What is a Bitmap Image?

{button Steps...,PI(`',`HT_What_is_a_Bitmap_Image')}

A bitmap is an image made of tiny dots called *pixels*. Some examples of bitmap images include the wallpaper used in Windows, drawings created in paint programs, and scanned photographs.

You can combine bitmap images with your Designer drawings to create exceptional illustrations.

By comparison, objects created in Designer are vector-based, relying on lines and mathematical calculations to create drawings. Vector drawings are more precise, usually create smaller file sizes, and are generally better for computer-based drawing because they always appear (in print or on screen) at the highest possible resolution.

Bitmap images are best for "real life" images such as photographs. Unlike vector drawings, a bitmap's resolution can change when you resize the image. For example, if you enlarge the bitmap in the illustration above, the pixels become larger and more pronounced. On the other hand, if you enlarge the vector drawing, the resolution does not change.

Types of Bitmaps

Bitmap images are stored in a variety of formats. These different formats were developed for the software or hardware that first used them. For example, the TIF (Tag Image File Format, also known as *TIFF)* format is the type of bitmap originally produced by scanners.

Designer imports the following bitmap formats: TIF, BMP, PCX, TGA, PCD, JPG, and GIF. To learn more about importing, see Importing and Exporting Files

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

To trace a bitmap
To crop an image in Designer

Using Bitmap Images in Your Drawings
Manipulating Bitmap Images
Editing a Bitmap Image
Editing OLE and Non-OLE Bitmap Images
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Using Bitmap Images in Your Drawings

{button Steps...,PI(`',`HT_What_is_a_Bitmap_Image')}

Bitmaps can add variety and visual appeal to your drawings. Here are some examples of what you can do with bitmaps.

- Add scanned photographs to a report or presentation.
- Use a bitmap as a background for your illustration.
- Create a library of bitmap images to use in your drawings.
- Trace bitmaps and then edit the tracing like an ordinary Designer object.
- Add text, borders, or a drop shadow to enhance the bitmap.

Tip

- You can print a bitmap on a printer, but not on a pen plotter.

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

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Manipulating Bitmap Images

{button Steps...,PI(`',`HT_What_is_a_Bitmap_Image')}

You can move, resize, delete, reorder (move it to the front, for example), flip horizontally or vertically, duplicate, and crop a bitmap. You can also color a bitmap image if you have imported it as monochrome.

Use your bitmap editor when you want to edit a bitmap image extensively. For example, if you want to change a frown to a smile in a photograph, use Picture Publisher.

Tips

- You cannot rotate or skew bitmap images in Designer. Use Picture Publisher to rotate or skew a bitmap image.
- You cannot edit bitmap images like vector drawings. However, you can trace a bitmap to produce a Designer object that you can edit.

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

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Bitmap Import Options

{button Steps...,PI(`',`HT_Import_Options')}

You can import the following bitmap formats into a Designer document: BMP, DIB, GIF, JPG, PCD, PCX, RAS, TGA, and TIF.

You can click Setup in the Import dialog box to change how a bitmap looks when you import it. For example, you can import a color image as a grayscale image if you intend to reproduce it on a non-color printer. Changing an import option does not change the original bitmap file.

By default, Designer imports the image as it was originally saved. If you change the import options by using Setup in the Import dialog box, the new import options become the new default for all bitmap images.

To learn more about importing, see Importing and Exporting Files

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

To import a file

Importing and Exporting Files
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Editing a Bitmap Image

{button Steps...,PI(`',`HT_What_is_a_Bitmap_Image')}

You can edit a bitmap image by selecting it, clicking the Bitmap tool , and choosing an editing option in the Bitmap ribbon. If you want to make more extensive edits to an image, you can use a bitmap-editing program such as Picture Publisher.

A bitmap image that is pasted as an OLE object (that is, it is embedded or linked) cannot be edited in Designer.

Making White Areas Transparent

You can make white areas of a monochrome image transparent with the Transparency button . Select the image, click the Transparency button

in the Bitmap ribbon, and then select Transparent. This feature is especially useful when you are editing black and white images such as logos or signatures.

Coloring Monochrome Images

You can change the foreground and background of a selected monochrome bitmap image with the Foreground button and Background button. Select the image, click the Foreground button or Background button, and click a color from the color palette.

The foreground color changes the color of the image itself. The background color changes the color of the surrounding area.

Tip

- To import an image as monochrome, select Monochrome from the setup options in the Import dialog box. The newly imported image is black (foreground color) and white (background color).

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

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Editing OLE and Non-OLE Bitmap Images

{button Steps...,PI(`',`HT_What_is_a_Bitmap_Image')}

You can use Designer to crop or trace a bitmap image that is not an OLE object. When you double click a non-OLE bitmap image, your selected bitmap editor opens to edit the bitmap image.

If you want to edit a bitmap image that is an OLE object (as indicated in Designer's status bar), you cannot edit it with Designer's cropping or tracing tools. When you double click the OLE object, the program that supplied the object automatically opens to edit the object.

You can open your selected bitmap editor with the Edit Bitmap button in the Bitmap ribbon. Images can also be moved between your bitmap editor and Designer using the Clipboard or the Import and Export commands.

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

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Cropping a Bitmap Image

{button Steps...,PI(`',`HT_What_is_a_Bitmap_Image')}

Cropping lets you show only the part of the bitmap image you want; the rest is hidden. Cropped portions of the bitmap are retained so you can uncrop them later.

Cropping is an editing technique that can improve your final drawing. For example, you can eliminate distracting areas of an image to help focus on the center of interest. You also can crop to eliminate errors or to help fit the bitmap into the layout.

Cropping an image in Designer involves two steps: creating a rectangular mask large enough to show the desired area, and moving the image so that the correct area shows through the mask.

Tip

- In Designer 3.1 and before, you moved the mask instead of the image.

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

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To crop an image in Designer

1 Select the bitmap image you want to crop.

2 In the Toolbox, click the Bitmap tool .

3 Click the Crop button in the ribbon. The bitmap is highlighted and handles appear around the crop mask.

4 Resize the crop mask until it is the size you want.

5 Move the pointer onto the image. Press and hold the mouse button, and position the image under the crop mask.

6 Release the mouse button when you finish.

7 Repeat steps 4 through 6 to adjust the crop, if necessary.

8 Double click or press **ESC** to stop cropping.

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

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Why Trace Bitmaps?

{button Steps...,PI(`',`HT_What_is_a_Bitmap_Image')}

Tracing a bitmap image creates a vector copy that closely resembles the original image. When using a simple bitmap image, it is often easier and less space consuming to trace it and then edit the vector tracing.

Vector drawings use less disk space and memory than bitmaps. Since drawing files containing bitmaps can be quite large, converting bitmap images to vector drawings saves disk space.

You can create interesting visual effects by tracing. For example, with a little experimentation, you can create stylized graphics or drawings that look like etchings.

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

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Basics of Tracing

{button Steps...,PI(`',`HT_What_is_a_Bitmap_Image')}

Designer traces an image by searching it for color or grayscale variations. When the color difference is great enough, Designer draws a line between the different colors.

When Designer finishes tracing, the original bitmap image is behind the tracing and the tracing is selected.

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

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Setting Tracing Options

{button Steps...,PI(`',`HT_What_is_a_Bitmap_Image')}

Tracing options let you determine the method and degree of detail Designer uses to trace bitmap images. You set tracing options in the Bitmap ribbon. Options remain in effect until you change them.

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

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Showing and Hiding the Bitmap

{button Steps...,PI(`',`HT_What_is_a_Bitmap_Image')}

Use the Show Bitmap button to show or hide the bitmap. Choose Show (the default) to display the original bitmap image as it appeared before the trace. Choose Hide to conceal the bitmap image after it is traced so that only the traced objects appear.

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

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Setting the Trace Quality

{button Steps...,PI(`',`HT_What_is_a_Bitmap_Image')}

Use the Trace Quality button to adjust how accurately and smoothly Designer traces a bitmap.

Choose Fine for the highest quality trace. Fine tracings use the largest number of reshape points. Fine tracings can use a lot of memory and be difficult to edit because they create a large number of anchors.

Average setting is the default. In most situations, average tracing is the best choice.

Coarse produces the least accurate tracing because it uses the fewest points. Coarse tracings use the least memory and are the easiest to edit.

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

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Setting the number of colors and noise for tracing

You can restrict the number of colors in the result of a trace. Click the Colors box on the Bitmap ribbon, and then click the maximum number of colors that you want the trace to have.

The noise control on the Bitmamp ribbon helps eliminate stray pixels introduced by a poor-quality image. You can enter a value ranging from 1 through 100. Larger numbers exclude larger groups of stray pixels.

Setting the Line Type

{button Steps...,PI(`',`HT_What_is_a_Bitmap_Image')}

Use the Line Type button to choose whether Designer uses lines or curves to create the tracing.

Choose Lines to create tracings with straight line segments (no curves). Use this setting when the image has few curves.

Choose Curves to create tracings with curves. It is slightly more accurate than using lines.

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

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Tracing Methods

{button Steps...,PI(`',`HT_What_is_a_Bitmap_Image')}

You can trace an entire bitmap image, or only a portion of it. Use the following methods while the Trace button is selected to choose which part of the image you want to trace.

Tracing an Entire Bitmap Image

Press and hold **SHIFT** and click the bitmap image.

Tracing the Rectangular Area of a Bitmap Image

Select the bitmap image and drag a rectangle over an area of the image. The area in the rectangle is traced.

Tracing an Object in a Bitmap Image

Well-defined areas in an image are called *objects*. For example, in an image containing a beach ball in the ocean, the beach ball is an object. The more an object contrasts with its surrounding area, the more successful the tracing will be.

To trace an object, select the image and click inside the object to trace it.

Stop Tracing

Press **ESC** to stop a trace before it is completed.

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

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To trace a bitmap

1 In the Toolbox, click the Bitmap tool ▪.

2 Select the bitmap image you want to trace.

3 Drag a rectangle over an area of the image. The area in the rectangle is traced. A border appears around the image, and Designer draws the tracing in front of the original image.

4 After tracing, click outside of the border, point to the image and drag the tracing off of the bitmap, if necessary.

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

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Tracing Tips

Keep the following in mind when tracing images.

- Bitmaps with few colors generally trace best. Use your bitmap editor to reduce the number of colors in a bitmap image before you trace.
- Grayscale images trace better than color images. Monochrome images, however, trace best of all.
- Don't trace bitmap text. Add text to a drawing with Designer's Text tool . Scanned text and text added with an image editor are of lower quality.
- Simple, uncomplicated images trace better than complicated ones.
- Dark objects on light backgrounds are best. If you have a dark background, lighten it with your bitmap editor before tracing.

Tips

- Remember, you can press **ESC** at any time to stop the trace.
- For details on reducing the number of points in traced bitmaps, see Smoothing an Object.

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

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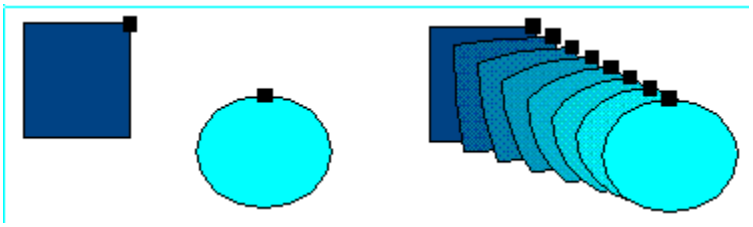
Blending Effects

{button Steps...,PI(`',`HT_Blending_Effects')}

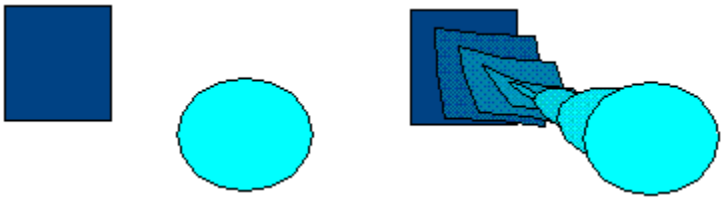
Blending lets you blend one shape and color into another. You can produce two types of effects by blending objects: a transformation effect, and a highlighting effect.

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

Designer blends a point on the first object to a corresponding point on the second object. You can change the origins on the objects.



Objects are drawn either clockwise or counterclockwise from a starting point. For example, closed objects are drawn counterclockwise. When Designer blends objects, it matches corresponding points of the two objects so that the order the points were drawn determines the appearance of the blend. You can reverse the way Designer normally compares points if you don't like the results of the blend



Objects blend from the back to the front object (the object in front is the one you drew last). (You can change the order of objects.) Designer cannot blend patterns, but it blends the pattern color and places the pattern in all the transformations.

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

Tips

- Blending results are usually better with uncomplicated objects.
- Large numbers of steps can slow redraw time.
- You may have to try several different settings to find the ones that give the effect you want.
- Designer cannot blend grouped, bitmap, or text objects. You can convert text to curves and then blend it.

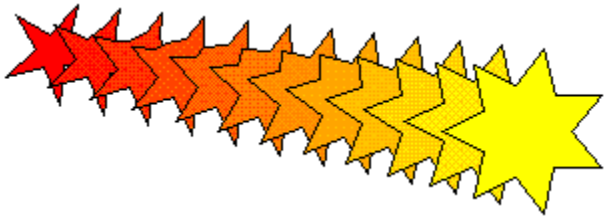
{button Related Topics,PI(`',`RT_Blending_Effects')}

To blend two objects
To change the origins before blending
To reverse the blend direction

Transformation Effects
Highlighting Effects
Warping Effects

Transformation Effects

This blending effect gives the illusion of one object changing into another.



Highlighting Effects

This blending effect lets you give "spot" highlights and shadows to your drawings to help give them depth. Blending to create a highlight gives a gradient-like effect, but it lets you create highlights and shadows with more transitions.

To blend two objects

1 Select the objects you want to blend.

2 On the Change menu, click Blend. The Blend dialog box opens.

3 Choose the settings you want.

4 Click Apply. The objects are blended. The dialog box stays open so you can continue to blend objects.

Tip

You may have to try several different settings to find the ones that give the effect you want.

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

Blending Effects

To change the origins before blending

1 Select the objects you want to blend.

2 On the Change menu, click Blend. The Blend dialog box opens.

3 Click Choose Origins.

4 On the back object, click a hollow box to select that position as the origin.

5 On the front object, click the hollow box in the position you want to correspond to the point you clicked on the back object.

6. Click Choose Origins again to deselect it.

7 Choose the other settings you want.

8 Click Apply. The objects are blended. The dialog box stays open so you can continue to blend objects.

Tip

You may have to try several different settings to find the ones that give the effect you want.

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

To reverse the blend direction

1 Select the objects you want to blend.

2 On the Change menu, click Blend. The Blend dialog box opens.

3 Click Reverse Direction.

4 Choose the other settings you want.

5 Click Apply. The objects are blended. The dialog box stays open so you can continue to blend objects.

Tip

You may have to try several different settings to find the ones that give the effect you want.

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

Palettes Included with Designer

Designer includes predefined color palettes plus the flexibility to design and assemble your own palettes that best match how you work.

A default palette, called the master palette, is automatically installed when you install Designer. To protect against accidental changes, the master palette cannot be changed, deleted, or merged. However, you can make a copy of it, give it a new name, and then make additions, deletions, or other changes.

You select the current palette on the Palette Options menu on the Style ribbon. If the master palette is the current palette, and you attempt to add a color, delete a color, rename the master palette, or rename a color in the master palette, a dialog box reminds you that you must save a copy of the master palette.

If you click Yes, the Palette Name dialog box opens. Type a new name for the copy of the master palette and press **ENTER**. You can then make changes to the new palette, whose name is added to the list of available palettes on the Palette Options menu and the Palette Manager dialog box.

If you click No, you cancel the operation and are not allowed to change the palette.

Designer lets you mix your own colors and add them to an existing palette, or you can create a new palette that includes only the colors you want.

Designer also includes the PANTONE® spot and process colors, which are available on the Spot Color tab of the Color Picker dialog box.

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

Storing Color Palette Information
Using the Color Palette
Managing Palettes
Importing and Exporting Palette Files

Storing Color Palette Information

Designer normally stores palettes as a part of your profile, not as separate files. Designer, beginning with version 4.0, stores colors in the color model (HLS, CMYK, or RGB) in which they were originally created, whereas earlier versions of Designer only store colors in the RGB format. This capability is especially important for graphic designers, who typically create colors with the CMYK color model, because it ensures precise matching between color definition and storage.

Designer lets you import and export palette files using either a PL4 or PAL file type (extension). For more information on importing and exporting, see Importing and Exporting Palette Files.

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

Palettes Included with Designer
Using the Color Palette
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Using the Color Picker

{button Steps...,PI(`',`HT_Using_the_Color_Picker')}

Designer offers state-of-the-art color mixing capabilities and the flexibility to let you easily choose and use any color from the full spectrum.

You can use a color model to choose any color. You can use whichever color model you prefer (HLS, RGB, or CMYK) to choose colors. The Color Picker is a tool that lets you choose a color from the full range of possible colors and add it to the Color Palette.

You can click one of the first three buttons at the top of the dialog box to select a color model (RGB, CMYK, or HLS). (The fourth button is for spot colors using a color matching system such as PANTONE.)

Numeric values for the current color appear along the right for each color model. The values show the amount of color used to create the displayed color. For example, 255 Red, 128 Green, and 179 Blue create pink. The same pink can be created with 0% Cyan, 50% Magenta, 30% Yellow, and 0% Black. You can use whichever color model you prefer to choose colors.

The numeric values for the selected model appear in black. The values for the models not selected are gray. As you make changes to the values of the selected color model, all of the values reflect corresponding changes.

The underlying model that represents the full range of colors is like a three-dimensional cube. The color refiner box shows two of these dimensions, while the slider below the color refiner box shows the third dimension.

The list box gives you choices for two of the components of the selected color model. These two components are illustrated as width and height in the color refiner box. The third component of the color model (depth in the cubical color model) is controlled by the horizontal slider.

For example, if you select the HLS color model and select Hue-Lightness in the list box, hue is width (left and right), lightness is height (up and down), and saturation is depth (the slider).

Tip

If you are new to color models, start with the HLS model.

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

To open the Color Picker dialog box
To name a color
To choose colors with a color model
To change the way Designer normalizes CMYK percentages

Options
Naming a Color
Using a Color Model
Choosing HLS Colors
Choosing RGB Colors
Choosing CMYK Colors
Black Component

To open the Color Picker dialog box

1 Click Style in the Toolbox.

2 Click Palette Options on the ribbon. A menu opens.

3 Click Add Color.

4 If the current palette is the master palette, you are asked if you want to make a copy of the master palette. Click Yes. The Palette Name dialog box opens.

5 Enter a new name for the copy. The Color Picker dialog box opens.

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

Using the Color Picker
Options
Naming a Color
Using a Color Model
Choosing HLS Colors
Choosing RGB Colors
Choosing CMYK Colors
Black Component

Options

{button Steps...,PI(`',`HT_Using_the_Color_Picker')}

Click Options to open a menu that lets you change the resolution of the dialog box display, change the color grid, or change the way CMYK colors are automatically "normalized" for undercolor removal. If Spot Color is selected, you can choose to show or hide the color names.

Display

If the update of the display in the Color Picker dialog box is too slow on your computer, you can change the resolution to speed it up. The choices are Fine, Average, and Coarse. Coarse, which displays fewer colors, is the fastest; Fine, which displays more colors, is the slowest.

Color Grid

The color grid setting displays colors in numeric increments; the choices are 1, 2, 4, 5, 8, and 10. Increasing the color grid setting forces the color model values to increase or decrease in larger increments.

Black Component

This command is available only if the CMYK color model is selected. (See Choosing CMYK Colors for details.)

Show Names

This command is only available if Spot Color is selected. (See Color Matching Systems.)

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

Using the Color Picker
Naming a Color
Using a Color Model
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Choosing RGB Colors
Choosing CMYK Colors
Black Component

Naming a Color

{button Steps...,PI(`',`HT_Using_the_Color_Picker')}

The color swatch at the top right of the dialog box shows the new color as you mix it. You can assign a name to this color swatch. Names can include numbers and spaces.

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

Using the Color Picker
Options
Using a Color Model
Choosing HLS Colors
Choosing RGB Colors
Choosing CMYK Colors
Black Component

To name a color

1 Click the color swatch in the Color Picker dialog box. A blinking cursor appears.

2 Type a name.

3 Press **TAB** or click another field. The name is displayed on the color swatch.

Tip

When you click Add to add the color to the current palette, Designer stores the assigned name with the color.

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

Using a Color Model

{button Steps...,PI(`',`HT_Using_the_Color_Picker')}

Designer, beginning with version 4.0, stores colors in the color model (HLS, CMYK, or RGB) in which they were originally created, whereas earlier versions of Designer only store colors in the RGB format. This capability is especially important for graphic designers, who typically create colors with the CMYK color model, because it ensures precise matching between color definition and storage.

You can use a color model to choose any color. You can use whichever color model you prefer (HLS, RGB, or CMYK) to choose colors. The Color Picker is a tool that lets you choose a color from the full range of possible colors and add it to the Color Palette.

Tip

If you are new to color models, start with the HLS model.

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

Using the Color Picker
Options
Naming a Color
Choosing HLS Colors
Choosing RGB Colors
Choosing CMYK Colors
Black Component

To choose colors with a color model

1 Click Style in the Toolbox.

2 Click Palette Options on the ribbon.

3 Click Add Color.

4 If the current palette is the master palette, you are asked if you want to make a copy of the master palette. Click Yes and enter a new name for the copy. The Color Picker dialog box opens.

5 Click a color model button (HLS , CMYK , or RGB).

6 Click the down arrow at the right of the list box to choose the first two dimensions for the color refiner box (for example, Hue-Lightness).

7 Enter the desired value in the current color model's scroll boxes.

8 Continue to adjust the settings in the selected color model until you have mixed the desired color.

9 Click Add to add the new color to the current palette.

10 Repeat steps 5 through 9 to add more colors to the palette.

Tip

You can use the mouse or the arrow keys to move the color pointer in the color refiner box. You can double click to simultaneously choose a color in the color refiner box and add the color to the current palette.

In step 7, you can also press and hold the mouse button, and drag the color refiner cursor and the slider.

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

Choosing HLS Colors

{button Steps...,PI(`',`HT_Using_the_Color_Picker')}

Click HLS in the Color Picker dialog box to use the HLS (Hue, Lightness, Saturation) color model.

If you start with black (highlight black in the palette), you can choose gray scales (shades of gray) by leaving the saturation at zero and changing the degree of lightness.

The Hue values for primary colors are red (0), yellow (60), green (120), cyan (180), blue (240), and magenta (300).

The Hue values range from 1 to 360 degrees (equivalent to settings on a color wheel, where 0 is the same as 360). The Hue setting selects a starting color value. The Lightness value adds a percentage of white or black to the hue and shows the percentage of lightness in the shade. Increasing lightness adds white; decreasing lightness adds black. The Saturation value decreases or increases the percentage of color in a selected hue. Increasing saturation adds color; decreasing saturation adds gray.

The standard setting for a hue is 50% lightness and 100% saturation. If you highlight pure red in the palette, the HLS values display Hue at 0 degrees, Lightness at 50%, and Saturation at 100%.

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

Using the Color Picker
Options
Naming a Color
Using a Color Model
Choosing RGB Colors
Choosing CMYK Colors
Black Component

Choosing RGB Colors

{button Steps...,PI(`',`HT_Using_the_Color_Picker')}

You can click RGB in the Color Picker dialog box to use the RGB (Red, Green, Blue) color model.

The numeric values for R, G, and B represent amounts of the additive primary colors red, green, and blue. The value for each primary color can range from 0 through 255. When these three colors are combined (maximum values of each), the result is white. When none of the colors are present (zero values for each), the result is black. The RGB model is an additive color model because the three primary colors are combined to produce pure white.

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

Using the Color Picker
Options
Naming a Color
Using a Color Model
Choosing HLS Colors
Choosing CMYK Colors
Black Component

Choosing CMYK Colors

{button Steps...,PI(`',`HT_Using_the_Color_Picker')}

Click CMYK in the Color Picker dialog box to use the CMYK (Cyan, Magenta, Yellow, Black) color model.

