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Understanding Drawing

If you have a mouse, you can use the Ami Pro Drawing function to create and edit an object-based picture that consists of lines, arcs, ellipses, and rectangles. The picture can be in a frame in the main document text, a header or footer, or a table.

When you use Drawing, Ami Pro changes to Draw mode and displays draw object and command icons across the top of the screen. Once you are in Draw mode, you can modify and save either a picture you create or an AmiDraw, Windows Bitmap, or Windows Metafile you import.

In Draw mode, you can select objects in a picture, then copy and move them. You can change the size and shape of an object, and rotate and flip the object. Ami Pro provides a variety of line styles, line endings, fill patterns, and colors, that you can use to change the appearance of selected objects. In addition, you can specify the desired settings for rotation, a grid, line style, line color, line endings, and fill patterns.

You can also use Drawing to edit a Lotus .PIC, Freelance, or DrawPerfect file you import into a frame using File/Import Picture. Ami Pro automatically converts these files into AmiDraw files when you import them.

See also:

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[Using a Picture in a Frame](#)

[Accessing Draw Mode](#)

[Using the Draw Icons](#)

[Creating a Drawing](#)

Accessing Draw Mode

Choose Tools/Drawing to access Draw mode.

Draw appears in the menu bar.

The draw object icons and the draw command icons display across the top of the screen.

Mouse: To access Draw mode after you have created a drawing, double-click the frame that contains the drawing.

See also:

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[Creating a Drawing](#)

[Exiting Draw Mode](#)

[Using the Draw Icons](#)

[Using the Draw Menu](#)

Using the Draw Icons

Ami Pro provides a variety of icons that you can use to create objects such as lines, circles, or squares.

To use the draw object icons

You can use the [draw object icons](#) to create objects in a drawing. Click the desired draw object icon to use it.

Selection Arrow

Selects or sizes an object or group of objects.

Hand

Selects the entire picture so you can position it within the frame and crop it so that only part of the picture displays.

Line

Draws a straight line in the direction you drag the mouse. To draw a line at a perfect 45 degree angle, hold SHIFT while you drag the mouse.

Polyline

Draws a connecting line. Click the mouse in the position where you want to start the line, then click the mouse in the position where you want to end the line. Ami Pro connects the points you specify.

You can add new lines by clicking the mouse in new positions. Ami Pro draws a line between the previous position and the current position.

Polygon

Draws connecting lines that create the sides of a closed object. Click the mouse in the position where you want to start the line, then click the mouse in the position where you want to end the line. Ami Pro connects the points you specify. It closes the polygon by connecting the first and last points.

Rectangle

Draws a rectangle. To draw a square, hold SHIFT while you drag the mouse.

Rounded Rectangle

Draws a rectangle with rounded corners. To draw a rounded square, hold SHIFT while you drag the mouse.

Ellipse

Draws an ellipse. To draw a circle, hold SHIFT while you drag the mouse.

Arc

Draws an arc.

You can create a Bezier curve by modifying an arc.

Text

Places the insertion point inside a drawing so you can type text.

To use the draw command icons

You can use the [draw command icons](#) to manipulate the objects in a drawing. Click the desired draw command icon to use it.

Select All

Selects or deselects all the objects inside the frame.

Group/Ungroup

Groups or ungroups the selected objects inside the frame.

Bring to Front

Places the selected object on top of all other objects at that location.

Send to Back

Places the selected object underneath all other objects at that location.

Rotate

Rotates the selected object or group of objects clockwise or counterclockwise.

Flip Horizontally

Flips the selected object or group of objects from left to right. You can flip any object except a text object.

Flip Vertically

Flips the selected object or group of objects from top to bottom. You can flip any object except a text object.

Show/Hide Grid

Displays or conceals a grid inside the frame.

Snap To

Aligns objects automatically or manually on the grid specified for the frame.

Extract Line & Fill

Changes the current line style and fill pattern to the line style and fill pattern of the selected object.

Apply Line & Fill

Changes the line style and fill pattern of the selected object to the current line style and fill pattern.

Line Style

Displays line style, color, and endings options.

Fill Pattern

Displays color and fill pattern options.

