared Color Schemes

For each SmartMaster set, Freelance Graphics for Windows provides both black-and-white and color palettes. Each palette contains colors or shades of gray that complement each other and create a polished look. Palette colors are designated for text, background, objects, and charts.

Edit palettes, create your own, or switch palettes to change the color scheme of your presentation. To switch between color and black and white, for viewing and printing,

simply click  (Color/B&W box) at the bottom of the screen.

Spell Checker

The Freelance Graphics for Windows spell checker is also fully integrated. Use it to check the spelling of selected text, a word, a page, or the entire presentation; you can even include charts, organization charts, and speaker notes in the spell checking process. You can add words to customize the dictionary for the spell checker or choose another language dictionary.

Speaker Notes: Personal Notes on Every Page

Annotate each page of your presentation with hidden speaker notes to help you remember key points, supporting facts, anecdotes, or whatever. Print the presentation pages with the speaker notes for your copy of the presentation. Print the presentation pages with or without blank lines for audience notes.

See also

[For DOS Upgraders: Charts](#)

For DOS Upgraders: Drawing


For DOS Upgraders: Tables and Organization Charts

For DOS Upgraders: Text

For DOS Upgraders: Views

For DOS Upgraders: Tables and Organization Charts

Tables

Choose the [Table page layout](#), and click on "Click here to create a table," or click  (Table icon) in the Toolbox, to create a table. Freelance Graphics displays the [Table Gallery dialog box](#), so you can choose a style and specify the number of rows and columns, and then it automatically sizes and places a blank table on the page. Click any cell to enter data in that cell.

To change the width of a column or the height of a row, drag a grid line of the column or row. To size the entire table (but not the text), click the table to select it and drag a handle on any side of the table. Drag anywhere inside the table to move it.


To change the text, background, and border attributes for an entire table, double-click the table or click the table to select it and choose Chart Attributes.

To change the text, background, and border attributes of selected cells in a table, select the cells you want to change and choose Chart Attributes.

To insert and delete rows or columns, click the table to select it and choose Chart Table and the appropriate command.

Organization Charts

You no longer need to tediously create organization charts from boxes and lines. Choose the Organization Chart page layout and click on "Click here to create an organization chart,"

or click  (Organization Chart icon) in the Toolbox, to create an organization chart. Freelance Graphics displays the [Organization Chart Gallery dialog box](#), so you can choose a style, and then it displays the [Organization Chart Entry List dialog box](#), in which you type up to three lines of information for each entry.

You can type any number of entries, including one staff position entry. Press TAB to type a subordinate entry; press SHIFT+TAB to type a superior entry.

When you are finished typing all your organization chart entries, Freelance Graphics sizes and places the organization chart on the page.

See also

[For DOS Upgraders: Charts](#)

[For DOS Upgraders: Drawing](#)


[For DOS Upgraders: Presentations](#)



[For DOS Upgraders: Text](#)

[For DOS Upgraders: Views](#)

For DOS Upgraders: Text

Create Bulleted Lists: Page Layouts and the Outliner

With Freelance Graphics for Windows, you can create bulleted lists quickly and easily; you no longer need to choose a separate chart type. Click the New Page box  at the bottom of the window in Current Page view. Choose a page layout designed for text, such as Bulleted List or 2-Column Bullets. Then click a "Click here..." block on the page layout and type your text.

For example, click on "Click here to type bulleted list" and type your text. Freelance Graphics for Windows automatically formats the text and places it on the page. You can also create a bulleted list by entering text in the fully integrated Outliner. Type text next to a Page icon, such as , which indicates a new page in Outliner view, and then use  (Demote and Promote icons) at the top of the Outliner view to change the indentation levels of the text you type. Or create a bulleted list from an ASCII text file you import.

Build Pages: Progressive Bulleted Lists

After creating a bulleted list, choose Page Create Build. Freelance Graphics for Windows automatically builds as many pages as necessary leading up to the page you created. All pages are identical, except for the bulleted list items. 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 bulleted list in the build sequence.

Bullets

Your bullets can be any one of many predefined bullet styles (including dots, dashes, numbers, and letters) or symbols. You can also create a bullet from any image or chart.


Curve Text into Any Shape


Freelance Graphics for Windows lets you curve text into almost any shape. Choose from a set of predefined shapes, or choose from an existing shape on your presentation page.

Add Text to a Presentation Page

Adding text to "Click here..." text blocks on a presentation page is easy; you need only click the prompt text as indicated and type. Freelance Graphics for Windows automatically formats your text and places it on the page.

You can also add text to a page in the format and location you specify. With Freelance Graphics for Windows, you can add both wrapping and non-wrapping text.

To add multi-line, multi-paragraph blocks of text, click  (Text icon) in the Toolbox and drag your text block on the page before typing. The text block you add is a wrapping text block; you can type without pressing ENTER and let Freelance Graphics wrap the text at the block's right edge, just like a word processor.

To add non-wrapping text, such as labels, click , click the page, and begin typing.

Check Spelling

Check the spelling of selected text, a word, a page, or the entire presentation with the fully integrated spell checker; you can even include charts in the spell checking process. You

can add words to customize the dictionary for the spell checker or choose another language dictionary.

See also

[Add Text to a Page](#)

[For DOS Upgraders: Charts](#)

[For DOS Upgraders: Drawing](#)

[For DOS Upgraders: Presentations](#)

[For DOS Upgraders: Tables and Organization Charts](#)

[For DOS Upgraders: Views](#)


[Spell Check My Presentation](#)

[Use the Outliner](#)


For DOS Upgraders: Views

Change views and work with the pages of your presentation in a variety of ways.


Current Page

View a single page at a time. Add objects, charts, organization charts, tables, and text, and edit these items and their attributes. Choose View Current Page or click  on the right side of the window.

Page Sorter


View thumbnail sketches of all pages of a presentation. From this vantage point, edit the presentation as a whole by moving, copying, deleting, or rearranging pages, or by switching SmartMaster sets or palettes. Choose View Page Sorter or click  on the right side of the window.

Outliner

View the text of the pages of a presentation. Use the fully integrated Outliner to create, delete, or rearrange presentation pages and to add or edit text on these pages. Expand and collapse the outline, and print it in this view. Choose View Outliner or click  on the right side of the window.

Screen Show

View the entire presentation at any point to see your work page-by-page in final, polished form. Since .GX2 files no longer need to be created to produce a run-time screen show, you can view a screen show more easily in Freelance Graphics for Windows. Onscreen drawing, page branching, and multimedia capabilities make your screen shows more

flexible and lively. Choose View Screen Show or click  (Screen Show icon) in the set of SmartIcons.

See also

[For DOS Upgraders: Charts](#)

[For DOS Upgraders: Drawing](#)

[For DOS Upgraders: Presentations](#)


[For DOS Upgraders: Tables and Organization Charts](#)

[For DOS Upgraders: Text](#)

For Freelance Graphics for Windows Release 1 Upgraders

This release of Freelance Graphics for Windows is even easier to use than Release 1, while offering significant, exciting new features like multimedia, organization charts, and fully integrated tables. In addition, full OLE (client and server) support, DDE text links, expanded file import/export support, and SCODL slide support give you added flexibility for creating your presentations and working with other applications.

Ease-of-use improvements are evident in almost all aspects of the product. Text is easier to move and modify, even when it resides in "Click here..." blocks (formerly called SmartMaster text blocks). A context-sensitive cursor shape tells you when the pointer is in position to size an object.

Online Help is easier to access, with a Help icon  in the top right corner of every dialog box, and Search added to the Help menu. As in Release 1, you can still press F1 any time for immediate help with what you are doing.



Customizable SmartIcons allow you to create multiple sets of SmartIcons for different users or types of presentations, and let you create your own SmartIcons to launch other Windows applications. Bubble help tells you what every icon in the set of SmartIcons does. Hold the mouse pointer over any tool in the Toolbox, and then press the right mouse button to see a description of that tool in the title bar. You can also use the right mouse button to display a menu of common functions when the pointer is over an object on the page. QuickStart, the online tutorial, is now available on SuperVGA monitors, and gives you greater flexibility to control the pace of your learning sessions.

All SmartMaster sets have changed from Release 1. To use a Release 1 presentation in this release, you must choose the appropriate SmartMaster set for this release. See For Freelance Graphics for Windows Release 1 Upgraders: SmartMaster Sets for more information.

As you might expect, the additions and changes to Freelance Graphics for Windows have resulted in changes to the command menus, menu and dialog box mnemonics, and accelerator keys. Explore this release to locate those changes that most affect you.

See also

[For Freelance Graphics for Windows Release 1 Upgraders: Charts](#)

[For Freelance Graphics for Windows Release 1 Upgraders: Drawing](#)

[For Freelance Graphics for Windows Release 1 Upgraders: File Compatibility](#)

[For Freelance Graphics for Windows Release 1 Upgraders: Multimedia](#)

[For Freelance Graphics for Windows Release 1 Upgraders: Presentations](#)

[For Freelance Graphics for Windows Release 1 Upgraders: Screen Shows](#)

[For Freelance Graphics for Windows Release 1 Upgraders: Tables and Organization Charts](#)

[For Freelance Graphics for Windows Release 1 Upgraders: Text](#)

For Freelance Graphics for Windows Release 1 Upgraders: Charts

Several minor changes to charting have made it easier to use in this release of Freelance Graphics for Windows. The first change you will notice is that the Graph menu has been renamed to Chart, because it now contains all of the Freelance Graphics charting functions, including organization charts and tables.

You will also notice improved chart defaults, such as bar colors and line styles, and the Chart Data & Titles window now has a Cancel button, so you can cancel changes you decide not to make.

This release lets you import data from Excel files, and you can import named ranges from Excel files as well as Lotus 1-2-3 and Symphony files. To do so, simply click Import in the Chart Data & Titles window and then click Ranges in the Import Data window.

The Import Data window has also been simplified to more clearly guide you through the process of importing data for the various components of your chart. Follow the instructions on the left of the window to copy the chart legends, labels, and data. When you need to import a more specific piece of data, such as one data set, select the range and click OK. Freelance Graphics copies the data to the Clipboard and lets you determine where to paste it in the Chart Data & Titles window.

For faster editing of chart text, such as headings and titles, click the text twice on the presentation page. To change the attributes of the text, such as font and size, double-click the text on the presentation page.

See also

[For Freelance Graphics for Windows Release 1 Upgraders: Drawing](#)

[For Freelance Graphics for Windows Release 1 Upgraders: File Compatibility](#)

[For Freelance Graphics for Windows Release 1 Upgraders: Multimedia](#)

[For Freelance Graphics for Windows Release 1 Upgraders: Presentations](#)

[For Freelance Graphics for Windows Release 1 Upgraders: Screen Shows](#)

[For Freelance Graphics for Windows Release 1 Upgraders: SmartMaster Sets](#)

[For Freelance Graphics for Windows Release 1 Upgraders: Tables and Organization Charts](#)


[For Freelance Graphics for Windows Release 1 Upgraders: Text](#)

For Freelance Graphics for Windows Release 1 Upgraders: Drawing

This release of Freelance Graphics for Windows gives you more drawing aids, including a freehand drawing tool, attributes, align commands, and greater metafile support.



Drawing Tools

Click  (Freehand icon) in the Toolbox to create your own freehand drawings. Additional Toolbox icons let you quickly create tables



and organization charts



Note also that the



(Zoom) and



(Scroll) tools have been removed from the Toolbox are now in the default set of SmartIcons.

A new drawing ruler, available in the View Preferences dialog box, displays horizontal and vertical rulers on the edge of the page to help you measure and position objects as you draw, edit, or move them.

Attributes

In this release, all line styles are available in all line widths, and you can choose a size for arrowheads in proportion to the line.

Drop shadows are also available for all objects, including text blocks.

Choose line styles, arrowhead sizes, and drop shadows from the appropriate Style Attributes dialog box.

Align Space Command

The Align Space command lets you evenly space selected objects horizontally, vertically, or in both directions.

Metafiles

This release of Freelance Graphics for Windows supports 1-bit, 4-bit, 8-bit, and 24-bit bitmaps greater than 64K bytes. The maximum size of a metafile you can use with Freelance Graphics depends on the memory available on your machine.

See also

[For Freelance Graphics for Windows Release 1 Upgraders: Charts](#)

[For Freelance Graphics for Windows Release 1 Upgraders: File Compatibility](#)

[For Freelance Graphics for Windows Release 1 Upgraders: Multimedia](#)

[For Freelance Graphics for Windows Release 1 Upgraders: Presentations](#)

[For Freelance Graphics for Windows Release 1 Upgraders: Screen Shows](#)

[For Freelance Graphics for Windows Release 1 Upgraders: SmartMaster Sets](#)

[For Freelance Graphics for Windows Release 1 Upgraders: Tables and Organization Charts](#)

[For Freelance Graphics for Windows Release 1 Upgraders: Text](#)

For Freelance Graphics for Windows Release 1 Upgraders: File Compatibility

All of your Release 1 files can be read into this release of Freelance Graphics for Windows without difficulty. You will, however, notice some differences in colors, especially in charts, because of the expanded color palettes in this release. If you do not like a resulting color, choose a new color from the [palette](#) or the [color library](#).

You will also notice that the new Table and Organization Chart page layouts are not automatically available to you when you read a Release 1 file into this release. To make these page layouts available, you must choose Style Choose SmartMaster Set and apply a SmartMaster set from this release to the presentation file. You can choose the SmartMaster set you used in Release 1 if it is available, or you can choose a different set.

You can also read files from this release into Freelance Graphics for Windows Release 1, but note that effects or features that are new with this release will be handled in one of two ways:

- * Some new effects or features will be translated to comparable effects or features supported by Release 1. For example, build pages will be translated to separate pages with no links between them, and curved text will be translated to straight text. If you save a file created by this release in Release 1, and then open it again in this release, these translated effects and features will retain their Release 1 appearance or format.
- * Other new effects or features (black-and-white palettes or drop shadows on objects, for example) will be unavailable under Release 1, and will be lost if you save the file in Release 1 and then open it again in this release.

Note

You cannot read files from this release containing bitmaps larger than 64K into Freelance Graphics for Windows Release 1. This includes presentations that use the multimedia SmartMaster sets provided with this release, which contain bitmaps larger than 64K.

See also

[For Freelance Graphics for Windows Release 1 Upgraders: Charts](#)

[For Freelance Graphics for Windows Release 1 Upgraders: Drawing](#)

[For Freelance Graphics for Windows Release 1 Upgraders: Multimedia](#)

[For Freelance Graphics for Windows Release 1 Upgraders: Presentations](#)

[For Freelance Graphics for Windows Release 1 Upgraders: Screen Shows](#)

[For Freelance Graphics for Windows Release 1 Upgraders: SmartMaster Sets](#)

[For Freelance Graphics for Windows Release 1 Upgraders: Tables and Organization Charts](#)

[For Freelance Graphics for Windows Release 1 Upgraders: Text](#)

For Freelance Graphics for Windows Release 1 Upgraders: Multimedia

With this release of Freelance Graphics for Windows you can add exciting multimedia capabilities, such as sound and video, to your presentations. You must have an appropriate sound board to access the sound capabilities.

Lotus provides four ways to incorporate multimedia into presentations: predefined SmartMaster sets with multimedia and a sound library, [Lotus Media Manager](#), [Lotus Annotator](#), and [Lotus Sound](#). You can also use [OLE](#) to embed multimedia objects in your presentation by choosing Edit Insert Object in Current Page view.

SmartMaster Sets and Sound Library

New [SmartMaster sets](#) (which all begin with the letters MM) provide several canned movies you can include in your presentations. Choose one of these SmartMaster sets and then run a screen show to view the movies.

You can use Lotus Media Manager to include sounds from the Sound Library in your presentation.

Lotus Media Manager



With Lotus Media Manager, you can assign a multimedia object (a sound or movie) to a [Screen Show button](#). To play the multimedia object while you are working on your presentation, double-click the OLE object in Current Page view. To play the object during a screen show, click the Screen Show button.

Click  to launch Lotus Media Manager.

Lotus Annotator

Lotus Annotator lets you record personal notes about specific objects in 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.

Click  to launch Lotus Annotator.

Lotus Sound

Lotus Sound is a stand-alone application that you can access from Windows or from an icon to create your own sounds.

Click  to launch Lotus Sound.

See also

- [For Freelance Graphics for Windows Release 1 Upgraders: Charts](#)
- [For Freelance Graphics for Windows Release 1 Upgraders: Drawing](#)
- [For Freelance Graphics for Windows Release 1 Upgraders: File Compatibility](#)
- [For Freelance Graphics for Windows Release 1 Upgraders: Presentations](#)
- [For Freelance Graphics for Windows Release 1 Upgraders: Screen Shows](#)
- [For Freelance Graphics for Windows Release 1 Upgraders: SmartMaster Sets](#)
- [For Freelance Graphics for Windows Release 1 Upgraders: Tables and Organization Charts](#)
- [For Freelance Graphics for Windows Release 1 Upgraders: Text](#)

For Freelance Graphics for Windows Release 1 Upgraders: Presentations

With this release, many new features and improvements to existing features make it easier for you to create the content of your presentation without worrying about the mechanics and design.

Editing SmartMaster Text Blocks and Placement Blocks


You can size and move text and objects in "Click here..." blocks (formerly called SmartMaster text blocks and placement blocks) simply. To size any text block or object, click the object to select it and then drag one of the selection handles. To move any text block or object, click the object to select it and then drag anywhere in the object. To move text or an object out of a "Click here..." block, press CTRL and drag the object.

Easier Page Names

Freelance Graphics automatically names pages for you using the title text you type on the page. If you do not type a title, Freelance Graphics uses "Page n" in the edit line (as in the previous release), but it uses "Unnamed" elsewhere (in Page Sorter view, for example).

Better, Easier Black-and-White Presentations

Every SmartMaster set comes with an associated color and black-and-white palette, so your presentation looks good onscreen or in print in color or in black and white. To switch between color and black-and-white viewing, choose Style Use Color Palette or Style Use

Black & White Palette, or click  (the Color/B&W box) at the bottom of the screen.

Freelance Graphics automatically uses the black-and-white palette when printing to a black-and-white device, and automatically prints dark backgrounds as white for clean, crisp black-and-white presentations.

Improved Previewing

With this release, you no longer need to drag dialog boxes out of the way to preview charts and objects. Just press the Preview button in the dialog box and continue to hold the mouse down while you preview your changes. Release the mouse button to redisplay the dialog box.

Enhanced Outliner

Now you can collapse and expand parts or all of your presentation outlines, as well as print them. In Outliner view, choose Outliner Expand All, Collapse All, Expand, or Collapse, or click one of the icons at the top of the window:



Expand All



Collapse All



Expand Current Page




Collapse Current Page

You can print the outline in Outliner view by choosing File Print and clicking Outline in the Format group box. Collapsed text does not print.

Enhanced Speaker Notes

This release lets you type your speaker notes into forms attached to presentation pages. You can use these speaker notes as prompts while you are giving your presentation, reminders of data sources, storage places for supporting facts, or messages to colleagues who might also deliver your presentation.

To add a speaker note to the current page in Current Page view or Page Sorter view, choose Page Speaker Notes or click  in the set of SmartIcons.

To print your speaker notes, choose File Print and click Speaker notes in the Format group box. The Release 1 speaker note feature is still available as Audience notes in the Print File dialog box.

Saving Presentation Files

Two File Save enhancements make it easier to save your presentation files and take them with you. Choose Tools User Setup and mark the Auto timed save check box to automatically save presentations as you work on them. You choose the amount of time between file saves.

When you save a presentation that contains references to linked files to a different disk or directory, Freelance Graphics automatically asks you if you want to copy the linked files as well, so that you can easily copy your presentation to diskette to take with you.

Expanded OLE Support

Expanded OLE support lets Freelance Graphics act as a client or server application, allowing you to link or embed presentation pages in other applications as easily as you link or embed other objects in your presentation pages.

As part of this support, Freelance Graphics includes an Edit Paste Special command that allows you to choose the Clipboard format you want to paste. You also choose Edit Paste Special when you want to link objects; Edit Paste Link is no longer available as a menu choice.

To embed another application's objects into a presentation page, choose Edit Insert Object.

See also

[For Freelance Graphics for Windows Release 1 Upgraders: Charts](#)

[For Freelance Graphics for Windows Release 1 Upgraders: Drawing](#)

[For Freelance Graphics for Windows Release 1 Upgraders: File Compatibility](#)

[For Freelance Graphics for Windows Release 1 Upgraders: Multimedia](#)

[For Freelance Graphics for Windows Release 1 Upgraders: Screen Shows](#)

[For Freelance Graphics for Windows Release 1 Upgraders: SmartMaster Sets](#)

[For Freelance Graphics for Windows Release 1 Upgraders: Tables and Organization Charts](#)

[For Freelance Graphics for Windows Release 1 Upgraders: Text](#)

For Freelance Graphics for Windows Release 1 Upgraders: Screen Shows

The Freelance Graphics Screen Show feature has developed into a full-fledged presentation medium. In addition to multimedia (movie and sound) capabilities, it now offers onscreen drawing, branching, and application launching facilities.

Onscreen Drawing

To draw on the screen during your screen show, for example, to highlight important information or augment the information on a page, simply drag the mouse. To choose the color and width of the line you draw, choose View Screen Show Edit Effects, and then click Options.

Branching

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

To add the Screen Show control panel to your screen show, choose View Screen Show Edit Effects, click Options, and mark the Display Screen Show control panel check box.

To use Screen Show buttons, select the object you want to use as a button, choose View Screen Show Create/Edit Button, and choose the action to perform.

Launching

Use the Screen Show buttons described above to launch another Windows application during your screen show.

See also

[For Freelance Graphics for Windows Release 1 Upgraders: Charts](#)

[For Freelance Graphics for Windows Release 1 Upgraders: Drawing](#)

[For Freelance Graphics for Windows Release 1 Upgraders: File Compatibility](#)

[For Freelance Graphics for Windows Release 1 Upgraders: Multimedia](#)

[For Freelance Graphics for Windows Release 1 Upgraders: Presentations](#)

[For Freelance Graphics for Windows Release 1 Upgraders: SmartMaster Sets](#)

[For Freelance Graphics for Windows Release 1 Upgraders: Tables and Organization Charts](#)

[For Freelance Graphics for Windows Release 1 Upgraders: Text](#)

For Freelance Graphics for Windows Release 1 Upgraders: SmartMaster Sets

All SmartMaster sets have changed from Release 1. All SmartMaster sets now use the default palette. In addition, many Release 1 SmartMaster sets have undergone basic design changes. To use a Release 1 presentation in this release, you must choose the appropriate SmartMaster set for this release. The first table below lists the Release 1 SmartMaster sets for which only the colors have changed.