As with the other color models, you can choose a color combination from the list box (Cyan-Magenta, Cyan-Yellow, or Yellow-Magenta) to use as the height and width of the model as illustrated in the color refiner box. The third color is controlled by the slider directly below the color refiner box. The fourth color, black, is controlled by the bottom slider.

The numeric values for C, M, and Y represent percentages of the subtractive primary colors cyan (light blue), magenta, and yellow, which are complements of red, green, and blue. When these three colors are combined (100% of each), the theoretical result is black, but impurities in printing inks result in a muddy brown. When none of the colors are present (0% of each), the result is white. The CMYK model is a subtractive color model because the three primary colors are removed to produce black.

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

Using the Color Picker
Options
Naming a Color
Using a Color Model
Choosing HLS Colors
Choosing RGB Colors
Black Component

Black Component

{button Steps...,PI(`',`HT_Using_the_Color_Picker')}

The K value (true black) is added to compensate for ink impurities in process color printing. The percentage of black in a color is theoretically equivalent to the same percentage of cyan, magenta, and yellow.

By default, the Color Picker displays the black component slider to let you manually adjust the percentage of black in a color. You also can choose to let Designer normalize the CMYK percentages automatically. That is, the percentages for C, M, and Y are reduced or increased so that the percentage for black is as high as possible. This technique is known as undercolor removal (UCR). If you add a color and then reopen the dialog box, the percentages may differ even though the color is the same.

{button Related Topics,PI(`',`RT_Black_Component_2')}

Using the Color Picker
Options
Naming a Color
Using a Color Model
Choosing HLS Colors
Choosing RGB Colors
Choosing CMYK Colors

To change the way Designer normalizes CMYK percentages

1 Click Options in the Color Picker-CMYK dialog box.

2 Click Black Component. The Black Component submenu opens.

3 Click Manual if you want to prevent Designer from normalizing the CMYK percentages.

or

Click a percentage if you want to allow Designer to normalize the CMYK values. (For example, click 100% for complete normalization or 50% for half normalization.)

Tip

If you click a percentage in step 3 above, the black component slider at the bottom of the dialog box disappears.

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

Color Matching Systems

{button Steps...,PI(`',`HT_Color_Matching_Systems')}

Spot colors (also called custom colors or solid colors) are predefined colors from a system such as the PANTONE® MATCHING SYSTEM.

Color matching systems provide basic inks, color charts, and mixing formulas so that colors can be specified and reproduced accurately in conventional offset printing. Color matching systems include colors for both spot and process colors.

Designer includes a spot color palette file for the PANTONE MATCHING SYSTEM, used by many conventional print shops. Check with your print shop ahead of time to verify that is uses this color matching system.

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

To select spot colors

Tint
Options

To select spot colors

1 Open the Color Picker dialog box.

2 Click Spot Color .

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

Color Matching Systems
Tint
Options

Tint

{button Steps...,PI(`',`HT_Color_Matching_Systems')}

You can adjust the Tint slider control to set a percentage tint value, which is useful to indicate a color to be screened as a halftone at color separation. The Tint values range from 100% (solid color, no tint) to 0% (no color at all).

To make fine adjustments with the Tint slider, click to the left or to the right of the slider or use the arrow keys. The Tint value decreases or increases by one percentage point.

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

Color Matching Systems
Options

Options

{button Steps...,PI(`',`HT_Mixing_Colors')}

Click Options when Spot Color is selected to open a menu that lets you show or hide the color names and numbers.

{button Related Topics,PI(`',`RT_Options_2')}

Color Matching Systems
Tint

Mixing Colors

{button Steps...,PI(`',`HT_Color_Matching_Systems')}

In addition to choosing colors with a color model and selecting spot colors, Designer lets you choose two or four colors and mix them together as a painter mixes paints. This method is similar to the way you can mix colors in the Fill-Solid dialog box.

Tip

After you mix colors, the next time you open the Palette Manager dialog box, the colors for 2-color and 4-color mixing are the same ones you last used.

To mix two colors with the Palette Manager
To mix four colors with the Palette Manager

To mix two colors with the Palette Manager

1 Click Style in the Toolbox.

2 Click Palette Options on the ribbon and click Palette Manager. The Palette Manager dialog box opens.

3 Double click the name of the palette that you want to modify in the palette list box.

4 Click Details to expand the dialog box, if necessary.

5 Under Palette Mixer, click the button until it reads 2 Color. When it reads 2 Color, you will see a scrollable color band with a color swatch at each end and the number of transition steps above it.

6 Click the button at the right to choose RGB Mix or HLS Mix. This specifies the color model used as a mixing method.

7 Click a color in the palette at the left.

8 Click the color swatch at one side of the color band. The color swatch changes to the color you chose from the palette.

9 Repeat steps 7 and 8 to choose a second color at the other side of the color band.

10 Highlight the number of steps and enter a number from 2 to 64. The shades of color in the color band change to reflect the new mix.

11 Click one color in the color band or press and hold the mouse button and drag over multiple colors. Click Add to store the selected colors in the palette.

or

Click Add All to store all of the colors in the color band in the palette.

The colors are displayed in the color palette in the dialog box. If the current palette is the master palette, you are asked if you want to make a copy of the master palette. Click Yes and enter a new name for the copy.

{button Related Topics,PI(`',`RT_Options_2')}

Mixing Colors

To mix four colors with the Palette Manager

1 Click Style in the Toolbox.

2 Click Palette Options on the ribbon and click Palette Manager. The Palette Manager dialog box opens.

3 Double click the name of the palette that you want to modify in the palette list box.

4 Click Details to expand the dialog box, if necessary.

5 Under Palette Mixer, click the button until it reads 4 Color. A mixing palette appears with a color swatch at each corner.

6 Click the button at the right to choose RGB Mix or HLS Mix. This specifies the color model used as a mixing method.

7 Click a color in the palette at the left.

8 Click a corner swatch outside of the mixing palette. The color swatch changes to the color you chose from the palette.

9 Repeat steps 7 and 8 to choose a color for each corner of the mixing palette. The shades of color change to reflect the new mix.

10 Select one or more color squares in the mixing palette, and click Add to add the selected colors to the color palette.

or

Click Add All to add all of the colors in the mixing palette to the color palette. The colors are displayed in the color palette in the dialog box.

Tip

If you want to add a selected object's colors to the current palette, you can select the object, and click Add to Palette on the Object menu. You can then choose to add the object's foreground color, background color (if any), line color, or all three of these colors.

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

Mixing Colors

Finding an Object's Color Values

{button Steps...,PI(`',`HT_Finding_an_Object_s_Color_Values')}

If you want to know what colors are already used in a drawing, you can select each object and find its colors.

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

To find the interior and line color of an object
To find a color in the Style ribbon's Color Palette
To find a color in the Color Palette toolbar
To delete a color from the Color Palette
To sort colors in the Style ribbon's Color Palette
To sort colors on the Color Palette toolbar
To sort colors in the Palette Manager dialog box
To convert values to another color model

Finding a Color by Name or Number
Sorting Colors in a Palette
Converting Color Model Values

To find the interior and line color of an object

1 Deselect all objects.

2 Click Style .

3 Click the Interior Fill button and click Solid .

4 Click Custom. The Fill-Solid dialog box opens.

5 Select an object. The color values for the interior fill of the selected object appear above the color palette in the dialog box.

6 Click Line Fill in the dialog box. The color values for the line fill of the selected object appear above the color palette in the dialog box.

Tip

The set of color values is stated in the color model originally used to create the color. For example, the value for yellow might be either RGB 255, 255, 0, or CMYK 0, 0, 100, 0, depending on whether the color was created in the RGB or CMYK color model.

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

Finding an Object's Color Values
Finding a Color by Name or Number
Sorting Colors in a Palette
Converting Color Model Values

Finding a Color by Name or Number

{button Steps...,PI(`',`HT_Finding_an_Object_s_Color_Values')}

If you know the name or number of a particular color in a palette, you can find it quickly by showing the names of the colors and then typing the first character. You can do this in either the Style ribbon or the Color Palette.

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

Finding an Object's Color Values
Sorting Colors in a Palette
Converting Color Model Values

To find a color in the Style ribbon's Color Palette

1 Deselect all objects.

2 Click Style in the Toolbox.

3 Click Palette Options on the ribbon.

4 Click Show Names. The Color Palette displays one color swatch, with the color model values and name.

5 Click on the color swatch on the ribbon.

6 Type the first character of the name you want to find. If necessary, press the letter again to display the next name beginning with that character.

Tip

For example, type **L** for Lime. If Lavender is displayed, press **L** again until the desired color is displayed. Type **2** for 25% Gray.

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

To find a color on the Color Palette toolbar

1 If the Color Palette toolbar is not visible, click Toolbars on the View menu, and then click Palette.

2 On the palette's Control menu, click Show Names. The Color Palette displays one color on each line, with a color swatch, color model values, and name.

3 Type the first character of the name you want to find. A color whose name begins with that character is highlighted. If necessary, press the letter again until the desired color is highlighted.

Tips

When you show names in the Color Palette, what you see depends on the width of the toolbar and whether the colors have been given names. If the colors are not named, only the numeric color values are displayed. If the colors are named, only the names display unless you resize the toolbar so that it is wide enough to display both the names and the numeric color values. You must undock the toolbar before you can resize it.

When you point to a color in the palette, the color's name (if any) and numeric color values are displayed on the Hint toolbar.

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

To delete a color from the Color Palette

1 Click Style in the Toolbox.

2 Select a color in the Color Palette that you want to delete.

3 Click Palette Options on the ribbon.

4 Click Delete Color. The color you selected is removed from the Color Palette.

Tips

You also can select a color in the Palette Manager dialog box and click Delete.

If the current palette is the master palette, you are asked if you want to make a copy of the master palette. Click Yes and enter a new name for the copy.

You cannot undo the deletion of a color.

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

Sorting Colors in a Palette

{button Steps...,PI(`',`HT_Finding_an_Object_s_Color_Values')}

Sometimes it is useful to put the colors of a large palette in a different order. For example, your palette may contain several shades of colors that are not grouped together. In this case, if you choose hue as the "key" by which to sort, all colors with similar hues (yellows, blues, and so on) are grouped together.

Designer sorts colors by the component, or key, that you specify. Every color is broken down into its component values and sorted accordingly. For example, sorting by blue does not mean that all the blue hues are together, but that all the different colors (such as purples or greens) comprised of 20% blue are grouped together, all the colors comprised of 40% blue are grouped together, and so on.

Designer sorts by one or more keys to achieve the order you want. The most appealing for Designer's master palette is to sort first by lightness, then by saturation, and finally by hue. The Palette Manager lets you do this by using primary, secondary, and tertiary sort keys.

You can sort colors using the Style ribbon, the Color Palette toolbar, or the Palette Manager dialog box.

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

Finding an Object's Color Values
Finding a Color by Name or Number
Converting Color Model Values

To sort colors in the Style ribbon's Color Palette

1 Click Style in the Toolbox.

2 Click Palette Options on the ribbon.

3 Click Sort Colors By. The Sort submenu opens with the currently selected key and sort order (Ascending or Descending) checked.

4 Click a key with which to sort (for example, Hue, Cyan, Blue, or Names). The colors are sorted according to the key you choose.

5 Repeat steps 3 and 4 to choose Ascending or Descending, if desired. The colors are sorted in the order that you select.

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

To sort colors on the Color Palette toolbar

1 If the Color Palette toolbar is not visible, click Toolbars on the View menu, and then click Palette.

2 If the toolbar is docked, drag it away from the window edge.

2 On the palette’s control menu, click Sort Colors By. The Sort submenu opens with the currently selected key and sort order (Ascending or Descending) checked.

3 Click a key with which to sort (for example, Hue, Cyan, or Names). The colors are sorted according to the key you choose.

4 Repeat steps 2 and 3 to choose Ascending or Descending, if desired. The colors are sorted in the order that you select.

Tip

The Palette Manager lets you specify one, two, or three keys for sorting colors. These are treated as primary, secondary, and tertiary keys.

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

To sort colors in the Palette Manager dialog box

1 Click Style in the Toolbox.

2 Click Palette Options on the ribbon.

3 Click Palette Manager. The Palette Manager dialog box opens.

4 Point to Sort and click Sort Colors.

5 Point to Sort again and click Primary sort key. The Primary Sort submenu opens with the currently selected key checked. Click a key with which to sort. The colors are sorted according to the key you choose.

6 Repeat step 5 for the Secondary and Tertiary sort keys, if desired. When you display the Secondary Sort submenu, the key already chosen for the Primary sort is gray. When you display the Tertiary Sort submenu, the keys already chosen for the Primary and Secondary sorts are gray.

7 Point to Sort and click Descending Sort or Ascending Sort, if desired. The colors are sorted in the order that you select.

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

Converting Color Model Values

{button Steps...,PI(`',`HT_Finding_an_Object_s_Color_Values')}

Designer stores a color with the numeric values in the color model in which it was created. When you display the names of colors in the current Color Palette, the color model and corresponding values are displayed with a sample swatch of the color and a name, if any.

For example, you can add a color to a palette using the Color Picker, specifying RGB values of 0, 125, and 255. Then you can convert the color to CMYK values (100, 50, 0, and 0).

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

Finding an Object's Color Values
Finding a Color by Name or Number
Sorting Colors in a Palette

To convert values to another color model

1 Click Style in the Toolbox.

2 Click Palette Options on the ribbon.

3 Click Palette Manager. The Palette Manager dialog box opens.

4 Click the color you want to convert and click Model. A menu opens with a check mark by the name of the color's current model.

5 Click the color model to which you want to convert.

6 Click OK. The selected color is stored with the new color model.

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

Using the Color Palette

{button Steps...,PI(`',`HT_Using_the_Floating_Palette')}

The Color Palette is a toolbar containing the current colors you can use in a drawing. It is especially convenient when you’re working with large palettes or named colors.

You can dock, move, resize and reshape the Color Palette to keep it handy but out of your way. Colors in the current palette are always available, no matter which tool you select or which ribbon you display.

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

To open the Color Palette
To arrange colors by either row or column
To change the cell (color swatch) size

Customizing the Color Palette

To open the Color Palette

1 On the View menu, click Toolbars. The Toolbars dialog box opens.

2 Click Palette. The Color Palette opens.

Tips

As a shortcut, you can press **CTRL+F** to open the Color Palette. Pressing **CTRL+F** opens the palette when it is not displayed and closes it when it is displayed.

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

Using the Color Palette
Customizing the Color Palette

Customizing the Color Palette

{button Steps...,PI(`',`HT_Using_the_Floating_Palette')}

The control menu (top left corner) of the Color Palette gives you quick access to many of the same commands as on the Palette Options menu. This menu also provides commands that let you customize your Color Palette.

The control menu is only displayed when the palette is floating, not when it’s docked.

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

Using the Color Palette

To arrange colors by either row or column

1 On the Color Palette's control menu, click Arrange Colors By. A submenu opens.

2 Click Row to fill the width of the window with rows of color cells.

or

Click Column to fill the height of the window with columns of color cells.

Tip

If you want quick access to more colors in a large palette, you may want to decrease the cell size of the colors in the Color Palette.

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

To change the cell (color swatch) size

1 On the Color Palette's control menu, click Cell Size. A submenu opens.

2 Click Small, Medium, or Large to choose the size of the color swatches in the palette.

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

Managing Palettes

{button Steps...,PI(`',`HT_Managing_Palettes')}

Designer helps you manage color palettes in many ways, including choosing a palette or set of palettes, creating a new palette, and deleting, renaming, recalling, and merging palettes.

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

To choose a palette from the Palette Options menu
To choose a palette from the Palette Manager
To create a new palette
To rename a palette
To delete the palette
To recall the master palette
To merge two palettes

Creating a New Palette
Deleting a Palette
Merging Two Palettes

To choose a palette from the Palette Options menu

1 Click Style in the Toolbox.

2 Click Palette Options on the ribbon. The Palette Options menu opens.

3 Click the name of the palette to use.

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

Managing Palettes
Creating a New Palette
Deleting a Palette
Merging Two Palettes

To choose a palette from the Palette Manager

1 Click Style in the Toolbox.

2 Click Palette Options on the ribbon. The Palette Options menu opens.

3 Click Palette Manager. The Palette Manager dialog box opens.

4 Click the down arrow in the Current Palette list box and click the name of a palette. The new palette is displayed.

5 Click OK. The palette you chose is now the current palette.

Tip

As a shortcut, you can double click the name of a palette to choose it as the current palette.

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

Creating a New Palette

{button Steps...,PI(`',`HT_Managing_Palettes')}

You can either create a new palette to store new colors or you can add new colors to an existing palette.

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

Managing Palettes
Deleting a Palette
Merging Two Palettes

To create a new palette

1 Click Style in the Toolbox.

2 Click Palette Options on the ribbon.

3 Click Palette Manager. The Palette Manager dialog box opens.

4 Click New in the Current Palette area. The Palette Name dialog box opens.

5 Type a new palette name and press **ENTER**. The new palette becomes the current palette, and the palette area is ready for you to mix and add new colors.

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

To rename a palette

1 Click Style in the Toolbox.

2 Click Palette Options on the ribbon.

3 Click Palette Manager. The Palette Manager dialog box opens.

4 Select the palette you want to rename from the Current Palette list box.

5 Click Rename. The Palette Name dialog box opens.

6 Type the new name and press **ENTER**. The current palette is renamed with the new name.

Tip

If the current palette is the master palette, you are asked if you want to make a copy of the master palette. Click Yes and enter a new name for the copy.

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

Deleting a Palette

{button Steps...,PI(`',`HT_Managing_Palettes')}

You can delete a palette in the Palette Manager dialog box. You cannot delete the master palette or the current palette.

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

Managing Palettes
Creating a New Palette
Merging Two Palettes

To delete the palette

1 Click Style in the Toolbox.

2 Click Palette Options on the ribbon.

3 Click Palette Manager. The Palette Manager dialog box opens.

4 Highlight the name of the palette you want to delete.

5 Click Delete in the Current Palette area. The palette is deleted.

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

To recall the master palette

1 Click Style in the Toolbox.

2 Click Palette Options on the ribbon.

3 Click Master Palette. The current palette is replaced with the full contents of Designer's original master palette.

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

Merging Two Palettes

{button Steps...,PI(`',`HT_Managing_Palettes')}

You can merge a selected palette with the current palette in the Palette Manager dialog box. You can merge a copy of the master palette.

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

Managing Palettes
Creating a New Palette
Deleting a Palette

To merge two palettes

1 Click Style in the Toolbox.

2 Click Palette Options on the ribbon.

3 Click Palette Manager. The Palette Manager dialog box opens.

4 Highlight a palette name (other than the current palette).

5 Click Merge. The highlighted palette is merged with the current palette.

Tip

If the current palette is the master palette, you are asked if you want to make a copy of the master palette. Click Yes and enter a new name for the copy.

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

Importing and Exporting Palette Files

{button Steps...,PI(`',`HT_Importing_and_Exporting_Palette_Files')}

Designer lets you import and export palette files. You can use palette sets created earlier, or share palette files with other people. Palette files can have a PAL or PL4 extension.

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

To import a palette file
To export a palette file

Storing and Sharing Color Palettes
Importing a Palette File
Exporting a Palette File

Storing and Sharing Color Palettes

{button Steps...,PI(`',`HT_Importing_and_Exporting_Palette_Files')}

Designer normally stores palettes as a part of your profile, not as separate files. Designer, beginning with version 4.0, stores colors in the color model (HLS, CMYK, or RGB) in which they were originally created, whereas earlier versions of Designer only stored colors in the RGB format. This capability is especially important for graphic designers, who typically create colors with the CMYK color model, because it ensures precise matching between color definition and storage.

Designer lets you share PAL and PL4 files with other Micrografx applications such as Picture Publisher and Windows Draw. Designer does not import or export PAL or PL4 files from applications developed by other software companies.

The more advanced PL4 format stores colors in the color model (HLS, CMYK, or RGB) in which they were originally created, just as Designer stores them. You can export to the PL4 format if you want to share palettes with another user of Designer, who can in turn import the PL4 file.

The earlier PAL format stores colors as RGB values only. You can use it to export Designer palettes or to import palettes created in other Micrografx programs.

Tip

RGB values in Picture Publisher, Designer 3.1, and other Micrografx applications range from 0% to 100%. Designer gives you increased precision, with RGB values ranging from 0 to 255. If you import a PAL file into Designer that was created and saved in a program that uses the 0% to 100% range, the RGB values convert automatically. For example, an orange color created in Picture Publisher with the RGB values 100, 50, 0 converts to 255, 128, and 0 when imported into Designer.

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

Importing and Exporting Palette Files
Importing a Palette File
Exporting a Palette File

Importing a Palette File

{button Steps...,PI(`',`HT_Importing_and_Exporting_Palette_Files')}

Import lets you import palette files for use with Designer.

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

Importing and Exporting Palette Files
Storing and Sharing Color Palettes
Exporting a Palette File

To import a palette file

1 Click Style in the Toolbox.

2 Click Palette Options on the ribbon.

3 Click Palette Manager. The Palette Manager dialog box opens.

4 Click Import. The Import Palette dialog box opens.

5 Click the down arrow in the List Files of Type list box.

6 Select the type of file you want to import (either PL4 or PAL).

7 Change to the desired drive and directory.

8 Select Replace Current Palettes *only* if you want to erase all of your palettes and replace them with all the palettes in the imported file.

9 Highlight the file you want to import.

10 Click Open. The dialog box closes, and all of the palette names from the imported palette set are listed in the Palette Manager.

11 Click the down arrow in the Current Palette list box and click the palette you want to display. The palette's colors are displayed in the dialog box and the ribbon.

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

Importing and Exporting Palette Files
Storing and Sharing Color Palettes
Importing a Palette File
Exporting a Palette File

Exporting a Palette File

{button Steps...,PI(`',`HT_Importing_and_Exporting_Palette_Files')}

Export lets you export palette sets to share with other Designer users or for use in Picture Publisher or other Micrografx programs.

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

Importing and Exporting Palette Files
Storing and Sharing Color Palettes
Importing a Palette File

To export a palette file

1 Click Style in the Toolbox.

2 Click Palette Options on the ribbon.

3 Click Palette Manager. The Palette Manager dialog box opens.

4 Click Export. The Export Palette dialog box opens.

5 Choose a drive and directory for the exported file's destination.

6 Type a name for the file.

7 Choose either PL4 or PAL in the Save as Type list box.

8 Click Save. All your palettes are exported to the named file.

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

CSH_DLOG.DOC

This document contains the context-sensitive popup topics for all Designer 6.0 dialog boxes and their controls.

Generic dialog-box controls

No help topic is associated with this item.

No help topic is associated with this item.

Accepts the current choices and closes the dialog box.

Applies the current settings in the dialog box.

Closes the dialog box without making further changes.

Lets you add a button to a toolbar to display this dialog box.

Closes the dialog box without applying any changed settings.

Displays a description of this dialog box, along with information about how to use it.

Displays or hides additional options for this dialog box.

Customize dialog box

To display the button images associated with each category, click the category name.

To display the description of a button in this list, click the button. To place the button on a toolbar, drag it to the toolbar and drop it.

Unable To Read From File dialog box

Designer is not able to open the specified file. Try importing the file (use the Tools menu).

Transition Effects dialog box

Transition Effects dialog box

This dialog box lets you control special effects (wipes) that Designer uses to replace one screen with the next during your slideshow. You can choose from special-effect transitions such as spiral and rain, and you can set the speed and direction of the transition.

Standalone Setup dialog box

Standalone Setup dialog box

This dialog box lets you select from available screen color and resolution options for your standalone slideshow. To see the options and select one, click the Number of Colors and Target Screen boxes.

Choose the number of colors you want in the standalone presentation. Currently, your only choice is the number of colors on the computer you are using.

Remember that a higher number of colors requires more disk space. A lower number of colors uses less disk space.

Choose the resolution of the monitor that will be used for the standalone presentation.