See also:

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[Creating a Drawing](#)

[Accessing Draw Mode](#)

Creating a Drawing

You must create objects inside a frame to create a drawing. You can create a frame of the desired size before accessing Draw mode or choose Tools/Drawing and let Ami Pro create the frame using the current settings in the Create Frame dialog box.

You cannot create a drawing in a frame that already contains text.

There is no keyboard interface for Drawing. You must have a mouse.

To create an object

1. Create or select an empty frame of the desired size in the location where you want the drawing to appear.

2. Choose Tools/Drawing.

Ami Pro changes to Draw mode.

3. Click a draw object icon, such as the ellipse or the rectangle.

4. Position the mouse pointer where you want to create the object inside the frame and then drag the mouse to draw the object.

Hold SHIFT while you drag the mouse to create a perfect square, rounded square, or circle. If you do not hold SHIFT, Ami Pro creates a rectangle, rounded rectangle, or ellipse.

5. Release the mouse button to stop drawing the object.

Ami Pro displays the object inside the frame.

To create a freehand object

You can use the polyline and polygon draw object icons to create freehand objects.

1. Choose Tools/Drawing

2. Click the polyline or polygon object icon.

3. Position the mouse pointer where you want to create the object inside the frame and then hold SHIFT while you drag the mouse.

4. Release the mouse button to stop drawing the object.

To create a text object

When you are in Draw mode, you can add text to the picture by creating a text object. You can specify the face, size and color for the text in the current object and all future text objects you create.

You can also copy text to the Clipboard and then paste it into a drawing when you are in Draw mode. Ami Pro creates a text object that uses the current Draw mode font in the upper left corner of the drawing. If the text consists of several paragraphs, Ami Pro creates an object for each paragraph. You can move the text object to the desired position.

1. Choose Tools/Drawing.

2. Click the Text object icon.

3. Click where you want to create the text inside the frame.

4. Type the desired text.

Ami Pro creates a text object in the picture. You can modify the appearance of the text using Text menu enhancements.

To specify a font

1. Choose Text/Font.

Shortcut: Click the Face button in the status bar and select the desired face. Click the Point Size button and select the desired size.

2. Specify the desired face, size, and color.
3. Choose OK.

See also:

[Drawing Contents](#)

[Creating a Frame Manually](#)

[Setting User Setup Defaults](#)

[Using the Draw Icons](#)

[Editing a Text Object](#)

[Creating a Bezier Curve](#)

Selecting Objects in a Drawing

It's important to remember that a drawing is a picture made up of objects--lines, polygons, arcs, text, and so on. You can modify any object in the drawing if you change to Draw mode and then select the desired object.

To select an object

1. In Draw mode, click the Selection Arrow icon.
2. Click the desired object.

You can select an object that is totally hidden by another object. Hold CTRL and click the top object until the desired object is selected.

Ami Pro displays black handles around the object.

To select multiple objects

1. In Draw mode, click the Selection Arrow icon.
2. Select the first object.
3. Hold SHIFT and click the next object.
4. Repeat step 3 for each object you want to select.

Ami Pro displays black handles around the objects.

To select multiple adjacent objects

1. In Draw mode, click the Selection Arrow icon.
2. Position the mouse pointer in one corner of the area where the objects are located and then drag the mouse completely across the desired objects.

Ami Pro displays a dotted rectangle as you move the mouse.

3. Release the mouse button.

Any objects that are even partially inside the rectangle when you release the mouse button are selected.

To select all objects

You can quickly select all the objects in a drawing.

The Select All command is a toggle. You can switch between selecting and deselecting all the objects in a drawing by clicking on the Select All icon or choosing Draw/Select All.

Ami Pro displays black handles around all the objects.

To deselect an object

In Draw mode, click anywhere in the drawing outside the selected object. Ami Pro removes the black handles around the object.

See also:

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[Grouping Objects](#)

[Using the Draw Icons](#)

[Moving or Copying an Object](#)

[Sizing an Object](#)

Moving or Copying an Object

You can move or copy an object within a drawing.

To move an object

1. Select the object.
2. Position the mouse pointer on or inside the object and then drag the object to the desired position.
You can move multiple objects at one time if you select the desired objects before dragging the mouse.
3. Release the mouse button.
The object displays in the new position in the drawing.