Release 1 SmartMaster Sets with Color Changes Only

Asia (now Ship)	Horizon
Boxline	Neo (now Neo2)
Checker	Shadowb1 (now Shadowbx)
Dotbox	Shadowb2 (now Shadowbx)
Gradate3 (now Gradate2)	Vtopbar (now Vertbar)

The following table lists the Release 1 SmartMaster sets that were basically redesigned for Release 2.

Release 1 SmartMaster Sets Redesigned for Release 2

1994, 1995	Motion
3Line	Mountain
4Square	Rainbow
Abstract	Shadowbx
Forest	Skyline
Frame	Symbolbx
Gradate1	Tiles
Graphlin	Waffle


See also

[For Freelance Graphics for Windows Release 1 Upgraders: Charts](#)
[For Freelance Graphics for Windows Release 1 Upgraders: Drawing](#)
[For Freelance Graphics for Windows Release 1 Upgraders: File Compatibility](#)
[For Freelance Graphics for Windows Release 1 Upgraders: Multimedia](#)
[For Freelance Graphics for Windows Release 1 Upgraders: Presentations](#)
[For Freelance Graphics for Windows Release 1 Upgraders: Screen Shows](#)
[For Freelance Graphics for Windows Release 1 Upgraders: Tables and Organization Charts](#)
[For Freelance Graphics for Windows Release 1 Upgraders: Text](#)

For Freelance Graphics for Windows Release 1 Upgraders: Tables and Organization Charts

This release also brings you fully integrated tables and organization charts.

Tables

Choose the [Table page layout](#), and click on "Click here to create a table," or click  (Table icon) in the [Toolbox](#), to create a table. Freelance Graphics displays the [Table Gallery dialog box](#), so you can choose a style and specify the number of rows and columns, and then it automatically sizes and places a blank table on the page. Click any cell to enter data in that cell.


To change the width of a column or the height of a row, drag a grid line of the column or row. To size the entire table (but not the text), click the table to select it and drag a handle on any side of the table. Drag anywhere inside the table to move it.

To change the text, background, and border attributes for an entire table, double-click the table or click the table to select it and choose Chart Attributes.

To change the text, background, and border attributes of selected cells in a table, select the cells you want to change and choose Chart Attributes.

To insert and delete rows or columns, click the table to select it and choose Chart Table and the appropriate command.

Organization Charts

Choose the Organization Chart page layout and click on "Click here to create an organization chart," or click  (Organization Chart icon) in the [Toolbox](#), to create an organization chart. Freelance Graphics displays the [Organization Chart Gallery dialog box](#), so you can choose a style, and then it displays the [Organization Chart Entry List dialog box](#), in which you can type up to three lines of information for each entry.

You can type any number of entries. Press TAB to type a subordinate entry; press SHIFT+TAB to type a superior entry. To type one staff entry reporting to the top position in the organization chart, choose Edit Staff from the menu at the top of the Organization Chart Entry List.

When you are finished typing all your organization chart entries, Freelance Graphics sizes and places the organization chart on the page.

See also

- [For Freelance Graphics for Windows Release 1 Upgraders: Charts](#)
- [For Freelance Graphics for Windows Release 1 Upgraders: Drawing](#)
- [For Freelance Graphics for Windows Release 1 Upgraders: File Compatibility](#)
- [For Freelance Graphics for Windows Release 1 Upgraders: Multimedia](#)
- [For Freelance Graphics for Windows Release 1 Upgraders: Presentations](#)
- [For Freelance Graphics for Windows Release 1 Upgraders: SmartMaster Sets](#)
- [For Freelance Graphics for Windows Release 1 Upgraders: Screen Shows](#)
- [For Freelance Graphics for Windows Release 1 Upgraders: Text](#)

For Freelance Graphics for Windows Release 1 Upgraders: Text

New features and enhancements to text handling make it easier for you to do exciting things with text and bullet charts.

Simplified Editing

To edit text in this release, just click the text twice (but do not double-click or you will edit the text attributes). You do not need to click the Text icon in the Toolbox first. Freelance Graphics opens the text block, without the text ruler.



Click the Promote icon (left arrow) in the text block to promote a paragraph to a higher paragraph style (formerly called a level). Click the Demote icon (right arrow) in the text block to demote a paragraph to a lower paragraph style.

To display the text ruler, choose View View Preferences and mark the Text block ruler check box.

This release also lets you edit grouped text. When a text block is part of a group of objects, position the pointer over the text you want to edit, and click the text twice (but do not double-click or you will edit the text attributes).

Bullets and Bulleted Lists

Use Freelance Graphics symbols, or any symbols you create, as bullets. You can also easily use numbers as bullets. To choose a new bullet for a paragraph, double-click the paragraph, and click the Bullet drop-down box. To use numbers, click the number 1. To use symbols, click Symbol and choose a symbol from any one of the symbol categories.

You can size any bullet by double-clicking the paragraph, and clicking the Bullet size drop-down box to choose a size.


You can also create build pages automatically from any bulleted list. When you create build pages, all pages are identical, except for the bulleted list items. The first page contains only the first bulleted item. Each subsequent page contains one additional bulleted item, with previous bulleted items dimmed.

To create build pages automatically, create the page containing the complete bulleted list. (This will be the last page in your build sequence.) Then choose [Page Create Build](#). Freelance Graphics automatically creates the build pages for you and inserts them before the current page.

Curved Text


This release also makes it easy to curve text into almost any shape, including a shape you have drawn on the page. To choose a pre-defined shape for your text, select the text block you want to curve, choose Text Curved Text, and choose the shape you want to use.

To shape text to an object on the page, select the text and the object and then choose Text

Curved Text, or click  (Curved Text icon) in the set of SmartIcons, and click Custom Shape.

DDE Links

You can now paste text (including attributes) and link text from other Windows applications,

and paste and link tables. Choose Edit Paste or click  (Paste icon) to paste the text. Choose Edit Paste Special or click



(Paste Special icon) if you want to link the text or choose the Clipboard format.

TrueType Support

This release supports the TrueType fonts provided with Windows 3.1.

See also

[For Freelance Graphics for Windows Release 1 Upgraders: Charts](#)

[For Freelance Graphics for Windows Release 1 Upgraders: Drawing](#)

[For Freelance Graphics for Windows Release 1 Upgraders: File Compatibility](#)

[For Freelance Graphics for Windows Release 1 Upgraders: Multimedia](#)

[For Freelance Graphics for Windows Release 1 Upgraders: Presentations](#)

[For Freelance Graphics for Windows Release 1 Upgraders: Screen Shows](#)

[For Freelance Graphics for Windows Release 1 Upgraders: SmartMaster Sets](#)

[For Freelance Graphics for Windows Release 1 Upgraders: Tables and Organization Charts](#)

For Freelance Graphics for Windows Release 2.0 Upgraders

This release of Freelance Graphics for Windows is designed to be an effective member of Lotus SmartSuite--a suite of applications designed to look alike and work together with unparalleled compatibility.

- * In addition to reading all previous 1-2-3 for Windows file formats, this release of Freelance Graphics for Windows also reads .WK4 files from 1-2-3 for Windows Release 4 and later.
- * You can now elect to have a presentation immediately open as a screen show. To do this, mark the Start Automatically check box in the Edit Screen Show dialog box (you see this dialog box when you choose View Screen Show Edit Effects from the Freelance Graphics menu). This feature also allows you to launch a screen show directly from Lotus Notes.
- * This release of Freelance Graphics for Windows has capabilities that make it an excellent Lotus Notes 3 partner. For example, a presentation can now share information when it is properly configured to work with a Notes database.
- * When Freelance Graphics is an imbedded OLE object in another application (such as Lotus Notes) and you open Freelance Graphics, you now have the option of choosing a look for your presentation rather than accepting the default look (that is, the default SmartMaster).
- * You can now send mail (File Send Mail) to VIM mail applications and Microsoft Mail (MAPI).
- * In addition to importing and exporting all previous file formats, this release of Freelance Graphics for Windows now imports PowerPoint 3 files and OS/2 metafiles; it exports EPS files and OS/2 metafiles.


See also

[For All Upgraders](#)

Using Help

Help provides information and procedures to assist you in using Freelance Graphics for Windows.

How to Get Help

- * Press F1 (HELP) any time you are working in Freelance Graphics to display Help on the command you are using.
- * When you are using a dialog box, press F1 (HELP) or click  to see Help for the options in the box.
 - * Choose Help on the main menu to display the Help commands. You can choose from a list of Help topics, such as Keyboard, How Do I, and Search.

Note

If you press F1 (HELP) when the Help window is open, Microsoft Windows Help opens. To return to Help for Freelance Graphics, click the Back button. This returns you to the last topic you viewed in Help for Freelance Graphics.

Help Features

Cross-References

Let you move between related Help topics. To see how these work, click here --> [Help Topic](#)

Pop-Up Boxes

Let you view more information without leaving the Help topic you are reading. To see how these work, click here --> [Definition](#).

Help Buttons

Are located below the Help commands. Use the Help buttons to locate Help information quickly. You can display the Contents topic for Help, search for specific information, backtrack through Help topics you viewed, and browse through sets of related Help topics.

Help Window Commands

Are located above the Help buttons. Use the Help window commands to print Help topics and open the Help of other Windows applications; copy Help topics to the [Clipboard](#); add notes to Help topics; and add Help topics to a pull-down menu so you can get to them quickly.

Search

Lets you find Help topics associated with a keyword or phrase. You can use Search by clicking the Search Help button or choosing Help Search from the Freelance Graphics main menu.

Viewing Freelance Graphics and Help Side by Side

Keeps Help visible while you work in Freelance Graphics.

See also

[Closing the Help Window](#)

[Help Keys](#)

[Moving the Help Window](#)

Help Topic

Green text with a solid underline indicates a cross-reference to another Help topic. When you choose a cross-reference, you jump to a different Help topic in the Help window.

To return to the last Help topic you saw, press **B** or click the Back button.

Note

Help keeps track of the topics you look at. To go back to an earlier topic, press **T** or click the History button and double-click the topic title.

definition

Words and phrases in green text with a dotted underline in Help indicate a definition. When you click one of these words, a definition appears in a pop-up box.

To close a pop-up box, click the left mouse button, or press ENTER.

Close the Help Window

You can use the menu, the mouse, or the keyboard to close the Help window. Do one of the following:

- * Choose File Exit from the Help window menu.
- * Double-click the Control menu box in the top left corner of the Help window.
- * Press ALT+F4 (CLOSE APP) OR ESC.

See also

[Using Help](#)

Move the Help Window

Using the Mouse to Move the Help Window

1. Move the mouse pointer to the title bar at the top of the Help window.
2. Drag the window to a new location.
3. Release the mouse button when the window is in the location you want.

Using the Keyboard to Move the Help Window

1. Press ALT+ SPACEBAR to open the Control menu for the Help window.
2. Press **M** to choose Move. The mouse pointer turns into a four-headed arrow.
3. Press UP, DOWN, LEFT, or RIGHT to move the window.
4. Press ENTER.

See also

[Using Help](#)
[Viewing Freelance Graphics and Help Side by Side](#)


View Freelance Graphics and Help Side by Side


In Windows, the active window is always on top of other windows. However, you can arrange the Freelance Graphics window and the Help window to appear side by side. This way they overlap as little as possible and both windows remain fully visible while you work.

It is likely that at some point in this procedure, the Help window will be partly or completely covered by another window. Before you follow this procedure, you may want to choose File Print Topic in the Help window to print this Help topic.

Note

If you are using Windows 3.1 Help, you can choose Help Always on Top. This Help command keeps the Help window on top of all other open windows. You need only to resize the windows to display them side by side.

1. If the Help window fills the whole screen, click  (the Restore button).

If  (the Maximize button) of the Help window is visible, skip this step.

2. Move the Help window to the right side of the screen by pointing to its title bar and dragging it.
3. Resize the Help window to fill the right half of the screen.

Drag a top, bottom, or side border to resize in one direction only. Drag a corner of the border to resize vertically and horizontally at the same time. The mouse pointer changes to a white two-headed arrow when you are pointing to a border.

4. Click the Freelance Graphics window to make it the active window.

The active window always appears in the foreground, so the Freelance Graphics window may hide part or all of the Help window at this point.

5. If the Freelance Graphics window fills the whole screen, click the Restore button.
If the Maximize button of the Freelance Graphics window is visible, skip this step.
6. Move the Freelance Graphics window to the left side of the screen by pointing to its title bar and dragging it.
7. Resize the Freelance Graphics window to fill the left half of the screen.

See also

[Help Window Commands](#)
[Using Help](#)

Use Search

Use Search to locate information quickly in Help. Search is like an index to Help. Each keyword or phrase is associated with one or more Help topics.

1. If Help is not open, you can open Search any time by choosing Help and then Search from the Freelance Graphics menu.

If Help is open, click the Search button in Help or press **S**.

Search displays a list of words and phrases in the first list box.

2. Choose a keyword or phrase in the first list box.

To scroll quickly to different parts of the list, begin typing a word in the text box. The list scrolls automatically to the keyword that most closely matches what you are typing. For example, if you type **P**, the list box scrolls to the first keyword beginning with the letter P. If you then type **R**, the list scrolls to the first word beginning with **PR** or the closest match.

Click in the list box and then press the UP or DOWN arrow keys to scroll to different keywords. You can also click on a word or phrase to highlight it.

3. Click the Show Topics button or press ENTER to display a list of related Help topics in the second list box.
4. In the second list box, highlight the topic you want to see. If necessary, scroll up or down to view more topics or press the UP or DOWN arrow keys.
5. Click Go To or press ENTER to display Help for the highlighted topic. You can also double-click a topic title to display Help.

The Search window closes and the Help topic you selected appears in the Help window.

See also

[Help Window Commands](#)

Display a Pop-Up Definition

Words and phrases in green text with a dotted underline in Help indicate a definition. When you click the green text, Help displays a pop-up box containing the explanation of the word or phrase.

To see how a definition works, click here --> [Definition](#).

Using the Mouse to Display a Definition

1. Point to a green word or phrase with a dotted underline.
The [mouse pointer](#) changes to a hand icon.
2. Click the left mouse button.

Using the Keyboard to Display a Definition

1. Press TAB to highlight a green word or phrase with a dotted underline.
2. Press ENTER.

Closing a Pop-Up Box

To close a pop-up box, click the mouse button or press ENTER.

Note

To display a definition in the Help window rather than in a pop-up box, use Search to locate the term. When Help displays the definition, you can use the [Help Browse buttons](#) to see other definitions.

See also

[Help Window Commands](#)
[Using Cross-References](#)
[Using Search](#)

Use Cross-References

Words and phrases in green text with a solid underline are cross-references to other Help topics. When you click on this text, you jump from one Help topic to another.

To see how this works, click here --> [Help Topic](#).

Using the Mouse to go to a Cross-Referenced Topic

1. Point to a green word or phrase with a solid underline.

The [mouse pointer](#) changes to a hand icon.

2. Click the left mouse button.

Help displays a different topic in the Help window.

Using the Keyboard to go to a Cross-Referenced Topic

1. Press TAB to highlight a green word or phrase with a solid underline.

2. Press ENTER.

Help displays a different topic in the Help window.

To return to the previous topic,

Click the [Back](#) button or press **B**.

See also

[Displaying a Pop-Up Definition](#)

[Help Window Commands](#)

[Using Search](#)

Help Buttons

The six Help buttons are located below the Help Window menu. You can use these buttons to move around in Help. When a feature is not available, its button is dimmed.

To choose a Help button, click it or press the underlined letter in the Help button's name.

Contents

Displays the Contents topic for Freelance Graphics Help. This topic lists different categories of Help.

Search

Lists all the Help keywords for Freelance Graphics. By typing or selecting a keyword, you can quickly locate specific Help topics.

Back

Displays the last topic you viewed. Help moves back one topic at a time in the order you viewed each topic until you return to the first topic you viewed. Then this button is dimmed. The record of which topics you have viewed is erased each time you close the Help window.

History

Lists the last 40 Help topics you viewed. You can select topics from this list to view them again.

<< (Browse)

Displays the previous topic in a series of related topics. When you reach the first topic in the series, this button is dimmed.

>> (Browse)

Displays the next topic in a series of related topics. When you reach the last topic in the series, this button is dimmed.

See also

[Help Keys](#)

[Help Window Commands](#)

[Using Search](#)

Help Keys

You can use the following keys in Freelance Graphics Help.

ALT+F4 OR ESC

Closes the Help window. Help saves any annotations or bookmarks you created, and saves the current size and position of the Help window.

ALT+ SPACEBAR

Opens the Control menu for the Help window.

BACKSPACE

Displays the last Help topic you saw.

CTRL+END

Scrolls to the end of a Help topic.

CTRL+HOME

Scrolls to the beginning of a Help topic.

CTRL+INS

Copies a Help topic to the Clipboard so you can paste it into a presentation file or another Windows application.

HOME

Displays the Help Contents topic.

Left Arrow Key

Browses to the previous topic.

Right Arrow Key

Browses to the next topic.

Note

If you press F1 (HELP) when the Help window is open, Microsoft Windows Help opens. To return to Help for Freelance Graphics, click the Back button. This returns you to the last topic you viewed in Help for Freelance Graphics.

See also

[Help Buttons](#)

[Help Window Commands](#)

[Using Help](#)

Help Window Commands

File Commands

[Open](#)
[Print Topic](#)
[Print Setup](#)
[Exit](#)

Edit Commands

[Copy](#)
[Annotate](#)

Bookmark Commands

[Define](#)
[\(Bookmark Name\)](#)
[More](#)

Help Commands

[How to Use Help](#)
[Always on Top](#)
[About Help](#)

See also

[Help Buttons](#)
[Help Commands](#) (on the Freelance Graphics main menu)

File Open (Help Window)

Reads a Help file (.HLP) on disk into memory, replacing the Help you previously had open.

You can open the Help file for any application that uses Windows Help. You do not have to be using the application to open its Help file. For example, you can be working in Freelance Graphics and open the Help file for 1-2-3 for Windows.

1. Choose File Open.
2. Specify the path and the name of the Help file you want to open.

You can enter the name of the Help file in the File name text box, or you can highlight a file name in the list box.

3. Click OK.

See also

[Help Window Commands](#)

File Print Topic (Help Window)

Prints the topic that is displayed. You can print entire topics only.

See also

[File Print Setup](#)

[Help Window Commands](#)

File Print Setup (Help Window)

Identifies the printer for Help, which is the default printer you selected from the Windows Control Panel. If you have installed more than one printer in Windows, you can make any of your installed printers the default printer for Help. You can also change the default printer options.

1. Choose File Print Setup.
2. Choose the printer that you want to use.
3. Click Options to change the default printer options.

A dialog box containing options for the chosen printer is displayed.

4. Choose the options you want, and then click OK.

The Print Setup dialog box is redisplayed.

5. Click OK.

When you choose [File Print Topic](#), Help will use the printer and options you specified.

See also

[Help Window Commands](#)

File Exit (Help Window)

Closes Help.

Help saves any annotations or bookmarks you created, and saves the current size and position of the Help window.

See also

[Help Window Commands](#)

Edit Copy (Help Window)

Copies the text of the current Help topic to the Clipboard. Help does not copy pictures to the Clipboard.

From the Clipboard, you can paste the text into a presentation or another Windows application by using Edit Paste.

1. Choose Edit Copy.
2. Help displays the text in a dialog box.
To copy all of the text to the Clipboard, click Copy.

To copy some of the text, highlight the text you want to copy and then click Copy.

See also

[Help Window Commands](#)

Edit Annotate (Help Window)

Adds a note to the current Help topic. Annotations appear as a paper clip icon, to the left of the first paragraph.

Creating an Annotation

1. Choose Edit Annotate.
2. Enter the text you want to add in the Annotation text box.

Text wraps automatically in the text box, but you can end a line before it wraps by pressing ENTER. If you make a mistake, press BACKSPACE to erase any unwanted characters and then continue typing.

To copy an annotation to the Clipboard, click Copy.

To copy text from the Clipboard, click Paste.

3. When you have finished the note, click Save.

Viewing an Annotation

1. Go to the topic that contains the annotation.
2. Click the paper clip icon, or press TAB to highlight the paper clip icon and then press ENTER.
3. Click Cancel to close the Annotate dialog box.

Removing an Annotation

1. Go to the topic that contains the annotation.
2. Click the paper clip icon, or press TAB to highlight the paper clip icon and then press ENTER.
3. Click Delete.

See also

[Help Window Commands](#)

Bookmark Define (Help Window)

Places a bookmark at the current topic or removes a bookmark from any topic. Once you have placed a bookmark at a topic, you can display that topic quickly by choosing it from the Bookmark menu.

Creating a Bookmark

1. Choose Bookmark Define.

2. Specify the name of the bookmark in the Bookmark Name text box.

You can accept the name of the current topic as it appears in the text box, or you can enter a new name.

3. Click OK.

The bookmark name you specified now appears in the Bookmark menu.

Removing a Bookmark

1. Choose Bookmark Define.

2. Choose the bookmark you want to remove.

3. Click Delete.

4. Click OK.

See also

[Bookmark \(Bookmark Name\)](#)

[Bookmark More](#)

[Help Window Commands](#)

Bookmark (Bookmark Name) (Help Window)

The Bookmark menu can list up to nine bookmark names. Choose a name from this list to display the Help topic associated with that bookmark. A bookmark name appears only after you have defined a bookmark with [Bookmark Define](#).

1. Choose Bookmark.
2. In the Bookmark menu, choose the bookmark for the topic you want to see.

The Help topic appears in the Help window.

See also

[Bookmark More](#)

[Help Window Commands](#)

Bookmark More (Help Window)

Displays the complete list of Help bookmarks. Bookmark More appears only when you have defined more than nine bookmarks.

1. Choose Bookmark More.
2. Choose the topic you want in the Go To Bookmark list box.
3. Click OK.

The Help topic appears in the Help window.

See also

[Bookmark \(Bookmark Name\)](#)

[Bookmark Define](#)

[Help Window Commands](#)

Help How to Use Help (Help Window)

Closes Help for Freelance Graphics and opens a Microsoft Windows Help file. Choosing this command is the same as pressing F1 (HELP) while in Help.

Choose How to Use Help if you need more information on using Windows Help.

Note

To return to Help for Freelance Graphics, click the Back button, or click History to choose a previously viewed topic in Help for Freelance Graphics.