FileCloseConfirmation dialog box

You are about to close a document that contains unsaved changes.

You can:

Save the changes and then close the document. Click Yes.

Close the document without saving the changes. Click No.

Return to the document without closing it. Click Cancel or press the **ESC** key.

Saves the changes and then closes the document.

Closes the document without saving the changes.

Closes this dialog box without closing the document or saving the changes.

The Layers dialog box

Layers dialog box

This dialog box lets you manage layers in your document. You can:

- Name the layers
- Add and remove layers
- Change the order of layers
- Lock layers (so that objects cannot be changed)
- Display or hide selected layers
- Specify layers as printable or non-printable
- Use one color (for easy identification) or multiple colors on a layer
- Move objects from one layer to another
- Edit all the layers or edit one layer at a time

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

Basic Layer Tasks
Managing Layers

Shows the name of the currently selected layer, if you have named the layer.

Accepts the name you enter in the Name box to the left.

Shows the number and name of the currently selected layer. Unless you click the Edit All Layers option, this is the only layer in which you can select and edit objects.

Shows the numbers and names of all layers in the document. The current layer is shown in red.

Note

Clicking a layer in this list only selects that layer for moving, hiding, locking, renaming, and so forth. It does not make that layer the current layer.

Lets you move currently selected objects to a specific layer. Select the objects you want to move, click this button, and then select the destination layer in the Current Layer list. The items are moved to the selected layer.

Lets you edit all objects, regardless of which layer they belong to.

Adds a new layer behind all other layers in the document.

Deletes the layer highlighted in the list on the left. When you delete a layer, all objects in that layer are also deleted. You cannot delete the currently selected layer (the layer selected in the Current Layer box).

Moves the layer highlighted in the list on the left forward.

Moves the layer highlighted in the list on the left backward.

Locks the layer highlighted in the list on the left. You cannot select or edit objects in a locked layer, even by making it the current layer or clicking the Edit All Layers option.

Unlocks the layer highlighted in the list on the left. Before you can select or edit objects in the layer, you must either make it the current layer (in the Current Layer box) or select the Edit All Layers option.

Hides all objects in the layer highlighted in the list on the left.

Shows all objects in the layer highlighted in the list on the left. Useful if you have previously hidden that layer.

Marks all objects in the layer highlighted in the list on the left as non-printable.

Marks all objects in the layer highlighted in the list on the left as printable. Useful if you have previously marked the layer as non-printable.

Shows all objects in the layer highlighted in the list on the left using one color. You select the color from a drop-down color palette connected to the Layer Color button .

Shows all objects in the layer highlighted in the list on the left using their normal colors. Useful if you have previously marked the layer as a single-color layer.

Displays a drop-down color palette. Use the palette to select a color for a single-color layer.

The Pages dialog box

Pages dialog box

This dialog box lets you choose which page of the document you want to view. You also can add, delete, and name pages.

Note

If you want to rearrange the pages in a document, click the Page Manager button

in the Toolbox, and then drag the thumbnail view of each page to its new position.

Shows the name of the currently selected page, if you have named the page.

To name (or rename) a page, enter the name in this box and then click the button. You cannot rename the Master Page.

Accepts the page name you have entered in the box to the left.

Lists the pages in the current document. To go to a page, click its name and then click the Select button.

Adds a new page to the end of your document.

Deletes the currently selected page. You cannot delete the Master Page or the last page in the document.

Closes the Pages dialog box and goes to the selected page.

Closes the Pages dialog box without changing to a different page.

The Toolbars dialog box

Toolbars dialog box

This dialog box lets you choose which toolbars you want to view. You also can choose whether to view Tool Tips, color buttons, and large buttons.

You can create new toolbars and customize existing ones.

Shows the names of available toolbars and whether each is selected for viewing.

To show or hide a specific toolbar, click the box to the left of the its name.

Lets you create and name a new, custom toolbar.

Lets you rename a custom toolbar. You cannot rename the toolbars provided initially with Designer.

If the currently selected toolbar is a custom toolbar, deletes the toolbar. If the currently selected toolbar is one of those provided initially with Designer, resets the toolbar to its initial settings.

Displays a dialog box with buttons that you can drag to the currently selected toolbar.

Select this option if you want to see color buttons in your toolbars.

Select this option if you want to see large buttons in your toolbars.

Select this option if you want to see Tool Tips.

Tool Tips, when enabled, show you the name of a tool or button when you pause the pointer on the button.

The split-pages-or-enlarge-drawing dialog box

The document you are opening consists of multiple pages. You can either retain the page divisions (click Split Up Pages) or combine the pages into a single, large drawing (click Enlarge Document).

The Find Files dialog box

Find Files dialog box

This dialog box lets you search folders for a specific filename or all filenames that match a wildcard specification.

Type the name of the file you want to search for in this text box. You can use the wildcard character **?** (question mark) as a substitute for an individual character and the wildcard character ***** (asterisk) as a substitute for any number of characters.

Select this option if you want to start the search from a specific path instead of searching entire drives. Enter the pathname in the box to the right.

If you want to start the search from a specific path instead of searching entire drives, enter the pathname in this box.

Click this option if you want to search entire drives. You can choose from Removable, Fixed, and Remote drives.

Click this option if you want to search all your removable-media drives.

Click this option if you want to search all your fixed-media drives (such as hard disks).

Click this option if you want to search all your network drives.

During the search, Designer lists the names and locations of files that match the entry in the Search For box.

Click this button to begin the search.

Click the name of the file in the Files Found list that you want to open, and then click this button to open the file.

Tip

If Designer lists multiple files found in a search, you can use **CTRL+**click to select as many as nine files and then open all the files in one operation, even if the files are in different folders.

The Files Found dialog box

Files Found dialog box

This dialog box shows the number of files that matched your search specifications. Click OK to return to the Find File dialog box.

The Page Setup dialog box

Page Setup dialog box

This dialog box lets you change the size, margins, and orientation of the active window's on-screen page. You can change page settings before, during, or after creating a drawing.

New page settings are applied immediately to the current page in the active window.

Individual pages in your document can have different sizes, orientations, and page fills, if desired. To apply the same size, orientation, and page fill to all pages in the document, select Apply to All Pages (on the Margins tab). This option, like Use Master Page, forces all pages to be uniform.

Tip

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

Sets the size of the current page. You can choose from standard page sizes or choose Custom Size and create your own by adjusting the Width and Height measurements.

Tip

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

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

Forces the on-screen page to reflect your printer's page size and margins. For example, if your printer uses an 8.5" x 11" page with one-half inch margins, the on-screen page matches it.

Lets you change the measuring increment to change the page size. The units match the ruler by default.

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

Changes the page size. Use the scroll arrows in the Height and Width list boxes.

Changes the page size. Use the scroll arrows in the Height and Width list boxes.

Shows the number of columns of tiles used when the current page size is printed to the target printer. If the page size is set to use the printable area and the page orientation matches the orientation of the target printer, no tiling is used, and the number of columns is set to 1.

If you enter a new value for columns, the page size changes to match the number of columns. To display tile lines on your screen as you work, open the View menu, point to Workspace, and click Show Printer Page Tiles.

Shows the number of rows of tiles used when the current page size is printed to the target printer. If the page size is set to use the printable area and the page orientation matches the orientation of the target printer, no tiling is used, and the number of rows is set to 1.

If you enter a new value for rows, the page size changes to match the number of columns. To display tile lines on your screen as you work, open the View menu, point to Workspace, and click Show Printer Page Tiles.

Opens a dialog box that lets you choose a color fill for the page.

Applies all of the page setup options to all of the pages in the document.

Lets you change the page's orientation to either portrait (tall) or landscape (wide).

Lets you change the page's orientation to either portrait (tall) or landscape (wide).

Lets you choose page margins (border widths). You can use margins as boundary guides for creating drawings. Type the margins you want, or use the scroll arrows to change the widths.

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

Lets you choose page margins (border widths). You can use margins as boundary guides for creating drawings. Type the margins you want, or use the scroll arrows to change the widths.

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Prints crop marks on the paper.

Shows a preview of the page and margins when you click the Details button.

Note

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

Invalid Page Definition dialog box

The current page definition contains an invalid setting (such as a margin that is larger than the paper size).
Please check the Page Setup settings on both the Margins and the Paper Size tabs.

The PageSetupDefault dialog box

Page Setup - Default dialog box

This dialog box lets you make the current Page Setup settings the default settings. If you click Yes, the current page and all new pages will use these settings. You are returned to the document.

Makes the current Page Setup settings the default settings. The current page and all new pages will use these settings. You are returned to the document.

Closes this dialog box without changing any default settings.

The Print Document dialog box

Print Document dialog box

This dialog box lets you print the document in the active window. You can specify the current page, all pages, or selected pages from the document; the number of copies to be printed; whether to collate the copies; whether to include page labels; and whether to use vector clipping (for use with a pen plotter).

You also can print multiple documents.

If the current page size is larger than the paper size of your printer or plotter, the entire drawing page is printed with as many printer pages as needed. This process is called *tiling*.

Prints the currently displayed page. If more than one page is displayed, prints the last page to have an object selected.

Prints every page of a document.

The Range option lets you print specific pages in the document.

Examples:

Enter this:	**To print pages:**
1,2,6-9	1, 2, and 6 through 9
6-	6, 7, 8, to the end of the document

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

The Range option lets you print specific pages in the document.

Examples:

Enter this:	**To print pages:**
1,2,6-9	1, 2, and 6 through 9
6-	6, 7, 8, to the end of the document

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

Lets you choose the number of copies to print.

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

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

Note

Collating can slow the print speed on some printers.

Prints the document's file name, page number, and page name (if any) at the top of the page in the margin.

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

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

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

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

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

Adds PostScript code to the printer output to make it compatible with DSC color-separation programs. Those programs can then separate the colors in your drawing. The code allows separation of spot and process colors.

You should use this option only if you are printing to an EPS file.

Clear this option only if all of the fonts in your document have been downloaded to your PostScript printer.

Bypassing font downloads can greatly reduce the size of a print job. It tells Designer that the printer has resident font descriptions for all the fonts in the current print job, and that it is not necessary to dowload the font description for any font encountered in this Designer document.

This option is enabled only for PostScript printers where Designer handles the PostScript generation.

Displays the Windows property sheet for the current printer. You can use the property sheet to examine or change your printer setup before printing the Designer document.

Reduces or enlarges the drawing proportionately to fit the printout, if necessary. If this option is not selected, the drawing is tiled on as many pages as necessary.

Note

If you select this option, all pages are printed on a single page rather than only the pages you specify in the Range area.

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

Prints using the options you selected.

The Print Multiple Files dialog box

Print Multiple Files dialog box

The Print Multiple Files dialog box prints one copy of all pages in each selected document. Designer handles mixed page orientations (portrait and landscape) automatically.

The Save As dialog box

Save As dialog box

The Save As dialog box lets you name a new document, save a document with a new name, or replace an existing document with the current document.

If you type a filename without an extension, DSF is used.

Alternatively, you can choose the file format you want (in the file type list box).

Tips

Pressing a character key when a filename is highlighted in the text box makes the name disappear. To edit the filename, press the **RIGHT ARROW** to remove the highlight. Then press the **RIGHT** or **LEFT ARROW** to move the cursor. To delete characters to the left of the cursor, press **BACKSPACE**.

If you enter or select an existing filename, Designer asks if you want to replace the existing file. Click No to return to the Save As dialog box. Click Yes to replace the file.

The Target Printer dialog box

Target Printer dialog box

This dialog box lets you choose which of your installed printers to use for printing your Designer documents.

Lists the currently installed Windows printer drivers. Click the name of the printer you want to be the currently active printer. You can choose any installed printer.

The Select dialog box

The Select dialog box lets you select objects based on their attributes and properties.

For example, you can use this command to select all objects with red interiors and blue edges. If you've named the objects in your drawing, you also can search for objects by name.

Shows a list of physical characteristics possible for an object, such as interior fill style, line end style, line style, line weight, line fill, font, and font size. Before you open the dialog box, select an object, then in the dialog box highlight the attributes you want to search for. Designer selects other objects on the page with matching attributes.

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

Tip

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

Specifies the value that you want to select. You can either select other objects with the same value or use wildcard characters to designate the portions of names to search for.

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

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

Selects all objects on the current page that match the selected properties and attributes, or selects the matching objects one at a time. Click the Select button to select the next matching object (and deselect the first).

Selects the objects based on the attributes and property values you selected.

Appends newly selected objects with those previously selected.

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

Deselects the currently selected objects.

The Links dialog box

Links dialog box

The Links dialog box lists each linked OLE object in your document, including the name of the source application, the type of linked object (for example, picture or text), the filename, and whether the object updates automatically or manually.

You can changes the settings, update an object to match its source file, or break the link between an object and its source file.

The Paste Special dialog box

Paste Special dialog box

Lets you choose how you want to paste an object from the Clipboard.

Optionally, you can choose to display an icon of the pasted object rather than the object.

Paste Special db Source

Lets you enter or edit the source application and filename of the object you are pasting.

Paste Special db Data Type

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

The data types supported are as follows.

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

Note

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

Paste Special db Paste

Pastes (and embeds) the object from the Clipboard into the drawing, using the format selected in the Data Type list box.

Paste Special db Paste Link

Pastes the object from the Clipboard into your drawing and maintains a link between the pasted object and the object's original file. When you edit a linked object, the object's original file also updates.

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

The Insert Object dialog box

Insert Object dialog box

The Insert Object dialog box lets you create and insert an OLE object into your Designer drawing. You can create the object either from a file or by using an OLE server application such as Picture Publisher or ABC FlowCharter.

The Align dialog box

Align dialog box

This dialog box contains three panels to let you align objects to one another, to the page edges, or to a selected path.

Notes

The Align To Path panel is used only to align objects (or text that has been converted into curves) to a path.

Designer removes warps, rotations, and skews of objects that are aligned to a path. Convert the objects to curves (keyboard shortcut **CTRL+R**) before aligning them if you want to keep their previous transformations.

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

Lets you use buttons to change the alignment of objects on the page. When you choose an alignment button, the preview box displays the object alignment.

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

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

Note

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

Returns the objects to their original positions.

When Aligning Objects: Aligns all selected objects to the left of their bounding box.

When Aligning To Page: Aligns all selected objects to the left page margin.

When Aligning Objects: Aligns all selected objects to the horizontal center of their bounding box.

When Aligning To Page: Aligns all selected objects to the horizontal center of the page.

When Aligning Objects: Aligns all selected objects to the right edge of their bounding box.

When Aligning To Page: Aligns all selected objects to the right page margin.

When Aligning Objects: Distributes the selected objects horizontally within their bounding box so that they are equally spaced.

When Aligning To Page: Distributes the selected objects horizontally on the page so that they are equally spaced.

When Aligning Objects: Aligns all selected objects to the top edge of their bounding box.

When Aligning To Page: Aligns all selected objects to the top page margin.

When Aligning Objects: Aligns all selected objects to the vertical center of their bounding box.

When Aligning To Page: Aligns all selected objects to the vertical center of the page.

When Aligning Objects: Aligns all selected objects to the bottom edge of their bounding box.

When Aligning To Page: Aligns all selected objects to the bottom page margin.

When Aligning Objects: Distributes the selected objects vertically within their bounding box so that they are equally spaced.

When Aligning To Page: Distributes the selected objects vertically on the page so that they are equally spaced.

Selects the previous object to use as a path for the other objects. The initial path selection is the object that provides the longest path.

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

Selects the next object to use as a path for the other objects.

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

Align db Justification Left

Positions objects so the left edge of each object aligns to the alignment point (the point on the object around which other objects align).

Align db Justification Center

Centers objects horizontally around the alignment point (the point on the object around which other objects align).

Align db Justification Right

Positions objects so the right edge of each object aligns to the alignment point (the point on the object around which other objects align).

Align db Justification Justify

Distributes objects evenly on the path (the object around which other objects align).

Places objects along the path without skewing or rotating the shapes.

Aligns the objects along a path by rotating, but not changing the shapes.

Aligns objects in the opposite direction in which the path was drawn (the alignment direction is endpoint to origin).

Aligns objects in the direction in which the path was drawn (the alignment direction is origin to endpoint).

Controls where the objects vertically rest on a path. An offset of 100 aligns the bottom of the objects to the path, an offset of 0 aligns the middle of the objects to the path, and an offset of -100 aligns the top of the objects to the path.

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

Sets the alignment point to the leftmost edge of the path you are using to align objects.

To set the alignment point to a custom location, click Choose Position and drag the red Alignment Point to the location that you want. To complete the selection of the alignment point, click Choose Position a second time.

Sets the alignment point to the horizontal center of the path you are using to align objects.

To set the alignment point to a custom location, click Choose Position and drag the red Alignment Point to the location that you want. To complete the selection of the alignment point, click Choose Position a second time.

Sets the alignment point to the rightmost edge of the path you are using to align objects.

To set the alignment point to a custom location, click Choose Position and drag the red Alignment Point to the location that you want. To complete the selection of the alignment point, click Choose Position a second time.

Sets the alignment point to the top edge of the path you are using to align objects.

To set the alignment point to a custom location, click Choose Position and drag the red Alignment Point to the location that you want. To complete the selection of the alignment point, click Choose Position a second time.

Sets the alignment point to the bottom edge of the path you are using to align objects.

To set the alignment point to a custom location, click Choose Position and drag the red Alignment Point to the location that you want. To complete the selection of the alignment point, click Choose Position a second time.

The Blend dialog box

Blend dialog box

This dialog box lets you transform one object into another. You can specify the number of transformations, or *steps*, between two objects. Each step is a different object slightly changed to look more like the second object. The more steps you use, the closer (and smoother) the transforming objects are. You can use as many as 1000 steps.

Tips

- Blending results are usually better with uncomplicated objects.
- Large numbers of steps can slow redraw time.
- You may have to try several different settings to find the ones that give the effect you want.
- Designer cannot blend grouped, bitmap, or text objects. You can convert text to curves and then blend it.

Specifies the number of transformations, or steps, between the two objects you are blending. Each step is a different object slightly changed to look more like the second object. The more steps you use, the closer (and smoother) the transforming objects are. You can use as many as 1000 steps.

Note

A large number of steps can slow redraw time.

Objects blend from the front to the back object (the front object is the one you drew last). Select an object and press **F10** to move it to the front. Designer cannot blend patterns, but it blends the pattern color and places the pattern in all the transformations.

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

Tip

Blending results are usually better with uncomplicated objects.

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

Lets you reverse the way Designer normally compares points if you don't like the results of a blend.

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

Designer blends a point on the first object to a corresponding point on the second object. Use this button to change the default origins.

The Transform dialog box

Transform dialog box

This dialog box contains five panels to let you move, scale, flip, rotate, or skew an object or group of objects.

Tip

To leave a trail of copies of the transformed object, set the number of copies in the Copies box.

Lets you set options for moving selected objects.

Lets you select the horizontal distance to move the object, or the ruler coordinate on which to place the object.

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

Lets you select the vertical distance to move the object, or the ruler coordinate on which to place the object.

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

Lets you change the measuring increment used to transform the object. You can change the units when you want to move the object in units other than those used by the ruler. For example, even if the ruler is shown in inches, you can transform the object in centimeters.

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

Bases the object's movement on its present location. For example, you can move the object one centimeter up and two centimeters to the right.

Move an object to a specific ruler coordinate.

Lists points of reference that you can select as the origin for an object. The default origin is the object's pivot point (usually the center of the bounding box). Designer uses the origin as a guide for moving and placing the object. For example, if you select the lower right point and move the object to ruler coordinate 4 cm horizontal and 3 cm vertical, the lower right point positions itself on (4,3).

Note

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

Lets you enter the number of copies to make while transforming an object. If the number of copies is 0, then the original object is affected. Each copy is spaced or resized from the previous copy as defined by your settings.

Automatically groups all the copies after a transform, but not the original object.

Shows the Multiple Transforms area.

Applies multiple transformations to an object.

Deletes the highlighted transform.

Deletes all remembered transforms.

Sets a remembered transform to the current settings. Choose the remembered transform you want to change, make the changes you want, and then click Modify. The new settings appear.

Lets you precisely resize a selected object. You can resize an object proportionally or nonproportionally.

Defines the percentage change in the current horizontal size of an object. The current size is 100%. A number below 100% decreases the object size, and a number above 100% increases the size.

The horizontal and vertical sizes are the same unless you deselect the Proportional Scale option.

Defines the percentage change in the current vertical size of an object. The current size is 100%. A number below 100% decreases the object size, and a number above 100% increases the size.

The horizontal and vertical sizes are the same unless you deselect the Proportional Scale option.

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

Lets you choose where the transform originates. The default origin is the pivot point (usually the center of the bounding box). Designer uses the origin as a guide for transforming the object.

Lets you numerically flip (reflect) selected objects. To numerically flip an object, you specify an imaginary line that passes through or beside an object at any angle. The object behaves as though it is hinged to the line and flips over it.

Precisely rotates an object. This method lets you specify the object's degree of rotation.

Enter the angle of rotation that you want, or drag the red dial at the right.

Lets you specify a degree of skew, or slant. You can specify a horizontal and vertical skew.

Use the up and down arrows to change the horizontal angle that the object is skewed, or drag the red dial at the right.

Use the up and down arrows to change the vertical angle that the object is skewed, or drag the red dial at the right.

Transform db FlipAngleUse the up and down arrows to change the angle of the line around which the object is reflected, or drag the red dial to specify an angle.

Transform db Units

Lets you choose the units of measurement (degrees or radians) for the reflection you want.

Flips the object like a page in a book. The keyboard shortcut for Reflect Horizontal is **F7**.

Creates a horizontal (0-degree) axis. The keyboard shortcut for Reflect Vertical is **SHIFT+F7**.

The Unable to Apply the Transform dialog box

You are trying to apply a transformation that Designer does not support for the selected object or objects. For example, you cannot skew a bitmap image.

If you have selected multiple objects, try selecting each object separately, and check the object type displayed on the Status Bar.

You have specified a transformation value that would exceed the visible boundaries. Click OK and then double-check your settings in the Transform dialog box.

The Properties dialog box

Properties dialog box

This dialog box lets you assign names to objects and groups of objects in your drawing. This lets you create a list of objects, select objects by name, and create your own library of clip art. You can assign names, costs, and other properties to objects in your drawing.

Properties are like categories of information about the objects in your drawings. "Name" is a predefined property. When you assign a name to an object, you create a *value* for the property "Name."

Shows the current value for the property. You can type a different value. Alternatively, you can enter a new property in the Property text box in the Edit ribbon.

Shows the current properties available. Name is always available when an object is selected. You can add additional properties using the New button.

Opens the New Property dialog box to let you create a new property.

Deletes the highlighted value for a property.

Note

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

The New Property dialog box

New Property dialog box

This dialog box lets you define a new name for a property. After you enter the new name, you are returned to the Properties Dialog box, where you can assign a property value.

Lets you enter a name for the new property.

The List Objects dialog box

List Objects dialog box

This dialog box alphabetically lists the names (the values assigned to the property "name") for the objects selected in the current drawing, and shows the number of times each object appears (quantity).

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

Lets you choose any property that has been created. To see the value and quantity for that property for selected objects, click the down arrow. If no objects are selected, Designer lists all objects with the selected property.

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

Note

You can see a title only when you print an object list, or in the Clipboard Viewer.

Copies the object list to the Clipboard. Paste the data into the drawing area or into any Windows-compatible program.

Prints the parts list.

Opens the Save As dialog box. You can save the parts list as a text (TXT), DIF, or SYLK (SLK) file.

The Titles dialog box

Titles dialog box

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

Lets you enter a main title for the object list. You can see a title only when you print an object list, or in the Clipboard Viewer.

Lets you enter a title for a value column.

Lets you enter a title for a quantity column.

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

The Replace dialog box

Replace dialog box

This dialog box (click Replace on the Object menu) lets you control how selected objects are replaced by those from the Clipboard.

For example, you can use the Scale to Fit option to force a Clipboard object to scale up or down to completely fill the bounding area of the object you are replacing.