To copy an object

1. Select the object.
Shortcut: Position the mouse pointer on or inside the object. Hold SHIFT and drag the mouse to the desired position.
2. Choose Edit/Copy.
Keyboard: Press CTRL+INS or CTRL+C.
3. Choose Edit/Paste.
Keyboard: Press SHIFT+INS or CTRL+V.
4. Position the mouse pointer on or inside the object and then drag the mouse to the desired position.
5. Release the mouse button.
Ami Pro displays the copy of the object in the new position in the drawing.

See also:

[Drawing Contents](#)

[Sizing an Object](#)

[Modifying the Shape of an Object](#)

[Deleting an Object or a Drawing](#)

[Selecting Objects in a Drawing](#)

[Modifying the Shape of a Polyline or Polygon](#)

Sizing an Object

You can size an object by changing its height and width.

To size an object

1. Select the object.
2. Position the mouse pointer on a black handle and then drag the handle until the object is the desired size.

Dragging a side handle changes the width of the object. Dragging a top or bottom handle changes the height of the object. Dragging a corner handle changes both the width and height of the object at the same time.

If you size a text object, Ami Pro changes the point size of the text.

3. Release the mouse button.

See also:

[Drawing Contents](#)

[Creating a Drawing](#)

[Selecting Objects in a Drawing](#)

[Editing a Text Object](#)

[Modifying the Shape of an Object](#)

[Modifying the Shape of a Polyline or Polygon](#)

[Creating a Bezier Curve](#)

Editing a Text Object

You can edit a text object by changing the text.

To edit a text object

1. Click the Text object icon.
2. Click in the drawing where the text displays.
3. Edit the text.

You can only use BACKSPACE, SPACEBAR, DEL, and , ↓, →, ← to edit the text. If you press ENTER, Ami Pro creates a new text object below the existing object.

See also:

[Drawing Contents](#)

[Selecting Objects in a Drawing](#)

[Sizing an Object](#)

[Using the Draw Icons](#)

Modifying the Shape of an Object

You can modify the shape of a rectangle, rounded rectangle, ellipse, or arc.

To modify the shape of an object

1. Select the object.
2. Double-click the object.
3. Position the mouse pointer on a black handle and then drag the mouse in the direction where you want to move the line or side of the object.
4. Release the mouse button to stop modifying the object's shape.
Ami Pro redraws the object.

See also:

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[Selecting Objects in a Drawing](#)

[Sizing an Object](#)

[Creating a Bezier Curve](#)

[Modifying the Shape of a Polyline or Polygon](#)

Creating a Bezier Curve

You can create a Bezier curve by modifying an arc.

To create a Bezier curve

1. Select the arc.
2. Double-click the arc.
3. Position the mouse pointer on a black handle and then drag the mouse in the direction you want to curve the arc.
4. Release the mouse button to stop modifying the arc's shape.
Ami Pro redraws the arc.

See also:

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[Using the Draw Icons](#)

[Creating a Drawing](#)

[Sizing an Object](#)

[Modifying the Shape of an Object](#)

Modifying the Shape of a Polyline or Polygon

You can modify the shape of a polyline or polygon by adding points to, or deleting points from, any line in the object.

Choose View/Enlarged to display the object in greater detail and have more control over points that are very close together.

To add points to a polyline or polygon

By adding points to a polyline or polygon, you can significantly change the shape of the object and smooth its appearance.

1. Select the object.
2. Double-click the object.
3. Position the mouse pointer on any line in the object and then drag the mouse in the direction where you want to create a new point.
4. Release the mouse button at the position where you want a new point to appear.
Ami Pro redraws the line.

To delete points from a polyline or polygon

1. Select the object.
2. Double-click the object.
3. Double-click the mouse button when the mouse pointer is on a black handle.
Ami Pro removes the black handle and redraws the line.

See also:

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[Sizing an Object](#)

[Selecting Objects in a Drawing](#)

[Modifying the Shape of an Object](#)

[Creating a Bezier Curve](#)

Deleting an Object or a Drawing

You can delete an object or an entire drawing.

To delete an object

1. Select the object.
2. Press DEL.

Ami Pro deletes the object.

To delete a drawing

1. Double-click the frame to access Draw mode.
2. Click the Select All command icon.
3. Press DEL.

Ami Pro deletes the drawing.

When you delete a drawing, Ami Pro only allows another drawing to be placed into the frame. If you want to use text or another type of picture, you must delete both the frame and the drawing by selecting the frame and pressing DEL.