See also

[Help Buttons](#)

[Help Window Commands](#)

Help About Help (Help Window)

Displays information about Windows Help, including the version number and copyright notice.

1. Choose Help About.
2. Click OK to close the dialog box.

See also

[Help Window Commands](#)

Help Always on Top (Help Window)

If you are using Windows 3.1, you can choose to keep the Help window on top of all other open windows. This command prevents the Help window from being covered by another window.

When Help is open, choose Help Always on Top.

See also

[Help Window Commands](#)

How Do I?

To select a topic using the mouse, click a topic. Then click a topic in the pop-up box. To select a topic using the keyboard, press TAB to select a topic, and then press ENTER. You can also click the browse buttons (<< or >>) to see each list of related topics.

NOTE If you do not find what you are looking for here, click the Search button in Help.



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Change Colors



Change Default Settings



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Use Help



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When you first start Freelance Graphics, you can run QuickStart (the online tutorial), create a new presentation, or retrieve an existing presentation. Use Help (press F1 or click the ? in a dialog box) whenever you need more information.

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[Learn about the Freelance Graphics window](#)

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Speaker Note Dialog Box

Displays a workspace in which you can enter, edit, and delete text for a speaker note. The speaker note you create is associated with the current page.

The Form

Enter the text for a speaker note in the form that appears in the Speaker Note dialog box. You can type and paste text in this form. You cannot paste symbols, charts, or other objects into it.

Type your text at the insertion point. Freelance Graphics automatically wraps text to the next line when you reach the right margin of the form.

Press ENTER to complete one bulleted item and begin another. Press CTRL+ENTER to begin a line without a bullet.

Notes

This form represents the printable area for all speaker notes and is a fixed size. Freelance Graphics will not print any text that extends below the bottom margin of this form.

To create speaker notes without bulleted entries, choose Default Bullet and choose None as the bullet style.

The Menu

Use the menu in the Speaker Note dialog box to edit speaker note text, change attributes for the current speaker note or for all existing speaker notes in the current presentation, and change default attributes for speaker notes.

- * Choose Edit to cut, copy, paste, and delete speaker note text.
- * Choose Text to change typeface, bullet style, and point size for all text on the current speaker note or for all existing speaker notes in the current presentation; and to change text appearance for selected text or for text you type at the insertion point.
- * Choose Default to change the default typeface, bullet style, and point size for all speaker notes. Changes to default settings affect all existing speaker notes except those you customized with the Text commands.

Note

To print speaker notes, choose File Print.

Next

Switches to the speaker note for the next presentation page, creating a speaker note if one does not exist. The page you switch to becomes the current page.

Note

You can also press PG DN.

Previous

Switches to the speaker note for the previous presentation page, creating a speaker note if one does not exist. The page you switch to becomes the current page.

Note

You can also press PG UP.

See also

Add a Speaker Note

Edit Commands (Speaker Notes)

Cut, copy, paste, and delete text in the Speaker Note dialog box.

Cut

Deletes selected text and places it on the Clipboard.

Copy

Copies selected text to the Clipboard without removing the original text from its location.

Paste

Copies text that has been placed on the Clipboard to the current speaker note.

Clear

Removes selected text permanently without affecting the contents of the Clipboard.

Edit Cut

Deletes the selected text from the speaker note and places it on the Clipboard.

The deleted text remains on the Clipboard until you cut or copy again from the Speaker Note dialog box, the Freelance Graphics window, or any Windows application.

Use Edit Paste in the Speaker Note dialog box to place the contents of the Clipboard on another speaker note.

Shortcut

Keys: Press CTRL+X (CUT)

Tips

Use Edit Paste in the Freelance Graphics window to place text you cut or copied in the Speaker Note dialog box on a presentation page in the current presentation or in another presentation.

Use Edit Clear to delete speaker note text without affecting the contents of the Clipboard.

Edit Copy

Makes a copy of the selected text and places the copy on the Clipboard.

The copied text remains on the Clipboard until you cut or copy again from the Speaker Note dialog box, the Freelance Graphics window, or any Windows application.

Use Edit Paste in the Speaker Note dialog box to place the contents of the Clipboard on another speaker note.

Shortcut

Keys: Press CTRL+C (COPY)

Tips

Use Edit Paste in the Freelance Graphics window to place text you copied in the Speaker Note dialog box on a presentation page in the current presentation or in another presentation.

Edit Paste

Copies the text stored on the Clipboard and places it on the current speaker note. Pasting does not delete the Clipboard contents, so you can paste the same contents repeatedly until you:

- * Copy or cut other text to the Clipboard
- * Open the Clipboard application and delete the text
- * Close the Windows operating system

You can only paste text in the Speaker Note dialog box. You cannot paste symbols, charts, or other objects.

Text is pasted at the insertion point. If text is selected when you paste, the pasted text replaces the selected text. The pasted text assumes the attributes (face, bullet style, and size) in effect for the current speaker note. However, any changes made to text appearance (bold, italic, and so on) are maintained for the pasted text.

Shortcut

Keys: Press CTRL+V (PASTE)

Edit Clear

Erases the selected text without moving it to the Clipboard. The Clipboard contents remain unchanged.

Use Edit Cut to delete text from a speaker note and place it on the Clipboard.

Shortcut

Keys: Press DELETE

Text Commands

Change typeface, bullet style, and point size for all text on the current speaker note or for all existing speaker notes in the current presentation. Change text appearance (bold, italic, and so on) for selected text or for text you type at the insertion point.

Face

Changes the typeface for the current speaker note or for all existing speaker notes in the current presentation.

Bullet

Changes the bullet style for the current speaker note or for all existing speaker notes in the current presentation.

Size

Changes the point size of text for the current speaker note or for all existing speaker notes in the current presentation.

Normal

Removes all text attributes you applied to selected text and makes text you type at the insertion point plain (no attributes).

Bold

Changes text appearance to bold for selected text or for text you type at the insertion point.

Italic

Changes text appearance to italic for selected text or for text you type at the insertion point.

Underline

Underlines selected text or text you type at the insertion point.

Strikeout

Draws a line through selected text or text you type at the insertion point.

Text Face

Changes the typeface for the current speaker note or for all existing speaker notes in the current presentation. You choose the typeface in the Face dialog box.

Note

You cannot change the typeface for individual characters or lines.

Face Dialog Box

Face

Determines the typeface for the current speaker note.

Note

The typeface options in this list box are based on the typefaces available for the current printer.

Reset to default

Mark this to restore the default typeface for the current speaker note, removing any changes you made to typeface selection. Also mark Apply to all speaker notes to restore the default typeface for all existing speaker notes in the current presentation.

Apply to all speaker notes

Mark this to apply your typeface selection to all existing speaker notes in the current presentation.

Note

To change the default typeface selection for speaker notes, choose Default Face.

Text Bullet

Changes the bullet style for the current speaker note or for all existing speaker notes in the current presentation. You choose the bullet style in the Bullet dialog box.

Note

You cannot change the bullet style for individual characters or lines.

Bullet Dialog Box

Style

Changes the bullet style for all bullets on the current speaker note. You can choose from among various shapes.

Note

To enter text without bullets, choose None as the bullet style.

Reset to default

Mark this to restore the default bullet style for the current speaker note, removing any changes you made to bullet style selection. Also mark Apply to all speaker notes to restore the default bullet style for all existing speaker notes in the current presentation.

Apply to all speaker notes

Mark this to apply your bullet style selection to all existing speaker notes in the current presentation.

Note

To change the default bullet style for speaker notes, choose Default Bullet.

Text Size

Changes the point size of text for the current speaker note or for all existing speaker notes in the current presentation.

You choose the point size in the Text Size dialog box.

Text Size Dialog Box

Size in points

Changes the point size of text for the current speaker note. The point size determines how big the characters are. Choose the point size you want from the list box.

Note

When you choose a larger point size, existing speaker note text may be pushed past the bottom of the speaker note form. This text will not be visible in the Speaker Note dialog box and will not be printed with the speaker note. The text remains unchanged, however, and will be visible again if you choose a smaller point size or delete lines of text appearing on the form.

Reset to default

Mark this to restore the default point size for the current speaker note, removing any changes you made to point size selection. Also mark Apply to all speaker notes to restore the default point size for all existing speaker notes in the current presentation.

Apply to all speaker notes

Mark this to apply your text size selection to all existing speaker notes in the current presentation.

Note

To change the default text size for speaker notes, choose Default Size.

Text Normal

Removes all text attributes you applied to selected text or makes text you type at the insertion point plain (no attributes). This selection remains in effect until you choose another appearance or switch to another speaker note.

Shortcut

Keys: Press CTRL+N

Text Bold

Changes the appearance of selected text or of text you type at the insertion point to bold. If the selected text was bold, Freelance Graphics removes the bold appearance.

This selection remains in effect until you choose another appearance or switch to another speaker note.

Shortcut

Keys: Press CTRL+B

Text Italic

Changes the appearance of selected text or of text you type at the insertion point to italic. If the selected text was italic, Freelance Graphics removes the italic appearance.

This selection remains in effect until you choose another appearance or switch to another speaker note.

Shortcut

Keys: Press CTRL+I

Text Underline

Underlines selected text or text you type at the insertion point. If the selected text was underlined, Freelance Graphics removes the underline appearance.

This selection remains in effect until you choose another appearance or switch to another speaker note.

Shortcut

Keys: Press CTRL+U

Text Strikeout

Draws a line through selected text or text you type at the insertion point. If the selected text had a strikeout appearance, Freelance Graphics removes the strikeout appearance.

This selection remains in effect until you choose another appearance or switch to another speaker note.

Default Commands

Specify defaults for typeface, bullet style, and point size for speaker notes.

Note

Changes to default settings affect all existing speaker notes except those you customized with the Text commands.

Face

Determines the default typeface for speaker notes.

Bullet

Determines the default bullet style for speaker notes.

Size

Determines the default point size for speaker notes.

Tip

To change the typeface, bullet style, or point size of text for an individual speaker note or for all existing speaker notes in the current presentation, choose commands from the Text menu.

Default Face

Specifies the default typeface for speaker notes. You choose the default typeface in the Default Face dialog box.

Default Face Dialog Box

Changes the typeface for future speaker notes and for all existing speaker notes using the default typeface. Does not change the typeface for existing speaker notes using a typeface you chose with Text Face.

Face

Determines the default typeface for speaker notes.

Note

The typeface options in this list box are based on the typefaces available for the current printer.

Tip

To change the typeface for an individual speaker note or for all existing speaker notes in the current presentation, choose Text Face.

Default Bullet

Specifies the default bullet style for speaker notes. You choose the default bullet style in the Default Bullet dialog box.

Default Bullet Dialog Box

Changes the bullet style for future speaker notes and for all existing speaker notes that use the default bullet style. Does not change the bullet style for existing speaker notes that use a style you chose with Text Bullet.

Style

Determines the default bullet style for bullets on speaker notes. You can choose from among various shapes.

Note

To enter text without bullets, choose None as the bullet style.

Tip

To change the bullet style for an individual speaker note or for all existing speaker notes in the current presentation, choose Text Bullet.

Default Size

Specifies the default point size for speaker notes.

You choose the default point size from the available options in the Default Text Size dialog box.

Default Text Size Dialog Box

Changes the point size for future speaker notes and for all existing speaker notes that use the default point size. Does not change the point size for existing speaker notes that use a size you chose with Text Size.

Size in points

Determines the default point size for all future speaker notes. The point size determines how big the characters are. Choose the point size you want from the list box.

Tip

To change the point size for an individual speaker note or for all existing speaker notes in the current presentation, choose Text Size.

AI Output Filter Setup Dialog Box

Profiles

Lists the profiles or formats in which you can save this file for the file type you are exporting.

Choose Standard Options or a profile you created. (See the description under New.)

Notes

When you choose a profile and click OK, Freelance Graphics saves the image you are exporting using this profile and the choices you made for the other settings in this dialog box.

Color Translation

Determines the colors or black, white, and shades of gray that the images in your presentation file are saved with.

Normal

Saves the file using the colors as they appear onscreen.

Inverse

Converts the current RGB colors to their opposite values (for example, blues will be saved as green and red).

Inverse Grays Only

Converts any black, white, and shades of gray in the file to their opposite values (for example, black will be saved as white).

Tip

Mark this if you are printing to a black-and-white printer to see if you get better output.

Gray Scale

Converts all colors in the file to corresponding gray scales.

Inverse Gray Scale

Inverses all colors and converts them to corresponding gray scales.

Line Cap Mode

Determines whether the line cap styles (the style for the endpoints of lines) for images are based on those that the AI file type supports directly (**Device**), or whether this file type emulates any line cap styles that Freelance Graphics offers, but that this file type does not directly support (**Stroked**).

If you mark Device and your images look different when you bring the file into Adobe Illustrator than they did in Freelance Graphics, mark Stroked. Stroked supports a greater choice of line cap styles.

Note

If you choose Stroked, your file will be larger and the images will take a longer time to draw in the destination application. In addition, lines and end styles may change to rectangles and polygons.

Background Rectangle

Draws a color rectangle for the background of each page. Mark this check box so Freelance Graphics images that have background colors will also have them when you bring the file into Adobe Illustrator.

New

Creates a new profile based on the settings in this dialog box for the template profile you choose in the New Profile Menu dialog box. Click New to display this dialog box.

Delete

Deletes the highlighted profile you created in the New Profile Menu dialog box.

Note

You can delete only profiles that you created. These profiles appear in the Profiles list box in this dialog box with an asterisk (*) preceding their names.

Defaults

Returns the settings in this dialog box to their defaults.

See also

[File Export](#)

New Profile Menu Dialog Box

Profile Name

Enter the name of the profile you are creating.

Template Profile

Lists the profiles for the type of file you are exporting. Choose a profile from this list box to use as a template for the profile you are creating.

Note

When you click OK to accept this dialog box, Freelance Graphics creates the new profile based on the template profile you chose and the settings you specified for that profile in the AI Output Filter Setup dialog box.

BMP Output Filter Setup Dialog Box

Profiles

Lists the profiles or formats in which you can save this file for the file type you are exporting.

Choose Standard Options or a profile you created. (See the description under New.)

Note

When you choose a profile and click OK, Freelance Graphics saves the image you are exporting using this profile and the choices you made for the other settings in this dialog box.

Format

Determines the colors used to generate the bitmap when the file is exported.

Choose **Bi-level** (to generate a black-and-white version of the bitmap), **16 Color** (to generate a 16-color bitmap), **256 Color** (to generate a 256-color bitmap), or **24 Bit Color** (to generate a bitmap using up to 16 million colors).

Resolution

Determines the pels/in (pixels per inch, equivalent to DPI--dots per inch) that the bitmaps will be generated at. Choose **Screen** (to display images with a pels/in based on the current screen), **Printer** (to display images with a pels/in based on the current printer), or **Source** (to let Freelance Graphics determine the pels/in for images). You can also type your own horizontal and vertical pels/in values (from 32 to 400).

Size

Determines the size of the resulting bitmap, in inches, when it is exported.

Choose **Screen**, **Printer** (to limit the drawing space size to the printed page), or **Source** (to let Freelance Graphics determine the drawing space based on the actual size of the image). You can also type your own horizontal and vertical drawing space limits for images.

File Type

Determines whether the file is saved as a **Windows 3.X** or **OS/2 1.X PM** .BMP file type.

Color Translation

Determines the colors or black, white, and shades of gray that the images in your presentation file are saved with.

Normal

Saves the file using the colors as they appear onscreen.

Inverse

Converts the current RGB colors to their opposite values (for example, blues will be saved as green and red).

Inverse Grays Only

Converts any black, white, and shades of gray in the file to their opposite values (for example, black will be saved as white).

Tip

Mark this if you are printing to a black-and-white printer to see if you get better output.

Gray Scale

Converts all colors in the file to corresponding gray scales.

Inverse Gray Scale

Inverses all colors and converts them to corresponding gray scales.

New

Creates a new profile based on the settings in this dialog box for the template profile you choose in the New Profile Menu dialog box. Click New to display this dialog box.

Delete

Deletes the highlighted profile you created in the New Profile Menu dialog box.

Note

You can delete only profiles that you created. These profiles appear in the Profiles list box in this dialog box with an asterisk (*) preceding their names.

See also

File Export

New Profile Menu Dialog Box

Profile Name

Enter the name of the profile you are creating.

Template Profile

Lists the profiles for the type of file you are exporting. Choose a profile from this list box to use as a template for the profile you are creating.

Note

When you click OK to accept this dialog box, Freelance Graphics creates the new profile based on the template profile you chose and the settings you specified for that profile in the BMP Output Filter Setup dialog box.

CGM Output Filter Setup Dialog Box

Profiles

Lists the profiles or formats in which you can save this file for the file type you are exporting.

Choose the profile for the application you are exporting this image to: Applause II, Harvard Graphics version 2.3, Lotus Freelance for DOS, ImageMark Software Labs, and Standard Options (ANSI), or choose a profile that you created. (See the description under New.) If you are unsure, choose Standard Options (ANSI). If you are importing a file to a product that uses ImageMark file filters, choose ImageMark Software Labs for optimal results.

Note

When you choose a profile and click OK, Freelance Graphics saves the image you are exporting using this profile and the choices you made for the other settings in this dialog box.

Color Translation

Determines the colors or black, white, and shades of gray that the images in your presentation file are saved with.

Normal

Saves the file using the colors as they appear onscreen.

Inverse

Converts the current RGB colors to their opposite values (for example, blues will be saved as green and red).

Inverse Grays Only

Converts any black, white, and shades of gray in the file to their opposite values (for example, black will be saved as white).

Tip

Mark this if you are printing to a black-and-white printer to see if you get better output.

Gray Scale

Converts all colors in the file to corresponding gray scales.

Inverse Gray Scale

Inverses all colors and converts them to corresponding gray scales.

Line Mode

Determines whether the line cap styles (the style for the endpoints of lines) and line styles for images are based on those that the CGM file type supports directly (**Device**), or whether this file type emulates any line and line cap styles that Freelance Graphics offers, but that this file type does not directly support (**Stroked**).

If you mark Device and your images look different when you bring the file into an OS/2 application than they did in Freelance Graphics, mark Stroked. Stroked supports a greater choice of line cap and line styles.

Note

If you choose Stroked, your file will be larger and the images will take a longer time to draw in the destination application. In addition, lines and end styles may change to rectangles and polygons.

New

Creates a new profile based on the settings in this dialog box for the template profile you choose in the New Profile Menu dialog box. Click New to display this dialog box.

Delete

Deletes the highlighted profile you created in the New Profile Menu dialog box.

Note

You can delete only profiles that you created. These profiles appear in the Profiles [list box](#) in this dialog box with an asterisk (*) preceding their names.

See also

[File Export](#)

New Profile Menu Dialog Box

Profile Name

Enter the name of the profile you are creating.

Template Profile

Lists the profiles for the type of file you are exporting. Choose a profile from this list box to use as a template for the profile you are creating.

Note

When you click OK to accept this dialog box, Freelance Graphics creates the new profile based on the template profile you chose and the settings you specified for that profile in the CGM Output Filter Setup dialog box.

EPS Output Filter Setup Dialog Box

Profiles

Lists the profiles or formats in which you can save this file for the file type you are exporting.

Choose Standard Options or a profile you created. (See the description under New.)

Note

When you choose a profile and click OK, Freelance Graphics saves the image you are exporting using this profile and the choices you made for the other settings in this dialog box.

Color Translation

Determines the colors or black, white, and shades of gray that the images in your presentation file are saved with.

Normal

Saves the file using the colors as they appear onscreen.

Inverse

Converts the current RGB colors to their opposite values (for example, blues will be saved as green and red).

Inverse Grays Only

Converts any black, white, and shades of gray in the file to their opposite values (for example, black will be saved as white).

Tip

Mark this if you are printing to a black-and-white printer to see if you get better output.

Gray Scale

Converts all colors in the file to corresponding gray scales.

Inverse Gray Scale

Inverses all colors and converts them to corresponding gray scales.

Line Cap Mode

Determines whether the line cap styles (the style for the endpoints of lines) for images are based on those that the EPS file type supports directly (**Device**), or whether this file type emulates any line cap styles that Freelance Graphics offers, but that this file type does not directly support (**Stroked**).

If you mark Device and your images look different when you bring the file into Adobe Illustrator than they did in Freelance Graphics, mark Stroked. Stroked supports a greater choice of line cap styles.

Note

If you choose Stroked, your file will be larger and the images will take a longer time to draw in the destination application. In addition, lines and end styles may change to rectangles and polygons.

Background Rectangle

Draws a color rectangle for the background of each page. Mark this check box so Freelance Graphics images that have background colors will also have them when you bring the file into Adobe Illustrator.

Optimize for Color Printer

Adjusts colors in the file so that when you bring the file into Adobe Illustrator it prints optimally for color printing. Mark this if you are printing to a color printer.

AI Format

Mark this to export your Freelance Graphics presentation file in Adobe Illustrator document file (AI) format. If you unmark this, Freelance Graphics exports the file in Adobe Encapsulated PostScript (EPS) format. (AI is a subset of the Adobe Encapsulated PostScript (EPS) format.)

Note

You can bring both .AI and .EPS files into Adobe Illustrator.

Include TIFF Preview

Determines how the images in your Freelance Graphics presentation file are represented in Adobe Illustrator, depending on whether you are exporting the file to AI or EPS format.

- * If you are exporting the file to Adobe Encapsulated PostScript (EPS) format and you mark Include TIFF Preview, Adobe Illustrator displays and prints the file correctly on any device.

If you do not mark Include TIFF Preview, Adobe Illustrator displays a rectangle with a cross through it instead of the image. The image will print correctly only if you are printing to a PostScript printer.

- * If you are exporting the file to Adobe Illustrator (AI) format (in other words, AI format is marked), Adobe Illustrator displays a file that you can edit. This happens whether or not you mark Include TIFF Preview.

For example, if you export to AI format a Freelance Graphics presentation file that includes a circle, you will be able to see the circle and edit it in Adobe Illustrator.

Note

If the Freelance Graphics image that you are exporting includes a bitmap, it will only display and print correctly if you choose EPS as the format and mark Include TIFF Preview.

TIFF Preview

If you marked Include TIFF Preview, determines how the images in your Freelance Graphics presentation file are handled when brought into Adobe Illustrator.

Format

Determines the colors used to generate the TIFF preview bitmap when the file is exported.

Choose **Bi-level** (to generate a black-and-white version of the bitmap), **16 Gray** (to generate a bitmap of 16 shades of gray), **256 Gray** (to generate a bitmap of 256 shades of gray), **8 Color** (to generate an 8-color bitmap), **16 Color** (to generate a 16-color bitmap), **256 Color** (to generate a 256-color bitmap), or **24 bit RGB Color** (to generate a bitmap using up to 16 million colors).