Forces a Clipboard object to scale up or down to completely fill the bounding area of the original object.

Lets you keep the original proportions of the Clipboard drawing. Use the list box to select a handle on the original object to which Designer can align the Clipboard replacement.

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

Lets you choose one of two ways to replace multiple selected objects with the contents of the Clipboard.

Select this option if you have several objects selected but only one in the Clipboard. Each selected object is replaced with a copy of the Clipboard object.

Deselect this option if you have several objects selected and several in the Clipboard. The first object (from left to right) in the Clipboard replaces the first original object, the second Clipboard object replaces the second original object, and so on.

Pastes the Clipboard's contents over the original object.

Cuts the object to the Clipboard.

Copies the object to the Clipboard

Pastes the object into your drawing.

The Reduce Points dialog box

Reduce Points dialog box

This dialog box lets you smooth an object's appearance by eliminating some of its anchors.

Objects produced by tracing bitmaps sometimes have an undesirably large number of anchors. By reducing the number of anchors in a traced object, you often can improve the object’s appearance. Reducing the number of anchors in an object also can improve its printing speed.

Shows the current number of anchor points in the object. Adjusted Number of Points shows the number of anchor points in the modified object after you drag the slider.

Decreases the number of points in the object as you drag toward Fewer Points.

Decreases the number of points in the object as you drag toward Fewer Points.

The Import dialog box

Import dialog box

The Import dialog box lets you specify which file you want to import. You can select the folder and the type of file, and then select the filename.

Opens a dialog box that lets you set options for the import format you have chosen.

The Export dialog box

Export dialog box

The Export dialog box lets you specify the folder, the file format, and the filename of the resulting file.

Note

If no objects in the drawing are currently selected, the entire drawing is exported. If one or more objects are selected only those objects are exported.

Opens a dialog box that lets you set options for the export format you have chosen.

Note

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

The Options dialog box

Options Dialog box

This dialog box has tabs that let you set many different categories of options. The categories include general options, ruler and snap options, rotation options, input (primarily mouse) options, settings for the system registry, and changing your profile (a collection of your personal settings).

The Rulers/Snap tab on the Options dialog box

Options db RulersSnaptab

xxx

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

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

Lets you change the number of snaps per unit used for the horizontal ruler. This setting sets the number of divisions per unit, which affects the number of grid dots that appear when the grid is displayed and also affects how objects snap to the ruler if Snap to Rulers is selected.

Note

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

Lets you change the number of snaps per unit used for the vertical ruler. This setting sets the number of divisions per unit, which affects the number of grid dots that appear when the grid is displayed and also affects how objects snap to the ruler if Snap to Rulers is selected.

Note

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

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

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

Sets the decimal precision of the horizontal coordinate displayed in the status bar. To change a value, click the down arrow next to the box and choose the desired setting.

Sets the decimal precision of the vertical coordinate displayed in the status bar. To change a value, click the down arrow next to the box and choose the desired setting.

If you select this option, clicking the Add Points button in the Edit ribbon places snap points at the four corners of an object’s bounding box (a rectangular area that completely encloses the object).

If you select this option, clicking the Add Points button in the Edit ribbon places snap points at the geometric center of an object.

If you select this option, clicking the Add Points button in the Edit ribbon places a snap point at the object’s pivot point.

If you select this option, clicking the Add Points button in the Edit ribbon places snap points at an object’s anchor points.

If you select this option, clicking the Add Points button in the Edit ribbon places snap points at an open object’s end points. No snap points are added for closed objects.

If you select this option, clicking the Add Points button in the Edit ribbon places a snap point at the middle of each line segment in the object. If the object has no line segments, no snap points are added.

If you select this option, clicking the Add Points button in the Edit ribbon places snap points at the control points of all curved anchors in the object.

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

The General tab on the Options dialog box

Options db GeneralTab

xxx

Makes the window scroll automatically when you drag an object beyond the window borders. This is especially useful when you have zoomed in for close work.

OptionsGeneral db Confirm File Delete

Specifies whether or not you want a confirmation message to appear each time you delete files. If you turn off the confirmation message, files are deleted as soon as you issue the command.

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

Specifies whether or not you want to start with a new, blank document each time you start designer. Selecting this option lets Designer open faster, which saves time when you plan to open an existing document rather than creating a new one.

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

Lets you select small, medium, or large handles to suit your preference.

Lets you specify the number of recently used files that Designer displays in the Files menu.

The Input tab on the Options dialog box

Options db InputTab

xxx

Uses **SHIFT+DRAG** for constrained mouse movement, and **CTRL+DRAG** for duplicating the dragged object.

Uses **CTRL+DRAG** for constrained mouse movement, and **SHIFT+DRAG** for duplicating the dragged object.

Configures Designer so that repeated left mouse-button clicks alternate between selecting and object and placing the object in the rotate/skew mode.

To select an object from a stack of overlapping objects, use **ALT+**click.

Configures Designer so that repeated left mouse-button clicks select each object in turn from a stack of overlapping objects.

Configures Designer so that:

Clicking the right mouse button opens a shortcut menu tailored for the currently selected tool and editing mode.

Clicking **ALT+**right mouse button executes the command that you select from the command list.

Configures Designer so that:

Clicking the right mouse button executes the command that you select from the command list.

Clicking **ALT+**right mouse button opens a shortcut menu tailored for the currently selected tool and editing mode.

Lists the commands that you can assign to the right mouse button or to **ALT+**right mouse button.

Lets you use the keyboard shortcuts from Designer 3.x instead of the standard Designer 6.0 keyboard shortcuts.

The Spelling tab on the Options dialog box

Options db SpellingTab

xxx

Shows suggested spellings for misspelled words found during a spelling check.

During a spelling check, shows correct spellings suggested from the main dictionary, but not from any open custom dictionaries.

Ignores words in which all of the characters are uppercase letters.

Ignores words that contain numbers.

Uses the Microsoft Office dictionary for spelling checks.

Uses the Micrografx dictionary for spelling checks.

Shows the list of dictionaries you can use to check spelling. To add an existing dictionary, click Add. To create a new custom dictionary, click New.

Creates a new custom dictionary. You can add words to the dictionary during a spelling check.

Adds a custom dictionary to the list so that you can use it to check spelling.

Removes the selected dictionary from the Custom Dictionaries list.

The Registry tab on the Options dialog box

Options db RegistryTab

xxx

Select a Key from this list when you need to examine, change, or add a value.

Note

You should not modify Designer registry entries unless you are instructed to do so by Micrografx.

Shows the current value of the selected Value Name. Also lets you modify the value.

Note

You should not modify Designer registry entries unless you are instructed to do so by Micrografx.

Shows the name (or names) of values for the currently selected key. You can delete the name or add new names.

Note

You should not modify Designer registry entries unless you are instructed to do so by Micrografx.

Lets you add a new value for the currently selected registry key.

Note

You should not modify Designer registry entries unless you are instructed to do so by Micrografx.

Lets you delete the currently selected value name from the current registry key.

Note

You should not modify Designer registry entries unless you are instructed to do so by Micrografx.

Accepts the data entered in the box to the left.

Note

You should not modify Designer registry entries unless you are instructed to do so by Micrografx.

The Profile tab on the Options dialog box

Lets you manage "option profiles" (which are PRO file types that contain all of your Designer option settings). When you change to a different profile, the changes take effect immediately.

You may want to change settings for one particular session or project, and then restore your normal settings. If more than one person is running Designer from a file server or sharing a computer, each person can save and use his or her own settings.

You can choose a different profile, save your settings when you close Designer, and enter or edit a description of a profile. You also can create a new profile, and you can copy, delete, rename, and update profiles.

Lists the .PRO files from which you can choose. To create a new .PRO file, or to delete, rename, or otherwise manage your profiles, click the File Options button .

When you select a profile, its settings take effect immediately.

Displays a menu for managing .PRO files. You can create, copy, delete, rename, and update .PRO files.

Displays a menu that lets you specify the folder where Designer should look for .PRO files. Also lets you copy the current .PRO file.

Shows the pathname of the folder where Designer looks for .PRO files. To change the pathname, click the button to the right, and click Open From.

Accepts the description you enter in the Description box to the left.

If you select this option, all your current Designer settings will be saved in the current .PRO file each time you exit Designer.

Displays a description of the selected .PRO file. When you create a new .PRO file, enter its description in this box. For example, you could enter "Ginger’s profile for technical illustrations" or "Jack’s profile for the Kremmins Project."

The Rotation tab on the Options dialog box

Lets you set the rotation angle of the **F8** rotation key and constrain rotations to increments of the rotation angle.

Lets you select a unit for rotations.

Lets you change the **F8** rotation angle. You can click the arrows beside the text box, or enter a new value in the text box, or drag the red needle in the dial control.

Lets you set the increments when you rotate by dragging. For example, if you set the rotation angle to 12 degrees, an object rotates in increments of 12 degrees. The minimum is 0.1 degrees.

The Text Attributes dialog box

Text Attributes dialog box

This dialog box contains panels for setting font attributes (such as typeface, color, and size), text margins and alignment options, text spacing options, and tab-stop settings.

Text Attributes - Fonts panel

Displays options for selecting type attributes such as size and style.

The typeface list box contains the available fonts in Designer. Click the down arrow to open the list box, then click the font you want.

You can select a type size from a list of two to 3000 points, or you can type a custom size (10.5, for example).

Lets you change the measuring increment for type. When you click this button, a menu opens, displaying the units available, including points, inches, centimeters, millimeters, picas, picas and points, and ciceros. You also can select More Units.

The Position list box lets you choose the position of type: Normal, Superscript (**CTRL+K**), or Subscript (**CTRL+SHIFT+K**).

The Attributes area contains the attributes buttons: Bold, Italic, Underline, and Small Caps. Click a button to select it to be applied to the selected text.

Displays the current color palette. Click the color you want for the foreground of your text.

Displays the current color palette. Click the color you want for the background of your text.

Text Attributes - Fonts panel

Displays options for setting margins, first-line indents, and alignment for block text in the Margins tab of the Text dialog box.

Defines the amount of space between the right edge of block text and its bounding box. You can highlight paragraphs to give different paragraphs in the same block different margins. The default margin is none.

Defines the amount of space between the left edge of block text and its bounding box. You can highlight paragraphs to give different paragraphs in the same block different margins. The default margin is none.

Moves the first line of each selected paragraph to the left or right of the left margin. If you select a text object, the first line of each paragraph separated by a carriage return (**ENTER** key) is indented. If you highlight a portion of one or more paragraphs, only the first lines of those paragraphs are indented.

A positive value moves the first line of text to the right of the left margin; a negative indent moves the text to the left of the left margin.

Aligns each line of text in selected paragraphs to the left text margin.

Centers each line of text in selected paragraphs between the left and right text margins.

Aligns each line of text in selected paragraphs to the right text margin.

Adds space between words as necessary to align lines of text in selected paragraphs with both the right and the left text margins. The last line of the paragraph aligns to the left margin.

Adds space between words as necessary to align lines of text in selected paragraphs with both the right and the left text margins. Unlike with the Justify alignment, Force Justify justifies the last line of the paragraph.

Aligns text to the top margin of the text bounding box.

Aligns text between the top and middle margins.

Aligns text to the bottom margin of the text bounding box.

Equally spaces lines of text between the top and bottom margins of the text bounding box.

Spacing Tab (Text dialog box)

Displays options for setting the spacing between characters, words, lines, and paragraphs.

The space between lines of text is called *leading*. Leading is measured (in points) from baseline to baseline. The default is the current font size plus approximately 15% of the font size (the percent may vary from font to font). For example, if the current font is 10 points, then the default leading is approximately 11.5 points.

Note

Because each line in freeform text is treated as a separate paragraph, the Leading area is gray, and leading does not affect freeform text. To change the spacing between lines in freeform text, use the Before and After Parag areas.

You can change the leading in selected block text or specify leading for block text you are going to enter. If a selected block text contains different sizes of text, Designer displays leading for the largest font.

Type a percentage to change the spacing between words. The default is 100% spacing. Decreasing this percentage decreases the spacing between words; increasing the percentage increases the spacing.

Type a percentage to change the spacing between characters. A percentage below 100% decreases spacing; a percentage above 100% increases spacing.

Use this area to change the default spacing above paragraphs. If this amount is set to zero (0), the current leading will be used as the spacing between paragraphs.

Use this area to change the default spacing below paragraphs. If this amount is set to zero (0), the current leading is used as the spacing between paragraphs.

Note: If you have amounts entered in both the Before Parag and After Parag areas, Designer adds these amounts and applies the spacing amount between the selected paragraphs. For example, if you enter 40 in the Before Parag area and 30 in the After Parag area, Designer uses 70 for the spacing between the selected paragraphs.

Drop caps are typically used at the beginning of magazine articles and other places where you want to mark a change in the material without a title. Click this option to make the first character of a selected paragraph lower and larger than other text in the paragraph.

Adjust the percentage in this area to change the size of the first letter as a percentage of its normal height (normal height is 100%). For example, 200% doubles the size of the first letter of the paragraph.

Designer can automatically hyphenate words to help decrease the amount of raggedness of left justified text, and to help maintain character and word spacing in left justified text. Select the Use Automatic Hyphenation option to automatically hyphenate words. You can manually add or remove hyphens later, if you want.

Tab Stops tab (Text dialog box)

Displays options for setting tab stops.

Tab stops are measured from the left margin of the text object. For example, if the second tab stop is 1.0 picas, it is 1.0 picas from the left margin.

Displays the current tab stops and the type of tab stops.

Deletes the currently selected tab stop.

Deletes all tab stops.

Lets you use the **TAB** key in your text to align text to the left of the tab stop.

Lets you use the **TAB** key in your text to align text to the center of the tab stop.

Lets you use the **TAB** key in your text to align text to the right of the tab stop.

Lets you use the **TAB** key to align decimal points in your text to the tab stop.

Choose a tab type from the Types area, enter a position for the new tab stop, and then click the Add Tab button to add a single tab stop.

To repeat the tab stop at uniform intervals, click the Repeat Tab button.

Adds a single tab stop at the position you have entered in the box to the left.

If you want to repeat the tab stop at uniform intervals, click the Repeat Tab button.

Repeats the tab stop you have entered in the box to the left at uniform intervals.

Leaders are characters such as periods (...), hyphens (---), and underscores (_) that appear to the left of tabulated text. Select a tab in the Current Tabs area and click the down arrow to display the leader options. Choose None to have no leaders, or choose a type of leader.

Spelling dialog box

Spelling dialog box

The Spelling dialog box gives you options for handling a misspelled or unrecognized word in your text.

Designer checks spelling by comparing words in your document with words in a dictionary. The default dictionary is a file containing thousands of words. If Designer finds a word in your drawing that is not in the dictionary, the word is displayed as a possible misspelling.

Displays possible correct spellings. You can edit the word in this box.

Displays a list of words similar to the misspelled word from the currently used dictionary.

Lets you ask for a suggested change from the dictionary for the displayed word. This button is enabled only if you have turned off the Always Suggest option.

Skips the word in the Change To box without changing it.

Ignores the current word and all other occurrences of the word without prompting you.

Changes the highlighted word to the word in the Change To box.

Changes the highlighted word to the word in the Change To box and makes the same change to all subsequent occurrences of the word without prompting you.

Adds the word in the Change To box to the current dictionary. The current dictionary appears in the Add Words To list box.

Displays the dictionaries being used to detect misspellings. Designer uses all the dictionaries here, but only adds words to the top dictionary.

Displays the Spelling tab of the Options dialog box, where you can specify which dictionary to use, whether to ignore words in all uppercase, and other settings.

Ends the spelling check without checking any more words. Keeps spelling corrections you have made.

Spell Check Rest Of Document dialog box

The spelling checker has checked the currently selected text. Click Yes if you want the spelling checker to check all text in the document. Click No if you want to exit the spelling checker.

Spelling Check Is Complete dialog box

The spelling checker has finished checking the spelling. Click OK to return to the document.

Line Style dialog box

Line - Style panel of the Line dialog box

This panel lets you select from a list of dotted and dashed line styles for the currently selected object. You also can choose to make the object's line invisible.

Choose this option to make the line invisible.

Choose the line style that you want to apply.

Line-Weight dialog box

Line - Weight panel of the Line dialog box

This panel displays the width and height of the pen tip, using the current units setting. A preview of a weighted line is shown using the settings you choose.

If you choose a weighted line, the dialog box shows a preview of the line's current cap style to illustrate the effect of the different cap options.

If you click Calligraphic, the dialog box shows a preview of how the calligraphic pen will look with the angle setting. You can drag the red line in the preview to change the angle.

Makes the line weight (thickness) of selected lines a hairline, the narrowest line supported by the display screen or the printing device.

Lets you specify a weight (thickness) for lines.

Also lets you specify the type of line cap and line join, and lets you select calligraphic lines.

Lets you set the thickness of lines using the setting in the Units button. Use the scroll arrows to set the line thickness you want.

Opens a menu to let you change the measuring units used for line weight.

Causes the selected object’s line weight to increase or decrease proportionally if the object is resized. If you do not select this option, the line weight remains the same when the object is resized.

Controls how the ends of lines appear. Repeatedly click this button to cycle through the three options: Round, Square, and Flat.

The Round option (the default) caps each line end with a semicircle whose center point is at the line's end point. (The diameter of the semicircle matches the width of the line.)

The Square option caps each line end with a square whose center point is at the line's end point. (The width of the square matches the width of the line.)

The Flat option ends the line with a flat cap that is perpendicular to the line.

Tip

To achieve a dotted (rather than dashed) line style, experiment with a round cap and a line style of short dashes.

Lets you set how the corner intersection of lines appears in an object. Repeatedly click this button to cycle through the three options: Round, Mitre, and Bevel.

The Round option (the default) places the center point of a circle at the vertex of two line ends. (The diameter of the circle matches the width of the lines.)

The Mitre option creates a pointed intersection that is the true intersection of two lines.

The Bevel option averages the angles of the two lines, creating a blunt intersection.

Note

When you select the Mitre join option in the Line-Weight dialog box, lines that meet at angles sharper than 11 degrees are drawn with beveled joins. This prevents objects from having extremely pointed joins.

Lets you create lines of varying thickness. You can set the angle and size of the calligraphic "brush." When you select this option, the dialog box shows a preview of the calligraphic pen according to the current settings. You can enter a new angle or drag the red line in the preview to change the angle.

Lets you set the height of lines using the setting in the Units button. Use the scroll arrows to set the line height you want.

Lets you enhance the effects created with the Width and Height settings. In a calligraphic line, the Pen Angle setting forces the pen tip to stay at the chosen angle, much as a calligraphic pen is held at particular angles to achieve lines of varying thickness.

Line-Ends dialog box

Line - Ends panel of the Line dialog box

This panel lets you select from several line-ending symbols to use with a selected open object. You also can change the size and position of the symbol at the end of the line.

Shows a preview of your line end settings. If you are setting the two line ends with different symbols or attributes, click the end that you want to change, and then make the change.

Lists the available symbols you can use as line ends. Use the scroll arrows at the right to see additional symbols.

Lets you choose to set both ends as the same symbol (square, triangle, etc.).

Lets you choose to set both ends with the same attributes (such as angle and offset).

Lets you paste any object from the Clipboard as a line end to be added to the gallery.

The Remove button lets you remove selected line ends from the dialog box. You can only remove line end styles that you have added.

Adjusts the width of a line end to a percentage of its original width. Setting this value to 50% makes the line end width half the original size; changing the value to 200% makes the line end width twice the original size.

Adjusts the height of a line end to a percentage of its original height. Setting this value to 50% makes the line end height half the original size; changing the value to 200% makes the line end height twice the original size.

Tip

To resize the line end proportionally, set Width % and Height % the same value.

Repositions the line end symbol along the line in either direction. Enter a positive value to move away from the center of the line. Enter a negative value to move toward the center of the line.

Repositions the line end symbol above or below the line. Enter a positive value to move above the line. Enter a negative value to move below the line.

Lets you rotate the line end symbol by a specific angle.

Lets you flip the line end symbol horizontally.

Lets you flip the line end symbol vertically.

Sets the line end to the same as the line style. If this option is selected, the preview displays the line ends with the same attributes as the line. If this option is deselected, the preview displays the line ends with the original attributes of the line end.

Fill dialog box buttons

Displays options for filling the line of an object.

Displays options for filling the interior of an object.

Displays options for filling the interior or line of an object with a solid color.

Displays options for filling the interior or line of an object with a color gradient.

Displays options for filling the interior or line of an object with a hatch pattern.

Displays options for filling the interior or line of an object with a bitmap image.

Displays options for filling the interior or line of an object with another object.

both Fill - Invisible panels

Fill - Invisible panel

This panel of the Fill dialog box lets you fill the line or interior of a selected object or group of objects with a transparent (invisible) color.

Tips

To see the outline of an object that has invisible fill for both its line and its interior, point to Preview on the View menu, and click Wireframe.

If you want a solid fill for either the line or interior of an object, click the Solid Fill button to turn it on.

Fill - Solid panels

Interior Fill - Solid panel

This panel of the Fill dialog box lets you fill the interior of a selected object or group of objects with a solid color.

You can use any of these methods to choose the solid color:

Click a color on the current color palette at the bottom of this panel.

Use the Mixing Palette on the upper part of this panel to mix any four colors from the current color palette. You can then choose your solid-fill color from the Mixing Palette.

Click the Edit Color button to specify a custom color.

Tips

If you want a transparent (invisible) fill, click the Solid Fill button to turn it off.

You can apply the color to the selected object either by clicking the color and then clicking Apply or by double-clicking the color.

You can leave the Fill dialog box open while you select or edit objects in your drawing.

Line Fill - Solid panel

This panel of the Fill dialog box lets you fill the line of a selected object or group of objects with a solid color.

You can use any of these methods to choose the solid color:

Click a color on the current color palette at the bottom of this panel.

Use the Mixing Palette on the upper part of this panel to mix any four colors from the current color palette. You can then choose your solid-fill color from the Mixing Palette.

Click the Edit Color button to specify a custom color.

Tips

If you want a transparent (invisible) fill, click the Solid Fill button to turn it off.

You can apply the color to the selected object either by clicking the color and then clicking Apply or by double-clicking the color.

You can leave the Fill dialog box open while you select or edit objects in your drawing.

You can use the four color swatches on the four corners of the Mixing Palette to create a customized palette. Click a color in the Color Palette, then click a color swatch beside the Mixing Palette to add that color to the Mixing Palette.

Opens a menu that lets you manage Designer's colors and palettes.

Opens the Color Picker dialog box. The dialog box lets you choose a color from the full range of possible colors and add it to the Color Palette.

Shows the colors available in the current color palette. You can resize the palette by dragging its bottom edge. Drag it out to show more colors; drag it in to show fewer colors. If all the colors in the palette cannot be displayed at once, a scroll bar appears at the right to give you access to all the colors.

Fill-Gradient panels

Interior Fill - Gradient panel

This panel of the Fill dialog box lets you fill the interior of a selected object or group of objects with a color gradient.

Click the *left* mouse button on a color to make it the *starting* color for the gradient. Click the *right* mouse button on a color to make it the *ending* color.

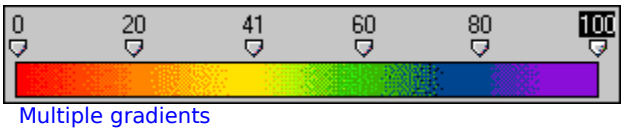
You can:

Click colors on the current color palette at the bottom of this panel.

Use the Mixing Palette on the upper part of this panel to mix any four colors from the current color palette. You can then choose your starting and ending color from the Mixing Palette.

Click the Edit Color button to specify a custom color.

You can set up multiple gradients by clicking above the preview bar.



Multiple gradients

Tips

To apply the color to the selected object, click Apply.

You can leave the Fill dialog box open while you select or edit objects in your drawing.

Line Fill - Gradient panel

This panel of the Fill dialog box lets you fill the line of a selected object or group of objects with a color gradient.

Click the *left* mouse button on a color to make it the *starting* color for the gradient. Click the *right* mouse button on a color to make it the *ending* color.