See also:

[Drawing Contents](#)

[Moving or Copying an Object](#)

[Selecting Objects in a Drawing](#)

Grouping Objects

When you group objects, Ami Pro treats multiple objects as one unit. You can use the Group command icon or choose Draw/Group to group objects.

The Group command is a toggle. You can switch between grouping and ungrouping selected objects by clicking the Group command icon or choosing Draw/Group.

You can move, copy, size, delete, and use any of the Draw commands on grouped objects.

To group objects

1. Select the first object.
2. Hold SHIFT and click the next object.
3. Repeat step 2 for each object you want to include in the group.
4. Click the Group command icon.

Ami Pro displays black handles around the group of objects instead of around each individual object.

See also:

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[Using the Draw Icons](#)

[Selecting Objects in a Drawing](#)

[Moving or Copying an Object](#)

[Sizing an Object](#)

[Deleting an Object or a Drawing](#)

Using Layered Objects

You can use the Bring to Front and Send to Back command icons or choose Draw/Bring to Front or Send to Back to determine the order of layered objects. You can layer objects on top of each other to create visual effects.

To use Bring to Front

1. Select the object.

You can select an object underneath another object by clicking inside it. If an object is totally hidden, hold CTRL and click inside the top object where it overlaps the object underneath until the desired object is selected.

2. Click the Bring to Front command icon.

Ami Pro places the selected object on top of all other objects at the location.

To use Send to Back

1. Select the object.

2. Click the Send to Back command icon.

Ami Pro places the selected object underneath all other objects at that location.

See also:

[Drawing Contents](#)

[Selecting Objects in a Drawing](#)

[Using the Draw Icons](#)

[Moving or Copying an Object](#)

[Sizing an Object](#)

Rotating an Object

You can rotate an object using the Rotate command icon or the center of rotation and the rotation arrows. You can also choose Draw/Rotate to specify the degree and direction of rotation.

To rotate an object using the Rotate command icon

1. Select one or more objects.
2. Click the Rotate command icon.

The first time you access Draw mode, Rotate is set to 10 degrees clockwise.

Ami Pro rotates the object the degree and direction specified in the Rotate dialog box.

To use the center of rotation and rotation arrows

1. Select the object.
2. Double-click the object.
3. If you want to change the center of rotation, position the mouse pointer on the black circle and then drag the mouse in the direction where you want to move the center of rotation.
4. Release the mouse button.
5. If you want to rotate the object, position the mouse pointer on a rotation arrow and then drag the mouse in the direction you want to rotate the object.
6. Release the mouse button to stop rotating the object.

See also:

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[Selecting Objects in a Drawing](#)

[Using the Draw Icons](#)

[Modifying the Degree and Direction of Rotation](#)

Flipping an Object

You can use the Flip command icons or choose Draw/Flip to flip and choose the desired direction to flip an object horizontally (from left to right) and vertically (from top to bottom).

Shortcut: Double-click a corner handle of the object to flip the object both horizontally and vertically.

You cannot flip a text object or a Windows Bitmap picture.

To flip an object horizontally

1. Select the object.
2. Click the Flip Horizontally command icon.

Mouse: Double-click a black handle on one side of the object to flip the object from left to right.

Ami Pro flips the object from left to right.

To flip an object vertically

1. Select the object.
2. Click the Flip Vertically command icon.

Mouse: Double-click a black handle on the top or bottom of the object to flip the object from top to bottom.

Ami Pro flips the object from top to bottom.

See also:

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[Selecting Objects in a Drawing](#)

[Using the Draw Icons](#)

[Importing a Drawing](#)

Extracting the Line Style and Fill Pattern of an Object

You can use the Extract Line & Fill command icon or choose Draw/Extract Line & Fill to extract the line style, line color, line endings, fill pattern, and color of a selected object and make it the current line style and fill pattern.

These are shortcuts for modifying the line style and fill pattern of an object without displaying the dialog boxes.

To extract the line style & fill pattern of an object

These are shortcuts for modifying the line style and fill pattern of an object without displaying the dialog boxes.

1. Select the object.
2. Click the Extract Line & Fill command icon.

The line style and fill pattern command icons change to the line style and fill pattern of the selected object.