Data Compression

Determines if and how the TIFF preview bitmaps are compressed when your Freelance Graphics presentation file is exported. For example, images exported to the 24-bit RGB color format are saved with many colors, which results in a large file. Data compression reduces the file size.

Choose **Packbits** (a widely-supported general compression mode for all formats), **Modified Huffman** (widely-supported; use for Bi-level format only), or **LZW** (not widely-supported; best for 24-bit RGB color format images). Choose **None** if you do not want data compression.

Note

Some applications do not support data compression. See the documentation for the application for more information.

Resolution

Determines the DPI (dots per inch) that the TIFF preview bitmaps will be generated at.

Choose **Screen** (to display images with a DPI based on the current screen), or **Printer** (to display images with a DPI based on the current printer). You can also type your own horizontal and vertical DPI values (from 32 to 400).

New

Creates a new profile based on the settings in this dialog box for the template profile you choose in the New Profile Menu dialog box. Click New to display this dialog box.

Delete

Deletes the highlighted profile you created in the New Profile Menu dialog box.

Note

You can delete only profiles that you created. These profiles appear in the Profiles list box in this dialog box with an asterisk (*) preceding their names.

Defaults

Returns the settings in this dialog box to their defaults.

See also

File Export

New Profile Menu Dialog Box

Profile Name

Enter the name of the profile you are creating.

Template Profile

Lists the profiles for the type of file you are exporting. Choose a profile from this list box to use as a template for the profile you are creating.

Note

When you click OK to accept this dialog box, Freelance Graphics creates the new profile based on the template profile you chose and the settings you specified for that profile in the EPS Output Filter Setup dialog box.

GIF Output Filter Setup Dialog Box

Profiles

Lists the profiles or formats in which you can save this file for the file type you are exporting.

Choose Standard Options or a profile you created. (See the description under New.)

Note

When you choose a profile and click OK, Freelance Graphics saves the image you are exporting using this profile and the choices you made for the other settings in this dialog box.

Resolution

Determines the pels/in (pixels per inch, equivalent to DPI--dots per inch) that the bitmaps will be generated at. Choose **Screen** (to display images with a pels/in based on the current screen), **Printer** (to display images with a pels/in based on the current printer), or **Source** (to let Freelance Graphics determine the pels/in for images). You can also type your own horizontal and vertical pels/in values (from 32 to 400).

Size

Determines the size of the resulting bitmap, in inches, when it is exported.

Choose **Screen**, **Printer** (to limit the drawing space size to the printed page), or **Source** (to let Freelance Graphics determine the drawing space based on the actual size of the image). You can also type your own horizontal and vertical drawing space limits for images.

Color Translation

Determines the colors or black, white, and shades of gray that the images in your presentation file are saved with.

Normal

Saves the file using the colors as they appear onscreen.

Inverse

Converts the current RGB colors to their opposite values (for example, blues will be saved as green and red).

Inverse Grays Only

Converts any black, white, and shades of gray in the file to their opposite values (for example, black will be saved as white).

Tip

Mark this if you are printing to a black-and-white printer to see if you get better output.

Gray Scale

Converts all colors in the file to corresponding gray scales.

Inverse Gray Scale

Inverses all colors and converts them to corresponding gray scales.

New

Creates a new profile based on the settings in this dialog box for the template profile you choose in the New Profile Menu dialog box. Click New to display this dialog box.

Delete

Deletes the highlighted profile you created in the New Profile Menu dialog box.

Note

You can delete only profiles that you created. These profiles appear in the Profiles list box in this dialog box with an asterisk (*) preceding their names.

See also

[File Export](#)

New Profile Menu Dialog Box

Profile Name

Enter the name of the profile you are creating.

Template Profile

Lists the profiles for the type of file you are exporting. Choose a profile from this list box to use as a template for the profile you are creating.

Note

When you click OK to accept this dialog box, Freelance Graphics creates the new profile based on the template profile you chose and the settings you specified for that profile in the GIF Output Filter Setup dialog box.

MET Output Filter Setup Dialog Box

Profiles

Lists the profiles or formats in which you can save this file for the file type you are exporting.

Choose Standard Options (VGA), SuperVGA, or a profile you created. (See the description under New.)

Notes

Choose SuperVGA only if the OS/2 system on which you will be opening the MET file is running with SuperVGA.

When you choose a profile and click OK, Freelance Graphics saves the image you are exporting using this profile and the choices you made for the other settings in this dialog box.

Color Translation

Determines the colors or black, white, and shades of gray that the images in your presentation file are saved with.

Normal

Saves the file using the colors as they appear onscreen.

Inverse

Converts the current RGB colors to their opposite values (for example, blue will be saved as yellow; green will be saved as red).

Inverse Grays Only

Converts any black, white, and shades of gray in the file to their opposite values (for example, black will be saved as white).

Tip

Mark this if you are printing to a black-and-white printer to see if you get better output.

Gray Scale

Converts all colors in the file to corresponding gray scales.

Inverse Gray Scale

Inverses all colors and converts them to corresponding gray scales.

Background Rectangle

Draws a rectangle of color for the background of each page. Mark this check box so that your Freelance Graphics images that have background colors will also have them when you bring the file into an OS/2 application.

Line Mode

Determines whether the line cap styles (the style for the end points of lines) and line styles for images are based on those that the MET file type supports directly (**Device**) or whether this file type emulates any line and line cap styles that Freelance Graphics offers, but that it does not directly support (**Stroked**).

If you mark Device and your images look different when you bring the file into an OS/2 application than they did in Freelance Graphics, mark Stroked. This choice supports a greater choice of line cap and line styles.

Note

If you choose Stroked, your file will be larger; images will also take a longer time to draw in the destination application. In addition, lines and cap styles may change to rectangles and polygons.

Fill Mode

Determines whether the fill patterns for images are based on those that the MET file type supports directly (Device) or whether this file type emulates any fill patterns that Freelance Graphics offers, but that it does not directly support (Stroked).

Note

If you choose Stroked, your file will be larger; images will also take a longer time to draw in the destination application. In addition, fill patterns may become separate objects.

New

Creates a new profile based on the settings in this dialog box for the template profile you choose in the New Profile Menu dialog box. Click New to display this dialog box.

Delete

Deletes the highlighted profile you created in the New Profile Menu dialog box.

Note

You can delete only profiles that you created. These profiles appear in the Profiles list box in this dialog box with an asterisk (*) preceding their names.

See also

File Export

New Profile Menu Dialog Box

Profile Name

Enter the name of the profile you are creating.

Template Profile

Lists the profiles for the type of file you are exporting. Choose a profile from this list box to use as a template for the profile you are creating.

Note

When you click OK to accept this dialog box, Freelance Graphics creates the new profile based on the template profile you chose and the settings you specified for that profile in the MET Output Filter Setup dialog box.

PCX Output Filter Setup Dialog Box

Profiles

Lists the profiles or formats in which you can save this file for the file type you are exporting.

Choose Standard Options, PC Paintbrush, or a profile you created. (See the description under New.)

Note

When you choose a profile and click OK, Freelance Graphics saves the image you are exporting using this profile and the choices you made for the other settings in this dialog box.

Format

Determines the colors used to generate the bitmap when the file is exported.

Choose **Bi-level** (to generate a black-and-white version of the bitmap), **16 Color** (to generate a 16-color bitmap using 16 optimal colors), **16 Color Palette** (to generate a 16-color bitmap using 16 fixed colors), or **256 Color** (to generate a 256-color bitmap).

Resolution

Determines the pels/in (pixels per inch, equivalent to DPI--dots per inch) that the bitmaps will be generated at. Choose **Screen** (to display images with a pels/in based on the current screen), **Printer** (to display images with a pels/in based on the current printer), or **Source** (to let Freelance Graphics determine the pels/in for images). You can also type your own horizontal and vertical pels/in values (from 32 to 400).

Size

Determines the size of the resulting bitmap, in inches, when it is exported.

Choose **Screen**, **Printer** (to limit the drawing space size to the printed page), or **Source** (to let Freelance Graphics determine the drawing space based on the actual size of the image). You can also type your own horizontal and vertical drawing space limits for images.

Color Translation

Determines the colors or black, white, and shades of gray that the images in your presentation file are saved with.

Normal

Saves the file using the colors as they appear onscreen.

Inverse

Converts the current RGB colors to their opposite values (for example, blues will be saved as green and red).

Inverse Grays Only

Converts any black, white, and shades of gray in the file to their opposite values (for example, black will be saved as white).

Tip

Mark this if you are printing to a black-and-white printer to see if you get better output.

Gray Scale

Converts all colors in the file to corresponding gray scales.

Inverse Gray Scale

Inverses all colors and converts them to corresponding gray scales.

New

Creates a new profile based on the settings in this dialog box for the template profile you choose in the [New Profile Menu dialog box](#). Click New to display this dialog box.

Delete

Deletes the highlighted profile you created in the New Profile Menu dialog box.

Note

You can delete only profiles that you created. These profiles appear in the Profiles [list box](#) in this dialog box with an asterisk (*) preceding their names.

See also

[File Export](#)

New Profile Menu Dialog Box

Profile Name

Enter the name of the profile you are creating.

Template Profile

Lists the profiles for the type of file you are exporting. Choose a profile from this list box to use as a template for the profile you are creating.

Note

When you click OK to accept this dialog box, Freelance Graphics creates the new profile based on the template profile you chose and the settings you specified for that profile in the PCX Output Filter Setup dialog box.

PICT Output Filter Setup Dialog Box

Profiles

Lists the profiles or formats in which you can save this file for the file type you are exporting.

Choose Standard Options or a profile you created. (See the description under New.)

Note

When you choose a profile and click OK, Freelance Graphics saves the image you are exporting using this profile and the choices you made for the other settings in this dialog box.

Color Translation

Determines the colors or black, white, and shades of gray that the images in your presentation file are saved with.

Normal

Saves the file using the colors as they appear onscreen.

Inverse

Converts the current RGB colors to their opposite values (for example, blues will be saved as green and red).

Inverse Grays Only

Converts any black, white, and shades of gray in the file to their opposite values (for example, black will be saved as white).

Tip

Mark this if you are printing to a black-and-white printer to see if you get better output.

Gray Scale

Converts all colors in the file to corresponding gray scales.

Inverse Gray Scale

Inverses all colors and converts them to corresponding gray scales.

Background Rectangle

Draws a color rectangle for the background of each page. Make sure this check box is marked, so Freelance Graphics images that have background colors will also have them when you bring the file into an Apple Macintosh application.

Line Mode

Determines whether the line cap styles (the style for the endpoints of lines) and line styles for images are based on those that the PICT file type supports directly (**Device**), or whether this file type emulates any line and line cap styles that Freelance Graphics offers, but that this file type does not directly support (**Stroked**).

If you mark Device and your images look different when you bring the file into a Macintosh application than they did in Freelance Graphics, mark Stroked. Stroked supports a greater choice of line cap and line styles.

Note

If you choose Stroked, your file will be larger and the images will take a longer time to draw in the destination application. In addition, lines and end styles may change to rectangles and polygons.

New

Creates a new profile based on the settings in this dialog box for the template profile you choose in the New Profile Menu dialog box. Click New to display this dialog box.

Delete

Deletes the highlighted profile you created in the New Profile Menu dialog box.

Note

You can delete only profiles that you created. These profiles appear in the Profiles list box in this dialog box with an asterisk (*) preceding their names.

See also

File Export

New Profile Menu Dialog Box

Profile Name

Enter the name of the profile you are creating.

Template Profile

Lists the profiles for the type of file you are exporting. Choose a profile from this list box to use as a template for the profile you are creating.

Note

When you click OK to accept this dialog box, Freelance Graphics creates the new profile based on the template profile you chose and the settings you specified for that profile in the PICT Output Filter Setup dialog box.

TIFF Output Filter Setup Dialog Box

Profiles

Lists the profiles or formats in which you can save this file for the file type you are exporting.

Choose Standard Options or a profile you created. (See the description under New.)

Note

When you choose a profile and click OK, Freelance Graphics saves the image you are exporting using this profile and the choices you made for the other settings in this dialog box.

Format

Determines the colors used to generate the bitmap when the file is exported.

Choose **Bi-level** (to generate a black-and-white version of the bitmap), **16 Gray** (to generate a bitmap of 16 shades of gray), **256 Gray** (to generate a bitmap of 256 shades of gray), **8 Color** (to generate an 8-color bitmap), **16 Color** (to generate a 16-color bitmap), **256 Color** (to generate a 256-color bitmap), or **24 bit RGB Color** (to generate a bitmap using up to 16 million colors).

Resolution

Determines the pels/in (pixels per inch, equivalent to DPI--dots per inch) that the bitmaps will be generated at. Choose **Screen** (to display images with a pels/in based on the current screen), **Printer** (to display images with a pels/in based on the current printer), or **Source** (to let Freelance Graphics determine the pels/in for images). You can also type your own horizontal and vertical pels/in values (from 32 to 400).

Size

Determines the size of the resulting bitmap, in inches, when it is exported.

Choose **Screen**, **Printer** (to limit the drawing space size to the printed page), or **Source** (to let Freelance Graphics determine the drawing space based on the actual size of the image). You can also type your own horizontal and vertical drawing space limits for images.

Data Compression

Determines if and how the bitmaps are compressed when your Freelance Graphics presentation file is exported. For example, images exported to the 24-bit RGB color format are saved with many colors, which results in a large file. Data compression reduces the file size.

Choose **Packbits** (a widely supported general compression mode for all formats), **Modified Huffman** (widely supported; use for Bi-level format only), or **LZW** (not widely supported; best for 24 bit RGB color format images). Choose **None** if you do not want data compression.

Note

Some applications do not support data compression. See the documentation for the application for more information.

Color Translation

Determines the colors or black, white, and shades of gray that the images in your presentation file are saved with.

Normal

Saves the file using the colors as they appear onscreen.

Inverse

Converts the current RGB colors to their opposite values (for example, blues will be

saved as green and red).

Inverse Grays Only

Converts any black, white, and shades of gray in the file to their opposite values (for example, black will be saved as white).

Tip

Mark this if you are printing to a black-and-white printer to see if you get better output.

Gray Scale

Converts all colors in the file to corresponding gray scales.

Inverse Gray Scale

Inverses all colors and converts them to corresponding gray scales.

New

Creates a new profile based on the settings in this dialog box for the template profile you choose in the New Profile Menu dialog box. Click New to display this dialog box.

Delete

Deletes the highlighted profile you created in the New Profile Menu dialog box.

Note

You can delete only profiles that you created. These profiles appear in the Profiles list box in this dialog box with an asterisk (*) preceding their names.

See also

File Export

New Profile Menu Dialog Box

Profile Name

Enter the name of the profile you are creating.

Template Profile

Lists the existing profiles for the type of file you are exporting. Choose a profile from this list box to use as a template for the profile you are creating.

Note

When you click OK to accept this dialog box, Freelance Graphics creates the new profile based on the template profile you chose and the settings you specified for that profile in the TIFF Output Filter Setup dialog box.

TGA Output Filter Setup Dialog Box

Profiles

Lists the profiles or formats in which you can save this file for the file type you are exporting.

Choose Standard Options or a profile you created. (See the description under New.)

Note

When you choose a profile and click OK, Freelance Graphics saves the image you are exporting using this profile and the choices you made for the other settings in this dialog box.

Format

Determines the colors used to generate the bitmap when the file is exported.

Choose **16 Color** (to generate a 16-color bitmap), **256 Color** (to generate a 256-color bitmap), **256 Gray** (to generate a bitmap of 256 shades of gray), **16 bit RGB Color**, **24 bit RGB Color**, or **32 bit RGB Color**.

Resolution

Determines the pels/in (pixels per inch, equivalent to DPI--dots per inch) that the TIFF preview bitmaps will be generated at. Choose **Screen** (to display images with a pels/in based on the current screen), **Printer** (to display images with a pels/in based on the current printer), or **Source** (to let Freelance Graphics determine the pels/in for images). You can also type your own horizontal and vertical pels/in values (from 32 to 400).

Size

Determines the size of the resulting bitmap, in inches, when it is exported.

Choose **Screen**, **Printer** (to limit the drawing space size to the printed page), or **Source** (to let Freelance Graphics determine the drawing space based on the actual size of the image). You can also type your own horizontal and vertical drawing space limits for images.

Color Translation

Determines the colors or black, white, and shades of gray that the images in your presentation file are saved with.

Normal

Saves the file using the colors as they appear onscreen.

Inverse

Converts the current RGB colors to their opposite values (for example, blues will be saved as green and red).

Inverse Grays Only

Converts any black, white, and shades of gray in the file to their opposite values (for example, black will be saved as white).

Tip

Mark this if you are printing to a black-and-white printer to see if you get better output.

Gray Scale

Converts all colors in the file to corresponding gray scales.

Inverse Gray Scale

Inverses all colors and converts them to corresponding gray scales.

Compress File

Mark this to compress the bitmap file.

New

Creates a new profile based on the settings in this dialog box for the template profile you choose in the New Profile Menu dialog box. Click New to display this dialog box.

Delete

Deletes the highlighted profile you created in the New Profile Menu dialog box.

Note

You can delete only profiles that you created. These profiles appear in the Profiles list box in this dialog box with an asterisk (*) preceding their names.

See also

File Export

New Profile Menu Dialog Box

Profile Name

Enter the name of the profile you are creating.

Template Profile

Lists the profiles for the type of file you are exporting. Choose a profile from this list box to use as a template for the profile you are creating.

Note

When you click OK to accept this dialog box, Freelance Graphics creates the new profile based on the template profile you chose and the settings you specified for that profile in the TGA Output Filter Setup dialog box.

WPG Output Filter Setup Dialog Box

Profiles

Lists the profiles or formats in which you can save this file for the file type you are exporting.

Choose Standard Options, Monochrome Printing, or a profile you created. (See the description under New.)

Note

When you choose a profile and click OK, Freelance Graphics saves the image you are exporting using this profile and the choices you made for the other settings in this dialog box.

Color Translation

Determines the colors or black, white, and shades of gray that the images in your presentation file are saved with.

Normal

Saves the file using the colors as they appear onscreen.

Inverse

Converts the current RGB colors to their opposite values (for example, blues will be saved as green and red).

Inverse Grays Only

Converts any black, white, and shades of gray in the file to their opposite values (for example, black will be saved as white).

Tip

Mark this if you are printing to a black-and-white printer to see if you get better output.

Gray Scale

Converts all colors in the file to corresponding gray scales.

Inverse Gray Scale

Inverses all colors and converts them to corresponding gray scales.

Line Mode

Determines whether the line cap styles (the style for the endpoints of lines) and line styles for images are based on those that the WPG file type supports directly (**Device**), or whether this file type emulates any line and line cap styles that Freelance Graphics offers, but that this file type does not directly support (**Stroked**).

If you mark Device and your images look different when you bring the file into a Macintosh application than they did in Freelance Graphics, mark Stroked. Stroked supports a greater choice of line cap and line styles.

Note

If you choose Stroked, your file will be larger and the images will take a longer time to draw in the destination application. In addition, lines and end styles may change to rectangles and polygons.

Fill Mode

Determines whether the fill patterns for images are based on those that the WPG file type supports directly (**Device**) or whether this file type emulates any fill patterns that Freelance Graphics offers, but that it does not directly support (**Stroked**).

Note

If you choose Stroked, your file will be larger; images will also take a longer time to draw in the destination application. In addition, fill patterns may become separate objects.

New

Creates a new profile based on the settings in this dialog box for the template profile you choose in the New Profile Menu dialog box. Click New to display this dialog box.

Delete

Deletes the highlighted profile you created in the New Profile Menu dialog box.

Note

You can delete only profiles that you created. These profiles appear in the Profiles list box in this dialog box with an asterisk (*) preceding their names.

See also

File Export

New Profile Menu Dialog Box

Profile Name

Enter the name of the profile you are creating.

Template Profile

Lists the profiles for the type of file you are exporting. Choose a profile from this list box to use as a template for the profile you are creating.

Note

When you click OK to accept this dialog box, Freelance Graphics creates the new profile based on the template profile you chose and the settings you specified for that profile in the WPG Output Filter Setup dialog box.

Embed Existing Data as an OLE Object

Freelance Graphics supports Object Linking and Embedding (OLE), which lets you include data from multiple Windows applications in a single presentation. For example, you can include data on staff assignments from an Ami Pro for Windows document and a chart of first quarter results from a 1-2-3 for Windows worksheet in your Freelance Graphics presentation.

With OLE, you can embed data from another application as an OLE object in your Freelance Graphics presentation. Embedding an OLE object places the actual data from the other application in the presentation. OLE also lets you launch the other application from within your Freelance Graphics presentation.

An OLE object displays in your presentation as a Windows metafile or bitmap, depending on the application it came from. To launch the other application, simply double-click the object. You can then edit the data in the other application. An embedded object, however, is not connected to the file that it originally came from. When you edit it, the other application file does not change.

Notes

Freelance Graphics can be both an OLE client application and server application.

Double-clicking an object (or selecting it and choosing Edit <object name> Edit) lets you edit most OLE objects. For other OLE objects, double-clicking results in different actions. For example, double-clicking a multimedia object plays the object.

Follow this procedure to embed data as an OLE object.

Note

The other application must be an OLE server application.

1. Start the other application and open the file that has the data you want to include in your presentation.
2. Select the data you want to include and choose Edit Copy.
3. Open the Freelance Graphics file in which you want to include the data from the other application.

4. In Current Page view, choose Edit Paste Special or click  (Paste Special icon).

5. In the Paste Special dialog box, choose <object name> Object as the object type. For example, to embed an OLE object from Ami Pro, choose AmiPro Document Object. Then click Paste.

This embeds the OLE object into your Freelance Graphics presentation.

Tip

You can also embed information that you create in another Windows application as an OLE object in a Freelance Graphics presentation. See Edit Insert Object for more information. To create an OLE link, see Edit Paste Special.

See also

File Exit & Return to <client>
File Update <client>
Paste Special Dialog Box

Embed Freelance Graphics Data in Another Application

Freelance Graphics supports Object Linking and Embedding (OLE), which lets you include data from multiple Windows applications in a single presentation.


With OLE, you can embed data from a Freelance Graphics presentation as an OLE object in another Windows application. Embedding an OLE object places the actual data from the presentation into the other application. OLE also lets you launch Freelance Graphics from within the other application.