You can:

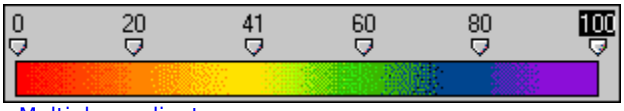
Click colors on the current color palette at the bottom of this panel.

Use the Mixing Palette on the upper part of this panel to mix any four colors from the current color palette. You can then choose your starting and ending color from the Mixing Palette.

Click the Edit Color button

to specify a custom color.

You can set up multiple gradients by clicking above the preview bar.



Multiple gradients

Tips

To apply the color to the selected object, click Apply.

You can leave the Fill dialog box open while you select or edit objects in your drawing.

Displays the gradient patterns available in Designer.

Opens the Gradient-Edit dialog box.

Deletes the selected gradient. You cannot remove any of the gradient patterns originally included with Designer.

Lets you use many colors in a gradient fill instead of only two colors. You can select a new point above the color band and then choose a color in the palette to set. You can drag the point to a new location on the band to control how the fill graduates from one color to another. To delete the color point, drag it off of the dialog box.

Gradient-Edit dialog box

Gradient-Edit dialog box

This dialog box lets you change the angle and origin of linear and square gradients and the center point of radial gradients. You also can add a new gradient pattern or replace a gradient you previously added with a new one. You can add a gradient or replace an existing one with a gradient you have created. The Gradient-Edit dialog box can contain a maximum of 63 gradient fills.

Lists the three types of gradients available in Designer: Linear, Radial, and Square. Click a gradient type, then adjust the gradient using the appropriate options.

Adjusts the x-axis of radial and square gradients. When editing radial and square gradients, you adjust the x- and y-axes of the center point with a setting from 0 to 100. A setting of less than 50 moves the center point to the left of the center of the object. A setting of more than 50 moves the center point to the right of the object.

Adjusts the y-axis of linear and square gradients. The y-origin setting adjusts the starting and ending points of linear gradients. A setting of less than 50 moves the center point above the center of the object. A setting of more than 50 moves the center point below the object.

Adjusts the angle of linear and square gradients. You also can drag the red needle.

Adds the gradient to the Fill-Gradient dialog box.

Note

You cannot add a particular gradient pattern if an identical pattern is in the dialog box.

Removes the gradient from the Fill-Gradient dialog box. You cannot replace any of the original gradient patterns included with Designer.

Fill-Hatch panels

Interior Fill - Hatch panel

This panel of the Fill dialog box lets you fill the interior of a selected object or group of objects with a two-color hatch pattern.

You choose the hatch pattern from the gallery of predefined patterns. You can change the foreground and background color, and you can vary the line thickness and spacing in the pattern.

Tips

To apply the hatch pattern to the selected object, click Apply or double-click the pattern.

You can leave the Fill dialog box open while you select or edit objects in your drawing.

Line Fill - Hatch panel

This panel of the Fill dialog box lets you fill the line of a selected object or group of objects with a two-color hatch pattern.

You choose the hatch pattern from the gallery of predefined patterns. You can change the foreground and background color, and you can vary the line thickness and spacing in the pattern.

Tips

To apply the hatch pattern to the selected object, click Apply or double-click the pattern.

You can leave the Fill dialog box open while you select or edit objects in your drawing.

Displays the hatch patterns available in Designer.

Lets you change the line weight of hatch fills. The default value is 100%. Changing this value to 200% makes the lines twice as heavy; setting it to 50% makes the lines half as heavy.

Lets you change the spacing between hatch lines. The default value is 100% (no change). Setting this value to 200% doubles the space between lines; setting it to 50% cuts the space in half.

The background color is opaque by default (not selected). Select this option to make the background color transparent.

Lets you set the hatch pattern color (foreground color). Click the Foreground button, then click a color in the color palette.

Lets you set the color behind the hatch pattern. Click the Background button, then click a color in the color palette. The background color is transparent by default.

Fill-Image panels

Interior Fill - Image panel

This panel of the Fill dialog box lets you fill the interior of a selected object or group of objects with a two-color or multicolor bitmap image.

You can either choose the image from the gallery of predefined images or create your own fill images using the Clipboard. For two-color images, you can change the foreground and background color.

Tips

To apply the image fill to the selected object, click Apply or double-click the pattern.

You can leave the Fill dialog box open while you select or edit objects in your drawing.

Line Fill - Image panel

This panel of the Fill dialog box lets you fill the line of a selected object or group of objects with a two-color or multicolor bitmap image.

You can either choose the image from the gallery of predefined images or create your own fill images using the Clipboard. For two-color images, you can change the foreground and background color.

Tips

To apply the image fill to the selected object, click Apply or double-click the pattern.

You can leave the Fill dialog box open while you select or edit objects in your drawing.

Displays the image patterns available in Designer.

Adds an image pattern that you have created and copied to the Clipboard.

Removes a selected pattern from the Image Pattern gallery. You can only remove the image patterns that you create.

The default value for Image Scale % is 100%. Setting this value to 200% makes the image twice as large; setting it to 50% makes the image half as large.

Fill-Object dialog box

Interior Fill - Object panel

This panel of the Fill dialog box lets you fill the interior of a selected object or group of objects with another object. You can fill with a single instance of the fill object or with repeating rows and columns of the fill object.

You can either choose the fill object from the gallery of predefined objects or create your own fill objects using the Clipboard. For two-color fill objects, you can change the foreground and background color.

Tips

To apply the object fill to the selected object, click Apply or double-click the fill object.

You can leave the Fill dialog box open while you select or edit objects in your drawing.

Line Fill - Object panel

This panel of the Fill dialog box lets you fill the line of a selected object or group of objects with another object. You can fill with a single instance of the fill object or with repeating rows and columns of the fill object.

You can either choose the fill object from the gallery of predefined objects or create your own fill objects using the Clipboard. For two-color fill objects, you can change the foreground and background color.

Tips

To apply the object fill to the selected object, click Apply or double-click the fill object.

You can leave the Fill dialog box open while you select or edit objects in your drawing.

Displays the image patterns available in Designer.

Opens the Edit Object Fill dialog box.

Adds an object pattern that you have created.

Remove a selected pattern from the Object Pattern gallery. You can only remove the image patterns that you create.

Copies the selected object to the Clipboard and automatically paste it into your document.

The background color is opaque by default (not selected). Select this option to make the background color transparent.

Lets you set the object pattern color (foreground color). Click the Foreground button, then click a color in the color palette.

Lets you set the color behind the object pattern. Click the Background button, then click a color in the color palette. The background color is transparent by default.

Edit Object Fill dialog box (Interior Fill)

Edit Object Fill dialog box

This dialog box lets you change the arrangement, flip characteristics, rotation, size, and spacing of an object fill. You can add a new object-fill pattern or replace a pattern you previously added with a new one. You can even use multiple objects of different shapes.

Note

You cannot replace any of the original fill objects included with Designer.

Uses a single, centered copy of the fill object, rather than a pattern.

Forms the object pattern by repeating the fill object horizontally, as a series of rows.

Forms the object pattern by repeating the fill object vertically, as a series of columns.

To flip objects within an object fill pattern, you can choose from the following.

Flip Selection	Effect
None	No flip
All	Flip all the objects in the fill
Every Other	Flip every other object
Row or Column	Flip every other row or column

To flip objects, you must select either About X (vertical) or About Y (horizontal). This specifies the coordinate axis about which the objects are flipped.

The zoom factor is displayed above the preview window. A ratio of 1:1 is actual size (100%), a ratio of 2:1 is twice the actual size (200%), and so forth.

Click this button and then click the Preview button to zoom in on the object fill. Each click on the Zoom In button changes the view to the next higher 100% view (200%, 300%, and so forth).

Click this button and then click the Preview button to see more of the object fill. Above 100%, each click on the Zoom Out button changes the view to the next lower 100% view (300%, 200%, and so forth). Below 100%, each click on the Zoom Out button changes to the next fractional view (1/2, 1/3, 1/4, and so forth).

Lets you see the effects of your editing before you add the new object fill to the gallery.

Updates the Preview window.

The Preview window shows the effects of your editing.

Rotates the whole object-fill pattern.

Rotates each individual object in the object-fill..

Lets you set the angle of rotation. You can either enter a value directly in this box or drag the red dial.

Lets you set the angle of rotation. You can either enter a value directly in the Angle box or drag the red dial.

Lets you change the width of the object by a percentage of its original width.

The default value is 100%. Changing the value to 50% makes the object half the original width; changing the value to 200% makes the object twice the original width. To scale the object proportionally, change Width % and Height % the same amount.

Lets you change the height of the object by a percentage of its original height.

The default value is 100%. Changing the value to 50% makes the object half the original height; changing the value to 200% makes the object twice the original height. To scale the object proportionally, change Width % and Height % the same amount.

Lets you adjust the *horizontal* spacing between tiled objects. Entering a negative value causes objects to overlap; entering a positive value creates space between objects. A value of zero makes the bounding boxes of the objects flush with one another.

Lets you adjust the *vertical* spacing between tiled objects. Entering a negative value causes objects to overlap; entering a positive value creates space between objects. A value of zero makes the bounding boxes of the objects flush with one another.

Shifts the entire object-fill pattern horizontally within the containing object. This lets you control how the fill pattern looks at the left and right edges of the containing object.

A positive value shifts the pattern to the right; a negative value shifts the pattern to the left.

Shifts the entire object-fill pattern vertically within the containing object. This lets you control how the fill pattern looks at the top and bottom edges of the containing object.

A positive value shifts the pattern down; a negative value shifts the pattern up.

Lets you stagger the position of every other row or column. For example, to illustrate a brick wall, you could tile a brick-shaped object by row and then set the Stagger to 50%.

Sets the interior color of the object to the current foreground color for object fills.

Note

If you want to retain all the original colors of an object you are adding to the gallery, deselect both Modify Fill Color and Modify Line Color.

Sets the line color of the object to the current line color for object fills.

Note

If you want to retain all the original colors of an object you are adding to the gallery, deselect both Modify Fill Color and Modify Line Color.

Palette Name dialog box

Palette Name dialog box

This dialog box lets you name a palette. Type a name for the palette you are adding, then click OK. The Color Picker dialog box opens.

The Color Picker dialog box opens if you chose the Add Color command in the Palette Options menu.

Color Picker dialog box

Color Picker dialog box

This dialog box lets you choose a color from the full range of possible colors and add it to the Color Palette.

Click the RGB button to select the RGB color model.

Click the CMYK button to select the CMYK color model.

Click the HLS button to select the HLS color model.

Click the Spot button to select another color model, such as PANTONE.

Numeric values for the current color appear along the right for each color model. The values for the RGB model are from 0 to 255. For example 255 Red, 128 Green, and 179 Blue create pink.

The values for the CMYK numbers show the percentage of color used to create the displayed color. The same pink can be created with 0% Cyan, 50% Magenta, 30% Yellow, and 0% Black.

The first value for the HLS model is a number from 0 to 360, based on the color wheel. The second two numbers show the percentage of color used to create the displayed color. The same pink can be created with 335 Hue, 75% Lightness, and 100% Saturation.

You can use whichever color model you prefer for choosing colors.

Tip

If you are new to color models, start with the HLS model.

The values for the selected model appear in black. The values for the models not selected are gray. As you make changes to the values of the selected color model, all the values reflect corresponding changes.

The underlying model that represents the full range of colors is a three-dimensional cube. The color refiner box shows two of these dimensions, while the slider below the color refiner box shows the third dimension.

The list box lets you choose two of the components of the selected color model. These two components are illustrated as width and height in the color refiner box. The third component of the color model (depth in the cubical color model) is controlled by the horizontal slider.

For example, if you select the HLS color model and select Hue-Lightness in the list box, hue is width (left and right), lightness is height (up and down), and saturation is depth (the slider).

If you choose the CMYK model, an additional slider lets you choose the amount of black (K) to be included in the color if you choose manual black component.

Color Picker dialog box buttons

Displays controls that let you define a color in terms of its Hue, Lightness, and Saturation.

Displays controls that let you define a color in terms of its Red, Green, and Blue content.

Displays controls that let you define a color in terms of its Cyan, Magenta, Yellow, and Black content.

Displays controls that let you select a color by its Pantone spot-color name or process-color name. Color swatches are available that show the pantone colors exactly as they will print.

Color Picker dialog box numeric values

Shows the hue of the current color in a numeric range of 0 through 360. The value 0 is red, 120 is green, 240 is blue, and 360 cycles back to red.

This value is updated automatically when you change other values that affect it. However, you must select the HLS color model to edit the value directly.

Shows the amount of lightness of the current color. The range is 0 (black) through 100 (white).

This value is updated automatically when you change other values that affect it. However, you must select the HLS color model to edit the value directly.

Shows the amount of saturation of the current color. The range is 0 (no saturation) through 100 (maximum saturation).

This value is updated automatically when you change other values that affect it. However, you must select the HLS color model to edit the value directly.

Shows the amount of red in the current color. The range is 0 through 100.

This value is updated automatically when you change other values that affect it. However, you must select the RGB color model to edit the value directly.

Shows the amount of green in the current color. The range is 0 through 100.

This value is updated automatically when you change other values that affect it. However, you must select the RGB color model to edit the value directly.

Shows the amount of blue in the current color. The range is 0 through 100.

This value is updated automatically when you change other values that affect it. However, you must select the RGB color model to edit the value directly.

Shows the amount of cyan in the current color. The range is 0 through 100.

This value is updated automatically when you change other values that affect it. However, you must select the CMYK color model to edit the value directly.

Shows the amount of magenta in the current color. The range is 0 through 100.

This value is updated automatically when you change other values that affect it. However, you must select the CMYK color model to edit the value directly.

Shows the amount of yellow in the current color. The range is 0 through 100.

This value is updated automatically when you change other values that affect it. However, you must select the CMYK color model to edit the value directly.

Shows the amount of black in the current color. The range is 0 through 100.

This value is updated automatically when you change other values that affect it. However, you must select the CMYK color model to edit the value directly.

Additional Color Picker dialog box controls

Opens a menu containing commands that let you change the resolution of the dialog box display, change the color grid, and change the way CMYK colors are automatically "normalized" for undercolor removal. If Spot Color is selected, you can choose whether to show the color names.

Lets you change the resolution of the display in the Color Picker dialog box. The choices are Fine, Average, and Coarse. Coarse, which displays the fewest colors, is the fastest; Fine, which displays the most colors, is the slowest.

Displays colors in percentage increments; the choices are 1%, 2%, 4%, 5%, 8%, and 10%. Increasing the color grid setting forces the color model values to increase or decrease in larger increments.

This option is available only if the CMYK color model is selected.

Lets you show the names of the colors rather than color swatches. This command is only available if the Spot Color button is selected.

Sets a percentage tint value, which is used to indicate a color to be screened as a halftone at color separation. The tint values range from 100% (solid color, no tint) to 0% (no color at all).

The Tint slider only displays in the dialog box if you choose the Spot Color button.

To make fine adjustments with the Tint slider, click to the left or to the right of the slide or use the arrow keys. The Tint value decreases or increases by one percentage point.

Adds the new color to the current palette.

Palette Manager dialog box

Palette Manager dialog box

This dialog box helps you manage color palettes in many ways, including choosing a palette or set of palettes, creating a new palette, and deleting, renaming, recalling, and merging palettes.

List names of available palettes. To display a specific palette, click its name.

Opens the Palette Name dialog box and lets you create a new palette to store new colors.

Lets you rename a palette.

Deletes the selected palette.

Merges a selected palette with the current palette.

Lets you import palette files for use with Designer.

Lets you export Designer palette files to share with other Designer users or for use in Picture Publisher, PhotoMagic, or other Micrografx programs.

Lets you create a new color.

If the current palette is the Master Palette, choosing the New button opens the Palette Name dialog box.

If you have already created a new palette, choosing the New button opens the Color Picker dialog box.

Displays the sort menu to let you sort the colors in the palette.

Deletes the selected color.

Opens a menu that lets you change the color model in which the color is stored. You can choose RGB, CMYK, or HLS.

Lets you choose two colors or four colors and mix them together as a painter mixes paints.

Import Palette dialog box

Import Palette dialog box

The Import Palette dialog box lets you import color-palette files for use with Designer.

Erases all of your current palettes and replace them with all the palettes in the imported file.

Export Palette dialog box

Export Palette dialog box

The Export Palette dialog box lets you export Designer color-palette files for use with other programs.

Coordinates dialog box

Coordinates dialog box

This dialog box gives you the effect of precise mouse movements using the current Designer action. For example, with the Rectangle tool selected you can use the coordinates dialog box to, in effect, click and drag precisely to draw a rectangle exactly the size you want.

Choose a method from this box for drawing, or specifying the movement of the mouse using the current tool. The result of the method you choose depends on the current drawing tool.

Method	**Description**
Width/Height	Lets you simulate clicking a mouse at a specific point, dragging, and then releasing the mouse button at a specific distance (width and height) from the first point.
Length/Angle	Lets you simulate clicking a mouse at a specific point, dragging, and then releasing the mouse button at a specific distance and angle from the first point.
Range	Lets you simulate clicking a mouse at a specific point, dragging, and then releasing the mouse button at a second specific point.
Current Position	Lets you specify a position for the mouse pointer.
Click	Applies the equivalent of a mouse click at the current position of the mouse pointer.
Double click	Applies the equivalent of a double mouse click at the current position of the mouse pointer.
Ruler Origin	Lets you specify the exact point for the placement of the ruler origin relative to the current origin.
X Guide	Lets you specify the position on the horizontal ruler (X-axis) to place a vertical guideline.
Y Guide	Lets you specify the position on the vertical ruler (Y-axis) to place a horizontal guideline.

Opens a menu that lets you choose a coordinate system.

You can choose

Cartesian (rectangular) coordinates.

Polar coordinates with angles measured in radians.

Polar coordinates with angles measured in degrees.

Opens a menu to let you change the measuring increment. The menu displays the units available, including points, inches, centimeters, millimeters, picas, cicero, and didot, along with the More Units and Custom Units commands.

Type a measurement in one of these boxes, or use the up or down scroll arrows to change the measurement. The boxes available depend on the selected Method.

Type a measurement in one of these boxes, or use the up or down scroll arrows to change the measurement. The boxes available depend on the selected Method.

Type a measurement in one of these boxes, or use the up or down scroll arrows to change the measurement. The boxes available depend on the selected Method.

Type a measurement in one of these boxes, or use the up or down scroll arrows to change the measurement. The boxes available depend on the selected Method.

Available Units dialog box

Available Units dialog box

This dialog box Lets you choose units of measure.

The standard linear units are inches, centimeters, millimeters, points, picas and points, and ciceros. The standard radial units are degrees and radians. Standard units are used for the actual dimensions of objects on a page or the page size.

Opens the Custom Units dialog box to let you define your own units of measurement.

Custom Units dialog box

Custom Units dialog box

This dialog box lets you define a custom unit and set a scale for it. You also can define a secondary unit that is measured by your primary custom unit.

Sets the current unit as the new default unit for the drawing. Pressing this button saves the unit definition (if it hasn't already been saved) and applies the unit to the rulers.

Lists pre-defined units. You can create custom units and add them to this list. Pre-defined units include feet, feet and inches, kilometers, meters, miles, weeks and days, and yards and feet. You can set a different unit of measure for an individual dialog box, such as the Page Setup dialog box, Text Attributes dialog box, or the Line Weight dialog box. Changing this setting does not change other settings or affect the rulers or grid until you select the unit definition in that setting's Unit button.

Units preceded with a plus sign (+) are definitions saved to the PRO file for use in all drawings. All others will be saved with the current drawing.

Saves the changes made in the dialog box to the current drawing. For example, you can edit the name or label of a defined unit by choosing it from the Defined Units list, making your changes, and then clicking this button. If this button is gray, then the definition has already been saved to the drawing.

Saves the changes made in the dialog box to the PRO file for use in all drawings. For example, you can edit the name or label of a defined unit by choosing it from the Defined Units list, making your changes, and clicking the Save to profile button. If this button is gray, then the definition has already been saved to the profile.

Remove the highlighted unit from the profile or drawing, consequently removing it from Defined Units list box.

Note

Deleting custom units only affects the current file. However, if you delete something with a + sign, then it affects all files because it deletes it from the profile.

Type a name for the custom unit in this text box. If you also are defining secondary units for this unit, type a comma and the name of the secondary units.

Type the label that you want Designer to display for dimension lines measured in your custom unit.

Select the actual unit by which your custom unit is to be measured, and enter values that define the ratio of the custom unit to the actual unit.

For example, suppose you are creating a timing diagram in which you want to define a custom unit "milliseconds," where every 2 inches of your diagram represents 50 milliseconds. You would enter:

Scale **50** per **2** **INCH**.

Select the actual unit by which your custom unit is to be measured, and enter values that define the ratio of the custom unit to the actual unit.

For example, suppose you are creating a timing diagram in which you want to define a custom unit "milliseconds," where every 2 inches of your diagram represents 50 milliseconds. You would enter:

Scale **50** per **2** **INCH**.

Select the actual unit by which your custom unit is to be measured, and enter values that define the ratio of the custom unit to the actual unit.

For example, suppose you are creating a timing diagram in which you want to define a custom unit "milliseconds," where every 2 inches of your diagram represents 50 milliseconds. You would enter:

Scale **50** per **2** **INCH**.

Type the label that you want Designer to display for dimension lines measured in the secondary custom unit.

Type a value for the scale of the secondary custom unit, if any. The secondary unit is measured by the primary unit.

For example, suppose you are creating a timing diagram in which you want to define a custom unit "milliseconds" and the secondary unit "microseconds," where every 2 inches of your diagram represents 50 milliseconds, and 1000 microseconds = 1 millisecond. You would enter:

Scale 50 per 2 INCH for the primary unit, and

Scale **1000** per Primary Unit for the secondary unit

Click the down arrow to the right of this box and choose the displayed precision for the custom unit you are defining.

Add xxx to List of Defined Units dialog box

Click the Yes button to add your custom unit to Designer's list of defined units. Click No or Cancel if you don't want to add the custom unit.

Save Changes to Custom Unit dialog box

You have changed a value that defines the named custom unit. To save the change, click Yes. To return to the Custom Units dialog box without saving, click Cancel. To return to the designer drawing without saving, click No.

Image Information dialog box

Image Information dialog box

The Image Information dialog box displays information about the open image. The information includes format (such as 24-bit True Color), cropped width and height, total width and height, and size.

Dimensions dialog box

Dimensions dialog box

This dialog box lets you set options and defaults for dimensions. Click the tab you want information about.

If a dimension line is selected when you click Apply, your changes are applied to that dimension line. If no dimension lines are selected, your choices become the defaults for new dimension lines you draw.

Displays options for setting a dimension line's general appearance.

Displays options for setting the orientation of the dimension units in relation to the dimension line.

Displays options for setting the position of the dimension units in relation to the dimension line.

Dimensions-General tab

Lets you set options affecting a dimension line's general appearance.

Lets you select the unit of measure used by a dimension line.

When you click this button, a submenu opens, displaying the units available, along with the More Units command.

Lets you enter text to appear *before* the units of a dimension line.

Lets you enter text to appear *after* the units of a dimension line.

Specifies the amount of space between an offset dimension line and the start of its extension lines.

Specifies how far extension lines protrude beyond a dimension line.

Controls whether extension lines are shown or hidden.

Controls whether dimension units are shown or hidden.

Determines whether dimension lines show arrows pointing inwards.

Specifies the length of outside arrows.

Sets the orientation of the dimension units in relation to the dimension line.

Forces the dimension text to be aligned with the dimension. However, the text is always rotated so that it faces up or to the right.

Forces dimension units to display so that the text is oriented along the dimension line. The text always faces the line being measured.

Forces the dimension units to display horizontally, even for vertical and aligned (diagonal) dimension lines.

Forces the dimension units to display horizontally for horizontal and aligned (diagonal) lines, and vertically for vertical lines.

Displays dimension units at a specific angle. To set the custom angle, you can either drag the red needle in the dial control or double click in the Angle text box and enter a specific value.