See also:

[Drawing Contents](#)

[Selecting Objects in a Drawing](#)

[Using the Draw Icons](#)

[Applying the Current Line Style and Fill Pattern](#)

[Modifying the Current Line Style and Color](#)

[Modifying the Current Fill Pattern](#)

Applying the Current Line Style and Fill Pattern

You can use the Apply Line & Fill command icon or choose Draw/Apply Line & Fill to change the line style, line color, line endings, fill pattern, and color of selected objects to the current line style and fill pattern.

To apply the current line style and fill pattern to an object

1. Select an object or group of objects.
2. Click the Apply Line & Fill command icon.

The line style and fill pattern of the selected object change to the current line style and fill pattern.

See also:

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[Selecting Objects in a Drawing](#)

[Using the Draw Icons](#)

[Modifying the Current Line Style and Color](#)

[Extracting the Line Style and Fill Pattern of an Object](#)

Modifying the Current Line Style and Color

You can specify the Line Style command icon or choose Draw/Line Style to specify the line style, color, and endings you want to use whenever you click the Line Style command icon or create a new object.

The first time you access Draw mode, the line style is a solid black line.

To modify the current line style and color

1. If you want to modify the line style of existing objects, select the objects.
2. Click the Line Style command icon.
3. Select the desired Line style.
4. Specify the desired Color.
5. Select the desired Endings.

You can select an ending for the beginning and ending of a line, arc, or polyline.

6. Choose OK to return to the drawing.

Ami Pro uses the line style, color, and endings you specify for currently selected objects and any future objects you draw.

See also:

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[Using the Draw Icons](#)

[Selecting Objects in a Drawing](#)

[Setting User Setup Defaults](#)

[Modifying the Current Fill Pattern](#)

Modifying the Current Fill Pattern

You can use the Fill Pattern command icon or choose Draw/Fill Pattern to specify the color and fill pattern you want to use whenever you click the Fill Pattern command icon or create a new object.

Ami Pro only fills closed objects such as polygons, squares, and circles with the specified color and fill pattern. The first time you access Draw mode, the fill pattern is transparent.

To modify the current fill pattern

1. If you want to modify the color or fill pattern of existing closed objects, select the objects.
2. Click the Fill Pattern command icon.
3. Specify the desired Color.
4. Select the desired Pattern.
5. Choose OK.

Ami Pro uses the pattern and color you specify for currently selected objects and any future objects you draw.

See also:

[Drawing Contents](#)

[Selecting Objects in a Drawing](#)

[Using the Draw Icons](#)

[Modifying the Current Line Style and Color](#)

[Setting User Setup Defaults](#)

[Extracting the Line Style and Fill Pattern of an Object](#)

[Applying the Current Line Style and Fill Pattern](#)

Using a Grid

You can use a grid to align objects in the drawing.

You can use the Grid command icon or choose Draw/ Show or Hide Grid to show and hide grid settings.

The Grid command is a toggle. You can switch between showing and hiding the type of grid specified in the Grid Settings dialog box.

To show or hide the grid

Click the Grid command icon to display a grid in the frame.

See also:

[Using Snap To](#)

[Drawing Contents](#)

[Modifying Grid Settings](#)

[Using the Draw Icons](#)

Using Snap To

You can use the Snap To command icon or choose Draw/Snap To to align objects on the grid. The Snap To command is a toggle. You can switch between Ami Pro aligning objects to the grid coordinates and you positioning the objects by clicking Draw/Snap To. Ami Pro implements the Snap To command whether or not the grid is displayed in the frame.

See also:

[Drawing Contents](#)

[Using the Draw Icons](#)

[Using a Grid](#)

[Modifying Grid Settings](#)

Modifying the Degree and Direction of Rotation

You can specify the degree and direction of rotation you want Ami Pro to use whenever you click the Rotate command icon. You can rotate an object 360 degrees clockwise or counterclockwise.

To modify the degree and direction of rotation

1. Choose Draw/Rotate.
2. Specify the number of degrees you want an object to rotate each time you click the Rotate command icon.
3. Select the Direction you want an object to rotate each time you click the Rotate command icon.
4. Choose OK.

See also:

[Rotating an Object](#)
[Drawing Contents](#)

Modifying Grid Settings

You can specify the grid settings you want to use whenever you click the Grid command icon. Grid settings affect the entire frame, not just selected objects.