A Freelance Graphics presentation object displays in the other application as a pictorial representation of the last page that you were working on in the presentation. To launch Freelance Graphics, simply double-click the object. Freelance Graphics is launched, and opens the presentation on that page.

Follow this procedure to embed Freelance Graphics data as an OLE object in another application.

Note

The other application must be an OLE client application.

1. Open the Freelance Graphics file whose data you want to embed in another application and go to Page Sorter view.
2. Select a page and choose Edit Copy or click  (Copy icon).
3. Start the other application and open the file in which you want to embed the data.
4. Choose Edit Paste Special.

Note

The instructions for embedding OLE objects in Windows applications may vary from Steps 4 and 5. See the documentation for the other application for information on embedding OLE objects.

5. In the Paste Special dialog box, choose Freelance Presentation Object. Then click Paste.

Note

If you are embedding Freelance Graphics data into Ami Pro 3.0 for Windows, choose OLE Embed in Step 5. In Ami Pro 2.0 for Windows, choose Native.

Tip

You can also embed Freelance Graphics data as an OLE object in another Windows application by following the other application's procedures for embedding an OLE object (usually using the Insert Object command). Choose Freelance Presentation as the object type and then click Paste.

See also

[The Clipboard](#)

Create a Link from Another Application to a Freelance Graphics Text Block

You can create a [link](#) to a Freelance Graphics [text block](#) using data from another Windows application. Any changes made to the data in the other application are automatically reflected in the presentation (as long as the link remains active).

A single presentation can use data from several different applications. For example, you can link a list of your company's goals from an Ami Pro for Windows document and a summary of first quarter results from a 1-2-3 for Windows worksheet to your Freelance Graphics presentation.

Notes

The other application must support Dynamic Data Exchange ([DDE](#)) or [OLE linking](#).

You can link to an entire text block, but not individual characters or paragraphs.

1. Start the other application and open the file that has the text that you want to include in your presentation.

Note

Make sure you save the file; it must have a name in order to make a link.

2. Select the text you want to include and choose Edit Copy.

Note

Keep the application open. If you want, [minimize](#) the application's window to an icon.

3. Open the Freelance Graphics file in which you want to include the text from the other application.

4. In [Current Page view](#), choose Edit Paste Special or click  (Paste Special icon).

5. In the Paste Special dialog box, choose Text (Unformatted) and then click Link.

- * If you are not in [text edit mode](#), Freelance Graphics creates a new linked text block.
- * If you are in text edit mode, Freelance Graphics checks if there is already a link to that text block. If a link exists, Freelance Graphics deletes the existing link. If there is any text in the text block, you are told that creating the link will replace the existing text. Choose Yes to continue or No to cancel the operation.

The text is pasted as paragraph style 1 text and linked to the other application. (See [Change Paragraph Style Settings](#) for more information.)

See also

[About Linking](#)

[Edit Links](#)

[Edit Paste Special](#)

[Paste Special Dialog Box](#)

[The Clipboard](#)

Create a Link from Another Application to a Freelance Graphics Table

You can create a [link](#) to a Freelance Graphics table using data from another Windows application. Any changes made to the data in the other application are automatically reflected in the presentation (as long as the link remains active).

A single presentation can use data from several different applications. For example, you can link a table of staff assignments from an Ami Pro for Windows document and a table of first quarter results from a 1-2-3 for Windows worksheet to your Freelance Graphics presentation.

Notes

The other application must support Dynamic Data Exchange ([DDE](#)) or [OLE linking](#).

You can link to a single cell, a range of cells, or an entire table. You can have only one link per table.

1. Start the other application and open the file that has the table (such as a spreadsheet or word processing table) you want to include in your presentation.

Note

Make sure you save the file; it must have a name in order to make a link.

2. Select the cell, range of cells, or table you want to include and choose Edit Copy.

Note

Keep the application open. If you want, [minimize](#) the application's window to an icon.

3. Open the Freelance Graphics file in which you want to include the data from the other application.

4. In [Current Page view](#), choose Edit Paste Special or click  (Paste Special icon).

5. In the Paste Special dialog box, choose Table (Formatted) or Table (Unformatted), and then click Link.

- * If no table is [selected](#), or a table is selected but is not in [text edit mode](#), Freelance Graphics creates a new linked table.
- * If a table is selected and is in text edit mode, Freelance Graphics checks if there is already a link to that table. If a link exists, Freelance Graphics deletes the existing link. If there is any text in the table, Freelance Graphics replaces the existing text. (This is also true if the [pointer](#) is in a cell with text, even if the row or column is not selected.)

See also

[About Linking](#)

[Chart New Table](#)

[Edit Links](#)

[Edit Paste Special](#)

[Paste Special Dialog Box](#)

[The Clipboard](#)

Create a Link from Another Application to a Freelance Graphics Metafile

You can create a [link](#) to a Freelance Graphics metafile using data from another Windows application. Any changes made to the data in the other application are automatically reflected in the presentation (as long as the link remains active).

A single presentation can use data from several different applications. For example, you can link a range of cells in 1-2-3 for Windows as a metafile in your Freelance Graphics presentation.

Note

The other application must support Dynamic Data Exchange ([DDE](#)) or [OLE linking](#).

1. Start the other application and open the file that has the image you want to include in your presentation.

Note

Make sure you save the file; it must have a name in order to make a link.

2. Select the data you want to include and choose Edit Copy.

Note

Keep the application open. If you want, [minimize](#) the application's window to an icon.

3. Open the Freelance Graphics file in which you want to include the data from the other application.

4. In [Current Page view](#), choose Edit Paste Special or click  (Paste Special icon).

5. In the Paste Special dialog box, choose Metafile Picture and then click Link. The data is pasted and a metafile link is established with the other application.

See also

[About Linking](#)

[Edit Links](#)

[Edit Paste Special](#)

[Paste Special Dialog Box](#)

[The Clipboard](#)

Create a Link from Freelance Graphics to Another Application

You can use data from Freelance Graphics and link it to another Windows application. Any changes made to the data in the Freelance Graphics presentation are automatically reflected in the other application (as long as the link remains active).


Note

The other application must support Dynamic Data Exchange ([DDE](#)) or [OLE linking](#).

1. Open the Freelance Graphics file whose data you want to link to the application and go to [Page Sorter view](#).

Note

Make sure you save the file; it must have a name in order to make a link.

2. [Select](#) a page and choose Edit Copy or click  (Copy icon).

Note

Keep Freelance Graphics open. If you want, [minimize](#) its window to an icon.

3. Start the other application and open the file to which you want to create the link.
4. Select where you want the data to appear and choose Edit Paste Special.

Note

The instructions for pasting a link in Windows applications may vary from Steps 4 and 5. See the documentation for the other application for information on pasting a link.

5. In the Paste Special dialog box, choose Metafile Picture. Then click Link.

The Freelance Graphics page is pasted and a metafile link is established.

See also

[About Linking](#)

[Edit Links](#)

[Edit Paste Special](#)

[Paste Special Dialog Box](#)

[The Clipboard](#)

Link Charts to Other Applications

You can link data in a Freelance Graphics chart to another application that supports DDE (Dynamic Data Exchange) or OLE (Object Linking and Embedding). You can also create a chart in Freelance Graphics with links to the data in a 1-2-3 named chart. This chart will also have the same attributes, such as scale and chart type, as the named chart.

Link a Freelance Graphics Chart to Data in Another Application

1. Copy the chart data in the other application, such as 1-2-3 for Windows, that you want to link to your Freelance Graphics presentation.
2. In the Freelance Graphics Chart Data & Titles window, choose Edit Paste Special.
3. Complete the Edit Paste Special dialog box.
4. Mark the Link data check box and click OK.

Freelance Graphics pastes the data where you specified and creates a link to the data. If the data is linked, it is underlined in cyan (blue) so you can easily identify it as linked data.
5. Click OK to see your chart on the current page.

See Also

[About Linking Charts and Chart Data](#)
[Import a 1-2-3 or Symphony Named Chart](#)

Import a 1-2-3 or Symphony Named Chart into Freelance Graphics

To import a 1-2-3 or Symphony named chart into Freelance Graphics, use the following procedure.

1. Choose [File Import Chart](#).

Freelance Graphics displays the [Import Chart dialog box](#).

2. Choose the file type and file that you want.

3. Click Named Charts to display the list of named charts in the file you selected.

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

Freelance Graphics displays the [Import Named Chart dialog box](#).

4. Choose the named chart you want to import and click OK.

Freelance Graphics draws the chart on the current page.

Note

If you want to [link](#) a chart to Freelance Graphics, see [About Linking Charts and Chart Data](#).

Work with Builds

When giving a presentation, you might want to present a series of points in a bulleted list, item by item. The sequence of pages used to display one additional item from a bulleted list, with the other items shaded, is called a "build."

You use the [Page Create Build](#) command to create a build. This command inserts a sequence of pages (called [child pages](#)) in front of the page you were on (called the [parent page](#)) when you chose the command. To create a build, the parent page must be a page that uses a [page layout](#) with a bulleted list, such as the Bulleted List or Bullets & Symbol page layout.

When to Create a Build

It is best to create a build after you are done entering the text for your presentation page. This is because the contents of pages that are part of a build are not linked. If you need to revise the text on a build page, it is easier to delete the build and create it again, after you have made the changes.

Working with Pages in a Build

When you create a build, the inserted pages are treated as real presentation pages. This means you can customize each page in the build.

For example, if you create a build for a page that uses the Bullets & Symbol page layout, you can add a different picture to each of the inserted pages in that build to illustrate each bulleted item. Or, if you are presenting a screen show, you can have a different multimedia effect for each inserted page. You can also add a different speaker note to each of these pages.

Once you create a build, you can work with the build pages as you would any other pages in a Freelance Graphics presentation. For example, you can move them or add other pages between the pages in the build. Note, however, that doing either of these will alter the sequence of pages that you wanted originally when you created the build.

Note

If you choose Page Delete Build, Freelance Graphics deletes all of the child pages in that build, regardless of where they are in the presentation.

Seeing Pages in a Build

When you create a build, Freelance Graphics gives names to the pages in the build, just as it gives names to pages that you add to a presentation. You can keep this name, or change it. (See [Change Page Names](#) for more information about naming pages.)

To help you keep track of build pages, Freelance Graphics also appends [Build n] to the title of each child page and [Build n -- Parent] to the title of the parent page. Choose [View Page Sorter](#) to see thumbnail sketches of all the pages in your presentation and their titles, including the titles of build pages.

See also

[Page Create Build](#)
[Page Delete Build](#)

Create Slides

You can create 35mm slides, transparencies, prints, or posters of your Freelance Graphics presentation. Instead of sending your presentation file to a printer, you create files that can be converted to 35mm slides. You can send these slide files to any imaging center.

Freelance Graphics has included the Stingray SCODL driver (also known as the matrix SCODL driver) so that you can create SCODL files for conversion to slides with a matrix camera.

Freelance Graphics lets you create the following types of slide images:

- * SCODL slide files

See [Stingray SCODL Slide Files](#) for more information.

- * Other slide files, such as

- * Freelance Graphics presentation files or presentation files saved in Encapsulated PostScript (EPS) format
- * Slides for other services or devices

See also

[Set Freelance Graphics for Slides](#)

Set Freelance Graphics for Slides

Whenever you are creating slide files, you need to set Freelance Graphics to adjust the margins and aspect ratio for 35mm slide frames. This is necessary because slides have a different aspect ratio than 8.5" x 11" paper.

To adjust the page margins and aspect ratio for slide frames:

- * Mark Set margins for slides *either* in the Print File dialog box or the Page Setup dialog box.

Notes

You only need to mark this setting in one of these dialog boxes. It has the same effect in either dialog box.

When you unmark this setting, Freelance Graphics restores your previous margins.

Mark this setting when you begin working on a new presentation, or when you are about to print an existing presentation.

Notes

If you mark this setting for an existing presentation, be sure that your work falls within the margins in Current Page view. Choose View View Preferences and mark Margins for Show page borders in the View Preferences dialog box. This displays the margins you set in the Page Setup dialog box.

When you mark Set margins for slides, Freelance Graphics adjusts the margins and aspect ratio for 35mm slide frames for all devices. This means that while you are working on your presentation, you can mark this setting and still print to another output device, such as a laser printer, to see your output.

Create Other Types of Slide Files

Instructions for creating Stingray SCODL slide files are provided here. Freelance Graphics, however, creates slide files for a variety of devices and slide services.

For example, some slide services can create slides directly from Freelance Graphics presentation (PRE) files. To create slide files for other slide services and devices, follow the instructions for your slide service or device. (Typically, this will involve installing a special driver and choosing it in the File Printer Setup dialog box.)

When creating slide files, regardless of the device or slide service, mark Set margins for slides, as described above.

See also

[Stingray SCODL Slide Files](#)

Stingray SCODL Slide Files

You can create Stingray SCODL slide files (also known as matrix SCODL slide files) with Freelance Graphics and then use your own slide-making equipment or a service center to create slides. Creating Stingray SCODL slide files involves the following steps:

1. Install the Stingray SCODL slide driver and add printer choices for this driver.

See [Install the Stingray SCODL Driver and Add Printer Choices](#) for procedures.

2. Create Stingray SCODL slide files.

See [Create Stingray SCODL Slide Files](#) for procedures.

See also

[Set Freelance Graphics for Slides](#)

[Stingray SCODL Driver Error Messages](#)

[Work with Stingray SCODL](#)

Install the Stingray SCODL Driver and Add Printer Choices

Use the following procedure to install the Stingray SCODL driver and add printer choices for this driver. The Stingray SCODL driver is on Disk 1 in your Freelance Graphics package.

Note

If you own a matrix camera, we strongly recommend that you use version 4.2 or higher of the SCODL language (SCODL MVP) for best results. Contact Agfa for information about SCODL. See [Work with Stingray SCODL](#) for contact information.

The following procedure assumes you are installing from a diskette in drive A. If you install from another drive, substitute the letter of that drive in the following steps.

1. If Freelance Graphics is running, close it.
2. Insert Disk 1 in drive A.
3. Open the Main group window and double-click the Control Panel icon. Then double-click the Printers icon to display the Printers dialog box.
4. In the Printers dialog box, click Add.
5. In the List of Printers list box, click Install Unlisted or Updated Printer. Then click Install.
6. If the Install Driver dialog box shows the drive where the diskette is inserted, click OK.

Note

Do not change the path displayed unless the drive is incorrect.

7. In the Add Unlisted or Updated Printer dialog box, click Stingray SCODL Driver and then click OK.
8. If the screen displays an Install Driver screen, insert the requested Microsoft Windows disk into drive A. Then click OK.

Note

If you are prompted to replace the driver, click Yes.

When you return to the Printers dialog box, Stingray SCODL will be listed under Installed Printers.

9. In the Printers dialog box, click Connect and highlight FILE: in the Ports list box. (You may have to use the [scroll arrows](#) to find it.) Click OK to return to the Printers dialog box.

Note

You can choose any port that you are not using, such as COM2. This lets you keep the Stingray SCODL driver active. Stingray always prints to a disk file.

10. In the Printers dialog box, click Setup.
11. In the Stingray SCODL Driver dialog box, choose the appropriate device, media size, and resolution. If you are unsure, choose the default settings (Film Recorder, 35mm, and 4K). Then choose Landscape for Orientation. If you are using SCODL 4.2, [mark](#) Use SCODL 4.2 capabilities. Then click OK.

Notes

An Agfa Forte is required for 8K resolution. 8K is generally useful only for 4x5 inch and 8x10 inch film format output.

For 4x5 inch or 8x10 inch Media, choose Custom for Slide and enter Slide dimensions 11 x 8.25 inch. This will give you the correct 4:3 [aspect ratio](#) for this medium.

12. Click Set as Default Printer. Then click Close.

See also

[Create Stingray SCODL Slide Files](#)

Create Stingray SCODL Slide Files

Follow this procedure to convert the images in your presentations to SCODL print files.

1. In Freelance Graphics, choose [File Printer Setup](#).
2. In the Printer Setup dialog box, mark Set margins for slides (if you have not already done so).

When you mark this setting, Freelance Graphics automatically adjusts the aspect ratio and margins for 35mm slide frames.

Note

You can also mark this setting in the Page Setup dialog box.

3. Choose Stingray SCODL Driver on FILE. Then click Setup.
4. In the Stingray SCODL Driver dialog box, verify that the Device, Media, and Resolution for the SCODL driver are correct. Then click OK to exit the SCODL Driver dialog box, and click OK to exit the Printer Setup dialog box.
5. Choose File Print to display the Print File dialog box.
6. In the From page and to page settings, type the pages you want to print. Then click Full page for Format and unmark Adjust color library for color printing. Then click Print to display the Stingray dialog box.
7. In the Stingray dialog box, do one of the following and then click OK.
 - * If you are printing the entire presentation, accept the current file name displayed in the Template Filename box.
 - * If you are printing selected pages, modify the last three characters of the file name to reflect the pages you want to print.

This dialog box also displays the choices you made in the Stingray SCODL Driver dialog box.

Notes

A separate file is created for each presentation page you print. All files are given the SCD extension, except for 24-bit bitmaps which are given the BIN extension.

The Stingray SCODL driver also automatically truncates the file name of your presentation to five characters and numbers each slide file sequentially. For example, if your presentation is called saleshow.pre, and you print pages 1, 2, and 3, Stingray SCODL automatically names these slide files SALES001.SCD, SALES002.SCD, and SALES003.SCD. Note, however, that if you are printing pages 6, 10, and 13, SCODL also names them SALES001.SCD, SALES002.SCD, and SALES003.SCD. You can modify the file name to better reflect the pages you are printing.

The Stingray SCODL driver warns you if you are going to overwrite an existing file and lets you continue, cancel, or click No. If you click No, Stingray SCODL uses the next available number in the file name.

You will see a message indicating that your image is being printed.

8. Click the Freelance Graphics window to return to your presentation.

The SCODL slide files are ready to be output to your device. Follow the procedures in the device manual for more information.

See also

[Set Freelance Graphics for Slides](#)
[Stingray SCODL Error Messages](#)

Work with Stingray SCODL

Work with Stingray SCODL

Use the following guidelines when creating slide files with the Stingray SCODL driver. See [Stingray SCODL Error Messages](#) for information about error messages and how to resolve them.

Fonts

To maintain a consistent look when [adding text blocks](#) to your presentation, we recommend that you use the default font for the SmartMaster set.

If Your Presentation Includes Shaded Backgrounds

If your presentation includes shaded backgrounds, it is preferable to use a top-to-bottom shading for 35mm slides, rather than one that goes left-to-right or diagonally. Top-to-bottom shadings are much more efficient in the way they can be transformed into a Stingray SCODL slide file and then rasterized by SCODL. This results in significantly smaller file sizes and shorter imaging times. For printers that print perpendicular to the way film recorders image, the reverse is true.

Diagonal shadings will produce the most intensive disk activity, and increase the file size and processing time dramatically. If you must produce them and are using SCODL 4.2, then be sure to mark Use SCODL 4.2 capabilities in the Stingray SCODL Driver dialog box.

File Size

The Stingray SCODL driver creates very high quality matrix SCODL files which average about 120K at 4K resolution for a typical business graphic. Files with 24-bit bitmaps can be substantially larger. Despite the larger size of these files, SCODL users will notice that the files are processed much faster than large SCODL files from other programs.

SCODL Limitations

Be aware of the following limitations when using the Stingray SCODL driver.

- * Slides can contain up to 256 colors from a palette of 16.7 million colors.
When the Stingray SCODL driver receives more than 256 colors, these will map back to their closest colors in the palette. Note that 24-bit bitmaps do not have this 256-color restriction.
- * Files must be output for a specific SCODL device and resolution (for example, Film Recorder/4K or VGA/640 x 480).
The Stingray SCODL driver must pre-scale bitmap components of an image when used with SCODL 4.1 or 4.11 (you must use SCODL 4.1 or higher from Agfa with the Stingray SCODL driver). This creates larger, device-specific SCODL files that cannot be fully previewed with MVP Conductor or Impresario. With SCODL 4.2, this is not an issue.
- * This limitation also applies to ATM text.
The Stingray SCODL driver uses ATM to pre-rasterize Adobe Type 1 format fonts to the resolution that you have selected. MVP Conductor and Impresario users will not be able to correctly preview these ATM fonts without SCODL 4.2 or a set of separate preview files generated using Stingray's Conductor Preview out device settings.
- * Windows pattern fills are not supported, though SCODL provides intelligent representations of them.
- * SCODL has limited clipping/cropping support for vector graphics. Drawing of lines, rectangles, arcs, and other vector objects that extend off the edge of the slide is not recommended. File sizes may grow significantly and some objects may disappear. This

also applies to using the cropping tool on placed vector graphics files such as CGM files. This is not a problem with raster bitmaps.

Contacts

If you need assistance and are using a SCODL bureau or centralized graphics department, contact that organization for assistance.

If you own an Agfa film recorder and are covered by a warrantee or technical support or service agreement, you can contact Agfa in the United States at (508) 658-5600 or (800) 288-4039. Elsewhere, contact the local Agfa office or authorized representative.

Stingray SCODL Error Messages

Error

All device palette entries for this slide have been filled. Further requests for 24-bit colors will be mapped onto existing palette colors.

Cause

This error usually occurs when graduated fills cause the number of colors in the file to exceed the Stingray SCODL driver's 256-color limit.

Suggested Solution

Try decreasing the Colorspace setting in the Stingray driver section of your WIN.INI file from the default 24 to 21. If the error still occurs, try reducing the setting again to 19. This reduces the number of gradients of a single color so that all the palette slots are not filled before all the colors are used.

Error

An older version of Stingray has overwritten a newer one. Reload the version of Stingray with the most recent date, or some applications will not be supported by Stingray.

Cause

The driver you are using has not been updated.

Suggested Solution

Reinstall the most recent version of the Stingray SCODL driver.

Error

At least one slide in the show contains more than 256 unique colors. Unique colors requested after the first 256 were mapped onto the first 256 colors.

Cause

This message usually displays when graduated fills cause the number of colors in the file to exceed the Stingray SCODL driver's 256-color limit.

Suggested Solution

Try decreasing the Colorspace setting in the Stingray driver section of your WIN.INI file from the default 24 to 21. If the error still occurs, try reducing it again to 19. This reduces the number of gradients of a single color so that all the palette slots are not filled before all the colors are used.

Error

File name sequence is greater than 999. No more slides will be printed.

Cause

Each page of a presentation is given a sequential number from 001 to 999 when you print your presentation. If there are more than 999 pages in a presentation with the same file name, printing will stop at the following page.

Suggested Solution

Break up long presentations so that there are fewer than 999 pages in each presentation file.