Displays dimension units at a specific angle. To set the custom angle, you can either drag the red needle in the dial control or double click in the Angle text box and enter a specific value.

Dimensions-Text Position tab

The Text Position tab of the Dimensions dialog box sets the position of the dimension units in relation to the dimension line.

The Horizontal Text Position options determine whether the units display on the text point of the dimension line or are aligned left, center, or right.

The Vert Text Position options determine whether the units display above, on, or below the dimension line.

Line Length Options dialog box

Line Length Options dialog box

This dialog box lets you specify options for dimension line-length text. You can specify a text prefix and suffix, as well as horizontal and vertical position for the text.

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

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

Lets you change the measuring increment used in dimension line-length text.

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

Shows choices for the precision of the displayed line-length value. Click the precision you prefer.

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

Places the dimension line-length text even with the left edge of the line.

Places the dimension line-length text in the center of the line.

Places the dimension line-length text even with the right edge of the line.

Places the dimension line-length text above the line.

Places the dimension line-length text on the line.

Places the dimension line-length text below the line.

Unused controls

Open db Description

Lets you enter or edit a description of the file.

Note

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

Links db Links

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

Links db Update options

Lets you choose to update the selected link either automatically each time you open the Designer file or manually when you open or save the Designer file.

Links db Update Now

Immediately updates the selected link.

Links db Cancel Link

Breaks the OLE link between an object and its original program (server).

Links db Change Link

Opens a dialog box that lets you select a new file path for the selected link. The new file can be identical to the old file, but can be in a different location or it may be a completely new file.

Links db Edit

Lets you edit the object selected in the Links list box. Designer launches the object's source application for you to edit the object.

Links db Activate

Plays the object (for example, sound).

Links db Done

Closes the dialog box.

Insert Object db Object Type list

Lists the types of OLE object you can insert. Designer uses the type you select to determine which application to launch.

Transform db Origin

Lets you place the line, or reflection axis, through any of the nine object origin points. For example, select the center origin to flip an object around a central axis, or select the right middle origin to reflect the object around its right side.

Horizontal Angle

Lets you change the angle that the object is skewed (you can also drag the red arrow).

Vertical Angle

Lets you change the angle that the object is skewed (you can also drag the red arrow).

Units

Lets you change the increment used to skew the object. The units default to degrees. You can change the units if you want to rotate the object in units other than degrees. For example, you can change the units to radians.

Units button

Lets you change the measuring increment for type. To change the units, click the Units button. A menu opens, displaying the units available, including points, inches, centimeters, millimeters, picas, picas and points, and ciceros. You also can select More Units.

CSH_MENU.DOC

This document contains the context-sensitive popup topics for all Designer 6.0 menu and submenu items.

For testing, make topic headings visible and red. For final release, use a macro to change red Heading 2 text to blue and hidden, and delete the paragraph mark that separates the heading from the text of the topic. Footnote markers must always be visible and black (the default for Heading 2 text).

When final, a topic should look like this:

File mnu NewCreates a new, empty Designer document. The new document is untitled until you save it.

Palette menu (pops up from several places)

Lets you create your own color palettes.

If the current palette is the Master Palette, this command opens the Palette Name dialog box.

If you have already created a new palette, this command opens the Color Picker dialog box.

Opens a dialog box that lets you manage Designer's palettes in many ways, including choosing a palette or set of palettes, creating a new palette, and deleting, renaming, recalling, and merging palettes.

Coordinates menu (pops up from the coordinates button on the status bar)

Displays the value of the symbol's width and height. The values display in the status bar next to the Coordinates button.

Displays the value of the symbol's length and angle. The values display in the status bar next to the Coordinates button.

Displays the coordinates of two points of a selected symbol: the symbol origin, and the symbol end. The coordinates display in the status bar to the right of the Coordinates button.

Displays Cartesian coordinates in the status bar. Cartesian coordinates use the familiar vertical and horizontal axes. The vertical axis is called Y and the horizontal axis is called X.

You can quickly reset the ruler origin to its default position at the corner of the page by double-clicking the button at the intersection of the two rulers.

Displays polar coordinates in the status bar, with angles measured in radians. Polar coordinates measure the distance from the center, and the angle from the axis.

Displays polar coordinates in the status bar, with angles measured in degrees. Polar coordinates measure the distance from the center, and the angle from the axis.

Line Length menu (pulls down from a button on the Drawing ribbon)

Displays the length of the selected line, using current line-length viewing options. You can set these options by clicking the Line Length button and then clicking Options.

Hides the length of the selected line.

Displays a dialog box that lets you specify how you want the line length of an object displayed.

File menu

Creates a new, empty Designer document. The new document is untitled until you save it.

Displays the File Open dialog box, which lets you open a previously saved Designer document. (Keyboard shortcut **CTRL+O**) The folder shown is the last folder in which a Designer document was opened.

Tip

On the dialog box, you can open more than one document as a time by holding down the **CTRL** key as you click each filename.

Closes the active Designer document. If you have made changes that you have not saved, Close prompts you to save the changes.

Closes all open Designer documents.

Saves the document on which you are working. If this is the first time you have saved the document, Save displays the Save As dialog box to let you give the document a file name.

Opens a dialog box that lets you assign a file name to the current document or make a copy of the document under another file name.

If the current document was opened from a file, the Save As dialog box opens to the document's directory. Otherwise, it opens to last directory in which you saved a file using Save As.

Restores the document to the most recently saved version, discarding all changes made since you last saved the file.

Displays the Page Setup dialog box to let you set the size, margins, and orientation of the active window's on-screen page. You can change page settings before, during, or after creating a drawing.

Note

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

Lets you print the current page, selected objects, a specific area or view, the entire document, or multiple files, and lets you change the target printer.

Displays a dialog box to let you send the current Designer document as mail, using MS Mail.

Lists the four most recently used Designer documents so you can quickly open them without using the File Open dialog box.

Closes all open documents and then closes Designer.

If you have made changes to any documents, Designer prompts you to save the changes before the window closes.

File/Print submenus

Immediately prints the currently displayed page.

Lets you print an area that you define (by dragging a rectangle). If necesssary, Designer scales the area to fit the printable area of the printer page.

Prints only the selected objects from the current page. Does not resize the objects.

Displays the Print dialog box to let you print the current document.

Lets you print multiple documents without opening each one. When you print multiple documents, Designer prints one copy of all pages in each selected document.

Designer handles mixed page orientations (portrait and landscape) automatically.

Lets you select a target printer from a list of your installed printing devices. You also can change the printer’s properties as needed.

Properties vary from one printer to another, but common options include changing the orientation (portrait or landscape), paper size, and paper source.

Edit menu

Reverses the last edit or change to an object.

To set the number of events that Designer remembers

1 On the Tools menu, click Options.

2 Enter the number of events in the Undo Event Limit box.

Lets you redo the last undo you made to an object.

Cuts the selected object(s) to the Clipboard.

Copies the selected object(s) to the Clipboard.

Pastes the selected object(s) from the Clipboard.

Lets you choose how you want to paste objects from the Clipboard.

Deletes the selected objects.

Selects all objects on the current layer of the current page. If Edit All Layers is selected in the Layers dialog box, Select All selects all objects on all layers of the current page. (Keyboard shortcut **CTRL+A** or **F2**)

Selects objects based on specific attributes and properties.

Opens the Insert Object dialog box, which lets you insert an OLE object into the current Designer document.

You can:

Create the OLE object from an existing file.

Open an OLE compatible program, create the object in the program, then close the program and automatically insert the object into Designer.

Note

If you want to insert an OLE object that you have copied to the Clipboard, use Paste Special from the Edit menu.

Opens a dialog box that lets you manage linked OLE objects contained in the current document.

You can

Manually update an object to reflect recent changes made to the its source file.

Set an object to update automatically when the object’s source file has changed.

Break the link between an object and its source file. The object remains in the Designer document, but can no longer be updated.

Note

This item is dimmed if the current document does not contain any linked OLE objects.

Displays a submenu that lets you edit the currently selected OLE object, using its associated program. You also can convert some type of objects so that you can edit them using a program that you select.

View menu

Lets you show or hide various display workspace items such as guides, crosshairs, and rulers.

Displays options for viewing the status bar as a single line or two lines.

Displays the Task Manager dialog box, which lets you monitor and control Designer’s background tasks.

Lets you choose proof, draft, or wireframe viewing. The view does not affect how the document is printed.

Lets you choose how gradients are displayed.

Lets you show or hide bitmap images.

Lets you show or hide object fills.

Lets you show or hide hatch fills.

Lets you show or hide image fills.

Lets you select which toolbars are displayed, and lets you choose other toolbar-related options.

View/Workspace submenu

Turns the grid on and off. Use the grid as a guide for aligning symbols or measuring distances. The grid appears as a pattern of dots that correspond to divisions in your ruler settings.

Turns guides on and off. A guide is a horizontal or vertical line you can use for alignment or visual reference. Guides can help organize the layout of your drawing by guiding the placement of your symbols. You can use guides as visual cues for where to place symbols, or you can snap symbols to guides for more exact placement. Guides appear on screen but do not print.

Turns the crosshairs pointer on and off.

Displays non-printing guidelines that show the target printer's current page size and orientation.

Turns on the rulers. When the rulers are on, you can change the ruler origin by dragging from the ruler origin. The ruler origin is the point, on or off the page, where the two rulers intersect at zero. The default position for the ruler origin is at the upper left corner of the page.

Turns the ruler position indicators on and off. The ruler position indicators are blue and yellow lines in the ruler. The blue lines show the position of your ruler. The yellow lines show the position of symbols as you drag them.

View/Status Bar submenu

Displays Designer’s status bar information in a single line. The single status bar shows less information than the double status bar, but it occupies less space.

Displays Designer’s status bar information in a double line. The double status bar occupies more space than the single status bar, but it shows more information.

View/Preview submenu

Shows all colors and fills.

Sets the following view settings for the current document.

Type of fill	Shown as
Solid fills	Normal
Gradient fills	Coarse
Image fills	draft
Symbol and hatch fills	Not shown

No fills or line ends are displayed; all lines are displayed as hairlines.

View/Show Gradients submenu

Best gradient display, with all colors and smooth gradations from one color to the next.

All colors are shown, but gradations are not as smooth.

All colors are shown, but there are few gradations.

Fastest gradient display. Shows only the first color of the gradient.

Format menu

Displays options for setting the line fill of selected objects

Opens the Line dialog box with the Line - Style panel selected. You can use the panel to change the lines of selected objects to dashed, dotted, and other patterns.

Opens the Line dialog box with the Line - Weight panel selected. You can use the panel to change the thickness of lines of selected objects.

Opens the Line dialog box with the Line - Ends panel selected. You can use the panel to change the symbols attached to the ends of lines of open objects.

Displays options for setting the interior fill of selected objects

Opens the Text dialog box with the Text - Fonts panel selected. You can use the panel to change various attributes (such as point size, bold, italic, foreground and background color) of selected text.

Opens the Text dialog box with the Text - Margins panel selected. You can use the panel to change the indent, margins, horizontal alignment, and vertical alignment of selected text.

Opens the Text dialog box with the Text - Spacing panel selected. You can use the panel to change the word, character, line, and paragraph spacing of selected text. You also can set the first character in a paragraph as a drop cap (an enlarged letter that is top-aligned with the paragraph’s first line).

Opens the Text dialog box with the Text - Tab Stops panel selected. You can use the panel to set the positions of tab stops for the selected text. You also can specify tab leaders.

Copies the style attributes of the selected object. You can then apply the style to other objects or set it as the default for all new objects.

Applies to selected objects the style attributes that you copied with Pick Up Object Style.

Sets the default styles to the attributes of the currently selected object. New objects you draw will use the new defaults.

Format/Line Fill submenu

Opens the Fill dialog box with the Line Fill - Solid panel selected. You can use options on the panel to set the color of the line fill for the selected objects.

Opens the Fill dialog box with the Line Fill - Gradient panel selected. You can use options on the panel to fill the lines of selected objects with a color gradient.

Opens the Fill dialog box with the Line Fill - Hatch panel selected. You can use options on the panel to fill the lines of selected objects with a hatch pattern.

Opens the Fill dialog box with the Line Fill - Image panel selected. You can use options on the panel to fill the lines of selected objects with a bitmap image.

Opens the Fill dialog box with the Line Fill - Object panel selected. You can use options on the panel to fill the lines of selected objects with a Designer object.

Format/Interior Fill submenu

Opens the Fill dialog box with the Interior Fill - Solid panel selected. You can use options on the panel to set the color of the interior fill for the selected objects.

Opens the Fill dialog box with the Interior Fill - Gradient panel selected. You can use options on the panel to fill the interior of selected objects with a color gradient.

Opens the Fill dialog box with the Interior Fill - Hatch panel selected. You can use options on the panel to fill the interiors of selected objects with a hatch pattern.

Opens the Fill dialog box with the Interior Fill - Image panel selected. You can use options on the panel to fill the interiors of selected objects with a bitmap image.

Opens the Fill dialog box with the Interior Fill - Object panel selected. You can use options on the panel to fill the interiors of selected objects with a Designer object.

Tools menu

Checks the spelling of selected text (or the entire document if no text is selected). Opens a dialog box if a misspelling is found.

Lets you create custom units for your rulers and measurements.

Starts ABC Media Manager, which lets you easily locate, access, and organize ClipArt items.

Lets you import files into Designer that were created by other programs.

Lets you export Designer files for use in other programs.

Displays the Customize dialog box to let you add and remove tools on Designer’s toolbars

Lets you customize your working environment. You can set options for many aspects of Designer, and you can set and save options in a profile file.

Lets you turn on and off the Snap to Guides and Snap to Rulers options.

Tools/Snap submenu

Causes the closest ruler mark to attract the cursor. Snapping is based on the ruler units: if you change the number of snaps per ruler unit, you also change the number of snap points and the appearance of the on-screen grid.

Makes a nearby guideline attract the mouse pointer. If you want guidelines to attract points on a symbol, you must select the Dragging Snap option on Rulers/Snap tab of the Options dialog box.

Change menu

Lets you align objects precisely within the bounding box of selected objects, to the rulers, to the page, or to a path. You also can align text to a path.

Lets you blend two objects together. Designer displays a different transformation at each step of the blend.

Lets you move, scale, reflect, rotate, and skew selected objects, and remove transformations.

Reverses all transformations you applied.

Lets you group and ungroup objects, and connect and disconnect objects.

Gives you options for arranging the stacking order of objects by moving them to the front or back, reversing their order, and stepping them forward or backward.

Lets you join and split text, flow text shapes, and make objects repel text objects.

Converts an object such as text, a rectangle, or an ellipse into a conventional object. This lets you edit the object with reshape points.

Lets you smooth the shape of an object by eliminating some of its anchors.

Change/Align submenu

Opens the Align dialog box with the To Object panel selected. You can use the dialog box to align several selected objects to the left, right, top, bottom, or center of one of the objects.

Opens the Align dialog box with the To Page panel selected. You can use the dialog box to align several selected objects to the left margin, right margin, top margin, bottom margin, horizontal center, or vertical center of the page.

Opens the Align dialog box with the To Path panel selected. You can use the dialog box to align several selected objects to the path formed by one of the objects.

Displays the Choose Position ribbon. You use the ribbon to specify how you want to align text to an object's path if the quick choice buttons do not provide the text alignment that you want.

Change/Transform submenu

Opens the Transform dialog box with the Move panel selected. You can use the dialog box to move selected objects with a high degree of precision. You can leave a specified number of evenly spaced copies as you move.

Opens the Transform dialog box with the Scale panel selected. You can use the dialog box to resize selected objects with a high degree of precision. You can leave a specified number of evenly spaced copies as you scale the objects.

Opens the Transform dialog box with the Flip panel selected. You can use the dialog box to flip selected objects horizontally, vertically, or at a specified angle.

Opens the Transform dialog box with the Rotate panel selected. You can use the dialog box to rotate selected objects with a high degree of precision. You can leave a specified number of evenly spaced copies as you rotate.

Opens the Transform dialog box with the Skew panel selected. You can use the dialog box to slant selected objects with a high degree of precision. You can leave a specified number of evenly spaced copies as you slant the objects.

Displays the Transform dialog box showing the transformation that you last applied, so you can apply it to the selected objects. You apply a transformation either by using the dialog box or by moving, rotating, or otherwise transforming an object.

Change/Combine submenu

Gathers separate objects together. Use the Group command when you want to create a collection of individual objects. Grouping does not change an object's appearance.

Breaks objects apart from the group and returns them to their original, ungrouped state.

Closes completely open shapes or connects and fills already closed shapes.

Combines objects with open endpoints by drawing a line between open endpoints, leaving the last side open.

Returns an object to its original, disconnected state.

Change/Order submenu

Moves the currently selected object one level toward the front.

Moves the currently selected object one level toward the back.

Moves the currently selected object to the front of all objects on the layer.

Moves the currently selected object to the back of all objects on the layer.

Reverses the stacking order of the selected objects. For example, the order 1, 2, 3, 4 becomes 4, 3, 2, 1.

Change/Text submenu

Lets you join text blocks and freeform text into a single text object. When you join text blocks, all text conforms to the font and size of the first selected text block (or the first created text block, if they are selected at the same time).

Lets you enter several lines of text and position them later. For example, if your drawing has a dozen labels, it is easier to enter the labels as a single object, and then split it and move the labels individually.

Flows text between two text blocks or between a text block and a shape.

Forces text to automatically wrap around selected objects.

Object menu

Gives you choices for adding the current object’s color attributes to the color palette.

Lets you assign names, costs, and other properties to objects.

Displays a list of objects in your drawing. You can copy, print, or save a named parts list of all the pieces of your drawing, plus lists of other defined properties.

Controls how objects are replaced by those from the Clipboard.

Lets you mask an object or create blocks of text in unusual shapes.

Hides selected objects until you use Show All to show them.

Shows objects that you have hidden with the Hide command.

Locks selected objects until you use Unlock All. Lock objects that you want to avoid accidentally moving or resizing.

Unlocks all locked objects so you can move or edit them.

Opens the Coordinates dialog box, which gives you the effect of precise mouse movements using the current Designer action. For example, with the Rectangle tool selected you can use the coordinates dialog box to, in effect, click and drag precisely to draw a rectangle exactly the size you want.

Object/Add to Palette submenu

Adds the currently selected object's foreground color to the color palette.

Adds the currently selected object's background color to the color palette.

Adds the currently selected object's line color to the color palette.

Adds the currently selected object's foreground, background, and line colors to the color palette.

Window menu

Opens another window for the current document, so that you can have an additional view of the drawing. You can use the additional view to see two different zoom levels at once or to view two different pages at once.

Arranges all open windows so that the title bar of each document is visible.

Arranges all open windows so that a view of each document is visible.

Aligns all of the icons of minimized documents in the Designer window.

Lists all open Designer documents. When you have several documents open, this list gives you a quick way to select one.

Help menu

Displays a list of help topics for Designer 6.0.

Displays a help topic that describes Designer’s compatibility with the Microsoft Office standard.

Shows the version number, version date, and other information about your copy of Designer.

CSH_TOOL.DOC

This document contains the context-sensitive popup topics for all Designer 6.0 tools and buttons.

Permanent buttons

Opens the Page menu. Use this menu to add pages, update the master page, move to a different page, or open the Pages dialog box to name, add, and delete pages.

Opens the Layer menu. Use this menu to add layers, move to a different layer, or open the Layers dialog box to name, add, delete, rearrange, color, hide or unhide, and lock or unlock layers.

Miscellaneous buttons

For help, click this button and then click any tool, button, or menu item.

Displays a help topic that describes Designer’s compatibility with the Microsoft Office standard.

Lets you create custom units for your rulers and measurements.

Opens ABC FlowCharter.

Opens Picture Publisher.

Opens the Transform dialog box with the Move panel selected. You can use the dialog box to move selected objects with a high degree of precision. You can leave a specified number of evenly spaced copies as you move.

Opens the Transform dialog box with the Scale panel selected. You can use the dialog box to resize selected objects with a high degree of precision. You can leave a specified number of evenly spaced copies as you scale.

Opens the Transform dialog box with the Flip panel selected. You can use the dialog box to flip selected objects with a high degree of precision. You can leave a specified number of evenly spaced copies as you flip.

Opens the Transform dialog box with the Rotate panel selected. You can use the dialog box to rotate selected objects with a high degree of precision. You can leave a specified number of evenly spaced copies as you rotate.

Opens the Transform dialog box with the Skew panel selected. You can use the dialog box to skew selected objects with a high degree of precision. You can leave a specified number of evenly spaced copies as you skew.

Standard Toolbar buttons

Shows or hides the Drawing toolbar.

Shows or hides the Format toolbar.

Shows or hides the Color Palette toolbar.

Shows the current magnification as a percentage of actual size. You can enter a value in the range **1** through **25400**, or you can click the arrow next to the value and choose a zoom level from the menu.

Status Bar Help

The status bar shows current information about your drawing and gives you quick access to various commands such as line weight, object fill, and coordinates.

Choose Status Bar on the View menu and choose Single to display the single-line status bar. Choose Double from the Status Bar submenu to display the double-line status bar.

Note

The Status Bar options on the View menu are available only when the Status toolbar is visible.

Status Bar buttons and indicators

Shows the line style and weight of the currently selected object. If no object is selected, the Line button shows the default line style and weight. This button shows only when the status bar is displayed.

Clicking the Line button opens the Line dialog box. The Line dialog box lets you set the attributes of lines, including the ends, style, and weight.

Shows the fill of the currently selected object. If no object is selected, the Fill button shows the default fill. This button shows only when the status bar is displayed.

Clicking the Fill button opens the Fill dialog box. The Fill dialog box lets you select line or interior colors and any type of fill for lines and interiors.

Adds or removes snap points for the selected object. This button is visible only when the status bar is displayed. The keyboard shortcut for adding snap points is **CTRL+F7**. The keyboard shortcut for removing snap points is **CTRL+SHIFT+F7**.

Note

Snap points are not attached to an object. That's why they don't move when you move or delete the object. Snap points do not print.

Turns snap-to-rulers/guides on and off. This button shows only when the status bar is displayed.

Opens a menu that lets you change the coordinate system. You can also open a dialog box that lets you use numeric coordinates to control editing and drawing actions that usually require the mouse. This button shows only when the status bar is displayed. (Keyboard shortcut **CTRL+Q**)

Designer displays this indicator while redrawing the screen.

Shows the current zoom level as a percent of actual size.

Fits the current page in the window. This button shows only when a double line status bar is displayed. (Keyboard shortcut **SHIFT+F6**)

Magnifies the view by a factor of two. This button shows only when a double line status bar is displayed. (Keyboard shortcut **F6**)

Shrinks the view by a factor of two. This button shows only when a double line status bar is displayed. (Keyboard shortcut **CTRL+SHIFT+F6**)

This is both a status indicator and a command button.

As an indicator Displays as when no background tasks are active. Displays as when one or more task is active.

As a command button Click to display the Task Manager dialog box, which lets you monitor and control Designer's background tasks.

Task Manager buttons

Aborts the selected task.

Pauses the selected task until you click the Resume button or the Stop button .

Resumes a task that you have paused with the Pause button .

Edit tool

Lets you select, resize, rotate, skew, warp, and reshape objects in a document. When you click the Edit tool, the ribbon displays a set of buttons specific to this tool. (Keyboard shortcut **CTRL+E**)

Lets you select, resize, and move objects.

Lets you rotate and skew (slant) selected objects.

Lets you warp selected objects.

Displays buttons that let you choose the warp type (line, curve, or Bézier). This button changes to reflect the selected type.

Line Warp button

Lets you use straight edges to edit a warp envelope.

Curve Warp button

Lets you use curves to edit a warp envelope.

Bezier Warp button

Lets you use curves and control points to edit a warp envelope.

Replaces an edited warp envelope with a new one. The object shape does not change under the new envelope.

Removes the last warp envelope and replaces it with the previous one. The object shape changes to reflect the previous envelope.

Doubles the number of vertical lines in the warp envelope grid.

Doubles the number of horizontal lines in the warp envelope grid.