To modify the grid settings

1. Choose Draw/Grid Settings.
2. Select a Grid Spacing to specify the distance between the lines or dots. You can specify a distance for each type of grid spacing.
3. Specify the desired distance between the lines or dots for this type of grid spacing.
4. Select the desired Grid Line.

Dots at Intersect

Grid displays as dots.

Dotted Line

Grid displays as small boxes.

5. Select inches, centimeters, picas, or points as the unit of measurement.
6. If you want Ami Pro to use the specified grid settings in every drawing you create, select Make default.
7. Choose OK.

See also:

[Drawing Contents](#)

[Using a Grid](#)

[Using Snap To](#)

Importing a Drawing

Once you are in Draw mode, you can import one or more AmiDraw files, Windows Bitmap files, or Windows Metafiles. You can then use any of the Draw icons to edit the picture.

The maximum size for one object is 64K. The maximum size for an entire drawing is limited to available memory.

You can also use the Draw icons to edit an HPGL or .CGM file you imported into an Ami Pro frame. Ami Pro converts these file formats to Windows Metafiles when they are imported. Double-click the frame containing the picture you imported, choose Edit/Copy to copy the picture to the Clipboard, create an empty frame, choose Tools/Drawing to access Draw mode, and choose Edit/Paste to insert the picture into the draw frame.

To import a drawing

1. In Draw mode, choose File/Import Drawing.
2. Select AmiDraw, Windows Metafile, or Windows Bitmap as the desired Format for the file.
3. Specify the name of the file you want to import.
4. Choose OK.

Certain Windows Metafiles objects may not look the same as they do in another application. You can use the draw command icons to edit the picture.

See also:

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[Accessing Draw Mode](#)

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Saving a Drawing or an Object as a Graphic File

You can save a drawing or an object in a drawing as an AmiDraw file, a Windows Metafile, or a Windows Bitmap file. You can use the drawings as clip art in other frames within the same document or in other documents.

To save a drawing or a graphic as a graphic file

1. Select the frame that contains the drawing.
2. Choose Tools/Drawing.
Mouse: Double-click the frame.
3. If you want to save one or more objects to the file, select the desired objects.
4. Choose File/Save As Drawing.
5. Type a name for the draw file.
Do not type an extension for the file name. Ami Pro adds the correct extension when you select the desired format.
6. Specify the directory where you want the file to be stored.
7. Select AmiDraw, Windows Metafile, or Windows Bitmap as the desired Format for the file.
8. If you want to save only the selected objects, select Selected objects only.
9. Choose OK.

See also:

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[Selecting Objects in a Drawing](#)

[Importing a Drawing](#)

Copying a Drawing or Selected Objects

You can copy an entire drawing or one or more selected objects in a drawing to another location in the same document or to a different document. Ami Pro copies the drawing or objects to the Clipboard.

To copy the entire drawing

1. Select the frame that contains the drawing you want to copy.
2. Choose Edit/Copy.
Keyboard: Press CTRL+INS or CTRL+C.
3. If you want to paste the drawing into another document, make that document the active window.
4. Choose Edit/Paste.

Keyboard: Press SHIFT+INS or CTRL+V.

Ami Pro places the frame and its contents in the same position on this page as they were on the original page.

5. Move the frame to the desired position on the page.

To copy selected objects

1. Select the frame that contains the drawing.
2. Choose Tools/Drawing.
Mouse: Double-click the frame.
3. Select the desired objects.
4. Choose Edit/Copy.
Keyboard: Press CTRL+INS or CTRL+C.
5. Create an empty frame of the desired size in the location where you want the draw objects to appear.
6. Choose Edit/Paste Special.
7. Select AmiDraw as the desired format.
8. Choose OK.

You can now modify the picture using Drawing.

See also:

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[Selecting Objects in a Drawing](#)

[Using Paste Special](#)

[Moving or Copying an Object](#)

[Opening an Ami Pro Document](#)

Exiting Draw Mode

To exit Draw mode, press ESC.

If you want to return to the main document text, click outside the frame.

See also:

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Using the Draw Menu

Line Style

Fill Pattern

Extract Line & Fill

Apply Line & Fill

Rotate

Flip

Snap To

Show Grid

Grid Settings

Select All

Group

Bring To Front

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