Error

Insufficient disk space on temporary disk to process image. (Or, Insufficient disk space to process image.) Free up disk space and try again.)

Cause

Each page of a presentation requires a separate SCODL file, and SCODL files tend to be large.

Suggested Solution

Delete some files from your hard disk to free up some disk space and try again.

Error

Insufficient memory to process image. Close any other open applications and try again.

Cause

If you are running several applications at the same time, this error message may display since the Stingray SCODL driver and device require a large amount of memory to run.

Suggested Solution

Close any applications not required for the current file and try again.

Error

This slide contains pattern fills which are not supported by this version of Stingray. These patterns will appear solid in the slide.

Cause

This message displays if the objects in your presentation or the SmartMaster Set you are using contain diagonal or horizontal fills.

Suggested Solution

Switch to a vertical (top-to-bottom) graduated fill..

Error

Write over existing files with same filename?

Cause

When printing a presentation, the Stingray SCODL driver automatically names the SCODL files by truncating the presentation file name to the first five characters and appending a 3-digit sequential number for each page in the file. For example, the slide files for the three-page presentation SALESHOW.PRE become SALES001.BIN, SALES002.BIN, and SALES003.BIN if it contains 24-bit bitmaps; and SALES001.SCD, SALES002.SCD, and SALES003.SCD. If two presentation files have the same first five characters in their names, this message will display when you print the second presentation file.

Suggested Solution

Rename the second presentation file. When naming presentation (PRE) files, make the first five characters unique.


Display or Hide the Drawing Ruler

The drawing ruler can be displayed along the top and left sides of the page in Current Page view. Use this ruler to determine the mouse pointer location when you create objects on the page.

You can show or hide the drawing ruler when you work in Current Page view.

1. In Current Page view, choose View View Preferences.
2. Do one of the following:
 - * Mark Drawing ruler in the Display group box to display the ruler.
 - * Unmark Drawing ruler to hide the ruler.
3. Click OK.

Shortcuts

Icons: Click  (Show Drawing Ruler icon)

Click  (Hide Drawing Ruler icon)

Notes


When an object is selected, the horizontal ruler shows the location of the left and right edges of the box around the object; the vertical ruler shows the location of the top and bottom edges.

When multiple objects are selected, the drawing ruler displays the locations of the edges of the smallest box that surrounds all objects.

Drawing ruler units are based on the units of measurement in the Units & Grids dialog box.


Create a Table

To create a table for text and/or numbers:

1. In Current Page view, choose Page New or click  (New Page box) at the bottom of the window.
2. In the New Page dialog box, choose Table from the Page Layouts list box, then click OK.
Freelance Graphics displays a new page using the Table page layout.
3. (Optional) Click on "Click here to type page title" and type the name of the page.
4. Click on "Click here to create table."
5. In the Table Gallery dialog box, choose the style of table you want and the number of rows and columns for the table. Then click OK.

Freelance Graphics creates a blank table in the style you choose. You can now type your text into the cells in the table. You can also change the text, line, background, and border attributes for individual cells or the entire table; and add, delete, size, and move columns or rows in the table.

Tip

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

See also

[Create a Link from Another Application to a Freelance Graphics Table](#)

[Edit a Table](#)

[Select Tables, and Cells, Rows, and Columns in a Table](#)

[Using the Keyboard to Navigate in a Table](#)

Edit a Table

When you create a table, Freelance Graphics automatically places a blank table on the page. To complete the table, you type text into the cells when the table is in text edit mode. In text edit mode, Freelance Graphics displays a table with a thick border and a blinking insertion point.

Placing a Table in Text Edit Mode

To place a table in text edit mode, click anywhere on the table once to select it, and then perform one of the following actions:

This action:	Positions the insertion point:
Click a cell	Within that cell, at the location clicked
Press F2 (EDIT)	Following any text in the top left cell
Start typing	Following any text in the top left cell

Click a cell	Within that cell, at the location clicked
Press F2 (EDIT)	Following any text in the top left cell
Start typing	Following any text in the top left cell

Modifying a Table

Once you create a table you can change it. You can:

- * Add text, just as you add text to pages in your presentation.
- * Change the attributes of selected text in a cell, a selected cell or range of cells, or a selected table.

See Text Commands for more information.

Note

If a table is in text edit mode but no text is selected, the Text commands apply to text that you type at the insertion point.


- * Add, delete, size, and move columns and/or rows in a selected table.

See Chart Table for more information.

- * Change the overall style of the table.

See Chart Gallery for more information.

- * Change the appearance of text in selected cells and/or the background and borders of selected cells in a table, or of the entire table. To do this, select the cells you want to change and choose Chart Attributes. Freelance Graphics displays the Table Attributes dialog box for selected cells in the table.
- * Change the appearance of all text and/or the background and borders of all cells in a table, or the background and border of the entire table. To do this, click the table to select it and choose Chart Attributes. Freelance Graphics displays the Table Attributes dialog box for the whole table.

You can also select a table and choose Text Font or click  (Font box) at the bottom of the window to change the font of all text in the selected table.

See also

Select Tables, and Cells, Rows, and Columns in a Table

Using the Keyboard to Navigate in a Table

Select Tables, and Cells, Rows, and Columns in a Table

Use the following actions to select tables, and to select characters, cells, rows, and columns in tables.

To do this:

Do this:





Select a table	Click the table once.
Select a group of cells	Click a cell twice to place the table in text edit mode, then <u>drag</u> across the cells.
Select characters in a cell	Click the cell twice to place the table in text edit mode, then drag across the characters.
Select a cell	Click the cell twice to place the table in text edit mode, then drag across the cell.
Select characters right, to the end of the line, and then extend the selection right, to the end of the row	Click the cell twice to place the table in text edit mode, then press SHIFT+END. Press SHIFT+END again to extend the selection.
Select characters left, to the beginning of the line, and then extend the selection left, to the beginning of the row	Click the cell twice to place the table in text edit mode, then press SHIFT+HOME. Press SHIFT+HOME again to extend the selection.
Extend the selection left one column	Select all of the text in a cell, or select one or more cells, and press SHIFT+LEFT.
Extend the selection right one column	Select all of the text in a cell, or select one or more cells, and press SHIFT+RIGHT.
Extend the selection up one row	Select all of the text in a cell, or select one or more cells, and press SHIFT+UP.
Extend the selection down one row	Select all of the text in a cell, or select one or more cells, and press SHIFT+DOWN.

Expand and Collapse the Outliner

In Outliner view, you can

- * Expand the Outliner to display both the page title and text for selected pages or for all pages in the view
- * Collapse the Outliner to display only the page title for selected pages or for all pages in the view

Use the following procedures to expand and collapse your presentation in Outliner view.

To do this:	Click:	Press:	Choose:
Display the page title and text for the selected pages (or the page containing the insertion point)	 (Expand icon)	GRAY+	Outline Expand
Display the page titles and text for all pages in the Outliner	 (Expand All icon)	N/A	Outline Expand All
Display only the page title for the selected pages (or the page containing the insertion point)	 (Collapse icon)	GRAY-	Outline Collapse
Display only the page title for all pages in the Outliner	 (Collapse All icon)	N/A	Outline Collapse All

Notes

N/A = Not applicable.

Freelance Graphics displays a plus sign (+) in the left margin beside a collapsed page.


See also

[Use the Outliner](#)

Choose Page Layouts in the Outliner

When you work in Outliner view, Freelance Graphics automatically uses the Bulleted List page layout for all pages, except the first.

To use a different page layout, click any text on the page to select the page and choose

Page Choose Page Layout or click  (Page Layout box) at the bottom of the window. Then choose the page layout you want to use in the Choose Page Layout dialog box.

Note

If you choose a page layout that does not include an element that is already on the page, the element remains on the page, but is no longer part of a "Click here..." text block. For example, if you have a bulleted list on a page using a Bulleted List page layout and you switch to a 1 Chart page layout, your bulleted list remains on the page, but is no longer a "Click here..." text block.

See also

[Use the Outliner](#)

Choose a Symbol to Use as a Bullet

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

1. Select the text block you want to choose a bullet for and then choose Text Paragraph Styles.

Note

You can also double-click the text block.

2. In the Paragraph Styles dialog box, click the paragraph style for which you want to choose a bullet. Then click the Bullet drop-down box.
3. Click Symbol...

Freelance Graphics displays the Choose Symbol for Bullet dialog box.

4. Click a symbol category to see the symbols in that category.

For example, click ANIMALS.SYM to see animal symbols.

6. Click a symbol to select it and then click OK.
7. Click OK to close the Paragraph Styles dialog box.

Freelance Graphics uses the symbol you choose as a bullet for each bulleted item in that text block that uses the paragraph style you chose in Step 2.

Freelance Graphics displays up to 100 symbols that you choose in the Bullets drop-down box.

Tips

To make the bullet larger, use the Bullet size drop-down box in the Paragraph Styles dialog box.

To choose a symbol for just one or selected bulleted items, click the text block to select it and then select the text for the bulleted items. Then choose Text Bullet. Click the Bullets drop-down box, and then click Symbol... and choose a symbol.

To make a chart or bitmap image, such as your company logo, into a bullet, see Create a Symbol and Add It to the Symbol Library.

Save Palette Changes with the SmartMaster Set

When you have modified a palette that you want to save with a SmartMaster set, use the following procedure.


1. Choose File Save As.
2. Change to the directory where the SmartMaster set is stored (MASTERS is the default directory name).
3. From File types choose SmartMaster Set (MAS).
4. Highlight the name of the SmartMaster set you want to save the palette with.
5. Click OK to accept the changes.

Note

The only way you can return a SmartMaster set to its original palette is to reinstall the SmartMaster set. To reinstall a SmartMaster set, run the Freelance Graphics Install program and choose Install with Options; then follow the onscreen instructions.

Add a Speaker Note

You can create one speaker note for each presentation page. Add a speaker note to attach a message that you do not want displayed as part of the presentation page.

1. Choose Page Speaker Notes or click  (Speaker Notes icon).
2. Type or paste speaker note text for the current page in the Speaker Note dialog box.
Choose from its menu to edit speaker note text and to change text attributes.
3. Choose Next or Previous, or press PAGE DOWN or PAGE UP to move between the existing speaker notes of a presentation and to create a speaker note for any page that does not have one.
4. Click OK to close the Speaker Note dialog box and add the speaker note or notes.

Note

You cannot print from the Speaker Note dialog box. To print speaker notes, choose File Print from the Freelance Graphics menu.

The Speaker Note Icon

Freelance Graphics displays a speaker note icon for each presentation page that has a speaker note. Click the icon to open the Speaker Note dialog box and work with speaker note text.

In Current Page view, Freelance Graphics displays  below the Toolbox.


In Page Sorter view, Freelance Graphics displays  below the thumbnail sketch of the page.

See also

[Speaker Note Dialog Box](#)


Create an Organization Chart

Freelance Graphics provides a [page layout](#) you can use to create organization charts quickly and easily.

1. Choose Page New or click  (New Page box) in the status bar.
2. Choose the Organization Chart page layout in the [New Page dialog box](#).
3. Click the "Click here..." block for the organization chart.
4. Choose an organization chart style in the [Organization Chart Gallery dialog box](#) and click OK.
5. Type your organization chart entries in the [Organization Chart Entry List dialog box](#).

You can also choose from the dialog box menu to edit entries or change style, attribute, and display settings for your chart. When you are finished and click OK, Freelance Graphics automatically composes the organization chart on the presentation page.

Note

You can also create an organization chart by choosing [Chart New Organization Chart](#) or by clicking the  (Organization Chart icon in the [Toolbox](#)).

See also

[Edit Organization Chart Attributes](#)
[Edit Organization Chart Text Entries](#)

Edit Organization Chart Text Entries


There are two ways to edit organization chart entries: on the form in the Organization Chart Entry List dialog box and directly on the chart as it appears on the presentation page.

Note

You cannot edit organization chart entry text in Outliner view.

Editing Entries in the Organization Chart Entry List Dialog Box

To open the Organization Chart Entry List dialog box for an existing organization chart, you can do one of the following:

- * Select the organization chart and click the  (Organization Chart icon in the Toolbox).
 - * Select the organization chart and choose Chart Edit.
 - * Double-click an area of the organization chart that does not contain a chart component such as a box.

You can edit text entries on the form as described in the following table.

To:	Do this:
Select an entry and its subordinates	Click the bullet next to the first line of the entry.
Insert an entry	Press ENTER after the last line of the entry to precede the inserted entry.
Delete an entry and its subordinates	Click the bullet next to the first line of the entry and press DELETE, choose <u>Edit Cut</u> , or choose <u>Edit Clear</u> .
Make a subordinate entry	Press TAB or choose <u>Edit Demote</u> .
Make a superior entry	Press SHIFT+TAB or choose <u>Edit Promote</u> .
Move an entry and its subordinates	Click the entry's bullet and drag the box to another location.

Notes

To remove a line break created when Freelance Graphics composed the chart, add one or more blank lines after the broken line. Doing so increases the vertical size of the entry and forces Freelance Graphics to use a smaller text size. You can also turn off the Automatically size entry text option in the Organization Chart Gallery dialog box.

You cannot delete, move, promote, or demote the root entry. To change the text for a root entry, select and edit it.

Editing Entries on the Presentation Page

To edit the text of an organization chart on the presentation page, select the chart and click the text entry you want to edit. Freelance Graphics is in text edit mode.

As you type, the text may extend beyond the entry's box. If you marked the Automatically size entry text option in the Organization Chart Gallery dialog box, Freelance Graphics recomposes the chart when you exit text edit mode, placing all text within the entry box. If you did not choose this option, you must manually adjust the text to fit within the box.

Note

Freelance Graphics automatically updates the entry text on the form in the Organization Chart Entry List dialog box with changes you make in text edit mode.

See also

[Edit Organization Chart Attributes](#)

Edit Organization Chart Attributes

Changing Style and Attribute Settings for the Chart as a Whole

To change style and attribute settings for the components of an organization chart, you can do one of the following:

- * Open the Organization Chart Entry List dialog box and choose Gallery and Attributes from its menu.
- * Select the organization chart and choose Chart Gallery or Chart Attributes.
- * Double-click the appropriate organization chart component on the presentation page.

Choose a format for the entire chart and for the lowest level of entries in the Organization Chart Gallery dialog box.

Choose attribute settings for organization chart entry text, boxes, connecting lines, and frame in the Organization Chart Attributes dialog boxes for those components.

Changing Attributes for Individual Text Entries and Boxes

To change attributes for individual text entries and boxes, or for groups of text entries and boxes, you can do one of the following:

- * Double-click the organization chart text entry or box on the presentation page.
- * Click the organization chart text entry or box on the presentation page and choose Chart Attributes.
- * Click the text of the entry in the Organization Chart Entry List dialog box and choose Attributes from the dialog box menu.

Freelance Graphics opens the Organization Chart Attributes dialog box for text or boxes. You can then choose to change attributes for the Current box, the Current box & subordinates, or the Current box & peers.

Editing Tips

- * Check your organization chart in its final output form before you begin editing. Entry text may appear more readable in final form than it does on the screen.
- * If entry text is too small, consider resizing the chart or creating a multiple page chart.
- * If space is an issue, experiment with organization chart styles. Some styles, such as the ones with 3D and Shadow, require more space on the page.
- * Consider using color or changes in text appearance to highlight an individual entry or group of entries.
- * If you chose to use the Automatically size entry text option in the Organization Chart Gallery dialog box, you can turn it off during editing to adjust text for individual entries.

See also

[Edit Organization Chart Text Entries](#)

Use Lotus Multimedia Applications

Three OLE multimedia applications are provided with Freelance Graphics.

- * Lotus Annotator
- * Lotus Media Manager
- * Lotus Sound


With these applications, you can add multimedia objects, such as sounds and movies, to your presentations.

Freelance Graphics works seamlessly with these applications. It is not apparent, when you add multimedia objects, that you are working outside of Freelance Graphics. But it is important to note that these are separate applications and not part of Freelance Graphics.


Launching Multimedia Applications from Within Freelance Graphics

To add multimedia objects to a presentation, you launch a multimedia application in one of the following ways:

- * Choose Edit Insert Object and choose Lotus Annotator Note, Lotus Media, or Lotus Sound

- * Click the appropriate icon:  (Lotus Annotator icon),

 (Lotus Media Manager icon), or

 (Lotus Sound icon)

* Click Play a multimedia object in the Create/Edit Screen Show Button dialog box and click Browse Media to launch the Lotus Media Manager and create a Screen Show button with multimedia effects

Using Multimedia SmartMaster Sets and Wave Files

Freelance Graphics provides some SmartMaster sets that contain multimedia objects. Multimedia SmartMaster set file names begin with an "MM" prefix to help you identify the multimedia sets. These SmartMaster sets are optimized for VGA monitors.

When SmartMaster sets contain movie files, the first frame of the movie is displayed until you click it on the presentation page or view the set in a screen show.

Freelance Graphics also provides some wave files of both musical sounds and sound effects. The sound effects range from applause to a clock ticking or a car screeching. Use the Lotus Media Manager's preview to sample the sound effects.

You can attach these sounds to SmartMaster pages, to symbols, or to bullets in a build sequence.

Getting Help for Multimedia Applications

Each multimedia application has its own context-sensitive Help, contained in a Help file written for that application. It is the individual application Help file, rather than the Freelance Graphics Help file, that contains comprehensive documentation about that application.

When a multimedia application is active, press F1 or choose Help as you normally would. You can also use Search in each of these Help files to find the specific information you need about using the Lotus Annotator, Lotus Media Manager, and Lotus Sound.

See also

Add a Multimedia Object
Play Multimedia Objects During Screen Show
Preview a Multimedia Object

Add a Multimedia Object

There are two ways to add multimedia objects, such as sounds and movies, to a presentation page. You can add the object as an OLE object or you can create a Screen Show button that plays the object.

As an OLE Object

When you add a multimedia object through OLE, the object's server application controls the image that represents the object on the presentation page. For example, many wave files are represented by the image of a horn.

When using the Lotus Media Manager, you can substitute a metafile image you paste to the Clipboard for the server application's default image. However, you can use only Windows metafiles for this purpose.

Note

You can control whether or not the image is printed as part of the presentation page through a setting in the Print Options dialog box.

As a Screen Show Button

Creating a Screen Show button for a multimedia object gives you greater control over the display and playing of that object. You can choose both the image that represents the multimedia file on the presentation page and the location where a movie file will be played on the page.

You can make any object a Screen Show button. For example, you can make a symbol a Screen Show button that plays a sound file. When you click the symbol during a screen show, the sound plays according to your specifications.

See also

[Add an OLE Multimedia Object](#)

[Create a Screen Show Button with Multimedia Effects](#)

Create a Screen Show Button with Multimedia Effects

1. Select an object on the presentation page that you want to make a Screen Show button for a multimedia object.

2. Choose View Screen Show Create/Edit Button or click  (Screen Show Buttons icon).

Freelance Graphics opens the Create/Edit Screen Show Button dialog box. A default name is assigned to the button you are creating. Rename the button if you want.

3. Click Play a multimedia object.
4. Click Browse Media.

The Lotus Media Manager dialog box opens.

5. Choose the multimedia file type and the file you want to associate with the button.
6. Click Options in the Lotus Media Manager dialog box.

The Lotus Media Manager opens the Media Manager Options dialog box.

7. Specify how many times the object should be played when the Screen Show button is clicked.
8. Click OK twice to close the Lotus Media Manager dialog boxes and return to the Create/Edit Screen Show Button dialog box.

Note

If you are adding a movie file, click Options in the Create/Edit Screen Show Button dialog box to open the Multimedia Button Options dialog box and specify the location on the presentation page where you want the movie to play.

9. Click OK to close the Create/Edit Screen Show Button dialog box and create the Screen Show button.

Click the button during a screen show to play the multimedia object.


Note

Freelance Graphics saves a reference to the multimedia file with the presentation file. The multimedia object itself is not added to the presentation file and the presentation file size is not noticeably increased.

Tip

If you transport a screen show and show it on another computer, you must bring any referenced media files with it.

Add an OLE Multimedia Object

1. Choose Edit Insert Object and choose Lotus Media or click  (Lotus Media Manager icon).

Freelance Graphics opens the Lotus Media Manager dialog box.

2. Choose the multimedia file type and the file you want to insert.
3. Click Options.

The Lotus Media Manager opens the Media Manager Options dialog box.

4. Specify how many times the object should be played when you click it.
5. Specify the relationship you want to establish between the multimedia file and your presentation file.

If you save only a reference to the multimedia file, the presentation file size is not noticeably increased. The multimedia object is not saved with the presentation file.

If you embed the multimedia file in the presentation file, the presentation file size is increased significantly. The multimedia object is saved with the presentation file.

Tip

Choose Embed file if you are creating a screen show that may be shown on another computer.

6. Click OK twice to close the Lotus Media Manager dialog boxes and add the multimedia object to the presentation page.

Notes

You can substitute a metafile from the Clipboard for the image that will otherwise represent the multimedia object on the presentation page. Click Display in the Media Manager Options dialog box.

You can also launch Lotus Sound to add a wave file to a presentation and to create a wave file of your own.

Preview a Multimedia Object

To preview a multimedia object:

- * Click Preview from within Lotus Media Manager or Lotus Sound
- * Double-click an OLE multimedia object on the presentation page
- * Choose Edit <object name> Play with an OLE multimedia object selected

Play Multimedia Objects During Screen Show

OLE Object

1. Select the multimedia object.
2. Choose Edit <object name> Play Options.
Freelance Graphics opens the [Play Options dialog box](#).
3. Specify whether you want the object to play when clicked or to play automatically during a screen show.
4. Specify whether you want the object, if played automatically, to start playing at the beginning of the page entry effect or after the entry effect for that presentation page.
5. Specify whether or not you want to see a static representation of the object on the presentation page during a screen show when the object is not being played.
6. Click OK to put your changes into effect.

Note

If you used the Lotus Media Manager to add the multimedia object, you can specify the number of times the object will play from within the Media Manager itself.

Screen Show Button

You use the [Lotus Media Manager](#) to create a Screen Show button for a multimedia object. The multimedia object plays when you click the button during a screen show.

You can specify the number of times you want the object to play in the Media Manager Options dialog box. Click Options in the Lotus Media Manager dialog box, and then choose to play the object once, continuously, or a specified number of times.


If you have added a movie file, you can also specify the location on the presentation page where you want the movie to play when the button is clicked. You set this control within Freelance Graphics. Click Options in the Create/Edit Screen Show Button dialog box to open the [Multimedia Button Options dialog box](#) and specify the page location.