Unlocks the control points of a warp envelope so you can move the points independently. (Keyboard shortcut **CTRL+6**)

Locks the angular relationship between opposing control points of a warp envelope so that when you drag one of the points, the opposite moves as required to keep the angle between the two points the same. (Keyboard shortcut **Ctrl+4**)

Displays an object’s anchors and puts the object in Point Reshape mode. In point reshape mode, you can reshape the object by dragging its anchors.

Converts an object such as text, a rectangle, or an ellipse into a conventional object. This lets you reshape the object by dragging its anchors. It also converts dimension lines to groups, converts Windows metafile to Designer objects, and converts other shapes to path objects and changes them so that Designer does not remember any previous transformations done to them. (Keyboard shortcut **CTRL+R**)

Toggles between editing the object with and without fills. Editing with a fill shows the exact results, but editing without a fill is faster.

Places an anchor where you click on an object.

Removes highlighted anchors.

Connects two highlighted anchors with a straight line.

Cuts through a line creating two separate anchors with a small empty space between them.

Converts the lines connected to a selected anchor into straight lines. If applied to two selected anchors that are adjacent, the Corner button converts the line between the two points into a straight line. (Keyboard shortcut **CTRL+5**)

Converts lines connected to selected anchors into symmetrically curved lines. (Keyboard shortcut **Ctrl+7**)

Displays an object’s anchors and puts the object in Curve Reshape mode. In Curve Reshape mode, you can click an anchor to display its control points. To reshape the object, drag the control points.

Places Designer in “duplicate” mode so that every object you move or resize creates a duplicate. This button remains on until you turn it off.

Lets you name objects and open the Properties dialog box (keyboard shortcut **F12**). It also lets you choose a different property (category) for which to display object values.

Shows the property, such as a name, assigned to selected objects and lets you enter other properties to be assigned to the objects.

Selects all objects on the current layer of the current page. If Edit All Layers is selected in the Layers dialog box, Select All selects all objects on all layers of the current page. (Keyboard shortcut **CTRL+A** or **F2**)

Adds snap points to selected objects. (Keyboard shortcut **CTRL+F7**)

Removes all snap points from the drawing area. (Keyboard shortcut **CTRL+SHIFT+F7**)

Draw tool

Lets you draw lines, curves, rectangles, polygons, and ellipses using a variety of methods. When you click the Draw tool, the left portion of the ribbon displays five basic shape buttons. When you click a shape button, method buttons appear in the ribbon that let you modify how you draw the shape. (Keyboard shortcut **CTRL+D**)

Lets you draw basic linear and curving shapes.

Lets you draw straight line segments.

Lets you draw lines that are parallel to line segments, or tangent to arcs and ellipses.

Lets you draw lines that are at right angles to line segments, arcs, and ellipses.

Lets you draw an arc that is one quarter of an ellipse.

Lets you draw parabolic shapes.

Opens a menu that lets you show the length of line segments. Click Options in this menu to open a dialog box that lets you change the placement, format, and units of the line lengths.

Lets you draw linear and curving shapes that contain multiple points.

Lets you draw shapes that are a "chain" of connected straight lines.

Lets you draw objects that are a "chain" of connected, curved lines.

Lets you draw Bézier spline curves. A B-Spline is a curve drawn inside a wedge created by two construction lines. For example, "V" shaped construction lines would create a "U" shaped object.

Lets you draw and edit Bézier curves at the same time.

Lets you draw freeform objects.

Lets you draw closed objects with multiple sides.

Lets you draw rectangles, squares, and rounded rectangles.

Lets you draw rectangles by dragging from one corner to its opposite.

Lets you draw squares by dragging only one side.

Lets you draw rectangles by drawing the height and then the width.

Lets you draw rectangles with rounded corners. The rounding radius is determined by the setting in the Rounding box.

Shows the current curvature radius. You can click the box and type a value, or use the arrows next to the box to select a value. A larger radius increases the curvature, a smaller radius decreases it.

Lets you draw polygon and star shapes.

Lets you draw a polygon from the center to a corner.

Lets you draw a polygon from the center of the polygon to the middle of a side.

Lets you draw a polygon by drawing just one side.

Lets you draw a polygon and convert it to a star.

Shows the number of sides on the next polygon that you draw. You can click the box and type a value, or use the arrows next to the box to select a value.

Lets you draw ellipses, circles, arcs, and pies.

Lets you draw ellipses by dragging from one corner of the bounding box to its opposite.

Lets you draw ellipses by dragging the height and then the width of the bounding box.

Lets you draw a circle by dragging its diameter.

Lets you draw a circle by specifying three points of its edge.

Lets you draw an arc by specifying two end points and an arching point.

Lets you draw pies by modifying an existing ellipse.

Forces objects and dimension lines to draw only in 15-degree increments.

This button remains on until you click it again to turn it off. You cannot use angle constraint for rotating and skewing.

Forces rectangles to draw as squares and ellipses to draw as circles.

This button remains on until you click it again to turn it off.

Reverses the direction that Designer normally draws those objects that are drawn from a single side.

Forces an object to draw from the center outward.

Dimension tool

Lets you draw dimension lines and set dimension options. (Keyboard shortcut **CTRL+0** [zero])

Lets you draw dimension lines to show the diagonal distance between two points.

Lets you draw dimension lines to show the horizontal distance between two points.

Lets you draw dimension lines to show the vertical distance between two points.

Displays a dimension line’s endpoints and units handles. You can reshape the line by dragging its handles.

Lets you set dimension options, including whether units of measurement and extension lines are shown.

Displays options for the type and placement of line ends. You can choose from a variety of arrows, triangles, and other line-end symbols.

Shows the current decimal precision of the dimension units of measure. You can use the down arrow next to the list box to select a new precision level.

Forces dimension units of measure to center align between dimension line endpoints.

Dimension tool

Lets you enter and edit text. When the Text tool is selected, the ribbon displays a set of buttons specific to this tool. (Keyboard shortcut **CTRL+T**)

Lets you enter and edit text. You can click in the drawing area and enter freeform text, or you can drag a container and enter block text.

Lets you enter text along the edge of a selected object.

Lets you fit freeform text to a path or edit the arrangement of text already fit to a path. The Path Fit button displays a palette of "quick choice" text alignment buttons, and the Choose Position and Remove Curve buttons.

Quick Choice buttons

Show a sample path and an arrow to indicate the text arrangement. The location of the arrow in relation to the sample path indicates the text alignment and position. The direction of the arrow indicates the text orientation (which side is up).

Displays the Choose Position ribbon, which lets you separately set the alignment, position, offset, direction, and pitch of the text.

Positions text so the left edge of the text aligns to the alignment point.

Centers text around the alignment point.

Positions text so the right edge of the text aligns to the alignment point.

Positions the text above an open path object or outside of a closed path object.

Positions the text below an open path object or inside of a closed path object.

Controls the distance between the text and the path.

Aligns text in a counter clockwise direction. This generally displays the text upside down in relation to the top of the path.

Aligns text in a clockwise direction. This generally displays the text rightside up in relation to the top of the path.

Aligns the text by rotating the characters along the path.

Aligns the text by skewing the text characters vertically.

Aligns the text by skewing the text characters horizontally.

Aligns the text without skewing or rotating the text characters.

Removes text from a path.

Lets you enter text inside of a selected (closed) object.

Lets you select from the last ten fonts used.

Displays the name of the current font or the font of the text that contains the text cursor. Use the down arrow next to the Font list box to display a list of available fonts and to choose a font.

Shows the current point size or the point size of the text that contains the text cursor.

To change the font size, you can either use the arrows next to the Font Size box or you can enter a size in the range of 2 to 3000 points (10.5, for example).

Increases the size of selected text by two point sizes.

Reduces the size of selected text by two point sizes.

Superscripts the selected text.

Subscripts the selected text.

Converts selected text to bold. (keyboard shortcut **CTRL+B**)

Converts selected text to bold. (keyboard shortcut **CTRL+I**)

Note

Text underlines may disappear if you apply italic.

Converts selected text to underlined. (keyboard shortcut **CTRL+U**)

Note

Text underlines may disappear if you apply some attributes, such as italic, or convert the text to curves, rotate it, or change the color of an edge.

Converts selected text to small capital letters. (keyboard shortcut **CTRL+M**)

Displays buttons that let you change the horizontal alignment of selected text. When you align freeform text, the text is aligned based on the point where you originally placed the text. For example, if you are aligning to the right and click to enter freeform text, the text extends to the left as you type.

Aligns text to the left text margin. This is the default setting. (Keyboard shortcut **CTRL+SHIFT+L**)

Centers text between the left and right text margins. (Keyboard shortcut **CTRL+SHIFT+C**)

Aligns text to the right text margin. (Keyboard shortcut **CTRL+SHIFT+R**)

Aligns text to the left and right margins. The last line in a paragraph aligns to the left margin. (Keyboard shortcut **CTRL+SHIFT+J**)

Aligns text, including the last line in a paragraph, to the left and right margins. (Keyboard shortcut **CTRL+SHIFT+F**)

Displays buttons that let you change the vertical alignment of selected text except in text that is not in a rectangular container.

Aligns text to the top margin. This is the default setting. (Keyboard shortcut **CTRL+SHIFT+O**)

Aligns text between the top and bottom margins. (Keyboard shortcut **CTRL+SHIFT+M**)

Aligns text to the bottom margin. (Keyboard shortcut **CTRL+SHIFT+B**)

Equally spaces lines of text between the top and bottom margins.

Opens the Text Attributes dialog box. This dialog box lets you change fonts, margins, spacing, and tab settings. (Keyboard shortcut **CTRL+SHIFT+T**)

Checks the spelling of selected text (or the entire document if no text is selected). Opens a dialog box if a misspelling is found.

Bitmap tool

Lets you trace and crop bitmap images. You can also open your selected bitmap editor in the Bitmap ribbon. (Keyboard shortcut **CTRL+W**)

Opens your selected bitmap editor, such as Picture Publisher.

Lets you specify a rectangular area of a selected image to show. The rest of the image is hidden.

Lets you create a vector "tracing" of the bitmap image that is placed in front of the image.

Lets you hide the bitmap image after it is traced so that only the traced objects appear.

Opens a menu that lets you adjust how accurately and smoothly Designer traces a bitmap image.

Opens a menu that lets you choose whether Designer uses lines or curves to create the tracing.

Lets you restrict the number of colors in the result of a trace. Click the maximum number of colors that you want the trace to have.

Helps eliminate stray pixels introduced by a poor-quality image. You can enter a value ranging from 1 through 100. Larger numbers exclude larger groups of stray pixels.

Opens a palette from which you can choose the foreground color for a monochrome bitmap image. The appearance of this button changes to reflect the current selection.

Opens a palette from which you can choose the background color for a monochrome bitmap image. The appearance of this button changes to reflect the current selection.

Lets you make the white areas of a monochrome image transparent.

Shows file and display size information about a selected bitmap image.

Style tool

Lets you select colors, line widths, gradient types, and other styles for objects. (Keyboard shortcut **CTRL+L**)

Displays options for setting the style of lines (for example, dashed or invisible).

Displays options for setting the thickness of lines.

Lets you choose a line fill. You can fill a line with a solid color, gradient, hatch, image, or object. The appearance of this button changes to reflect the current line fill, weight, and style.

Lets you choose how to fill an object that has been folded onto itself. The Fill Options button also lets you choose whether to display an object’s lines in front of, or behind the interior fill.

Lets you choose an interior fill. You can fill an object with a solid color, gradient, hatch, image, or object. The appearance of this button changes to reflect the current interior fill.

Opens a menu that lets you manage Designer’s colors and palettes.

Page Manager tool

Lets you view, move, and print pages in Designer. It also lets you create slideshows using each page as a slide. (Keyboard shortcut **CTRL+G**)

Lets you save the presentation as an executable program (EXE) that runs when you double click it in File Manager.

Lets you copy a standalone slideshow to one or more diskettes.

Lets you set a pointer style and transition preferences.

Runs the slideshow, consisting of all slides in the document or only a selected range of slides.

Opens a dialog box that lets you select the number of colors and screen size to be used for your slideshow.

Opens a dialog box that lets you select the pages to print along with other printing options.

Displays the Page Setup dialog box to let you set the size, margins, and orientation of the active window's on-screen page. You can change page settings before, during, or after creating a drawing.

Note

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

Selects all pages in the document.

Deselects all selected pages in the document.

Opens a dialog box that lets you choose transition effects and advancement for slides.

Lets you choose a transition for selected slides.

Lets you change the direction of the selected transition (available when the transition direction can be changed). The appearance of this button changes to reflect the selected direction.

Lets you change the transition speed for the selected slide.

Lets you choose to advance to the next slide with the mouse or keyboard.

Lets you choose to advance automatically to the next slide at a timed interval.

Lets you enter a duration in seconds for selected slides. The Duration box is available when the Timed button is selected.

View toolset

Lets you change your view of a drawing. The View tool set opens when you click the View tool.

Lets you see and edit objects in fine detail. Drag a rectangle to define the area you want to magnify or click the left mouse button to magnify the view by two times. (Keyboard shortcut **F6**)

Note

After selecting Zoom In, you can switch the tool to Zoom Out by holding down the **SHIFT** key. Releasing the **SHIFT** key switches the tool back to Zoom In.

Returns to the view used just prior to the current view. (Keyboard shortcut **SHIFT+F3**)

Zooms in on the portion of the current page that contains objects. (keyboard shortcut **CTRL+SHIFT+F3**)

Lets you view just your work, without menus, title bar, or any other part of the Designer window. Press **ESC** or click the mouse button to return to the previous view. (Keyboard shortcut **F4**)

Enlarges the viewing area by a factor of two. (Keyboard shortcut **CTRL+SHIFT+F6**)

Displays objects at the same size they print. (Keyboard shortcut **CTRL+F8**)

Fits the current page in the window. This is the default view. (Keyboard shortcut **SHIFT+F6**)

Redraws the drawing. This lets you clear the screen of unwanted fragments that sometimes result from manipulating objects. If you have used the View menu to display a double-line Status Bar, an indicator ( ) is displayed in the Status Bar to show that redrawing is in progress. (Keyboard shortcut **F3**)

Using Dimensions

Dimension lines show the size, length, distance, or other measurements related to objects in a drawing.

The Designer dimension features are powerful and easy-to-use. The dimension capabilities of Designer include:

- Dimension lines can measure the aligned (diagonal), horizontal, or vertical distances between points.
- Dimension lines are dynamic objects that automatically recalculate their measurements when scaled, moved, rotated, or skewed.
- Dimension lines can be offset from their measured points to improve appearance and to aid clarity.
- Dimension lines can have a variety of line ends, including arrowheads, bars, and boxes.
- Dimension lines can indicate distance with inside or outside arrows.
- You can position the dimension units above, on, or below a dimension line, and adjust their orientation.
- You can position the dimension units anywhere along a dimension line, or extend the units beyond either end of the line.
- You can set the degree of precision, font, and font size individually for each dimension line.
- You can specify the units of measure, including custom units, for each dimension line. You can also set a scale to relate one unit of measure to another.
- You can add text before and after the dimension value for a dimension line.
- The dimension units that you use with a drawing are saved with the drawing so that you do not have to reset them each time you open the file.

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

Drawing Dimension Lines
Drawing Dimension Lines
Using Constraint Buttons
Setting Displayed Precision
Reshaping Dimension Lines
Setting Line Ends
Setting Text Attributes
Transforming Dimension Lines
General Options
Text Orientation Options
Text Position Options

Drawing Dimension Lines

{button Steps...,PI(`',`HT_Drawing_Dimension_Lines')}

The Dimension tool (keyboard shortcut **CTRL+0**) is used to draw dimension lines. To draw a dimension line, you click the Aligned, Horizontal, or Vertical button in the ribbon and then drag the line from one point to another to measure the distance. To offset the dimension line from the points measured, you drag the pointer away from the dimension line. Based upon whether you have selected an aligned, a horizontal, or a vertical measure, Designer calculates the distance between the points and displays it in the units you specify.

After drawing a dimension line, you can easily reshape it and edit its other attributes, including text alignment, line weight, and line ends.

Tip

Dimension lines are generally added to a drawing after the drawing is created. To make it easy to align dimension lines to the endpoints of shapes, select the End Points option in the Rulers/Snap panel of the Options dialog box. Then use snap points to force the mouse pointer to move precisely to an endpoint.

The Aligned button lets you draw dimension lines that measure the diagonal distance between two points.

The Horizontal button lets you draw dimension lines that measure the horizontal distance between two points. If two points are diagonal to each other, a horizontal dimension line still measures the horizontal distance between the points.

The Vertical button lets you draw dimension lines that measure the vertical distance between two points. If two points are diagonal to each other, a vertical dimension line still measures the vertical distance between the points.

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

To draw a dimension line

Using Dimensions
Using Constraint Buttons
Setting Displayed Precision

To draw a dimension line

1 Click the Dimension tool in the toolbox or **CTRL+0** (zero).

2 Click the Aligned, Horizontal, or Vertical button in the ribbon.

3 Move the pointer to the starting point of the line you want to measure, and press and hold the left mouse button.

4 Drag the pointer to the endpoint of the line you want to measure and release the mouse button. You can use **CTRL** to constrain the angle to increments of 15 degrees. A dimension line appears between the two points. The blue handle at the cursor location indicates the position of the dimension text.

5 Move the mouse in the appropriate direction to offset the dimension line and to adjust the location of the dimension units. You can use **SHIFT** to force the alignment point to the center.

6 After positioning the dimension line and text, click the left mouse button to finish drawing the dimension line.

Tip

If you make a mistake while drawing a dimension line, you can press **ESC** to start over.

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

Using Dimensions
Drawing Dimension Lines
Using Constraint Buttons
Setting Displayed Precision

Using Constraint Buttons

{button Steps...,PI(`',`HT_Drawing_Dimension_Lines')}

The Center Text button forces the dimension units to be centered between the dimension endpoints. Deselect the Center Text button to position the dimension units manually.

Note: Press **SHIFT** while drawing a dimension line to force the opposite state of the Center Text button. For example, pressing **SHIFT** when the Center Text button is deselected turns on the text centering constraint (while **SHIFT** is pressed).

The Angle Constraint button forces dimension lines to draw only in 15-degree increments.

Note

Press **CTRL** while drawing a dimension line to force the opposite state of the Angle Constraint button. For example, pressing **CTRL** while the Angle Constraint button is selected turns off the constraint (while **CTRL** is pressed).

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

Using Dimensions
Drawing Dimension Lines
Setting Displayed Precision

Setting Displayed Precision

{button Steps...,PI(`',`HT_Drawing_Dimension_Lines')}

The Displayed Precision list box shows the current decimal precision of the dimension units. You can change the number of decimal places shown by clicking the down arrow next to the box and choosing another setting.

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

Using Dimensions
Drawing Dimension Lines
Using Constraint Buttons

Reshaping Dimension Lines

{button Steps...,PI(`',`HT_Reshaping_Dimension_Lines')}

After drawing a dimension line, you can adjust the position of its endpoints and dimension units with the Reshape button .

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

To reshape a dimension line
To choose a line end

Using Dimensions
Setting Line Ends
Setting Text Attributes

To reshape a dimension line

1 Click the Dimension tool in the toolbox.

2 Select the dimension line you want to reshape by pointing and clicking the left mouse button.

3 Click the Reshape button in the ribbon. Solid blue handles appear at the line's endpoints and units location.

4 Drag the handles that you want to change to their new positions. You can use **SHIFT** to force the alignment point to the center.

5 Press **ESC** or double click the mouse button when you finish.

Tip

To enter the dimension reshape mode quickly, double click a dimension line with the select pointer.

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

Using Dimensions
Reshaping Dimension Lines
Setting Line Ends
Setting Text Attributes

Setting Line Ends

{button Steps...,PI(`',`HT_Reshaping_Dimension_Lines')}

The Line Ends button lets you control the appearance of the dimension line. The options available include the following.

The type of line end marker. The predefined types include arrowheads, bars, squares, circles, and triangles. You can also define custom line ends.

Whether the same or different markers are used at each end of the line.

The size, placement, and angle of the line end markers.

The weight (thickness) of the line.

The style of the line (solid, dotted, or dashed).

{button Related Topics,PI(`',`RT_Setting_Line_Ends_2')}

Using Dimensions
Reshaping Dimension Lines
Setting Text Attributes

To choose a line end

1 Click the Dimension tool in the toolbox.

2 Select the dimension line you want to modify.

3 Click the Line Ends button in the ribbon. The Line Ends menu opens.

4 Click the desired line end in the menu. To choose other line ends and other line options, click Ends to open the Line Ends dialog box.

Tips

The Line Ends menu displays the most recently selected line ends.

For details on setting the line style and weight, see Setting Line Styles and Using Weighted Lines.

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

Using Dimensions
Reshaping Dimension Lines
Setting Line Ends
Setting Text Attributes

Setting Text Attributes

{button Steps...,PI(`',`HT_Reshaping_Dimension_Lines')}

To set the text attributes of a dimension line, select the dimension units and then click the Text tool. You can now set the text attributes just as you would for any other object in your drawings.

For details on setting text attributes, see Using Text.

Tip

To edit dimension line text attributes such as font and font size, select the line and press **CTRL+SHIFT+T**.

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

Using Dimensions
Reshaping Dimension Lines
Setting Line Ends

Transforming Dimension Lines

{button Steps...,PI(`',`HT_Transforming_Dimension_Lines')}

Dimension lines are dynamic objects. This powerful feature means that no matter how you transform (move, rotate, skew, or scale) a dimension line, Designer will accurately calculate its length.

Transforming a dimension line does not change the line's aligned, horizontal, or vertical definition. For example, a horizontal dimension line continues to measure the horizontal distance between its endpoints, even when rotated into a vertical position (of course, the horizontal distance between two vertically aligned points is zero).

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

To rotate a drawing with dimension lines

Using Dimensions

To rotate a drawing with dimension lines

1 Select the objects that you want to rotate, including the dimension lines.

2 Click the grouped objects a second time to display the rotation handles.

3 Drag the pivot point to a new location, if you want.

4 Drag the handles to rotate the drawing. To preview the current location of the rotated drawing, pause briefly while still holding down the left mouse button.

Tip

For details on rotating and skewing objects, see Rotating Manually, Rotating Numerically, Skewing Manually, and Skewing Numerically.

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

Using Dimensions
Transforming Dimension Lines

General Options

{button Steps...,PI(`',`HT_General_Options')}

The General panel of the Dimensions dialog box lets you set options affecting a dimension line's appearance.

The Show Dimension Text option determines whether dimension units are shown or hidden. Select this option to show the units. Deselect this option to hide the units.

The currently selected units setting appears in the Units button. Click this button to change this setting.

The Precision list box shows the current decimal precision of the dimension units. To change this setting, click the down arrow next to the box.

The Prefix and Suffix text boxes let you enter text to appear before and after the units of a dimension line.

The Show Extension Lines option determines whether extension lines are shown or hidden. Select this option to show extension lines. Deselect this option to hide extension lines.

The Gap box specifies the amount of space between the points measured by a dimension line and the start of its extension lines.

The Extension box specifies how far extension lines protrude beyond a dimension line.

The Use Outside Arrows option determines whether dimension lines show arrows pointing outwards or inwards.

The Outside Arrow Length box specifies the length of outside arrows.

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

To add Prefix and Suffix text to a dimension line
To set a custom angle
To display units above a dimension line

Using Dimensions
Text Orientation Options
Text Position Options

To add Prefix and Suffix text to a dimension line

1 Click the Dimension tool in the toolbox.

2 Select the dimension line you want to modify.

3 Click the Dimension Options button in the ribbon. The Dimensions dialog box opens.

4 Click the General button to display the General panel, if necessary.

5 Click the Prefix text box and enter the text you want to appear before the dimension units.
or
Click the Suffix text box and enter the text you want to appear after the dimension units.

6 Click Apply to add the text to the dimension units.

Tip

To set option defaults so that they apply to all subsequent dimension lines that you draw, deselect all dimension lines, click the Dimension Options button, and then select the dimension options that you want.