See also

[Add an OLE Multimedia Object](#)

[Create a Screen Show Button with Multimedia Effects](#)

Create a Wrapping Text Block

1. Make sure that an existing text block is not selected, and then click  (Text icon) in the Toolbox.
2. Position the pointer where you want one corner of the text block and drag a rectangle that represents the size of the text block.
When you release the mouse button, Freelance Graphics displays the insertion point and edit panel. You are now in text edit mode.
If you marked Text block ruler for Display in the View Preferences dialog box, Freelance Graphics also displays the text ruler when a text block is in text edit mode.
3. Begin typing. As you type, text automatically wraps to a new line as it reaches the margin of the text block. You can also:
 - * Press ENTER to start a new paragraph.
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 can begin with a bullet or a number.
 - * Press CTRL+ENTER to force a line break in the current paragraph.
4. Click OK in the edit panel or press ESC to complete the text block and exit text edit mode.

Tips

To delete a text block, select it (but be sure you are not in text edit mode), then press DELETE.

To switch from wrapping to non-wrapping text, unmark the Word wrap check box in the Paragraph Styles dialog box.

Notes

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 will be selecting and editing the existing text instead of creating a new text block. It may be easier to drag the rectangle somewhere else on the page and move it to the proper location after you have typed the text.

When you select a text block and then click on the Text icon, Freelance Graphics puts you in text edit mode. If you have more than one text block selected, Freelance Graphics puts the insertion point in the first block you selected.

See also

[About Text](#)

[Add Text to a Page](#)

[Change Paragraph Style Settings](#)

[Change Text Attributes](#)


[Create a "Click here..." Text Block](#)

[Create a Non-Wrapping Text Block](#)

[Edit Text](#)

[Use the Outliner](#)

Create a Non-Wrapping Text Block

1. Make sure that an existing text block is not selected, and then click  (Text icon) in the Toolbox.

2. Position the pointer where you want the text block to begin and click (do not drag).

When you release the mouse button, Freelance Graphics displays the insertion point and edit panel. You are now in text edit mode.

If you marked Text block ruler for Display in the View Preferences dialog box, Freelance Graphics also displays the text ruler when a text block is in text edit mode.

3. Begin typing. As you type, you can:

- * Press ENTER to start a new paragraph.

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 can begin with a bullet or a number.

- * Press CTRL+ENTER to force a line break in the current paragraph.

4. Click OK in the edit panel or press ESC to complete the text block and exit text edit mode.

Tips

To delete a text block, select it (but be sure you are not in text edit mode), then press DELETE.

To switch from non-wrapping to wrapping text, mark the Word wrap check box in the Paragraph Styles dialog box.

Notes

When you select a text block and then click on the Text icon, Freelance Graphics puts you in text edit mode. If you have more than one text block selected, Freelance Graphics puts the insertion point in the first block you selected.

If you resize a non-wrapping text block, it automatically becomes a wrapping text block.

See also

[About Text](#)

[Add Text to a Page](#)

[Change Paragraph Style Settings](#)

[Change Text Attributes](#)

[Create a "Click here..." Text Block](#)

[Create a Wrapping Text Block](#)

[Edit Text](#)

[Use the Outliner](#)

Create a Screen Show Button

You can make any object on the presentation page a Screen Show button.

To make an object a button:

1. Select the object that you want to be a button. The object can be a symbol, a chart, a table, a bitmap, or a drawing (such as a rectangle, line, or freehand drawing).
2. Choose View Screen Show Create/Edit Button. This opens the Create/Edit Screen Show Button dialog box. A default name is assigned to the button. You can rename the button if you want to.
3. Specify what you want the button to do: jump to a page, launch an application, or play a multimedia object. Then follow one of the procedures below.

* **Jump to a page**

- A. Highlight the page you want to jump to or the action (Stop, for example) you want to take.
- B. Click OK. This creates the button.

During a screen show, clicking this button jumps to the specified page or performs the specified action (Stop, for example).

* **Launch an application**

- A. Click Browse. The Find Application to Launch dialog box opens.
- B. Choose the application you want the button to open. The application can be a Windows application or a DOS application.
- C. Click OK. This returns you to the Create/Edit Screen Show Button dialog box.
- D. Click OK to close the dialog box. This creates the button.

During a screen show, clicking this button will launch the specified application.

* **Launch a multimedia object**

To create a button that launches a multimedia object, see Create a Screen Show Button with Multimedia Effects.

Note

To edit a button, see Edit Screen Show Buttons.

See also

Play Multimedia Objects During a Screen Show

Edit Screen Show Buttons

Use this procedure when you have a Screen Show button that you want to modify.

1. Choose View Screen Show Edit Effects. This opens the Edit Screen Show dialog box.
2. Click Options. This opens the Screen Show Options dialog box.
3. Click Edit Buttons. This opens the Edit Screen Show Buttons dialog box.
4. In the Pages list box, highlight the page that contains the button you want to edit. The buttons that the highlighted page contains are listed in the Buttons list box.
5. Highlight the button in the Button list box that you want to edit.
6. Specify what you want the button to do: jump to a page, launch an application, or play a multimedia object. You can also delete the link by clicking Delete Link. Delete Link only deletes the link (that is, the button behavior); it does not delete the object from the page.
7. Click OK when you have finished editing all the buttons you want to edit.
8. Click OK to close the Screen Show Options dialog box.
9. Click OK to close the Edit Screen Show dialog box.


Welcome to Freelance Graphics!

After you click OK, "Take a Quick Tour" starts. If you do not want to see "Take a Quick Tour," click Quit when the tour starts. When the Quit box is displayed, you can choose to:

- * Return to Activity List, where you can start the interactive tutorial
- * Quit QuickStart, to start working on a new or existing file
- * Cancel, to continue watching "Take a Quick Tour"

Edit SmartIcons

You can edit or create an icon to insert an Object Linking and Embedding (OLE) object or launch another Windows application.

1. Choose Tools SmartIcons or click  (Customize SmartIcons icon).
2. Click Edit Icon. This opens the Edit Icon dialog box.
3. Click New Icon or click one of the available icons.
4. Type a name for the icon in the dialog box that opens, then click OK.
5. (Optional) Edit the bitmap.

Begin by clicking the color of your choice with the left mouse button. Click the arrow on the right of the color palette to see a drop-down box with more colors.

To change the color of a bit in the image, click that bit with the left mouse button.


6. When you have finished editing the icon, associate an action with it. That is, run a program with the icon by clicking Browse and choosing a program, or connect the icon with an OLE object by clicking Insert Object and selecting from those available.
7. Click OK to close the Edit Icon dialog box.
8. Click OK again to close the SmartIcons dialog box.

Chart New Table


Creates a new table and displays the Table Gallery dialog box. Use this dialog box to specify the overall style of the table and set the number of columns and rows.

When you click OK to accept this dialog box, Freelance Graphics automatically creates a blank table and places it on the page. You can then add and edit the text directly in the table.

If a table is selected and you choose this command, Freelance Graphics also displays this dialog box.

If a table is selected and you click  (Table icon in the Toolbox), Freelance Graphics displays the Table Choices dialog box. The Table Choices dialog box provides a shortcut to the commands that you can use to work on the selected table, such as changing its attributes, or the number, position, and size of the columns and rows in it.

Shortcuts

Icon: Click  (Table icon in the Toolbox)

You can also click the "Click here..." table block on the Table page layout.

See also

[Create a Table](#)

Chart Gallery

When a table is selected or in text edit mode, this command displays the Table Gallery dialog box. Use this dialog box to change the overall style of the table.

Table Gallery Dialog Box


1. Choose a table style

Displays the various grid styles and layouts for the table. The sample pictures show the available table styles.

Drop shadow

Displays shadows along the bottom right, bottom left, top right, or top left borders of the table. Choose None if you do not want to display a shadow.

Note


This setting is available only if you choose [Chart New Table](#), click  (Table icon in the Toolbox), or click the "Click here..." table block on the Table page layout to create a new table.

2. Choose number of rows and columns

Determines the number of rows and columns for the table.

You can add or delete rows at a later time using the [Chart Table Insert Column/Row](#) and [Chart Table Delete Column/Row](#) commands.

Note

This setting is available only if you choose [Chart New Table](#), click  (Table icon in the Toolbox), or click the "Click here..." table block on the Table page layout to create a new table.

See also

[Move Column/Row Dialog Box](#)

[Size Column/Row Dialog Box](#)

[Table Attributes Dialog Box](#)

Chart Attributes

When a table is selected, changes the attributes of all text or the background and borders of all cells in the table, or the background and border of the table itself. When a table is selected, this command displays the Table Attributes dialog box for the whole table.

When a table is in text edit mode, this command changes the attributes of the text or the background and border of the selected cell or range of cells, or of the table itself. When a table is in text edit mode, this command displays the Table Attributes dialog box for selected cells in the table.

Tip

Double-click the table you want to change and complete the Table Attributes dialog box for the whole table.

Table Choices Dialog Box


Displays when a table is selected or in text edit mode and you click  (Table icon) in the Toolbox.

Choose how you want to change the table

Insert a column or row

Inserts one or more columns or rows in the table. This displays the Insert Column/Row dialog box.

Note

This setting is available only if a table is in text edit mode and you click  (Table icon) in the Toolbox.


Delete a column or row

Deletes the selected columns or rows from the table. This displays the Delete Column/Row dialog box.

Tip

To delete the contents of columns or rows, but not the actual columns or rows, select the columns or rows whose contents you want to delete and choose Edit Clear or press DELETE.

Note

This setting is available only if a table is in text edit mode and you click  (Table icon) in the Toolbox.

Size a column or row

Resizes the selected columns or rows in the table. This displays the Size Column/Row dialog box.


Shortcut

To size a column or row, click a grid line in a table to change the cell pointer to a two-headed arrow and drag the column or row to the size you want.

Move a column or row

Moves the selected columns one column to the left or right, or selected rows one row up or down. This displays the Move Column/Row dialog box.

Note

This setting is available only if a table is in text edit mode and you click  (Table icon) in the Toolbox.

Change attributes

Changes the attributes of the selected table or the attributes of selected cells in a table. This displays the Table Attributes dialog box for the selected table, or cells.

Change table style

Changes the overall style of the selected table. This displays the Table Gallery dialog box.

Chart Table


When a table is selected or in text edit mode, lets you use the following commands to change the table:


- * Insert Column/Row
- * Delete Column/Row
- * Size Column/Row
- * Move Column/Row

Chart Table Insert Column/Row

Inserts one or more columns or rows before or after the selected column or row in the table. This command displays the Insert Column/Row dialog box.

Shortcuts

Click  (Add Column icon)

Click  (Add Row icon)

Insert Column/Row Dialog Box

Insert

Column

Inserts one or more columns before or after the selected column in the table.

Row

Inserts one or more rows before or after the selected row in the table.

Position

Places the inserted columns or rows before or after the selected column or row in the table.

Number to add

Determines the number of columns or rows to insert in the table. You can insert from one to 30 columns or rows.

Chart Table Delete Column/Row

Deletes the selected columns or rows from the table. This command displays the Delete Column/Row dialog box.

Shortcuts

Click  (Delete Column icon)

Click  (Delete Row icon)

Tips

To delete the contents of columns or rows, but not the actual columns or rows, select the columns or rows whose contents you want to delete and choose Edit Clear or press DELETE.

To delete an entire table, select the table and choose Edit Clear or press DELETE.

Delete Column/Row Dialog Box

Delete

Column

Deletes the selected columns from the table.

Row

Deletes the selected rows from the table.

Tip


You can choose Edit Undo or click  (Undo Last Operation icon) to insert the columns or rows you just deleted.

Chart Table Size Column/Row

Adjusts the width or height of the selected columns or rows in the table. This command displays the Size Column/Row dialog box.

Shortcuts

You can click a grid line to change the mouse pointer to a two-headed arrow and drag the column or row to the size you want.

To adjust the size of all the rows and columns in the table, but not the text:

- * Select the table and drag a handle to the size you want.

Freelance Graphics adjusts the size of all the columns and rows in the table. The point size for the text remains the same.

To adjust the size of all the rows and columns, as well as the text, in the table:

- * Select the table, press SHIFT and at the same time drag a handle to the size you want.

Notes

If the insertion point is in a single cell and no column or row is selected, the size adjustments apply to the entire column or row, depending on whether you are resizing a column or row.

The unit of measurement for these settings is based on the unit that you specified in the Units & Grid dialog box. You can also change the unit of measurement directly in the Size Column/Row dialog box.

Size Column/Row Dialog Box

Row height

Determines the height of the selected rows.

Note

If the selected rows have different heights, the Row height check box will be gray. In this case, Freelance Graphics displays the size of the first selected row.

Col width

Determines the width of the selected columns.

Note

If the selected columns have different widths, the Column width check box will be gray. In this case, Freelance Graphics displays the size of the first selected column.

Row spacing

Determines the spacing between selected rows.

Col spacing

Determines the spacing between selected columns.

Notes

If you click the arrows to set the height or spacing for a row or column, Freelance Graphics automatically marks the check box for the setting.

If you mark the check box for one of these settings, the number displayed applies to all selected rows or columns.

Millimeters, Centimeters, Inches, Points, Picas

Determines whether the unit of measurement for columns and rows in the selected table is Millimeters, Centimeters, Inches, Points, or Picas.

The default unit of measurement is set in the Units & Grids dialog box. The Units setting in the Size Column/Row dialog box changes the unit of measurement for the selected table only.

Chart Table Move Column/Row

Moves the selected columns one column to the left or right, or selected rows one row up or down. This command displays the [Move Column/Row dialog box](#).

Move Column/Row Dialog Box

Move

Determines whether you move the selected columns or rows.

Position

If one or more columns are selected, moves the columns one column to the left or to the right.


If one or more rows are selected, moves the rows one row up or down.

Chart New Organization Chart


Creates a new organization chart on the current page.

This command opens the Organization Chart Gallery dialog box, where you choose an organization chart style. When you click OK to accept the style choices, Freelance Graphics opens the Organization Chart Entry List dialog box, where you type the organization chart entries.

If an organization chart is selected and you choose this command, Freelance Graphics displays the Organization Chart Gallery dialog box.

If an organization chart is selected and you click  (Organization Chart icon in the Toolbox), Freelance Graphics displays the Organization Chart Entry List dialog box.

Shortcuts

Icon: Click  (Organization Chart icon in the Toolbox)

You can also click the "Click here..." organization chart block on the Organization Chart page layout.

See also

[Create an Organization Chart](#)

Chart Edit

When an organization chart is selected, this command opens the Organization Chart Entry List dialog box, where you can edit organization chart entries.

See also

Edit Organization Chart Text Entries

Chart Gallery

When an organization chart is selected, this command opens the Organization Chart Gallery dialog box, where you choose:

- * An organization chart style
- * The style for the lowest level of chart entries
- * Whether or not Freelance Graphics should automatically size the entry text so that each entry fits within its box

Chart Attributes

When an organization chart is selected, this command opens the Organization Chart Attributes dialog box.

Use it to change attributes for an organization chart's text, boxes, connecting lines, and frame.

See also

[Edit Organization Chart Attributes](#)

Organization Chart Gallery

Opens the Organization Chart Gallery dialog box, where you choose:

- * An organization chart style
- * The style for the lowest level of chart entries
- * Whether or not Freelance Graphics should automatically size the entry text so that each entry fits within its box

Organization Chart Gallery Dialog Box

Determines the style and format of an organization chart.

Choose a style

Click one of the organization chart style samples to choose the format for your organization chart.

Note

The style samples depict formatting only; they do not represent the number of entries you can create.

Show lowest level of chart as

Determines the style for all entries at the lowest level of the organization chart. Choose **Row of boxes**, **List**, **Laddered list**, or **Boxed list**. Freelance Graphics displays a sample to the right of the selection list.

Notes

The sample displayed does not reflect the style chosen for the organization chart; it only represents the lowest level choice for the chart.

Choose one of the list styles for organization charts with many entries at the lowest level.

Automatically size entry text

Mark this to have Freelance Graphics automatically size entry text so that each entry fits within its box.

Notes

When you use this option, Freelance Graphics may break lines of entry text when it composes the organization chart. Freelance Graphics breaks lines in order to make the best possible use of vertical space for the chart and use the largest text size possible.

If you do not want a line broken, you can remove the break by adding one or more blank lines after that line in the Organization Chart Entry List dialog box. By adding blank lines you increase the vertical size of the entry and force Freelance Graphics to use a smaller text size.

You can unmark this option after composing the chart and change the text size for each entry that has a broken line.

Tip

When you create a large organization chart, the entry text can become quite small. You may want to preview the chart and experiment with style choices in order to find the layout that makes the best use of space for your chart.

See also

[Edit Organization Chart Attributes](#)

Organization Chart Entry List Dialog Box

Displays a workspace in which you can enter, edit, and delete text for an organization chart.

The Form

The form in the Organization Chart Entry List dialog box displays prompt text, a fill-in-the-blanks approach for creating organization charts. The prompt text, such as *Enter name here*, indicates the type of information you should type. The bullet to the left of the prompt text indicates the start of a new entry.

Type on top of the prompt text to enter text. As you type, the prompt text disappears.

To break a long name into two lines, press CTRL+ENTER. To create another entry, press ENTER after the last line of an entry. Freelance Graphics displays another set of bulleted prompt text.

The indentation of the entry reflects that entry's reporting position. Each organization chart has only one root entry, with any number of subordinate entries reporting to it. When you create an entry, Freelance Graphics displays the next set of prompt text at the current indentation level, unless the current entry was the root entry.

Notes

The prompt text and bullets are displayed only in the Organization Chart Entry List dialog box, not as part of the organization chart.

If you leave an entirely empty bulleted entry on the form, Freelance Graphics displays an empty entry in the organization chart.

The Menu

Use the menu in the Organization Chart Entry List dialog box to edit entry text, organization chart style, and attributes.

- * Choose Edit to cut, copy, paste, and delete entry text; copy all entries of an organization chart; promote and demote entries; and create a staff entry reporting to the root entry.
- * Choose View to change the type of information displayed in this dialog box for each organization chart entry. For example, you can just display names instead of names, titles, and comments. The view also determines how Freelance Graphics pastes text into the organization chart form.
- * Choose Gallery to change the organization chart style and bottom row layout and to specify whether or not to automatically size entry text.
- * Choose Attributes to change attributes for organization chart text, boxes, connecting lines, and frame.

Preview

Press and hold down the left mouse button on Preview to see how your changes look. Release the mouse button to return to the dialog box.

See also

[Create an Organization Chart](#)
[Edit Organization Chart Attributes](#)
[Edit Organization Chart Text Entries](#)

Organization Chart Attributes

Opens the Organization Chart Attributes dialog box.

Use it to set attributes for an organization chart's text, boxes, connecting lines, and frame.

See also

[Edit Organization Chart Attributes](#)

Organization Chart Attributes Dialog Box: Text

Controls text attributes for entries in an organization chart.

1. Choose what to change

Choose Text.

2. Apply changes to

Applies changes to All boxes in chart, the Current box, the Current box & subordinates, or the Current box & peers.

Text line

Applies changes to All lines, or just the Name, Title, or Comment lines.

Font

Determines the **Face**, **Size**, and **Color** of the organization chart entry text. Choose the **Justification** of the entry text. Choose the appearance of the entry text: **Normal** for text that does not have any special emphasis, or any combination of **Bold**, **Italic**, **Underlined**, and/or text with **Strikeout** lines through it.

Note

Changes made to text attributes are not visible in this dialog box. Choose Preview to see how the changes look before accepting them or choose OK.

Preview

Press and hold down the left mouse button on Preview to see how your changes look. Release the mouse button to return to the dialog box.

Edit Text

Displays the Organization Chart Entry List dialog box, where you can create and edit entries.

Note

This button is available only if you opened the dialog box by double-clicking entry text on the presentation page.

See also

[Edit Organization Chart Attributes](#)

Organization Chart Attributes Dialog Box: Boxes

Controls attributes for boxes in an organization chart.

1. Choose what to change

Choose Boxes.

2. Apply changes to

Applies changes to All boxes in chart, the Current box, the Current box & subordinates, or the Current box & peers.

Edge

Determines the **Color**, **Width**, and **Style** of the organization chart boxes.

If the selected boxes share more than one Edge or Area color, the Edge and Area boxes are split diagonally into white and gray halves. If you change either the Edge or Area color, that change is made to all edges and areas for the selected boxes.

Area

Determines the **1st color** (the foreground color), **2nd color** (the secondary color for a pattern), and **Pattern** (the background pattern) for the selected organization chart boxes.

Notes

The solid (all black) pattern uses only the 1st color as a solid color.

Choose None if you do not want a foreground color. This overrides the 1st and 2nd color choices.

In dot, hatch, and graduated patterns, the 1st color is represented by black and the 2nd color by white in the Pattern drop-down box.

A graduated pattern displays a range of colors. You specify the 1st and 2nd colors, and Freelance Graphics shades the background between them. The finished pattern looks like a gradual blending of the colors across the range. In the Pattern drop-down box, black represents the 1st color and white represents the 2nd color.

Same color as edge

Determines that the Area 1st color is the same as the Edge Color. If you mark this check box, Freelance Graphics automatically changes the Area 1st color to match the Edge Color.

Preview

Press and hold down the left mouse button on Preview to see how your changes look. Release the mouse button to return to the dialog box.

Edit Text

Displays the Organization Chart Entry List dialog box, where you can create and edit entries.

Note

This button is available only if you opened the dialog box by double-clicking an entry box on the presentation page.

See also

Edit Organization Chart Attributes

Organization Chart Attributes Dialog Box: Connecting Lines

Controls attributes for the connecting lines in an organization chart.

1. Choose what to change

Choose Connecting lines.

2. Apply changes to

Freelance Graphics automatically chooses all connecting lines.

Lines

Determines the **Color**, **Width**, and **Style** of the connecting lines.

Set box edges the same

Determines that the Edge Color, Width, and Style of the boxes is the same as the Line Color, Width, and Style of the connecting lines. If you mark this check box, Freelance Graphics automatically changes the box edge attributes to match the line attributes.

Note

This option is available only if you opened this dialog box by double-clicking the connecting lines of an organization chart on the presentation page.

Preview

Press and hold down the left mouse button on Preview to see how your changes look. Release the mouse button to return to the dialog box.

Edit Text

Displays the Organization Chart Entry List dialog box, where you can create and edit entries.

Note

This button is available only if you opened the dialog box by double-clicking a connecting line on the presentation page.

See also

Edit Organization Chart Attributes

Organization Chart Attributes Dialog Box: Frame

Controls attributes for the frame and background area of an organization chart.

1. Choose what to change

Choose Frame.

2. Apply changes to

Applies changes to the frame and background area of the organization chart.

Edge

Determines the **Color**, **Width**, and **Style** of the organization chart frame.

Area

Determines the **1st color** (the foreground color), **2nd color** (the secondary color for a pattern), and **Pattern** (the background pattern) of the organization chart background.

Notes

The solid (all black) pattern uses only the 1st color as a solid color.

Choose None if you do not want a foreground color. This overrides the 1st and 2nd color choices.

In dot, hatch, and graduated patterns, the 1st color is represented by black and the 2nd color by white in the Pattern drop-down box.

A graduated pattern displays a range of colors. You specify the 1st and 2nd colors, and Freelance Graphics shades the background between them. The finished pattern looks like a gradual blending of the colors across the range. In the Pattern drop-down box, black represents the 1st color and white represents the 2nd color.

Same color as edge

Determines that the Area 1st color is the same as the Edge Color. If you mark this check box, Freelance Graphics automatically changes the Area 1st color to match the Edge Color.

Preview

Press and hold down the left mouse button on Preview to see how your changes look. Release the mouse button to return to the dialog box.

Edit Text

Displays the Organization Chart Entry List dialog box, where you can create and edit entries.

Note

This button is available only if you opened the dialog box by double-clicking the frame on the presentation page.

See also

Edit Organization Chart Attributes

Edit Commands (Organization Chart)

Cut, copy, paste, and delete organization chart entry text; promote and demote entries; create a staff entry reporting to the top organization chart entry only; and copy the text of an entire organization chart.

Cut

Deletes selected text and places it on the Clipboard.

Copy

Copies selected text to the Clipboard without removing the original text from its location.

Paste

Copies text that has been placed on the Clipboard at the insertion point.

Clear

Removes selected text permanently without affecting the contents of the Clipboard.

Promote

Changes the current organization chart entry and its subordinates to a superior level.

Demote

Changes the current organization chart entry and its subordinates to a subordinate level.

Staff

Creates a staff entry reporting to the root entry.

Copy Whole Chart

Copies the text entries in the entire organization chart without removing the chart from its location.

Edit Cut

Deletes the selected text or selected entries from the form in the Organization Chart Entry List dialog box and places it on the Clipboard.

The deleted text remains on the Clipboard until you cut or copy again from the Organization Chart Entry List dialog box, the Freelance Graphics window, or any Windows application.

Use Edit Paste in the Organization Chart Entry List dialog box to place the contents of the Clipboard on the organization chart form. You can paste entries cut or copied from one organization chart into another organization chart.

Shortcut

Keys: Press CTRL+X (CUT)

Tips

Use Edit Paste in the Freelance Graphics window to place text you cut or copied in the Organization Chart Entry List dialog box on a presentation page in the current presentation or in another presentation.

Use Edit Clear to delete organization chart text without affecting the contents of the Clipboard.

See also

Edit Copy

Edit Copy Whole Chart

Edit Copy

Makes a copy of the selected text or selected entries on the form in the Organization Chart Entry List dialog box and places the copy on the Clipboard.

The copied text remains on the Clipboard until you cut or copy again from the Organization Chart Entry List dialog box, the Freelance Graphics window, or any Windows application.

Use Edit Paste in the Organization Chart Entry List dialog box to place the contents of the Clipboard on the organization chart form. You can paste entries cut or copied from one organization chart into another organization chart.

Shortcut

Keys: Press CTRL+C (COPY)

Tip

Use Edit Paste in the Freelance Graphics window to place text you copied in the Organization Chart Entry List dialog box on a presentation page in the current presentation or in another presentation.

See also

Edit Copy Whole Chart

Edit Cut

Edit Paste

Copies the text stored on the Clipboard and places it in the Organization Chart Entry List dialog box. Pasting does not delete the Clipboard contents, so you can paste the same contents repeatedly until you:

- * Copy or cut other text to the Clipboard
- * Open the Clipboard application and delete the text
- * Close the Windows operating system

You can only paste text in the Organization Chart Entry List dialog box. You cannot paste symbols, charts, or other objects.

If text is selected when you paste, the pasted text replaces the selected text. The pasted text assumes the attributes (face, bullet style, and size) in effect for the current organization chart.

Pasting text

When you paste text on the form in the Organization Chart Entry List dialog box, Freelance Graphics pastes it at the insertion point.

If you are pasting multiple lines of text, Freelance Graphics pastes these lines according to your view choice. The View commands control the amount of information displayed in an organization chart. You can choose to display names only, names and titles only, or names, titles, and comments for all entries.

If you choose View Names Only and paste text, Freelance Graphics treats the first line of pasted text as a name and the second line of pasted text as another name. If you choose View Names and Titles, Freelance Graphics pastes those same two lines of text as a name and a title. The view determines how the pasted text is interpreted.

Pasting entries

When you paste an entire entry from an organization chart, Freelance Graphics pastes it as a new entry below the current entry. If the current entry does not contain any text, Freelance Graphics pastes the entry as the current entry.

Freelance Graphics pastes the entry with all text intact, regardless of the current view. If you choose View Names and Titles and paste an entry with a name, title, and comment, Freelance Graphics pastes the complete entry. If you choose View All, you will see the comment line.

Shortcut

Keys: Press CTRL+V (PASTE)

See also

Edit Copy

Edit Copy Whole Chart

Edit Cut

Edit Clear

Erases the selected text or selected entries located on the form in the Organization Chart Entry List dialog box without moving it to the Clipboard. The Clipboard contents remain unchanged.

Use Edit Cut to delete text from the form in the Organization Chart Entry List dialog box and place it on the Clipboard.

Shortcut

Keys: Press DELETE

Edit Promote

Raises the level of the current organization chart entry, making it a superior entry. If the entry has subordinate entries reporting to it, the subordinate entries are also promoted.

Shortcut

Keys: Press SHIFT+TAB

Edit Demote

Lowers the level of the current organization chart entry, making it a subordinate entry. If the entry has subordinate entries reporting to it, these entries are also demoted.

Shortcut

Keys: Press TAB

Edit Staff

Displays the Organization Chart Staff dialog box. Use it to enter text for one staff position that reports directly to the root entry of the organization chart.

Organization Chart Staff Dialog Box

Defines the entry for a staff position that reports directly to the root entry of the organization chart. You can create only one staff position and it reports to the top entry.

Type the Name, Title, and Comment for the staff position. Press TAB or click the mouse to move between these text items.

Notes

Do not press ENTER to move between text items. ENTER accepts and closes the dialog box.

The Name, Title, and Comment items are available in this dialog box regardless of the display choice you have made for the organization chart with the View commands. Fill in the necessary items.

Remove

Deletes an existing staff position from the organization chart.

Edit Copy Whole Chart

Makes a copy of all text entries on the form in the Organization Chart Entry List dialog box and places the copy on the Clipboard.

The copied organization chart text remains on the Clipboard until you cut or copy again from the Organization Chart Entry List dialog box, the Freelance Graphics window, or any Windows application.

Use Edit Paste in the Organization Chart Entry List dialog box to place the copied organization chart text on the organization chart form.

See also

Edit Copy

Edit Cut

View Commands

Control the amount of information displayed in the Organization Chart Entry List dialog box. Both existing organization chart entries and prompt text for new entries are expanded and collapsed by these commands.

The View commands also determine how Freelance Graphics places text on the organization chart form when you choose Edit Paste.

Notes

The View commands do not control the amount of information displayed for organization chart entries on the presentation page.

Existing organization chart data remains unchanged, even if it is not displayed in the Organization Chart Entry List dialog box.

Names Only

Displays just the names for organization chart entries; titles and comments are not displayed.

Names and Titles

Displays just the names and titles for organization chart entries; comments are not displayed.

All

Displays the names, titles, and comments for organization chart entries.

View Names Only

Displays just the names for all entries in the Organization Chart Entry List dialog box. Titles and comments already entered are not displayed but are left unchanged. Choose another view to display them again.

Notes

The current view determines how Freelance Graphics places text on the organization chart form when you choose Edit Paste. If you choose View Names Only, Freelance Graphics treats each line of text as a name.

Freelance Graphics pastes entire entries intact, regardless of the current view.

Tip

Choose View Names Only to see an overview of your organization without composing the organization chart.

View Names and Titles

Displays names and titles only for all entries in the Organization Chart Entry List dialog box. Comments already entered are not displayed but are left unchanged. Choose another view to display them again.

Notes

The current view determines how Freelance Graphics places text on the organization chart form when you choose Edit Paste. If you choose View Names and Titles, Freelance Graphics treats the first line of text as a name and the second as a title, the third line as a name and the fourth as a title, and so on.

Freelance Graphics pastes entire entries intact, regardless of the current view.

View All

Displays names, titles, and comments for all entries in the Organization Chart Entry List dialog box. This view is the default.

Notes

The current view determines how Freelance Graphics places text on the organization chart form when you choose Edit Paste. If you choose View All, Freelance Graphics treats the first line of text as a name, the second as a title, the third as a comment, and so on.

Freelance Graphics pastes entire entries intact, regardless of the current view.

File Doc Info

Displays the Doc Info dialog box, which you use to set the values of fields you want to exchange with Lotus Notes.

If you do not have Notes, you can use this dialog box to record information about your presentation.

Note

In order to exchange data between Freelance Graphics and Notes, you must have Lotus Notes Release 3.0 for Windows or later, and you must start SHARE.EXE before you start Windows. To start SHARE.EXE before every Windows session, add the following line to your AUTOEXEC.BAT file, substituting the location of your DOS directory for d:\dos_dir.

```
d:\dos_dir\SHARE
```

See your DOS documentation for information about SHARE.EXE.

See also

[Set Up Notes Field Exchange \(Notes/FX\)](#)

[Use File Doc Info](#)

[Use Notes Field Exchange \(Notes/FX\)](#)

Doc Info Dialog Box

Use this dialog box to set the values of fields you want to exchange with Lotus Notes.

The Doc Info dialog box displays the file name and path of the file you are working on, and the SmartMaster set the file uses. It also shows the date and time the file was created, and the date and time of the last revision. It indicates the total number of revisions, the total editing time, the total number of pages, and the size of the file in kilobytes.

This information is saved in the presentation file. If you use this presentation in a Lotus Notes database, the information is exchanged with Notes.

Subject

Type or edit a comment about the presentation in this box. You can type up to 255 characters in this box. Notes typically uses this information as the title of a Notes document entry or a Notes mail message.

Categories

These categories or keywords appear as headings in a Notes document in a Notes database. These may be predefined; the database design determines whether you can add categories. You can type up to 255 characters in this box.

Use a comma to separate the keywords. For example: 1994 Sales, Asia, South America.

Other Fields

Click this button to bring up the Doc Info Fields dialog box. The field names you assign must be exactly the same as the field names defined in Notes. Field names cannot contain blank spaces.

If this presentation is already in a Notes database, these fields may already contain information.

See also

[Set Up Notes Field Exchange \(Notes/FX\)](#)

[Use File Doc Info](#)

[Use Notes Field Exchange \(Notes/FX\)](#)

Doc Info Fields Dialog Box

Field1...Field8

These fields correspond to the fields in the Notes database. You can type up to 255 characters in each field.

If the presentation you are working on is embedded in a Notes database, these fields may already contain information.

You can rename these fields (see [Rename Fields](#)), but the names you use must exactly match those defined in Notes. A field name can be up to 31 characters long.

Rename Fields

Click this button to bring up the [Rename Doc Info Fields dialog box](#). The names you specify for Field1 through Field8 must exactly match the names of the fields in the Notes database. See your Notes administrator, database designer, or database manager for more information.

Rename Doc Info Fields Dialog Box

Field1...Field8

The names you specify for Field1 through Field8 must exactly match the names of the fields in the Notes database.

You can type up to 31 characters for each name. For example, if you rename Field1 "International," then click OK, you will see that Field1 in the Doc Info Fields dialog box has changed to International. However, in order for information in this field to be exchanged with Notes there must be a field in the Notes form named International. See your Notes administrator, database designer, or database manager for more information.

Use File Doc Info

Use File Doc Info to set the values of fields you want to exchange with Lotus Notes. If you are a database designer, see the table below for information on setting up document information fields that are shared with the Notes database.

If you do not have Notes, you can use the Doc Info dialog box to record information about your presentation.

Note

In order to exchange data between Freelance Graphics and Notes, you must have Lotus Notes Release 3.0 for Windows or later, and you must start SHARE.EXE before you start Windows. To start SHARE.EXE before every Windows session, add the following line to your AUTOEXEC.BAT file, substituting the location of your DOS directory for *d:\dos_dir*.

```
d:\dos_dir\SHARE
```

See your DOS documentation for information about SHARE.EXE.

To share field values with Lotus Notes

1. Choose File Doc Info. The Doc Info dialog box opens.

It displays the file name and path of the file you are working on, and the SmartMaster set the file uses. It also shows the date and time the file was created, and the date and time of the last revision. It indicates the total number of revisions, the total editing time, the total number of pages, and the size of the file in kilobytes.

2. (Optional) Edit or add a comment in the Subject field. You can type up to 255 characters in this box.
3. (Optional) Specify keywords in the Categories field. Separate each keyword with a comma. You can type up to 255 characters in this box.
4. (Optional) Click Other Fields if you want to enter information for up to eight additional fields.

The Doc Info Fields dialog box opens.

- * Enter information in each field, depending on what each field calls for. For example, if a field is named Author, enter the name of the originator of the presentation; in a field named Client, enter the name of the client the presentation pertains to, and so on. You can type up to 255 characters in this box.

The fields in the Doc Info Fields dialog box allow you to provide Lotus Notes with information about the presentation when it searches.

- * If you want to change the name of the fields in the Doc Info Fields dialog box, click Rename Fields.

For example, you can rename Field1 "ClientName," Field2 "Country," and so on. In order for the information from these fields to be exchanged with Notes, the names you specify for these fields must exactly match the names of the fields in the Notes database.

- * Click OK to accept the new names you entered, or Cancel if you do not want to use the names you entered. Either action will bring you back to the Doc Info Fields dialog box.
- * Click OK to accept the information you entered in the Doc Info Fields dialog box, or Cancel if you do not want to use the information you entered. Either action will bring you back to the Doc Info dialog box.

5. Click OK to accept the information you entered in the Doc Info Fields dialog box, or

Cancel to ignore the changes you made in the dialog box. Either action brings you back to the presentation.

6. Choose File Save to save the changes for your presentation.

A standard set of Lotus Document Information field names has been defined that can be used to set up a Notes database. The following is a list of those reserved field names.

Field name	Data Type	Description
DocumentClass	Text	OLE class name of the application embedded in Notes; for Freelance Graphics this is FLWPresentation
LastRevisionDate	Time	Date and time the presentation was last saved
NumberOfEdits	Number	Number of times the presentation has been revised and then saved
EditingTime	Number	Number of minutes the presentation has been open during sessions where the presentation was edited and then saved
SizeInPages	Number	Number of pages in the presentation
Categories	Text (allow multi-values)	Keywords that Notes uses to categorize the presentation into logical groups
SizeInK	Number	Size of the presentation in kilobytes
StyleSheet	Text	SmartMaster the presentation uses
PageTitles	Text (allow multi-values)	Title of each page in the presentation
<Field1...Field8>	Text	User- or designer-defined names that can be used to provide additional information about the presentation
Subject	Text	Description of the presentation

See also

[Set Up Notes Field Exchange \(Notes/FX\)](#)
[Use Notes Field Exchange \(Notes/FX\)](#)

For All Upgraders

The changes described below are new in this release of Freelance Graphics for Windows.

File Commands

There are several changes to the File commands when you are editing a presentation that is an embedded OLE object. A new command, File Close <& Return to client>, closes the presentation and returns to the client application, leaving the Freelance Graphics application open. This command is available only when the client application (Lotus Notes, for example) provides Freelance Graphics with the client window name. The following command names have changed slightly, but their functionality remains the same:

File Update <client>
File Save Copy As File
File Exit & Return to <client>

Window Commands

When you edit a presentation that is an embedded object in a Lotus Notes database, a new Window command allows you to quickly switch back to Lotus Notes. See Window <object> in Lotus Notes.

SmartIcons Bubble Help

Bubble help for SmartIcons displays a short description of an icon above that icon. Automatic bubble help is enabled by default at installation. To display automatic bubble help, hold the mouse pointer still on an icon. To disable automatic bubble help, choose Tools SmartIcons and unmark Show Icon Descriptions in the SmartIcons dialog box. When automatic bubble help is disabled, you can still display bubble help by holding the mouse pointer still on an icon and pressing the right mouse button.

Lotus Common Install

This release of Freelance Graphics for Windows is installed using the Lotus Common Install program. For more information, see the Lotus Common Install online Help (by opening INSTALL.HLP in the Freelance Graphics directory).

International Settings

You can now select alternative translation tables from the International User Setup dialog box. Choose Tools User Setup and click International to display this dialog box.

SmartMaster Sets

This release contains additional and improved SmartMaster sets. All of the sets now use TrueType fonts, and several new sets use simple prompts to walk you through the process of creating new presentations. All new sets have names beginning with the digit one followed by an underscore (1_).

Adobe Type Manager (ATM)

Freelance Graphics for Windows no longer requires Adobe Type Manager (ATM). If you installed ATM only to support Freelance Graphics for Windows, you can disable ATM to free some system resources by following the instructions in Turn Off ATM. But note that if you have created presentations with an earlier release using ATM fonts, you may want to leave ATM turned on, so that those presentations will display exactly as they did when you created them.

Microsoft Windows Support

This release of Freelance Graphics for Windows supports Microsoft Windows Version 3.1 and later.

Lotus Notes/FX Release 1.1 Supported

This release of Freelance Graphics for Windows supports Lotus Notes/FX Release 1.1.

Additional Changes by Upgrade Path

For additional changes between this release and earlier releases of Freelance Graphics, see one of the following topics, depending on your upgrade path:

[For DOS Upgraders](#)

[For Freelance Graphics for Windows Release 1 Upgraders](#)

[For Freelance Graphics for Windows Release 2.0 Upgraders](#)

File Close <& Return to client>

When you are editing a Freelance Graphics OLE presentation object that is embedded in another application (the client application), this command closes the presentation and returns to the client application. This command is available only when the client application (Lotus Notes, for example) provides Freelance Graphics with the client window name.

When you return to the client application, the Freelance Graphics presentation object displays a pictorial representation of the last page that you were working on in that presentation. The next time you edit that object (by double-clicking the object), your Freelance Graphics presentation opens to that page.

If you choose File Close <& Return to client> and you have modified the Freelance Graphics presentation, you are prompted to either update the Freelance Graphics presentation object or cancel the operation.

See also

File Exit & Return to <client>

File Update <client>

Turn Off ATM

Freelance Graphics for Windows no longer requires Adobe Type Manager (ATM). If you installed ATM only to support Freelance Graphics for Windows, you can turn off ATM to free some system resources, using the following procedure:

1. From the Program Manager, double-click the ATM icon to open the ATM Control Panel.
2. Click the Off button to disable ATM.
3. Click Exit.
4. A dialog box displays informing you that you must restart Windows for the change in the ATM on/off status to take effect. Choose Restart Windows.

Note

If you find that one or more of your older presentations does not look as good without the ATM fonts, you can use the same basic procedure to turn ATM back on.

Window <object> in Lotus Notes

Switches to the Lotus Notes document in which the presentation is embedded. <object> is the name of the presentation object in the Notes document.

Delete a Presentation File

To delete a Freelance Graphics for Windows presentation file, you must be in the Windows Program Manager or at the DOS prompt.

To delete a file from the Windows Program Manager

1. Make the Main window the active window.

2. Choose File Manager.

The Directory Tree window becomes active.

3. Select the drive name of the disk that contains the file to delete.

4. Select the directory that contains the file.

A window displaying the subdirectories and files in the directory becomes active. If the file is in a subdirectory, select the subdirectory.

5. Select the file to delete.

6. Choose File Delete.

The Delete dialog box appears.

7. Choose OK to remove the selected file, or enter another file name to remove a different file.

The File Manager dialog box appears and asks you to confirm the deletion.

8. Choose Yes.

To delete a file from the DOS prompt

1. Change to the drive and directory containing the file to delete.

2. Type **del** filename.

3. Press ENTER.

See also

[File Commands](#)

Set Up Notes Field Exchange (Notes/FX)

Setting up Notes field exchange is a three-step process.

1. Create the presentation you want to embed in the Notes form. This can be a complete presentation, a sample presentation, or even an empty presentation specifying a SmartMaster set only.
2. Create the Notes form. For more information about this step, see Lotus Notes Help.
3. Embed the presentation object in the Notes form. For more information, see [Embed Freelance Graphics Data in Another Application](#).

See also

[Use File Doc Info](#)

[Use Notes Field Exchange \(Notes/FX\)](#)

Use Notes Field Exchange (Notes/FX)

After you create a Notes form that contains an embedded presentation, Notes embeds a new Freelance Graphics OLE presentation object in each new document you create using that form.

To create a new Notes document

1. In Lotus Notes, choose Compose, then choose the name of the form that you created in Set Up Notes Field Exchange.
Notes creates a new document containing an embedded presentation.
2. Double-click the embedded presentation object to start Freelance Graphics and open the object.
3. In Freelance Graphics, create or change the presentation.
4. Choose File Update <client> to update the presentation object.
5. Choose File Exit & Return to Lotus Notes to close Freelance Graphics and return to Notes, or File Close & Return to Lotus Notes to close the presentation object without closing Freelance Graphics.
6. Click Yes to save the presentation object.

The fields in the Notes document that refer to presentation data are updated.

To update an existing Notes document

1. In Lotus Notes, select the document and choose Edit Edit Document or press CTRL+E.
2. (Optional) To send data from Notes to Freelance Graphics, edit the field whose value you want to change.
3. Double-click the embedded presentation object.
Notes starts Freelance Graphics, opens the presentation object, and updates any fields you changed in the Notes document.
4. In Freelance Graphics, edit the presentation.
5. Choose File Update <client> to update the presentation object.
6. Choose File Exit & Return to Lotus Notes to close Freelance Graphics and return to Notes, or File Close & Return to Lotus Notes to close the presentation object without closing Freelance Graphics.

The fields in the Notes document that refer to presentation data are updated.

See also

Use File Doc Info

Change Display Type

If you change your display type after installing Freelance Graphics, you must rerun the Freelance Graphics Installation program.

1. If it is running, exit Freelance Graphics.
2. Start the Freelance Graphics Installation program.
3. Follow the instructions to identify your new display type.