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

Using Dimensions
General Options
Text Orientation Options
Text Position Options

Text Orientation Options

{button Steps...,PI(`',`HT_General_Options')}

The Text Orientation panel of the Dimensions dialog box sets the orientation of the dimension units in relation to the dimension line.

Select Aligned Face Up to force dimension units to display so that the base of the text is oriented along the dimension line, but the text is always upright in relation to the line.

Select Towards Object to force dimension units to display so that the base of the text is oriented along the dimension line. For a horizontal dimension line in which the extensions are below the line, the dimension units are displayed upside down.

Select Horizontal to force the dimension units to display horizontally, even for vertical and aligned dimension lines.

Select Horz./Vert. to force the dimension units to display horizontally for horizontal and aligned lines, and vertically for vertical lines.

Select Custom Angle to display dimension units at a specific angle. To set the custom angle, you can either drag the red needle in the dial control or click in the Angle text box and enter a specific value.

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

Using Dimensions
General Options
Text Position Options

To set a custom angle

1 Click the Dimension tool in the toolbox.
2 Select the dimension line you want to modify.
3 Click the Dimension Options button in the ribbon. The Dimensions dialog box opens.
4 Click the Text Orientation button to display the Text Orientation panel, if necessary.
5 Type a number in the Angle text box or drag the red needle in the dial control to specify a custom angle.
6 Click the Custom Angle option to select it.
7 Click Apply to display the dimension at the custom angle.

Tip

To set option defaults so that they apply to all subsequent dimension lines that you draw, deselect all dimension lines, click the Dimension Options button, and then select the dimension options that you want.

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

Using Dimensions
General Options
Text Orientation Options
Text Position Options

Text Position Options

{button Steps...,PI(`',`HT_General_Options')}

The Text Position panel of the Dimensions dialog box sets the position of the dimension units in relation to the dimension line.

The Horizontal Text Position options determine whether the units display on the text point of the dimension line or are aligned left, center, or right.

The Vertical Text Position options determine whether the units display above, on, or below the dimension line.

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

Using Dimensions
General Options
Text Position Options

To display units above a dimension line

1 Click the Dimension tool in the toolbox.
2 Select the dimension line you want to modify.
3 Click the Dimension Options button in the ribbon. The Dimensions dialog box opens.
4 Click the Text Position button to display the Text Position panel, if necessary.
5 Click Above Line (under Vert Text Position) to select this option.
6 Click Apply to reposition the dimension units.

Tip

To set option defaults so that they apply to all subsequent dimension lines that you draw, deselect all dimension lines, click the Dimension Options button, and then select the dimension options that you want.

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

Using Dimensions
General Options
Text Orientation Options
Text Position Options

What is an Object?

An object is the basic element of a Designer drawing. Designer objects are vector-based; their shapes and positions are defined geometrically. Unlike bitmapped objects, vector-based objects can be resized with no loss of image quality. They print at the resolution of the printer, and they are displayed at the resolution of the display device.

You create Designer drawings by creating, arranging, and editing objects.

You can manipulate Designer objects in a variety of ways to enhance and help organize your drawing. For example, objects can be colored, combined with other objects, duplicated, and resized.

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

Basics of Drawing
Constraint Buttons
Simple-Line Drawing Buttons
Compound-Line Drawing Buttons
Drawing Jointed Lines
Drawing Curves
Drawing Irregular Polygons
Rectangular Drawing Buttons
Drawing Regular Polygons
Drawing Elliptical Objects

Basics of Drawing

{button Steps...,PI(`',`HT_Drawing_Basics')}

Drawing with Designer is easy. You select the shape you want to draw, and then drag the mouse to draw the object. Designer gives you the precision and flexibility you need to draw almost any shape imaginable.

Designer gives you three different methods for choosing the shape you want to draw.

Drawing Using Buttons on the Ribbon

Clicking the drawing buttons on the Ribbon toolbar lets you see the type of object you will draw. Use this method if you are drawing with Designer for the first time.

Drawing Using a Shortcut Menu

Anytime the Draw tool and a shape button are selected, you can select another shape and drawing method by clicking the right mouse button. On the shortcut menu, click the shape and drawing method you want to use.

Drawing Using the Last Drawing Method

When the pointer is a select pointer , you can automatically return to the previous drawing method. Point to an empty area and double click the left mouse button.

For example, if you draw a jointed line, and then double click the left mouse button to complete it, you can double click again to draw another jointed line.

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

To draw an object using buttons on the ribbon

Canceling and Redoing Actions
Choosing Drawing Shapes
Moving While Drawing

To draw an object using buttons on the ribbon

1 Click the Draw tool in the Toolbox (keyboard shortcut **CTRL+D**).

2 On the Ribbon toolbar, click the button for the shape that you want. For example, click the Simple Line button if you want to draw a line. The drawing-method buttons on the Ribbon change to show variations you can choose for the selected shape.

3 Click a drawing method. For example, click the Line Segment button to draw a straight line.

4 Move the pointer onto the drawing area and drag to draw the object.

Tip

If you do not see the Toolbox or the Ribbon, click Toolbars on the View menu, and then click the Toolbox and Ribbon items.

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

Basics of Drawing

Canceling and Redoing Actions

{button Steps...,PI(`',`HT_Canceling_and_Redoing_Actions')}

Sometimes you will want to stop an action that you have not yet finished, or undo the last change you made. If you change your mind after undoing and action, you can redo it.

You use the **ESC** key to interrupt an action before you complete it.

Use Undo to reverse an action, or event, that you just completed (keyboard shortcut **CTRL+Z**). You can undo up to 100 of the last events, depending on the undo event limit setting.

Use Redo to redo an action.

Tip

Undo and Redo affect only actions that have occurred since the last time you saved the drawing. For example, if you move an object and then save the drawing, you cannot undo the move.

Use the Reset Transform command to remove all transformations, such as movements or rotations, from selected objects. Resetting an object transformation:

Returns the object to its originally drawn position and size.

Removes all skews and rotations that you have applied.

Removes warps.

Returns the origin to the object's center.

Tip

Fills and reshaped points are not affected by Reset Transform. Also, duplicating an object is a transformation that cannot be reset.

To cancel an action before completing it
To undo an action
To redo an action
To reset an object transformation

To cancel an action before completing it

- Press the **ESC** key.

Tip

If you are drawing a line but decide you don't want to draw it after all, press **ESC**. If you are moving an object but decide to cancel the move, press **ESC** and the object returns to its original position.

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

Canceling and Redoing Actions

To undo an action

- On the Edit menu, click Undo.

Tip

You can set the undo event limit on the General tab of the Options dialog box (on the Tools menu, click Options, and click General).

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

To redo an action

- On the Edit menu, click Redo (keyboard shortcut **CTRL+SHIFT+Z**).

Tip

You can set the undo event-limit on the General tab of the Options dialog box (on the Tools menu, click Options).

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

To reset an object transformation

1 Select the objects to reset.

2 On the Change menu, click Reset Transform.

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

Choosing Drawing Shapes

Use the Draw tool to draw almost any shape in Designer. When you click the Draw tool, the shape buttons appear on the Ribbon toolbar. Select the type of shape you want to draw and then click a drawing method button, if necessary.

For example, to draw a circle, click the Draw tool and click the Ellipse button

Basics of Drawing. Now click an ellipse drawing method button to choose *how* you want to draw the ellipse (by using three points or drawing its diameter, for example).

Designer remembers the last drawing method used for each shape button.

Tip

If you do not see the Ribbon toolbar, click Toolbars on the View menu, and then click Ribbon.

Simple Line

Lets you draw line segments, parallel lines, perpendicular lines, quarter arcs (one-quarter of an ellipse), and parabolas.

Compound Line {compound line.bmp}

Lets you draw connected, multi-line objects

("W" shapes, for example); connected curves; B-splines (sine-wave shapes, for example); Bézier curves; freehand objects; and closed objects with jointed lines.

Rectangle

Lets you draw rectangles and squares with or without rounded corners.

Polygon

Lets you draw regular polygons (triangles and octagons, for example) and stars.

Ellipse

Lets you draw ellipses, circles, arcs, and pie wedges.

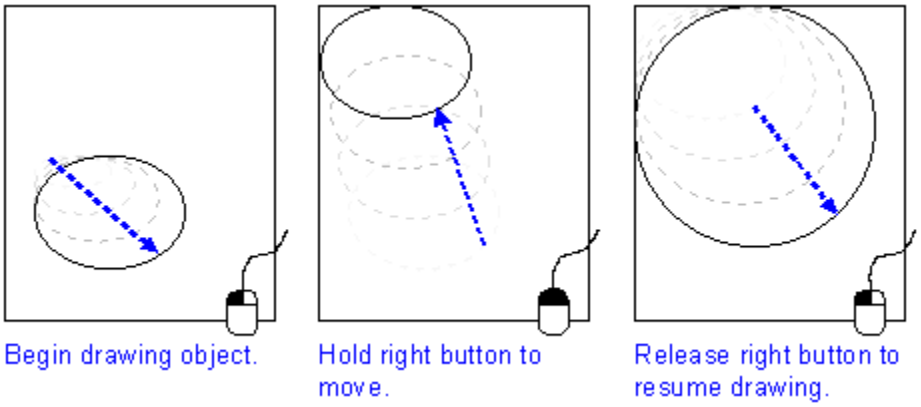
{button Related Topics,PI(`',`RT_Choosing_Drawing_Shapes')}

Canceling and Redoing Actions
Moving While Drawing

Moving While Drawing

This useful feature lets you move an object before you finish drawing it.

To move an object while drawing, press and hold the right mouse button without releasing the left mouse button. Move the outline of the unfinished drawing to its new position. Release the right mouse button and continue drawing.



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

Canceling and Redoing Actions
Choosing Drawing Shapes

Constraint Buttons

You can use the constraint buttons on the Ribbon toolbar to restrict or change how Designer draws an object. For example, selecting the Proportional Constraint button forces Designer to draw a rectangle as a square. If you are drawing ellipses, the same button forces an ellipse to draw as a perfect circle.

A constraint button remains on until you turn it off.

Constraining with the Keyboard

You also can use keystrokes to activate constraints. Keystrokes activate a constraint only while the key is pressed.

You can use a key to toggle the effect of a constraint button. For example, if you press and hold **SHIFT** while Angle Constraint is selected, you turn off the constraint.

Constraining to a 15-degree Angle

You can use the Angle Constraint button to force lines to draw at angles that are multiples of 15 degrees. This constraint is useful for drawing lines (and object edges) that are perfectly horizontal or vertical.

This button also forces horizontal and vertical movements, and rotations and skews of 15-degree increments.

Constraining to a Square or Circle

Use the Proportional Constraint button (or press **SHIFT**) to force rectangular or elliptical shapes to draw as squares or circles, respectively.

Reversing the Drawing Direction

Use the Reverse Direction button to reverse the direction Designer normally draws objects created from a single side (for example, drawing a square from a single side). See the specific drawing method you are using for details.

From Center

Use the From Center button (or press **CTRL**) to force Designer to draw the object from the center outward. Drawing from the center can be useful when you want the center of the object to be at a particular point.

Drawing with Crosshairs

To toggle the pointer to full-screen horizontal and vertical crosshairs, point to Workspace on the View menu and click Show Crosshairs. (Keyboard shortcut **CTRL+H**).

Using Snap Points

{button Steps...,PI(`',`HT_Using_Snap_Points')}

You can use object snap to "snap," or attract, the end of a line to a point on an object. These points, or *snap points*, attract the ends of lines like a magnet when they are near.

Snap points appear as small red squares on an object. You can use snap points to draw a line or other object that perfectly touches the object. Snap points also can help show the symmetrical form of an object when you need to draw, for example, a line through the exact center of a circle. For text and warped objects, snap points appear only on the object's bounding box.

Snap points do not move when an object is moved or deleted.

Note

Snap points are not attached to an object. That's why they don't move when you move or delete the object. Snap points do not print.

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

To add snap points to an object
To choose snap point placement
To remove snap points
To change snap point sensitivity
To toggle Snap to Ruler on or off
To change the number of snaps
To toggle Snap to Guides on or off

Choosing Where Snap Points Appear on an Object
Changing Snap Point Sensitivity
Snapping to the Ruler
Changing the Number of Snaps
Snapping to Guides

To add snap points to an object

1 Select the objects you want to have snap points.

2 On the Ribbon toolbar, click the Add Snap Points button . Snap points are placed at the locations selected on the Rulers/Snap tab of the Options dialog box.

Tips

You can select Add Snap Points with the keyboard using **CTRL+F7**

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

Using Snap Points

To remove snap points

On the Ribbon toolbar, click the Remove Snap Points button . All snap points from the drawing area are removed.

Tips

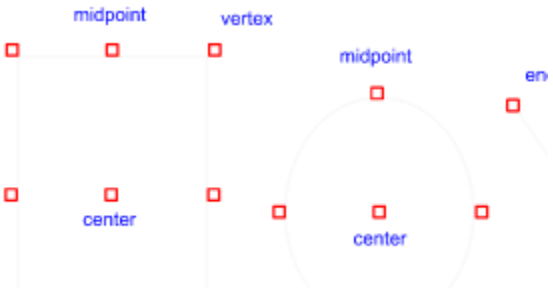
You can select Remove Snap Points with the keyboard using **CTRL+SHIFT+F7** You can also click the Snap Points button on the status bar, if displayed.

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

Choosing Where Snap Points Appear on an Object

{button Steps...,PI(`',`HT_Using_Snap_Points')}

You can choose where Designer places snap points on an object. For example, you might want snap points to appear only at corners. You can change where snap points appear at any time.



To choose snap point placement

1 On the Tools menu, click Options.

2 Click Rulers/Snap to display the Rulers/Snap tab.

3 Choose the locations where you want snap points to appear.

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

Choosing Where Snap Points Appear on an Object
Using Snap Points

Changing Snap Point Sensitivity

{button Steps...,PI(`',`HT_Using_Snap_Points')}

You can increase or decrease the sensitivity of snap points by changing the handle size. Choose a large handle size to increase the snap range; choose a smaller size to decrease the range.

To change snap point sensitivity

1 On the Tools menu, click Options.

2 Select a handle size. A large handle size increases the snap range; a smaller size decreases the range.

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

Changing Snap Point Sensitivity
Using Snap Points

Snapping to the Ruler

{button Steps...,PI(`',`HT_Using_Snap_Points')}

Snapping to the ruler causes the closest ruler intersection to attract object points.

To toggle Snap to Rulers on or off

On the Tools menu, point to Snap and click Snap to Rulers.

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

Snapping to the Ruler
Using Snap Points

Changing the Number of Snaps

{button Steps...,PI(`',`HT_Using_Snap_Points')}

Snapping is based on the ruler units: if you change the number of snaps per ruler unit, you also change the number of snap points and the appearance of the on-screen grid. By default, the number of snaps per unit is the same as the standard ruler divisions. For example, an inch has 16 snaps, and a centimeter has ten snaps.

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

Setting Options

To change the number of snaps

1 On the Tools menu, click Options

2 Click the Rulers/Snap tab.

3 Change the number of snaps per ruler unit. The rulers redraw to correspond to the number of snaps per unit. For example, a centimeter with five snaps per unit displays five unit-marks on the ruler.

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

Changing the Number of Snaps
Using Snap Points

Snapping to Guides

{button Steps...,PI(`',`HT_Using_Snap_Points')}

Guides are nonprinting horizontal and vertical reference lines that you can drag from the ruler.

By turning on Snap to Guides, you can make nearby guidelines attract points on an object as you draw or move it.

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

Using Guides

To toggle Snap to Guides on or off

On the Tools menu, point to Snap and click Snap to Guides.

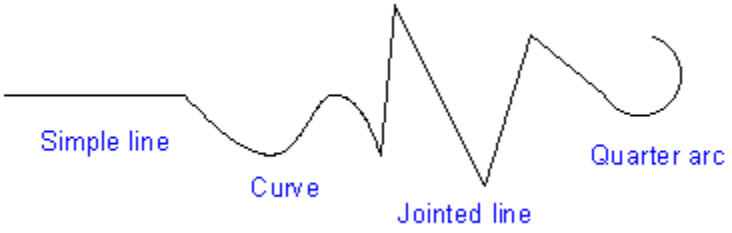
{button Related Topics,PI(`',`RT_To_snap_to_guides')}

Snapping to Guides
Using Snap Points

Connect-A-Draw

{button Steps...,PI(`',`HT_Connect_A_Draw')}

Connect-A-Draw is a Designer feature that makes it easy to chain the ends of open objects as you draw them. You can use this method to create an object made of several different line types. For example, you can draw a straight line, then chain it to a curve, then chain it to a freehand object, and so on.



To chain lines while drawing
To chain an existing open object

To chain lines while drawing

1 Draw a segment of the line.

2 Select a different drawing method, if you wish. Hollow boxes appear at both ends of the line.

3 Point to a hollow box at one end of the line and draw the next portion of the object.

4 Repeat steps 2 and 3 to chain more segments.

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

Connect-A-Draw

To chain an existing open object

1 Select the object you want to augment.

2 Click the Draw tool if it is not already selected.

3 Select a drawing method. Hollow boxes appear at both ends of the line when an applicable method is selected.

4 Point to a box at one end of the line and draw the next portion of the object.

5 Repeat steps 3 and 4 to chain more segments.

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

Simple Line Drawing Buttons

{button Steps...,PI(`',`HT_Simple_Line_Drawing_Buttons')}

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

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

To draw a simple line, click the Draw tool , click the Simple Line button

and a drawing method button, and then drag to draw the line.

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

To draw a line segment
To draw a parallel or tangent line
To draw a perpendicular line
To extend a straight line
To draw a quarter arc
To draw a parabola
To show line length

Drawing Single Lines
Drawing Parallel Lines
Drawing Perpendicular Lines
Extending a Line
Drawing Quarter Arcs
Drawing Parabolas
Line Lengths

Drawing Single Lines

{button Steps...,PI(`',`HT_Simple_Line_Drawing_Buttons')}

The Line Segment button lets you draw single, straight lines.

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

Drawing Parallel Lines
Drawing Perpendicular Lines
Extending a Line
Drawing Quarter Arcs
Drawing Parabolas
Line Lengths
Simple-Line Drawing Buttons

To draw a line segment

1 Click the Draw tool in the Toolbox.

2 On the Ribbon toolbar, click the Simple Line button and the Line Segment button .

3 Move the pointer to the drawing area.

4 Drag to draw the line.

5 Release the mouse button when you finish drawing the line.

Tips

If you do not see the Toolbox or the Ribbon, click Toolbars on the View menu, and then click the Toolbox and Ribbon items.

To constrain the line to a 15-degree angle, select the Angle Constraint button . To draw from the center outward, press and hold **CTRL** while drawing or select the From Center button .

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

Drawing Single Lines
Drawing Parallel Lines
Drawing Perpendicular Lines
Extending a Line
Drawing Quarter Arcs
Drawing Parabolas
Line Lengths
Simple-Line Drawing Buttons
Constraint Buttons

Drawing Parallel Lines

{button Steps...,PI(`',`HT_Simple_Line_Drawing_Buttons')}

The Parallel Line button lets you draw a line that is parallel or tangent to a line segment, arc, ellipse, or rectangle.

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

Drawing Single Lines
Drawing Perpendicular Lines
Extending a Line
Drawing Quarter Arcs
Drawing Parabolas
Line Lengths
Simple-Line Drawing Buttons

To draw a parallel or tangent line

1 Select the object with which you want the line to be parallel.

2 On the Toolbox, click the Draw tool .

3 On the Ribbon toolbar, click the Simple Line button and the Parallel Line button .

4 Move the pointer near the object, and press and hold the left mouse button.

5 Drag the pointer the desired distance from the line or curve to draw the line.

6 Release the mouse button when you finish drawing the line.

Tip

If you do not see the Toolbox or the Ribbon, click Toolbars on the View menu, and then click the Toolbox and Ribbon items.

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

Drawing Perpendicular Lines

{button Steps...,PI(`',`HT_Simple_Line_Drawing_Buttons')}

The Perpendicular Line button lets you draw a line that is perpendicular to a line segment, arc, ellipse, or rectangle.

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

Drawing Single Lines
Drawing Parallel Lines
Extending a Line
Drawing Quarter Arcs
Drawing Parabolas
Line Lengths
Simple-Line Drawing Buttons

To draw a perpendicular line

1 Select the object with which you want the line to be perpendicular.

2 Click the Draw tool in the Toolbox, if necessary.

3 On the Ribbon toolbar, click the Simple Line button and the Perpendicular Line button .

4 Move the pointer near the object, and press and hold the left mouse button.

5 Drag the pointer the desired distance from the line or curve to draw the line.

6 Release the mouse button when you finish drawing the line.

Tips

If you do not see the Toolbox or the Ribbon, click Toolbars on the View menu, and then click the Toolbox and Ribbon items.

To draw from the center outward, press and hold **CTRL** while drawing, or click the From Center button .

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

Extending a Line

{button Steps...,PI(`',`HT_Simple_Line_Drawing_Buttons')}

You can extend a straight line at the end of an open object. The added line maintains the slope of the original line, or is at a right angle to the original for Parallel and Perpendicular, respectively.

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

Drawing Single Lines
Drawing Parallel Lines
Drawing Perpendicular Lines
Drawing Quarter Arcs
Drawing Parabolas
Line Lengths
Simple-Line Drawing Buttons

To extend a straight line

1 Double click the line you want to extend.

2 On the Toolbox, click the Draw tool

3 On the Ribbon toolbar, click the Simple Line button , and then click the Parallel button or the Perpendicular button .

4 Point to the end of the line you want to extend, and drag the extended line.

Tip

If you do not see the Toolbox or the Ribbon, click Toolbars on the View menu, and then click the Toolbox and Ribbon items.

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

Drawing Quarter Arcs

{button Steps...,PI(`',`HT_Simple_Line_Drawing_Buttons')}

The Quarter Arc button lets you draw one quarter of an ellipse.

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

Drawing Elliptical Arcs
Drawing Single Lines
Drawing Parallel Lines
Drawing Perpendicular Lines
Extending a Line
Drawing Parabolas
Line Lengths
Simple-Line Drawing Buttons

To draw a quarter arc

1 Click the Draw tool in the Toolbox.

2 On the Ribbon toolbar, click the Simple Line button and the Quarter Arc button .

3 Drag to draw the arc. The arc appears on the screen and changes size and proportion as you drag the pointer.

4 Release the mouse button when you finish drawing the arc.

Tips

If you do not see the Toolbox or the Ribbon, click Toolbars on the View menu, and then click the Toolbox and Ribbon items.

Use the Proportional Constraint button to force Designer to draw radial arcs that are one-quarter of a perfect circle.

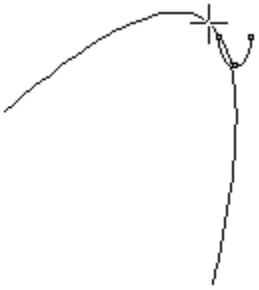
Use the Reverse Direction button to control the bowing direction of the arc. When the button is not selected (the default), the arc bows to the right as you draw upward and left as you draw downward. The opposite occurs when the button is selected.

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

Drawing Parabolas

{button Steps...,PI(`',`HT_Simple_Line_Drawing_Buttons')}

The Parabola button lets you draw parabolic shapes. You create parabolas by drawing a line and then bowing the line outward -- much like pulling an elastic string.



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

Drawing Single Lines
Drawing Parallel Lines
Drawing Perpendicular Lines
Extending a Line
Drawing Quarter Arcs
Line Lengths
Simple-Line Drawing Buttons

To draw a parabola

1 Click the Draw tool in the Toolbox.

2 On the Ribbon toolbar, click the Simple Line button and the Parabola button .

3 Point where you want to begin the parabola.

4 Drag where you want to place the other end of the parabola. Release the mouse button.

5 Move the pointer to where you want the highest point of the curve.

6 Click the mouse button to finish drawing the parabola.

Tips

If you do not see the Toolbox or the Ribbon, click Toolbars on the View menu, and then click the Toolbox and Ribbon items.

To constrain the line in steps 3 and 4 to a 15-degree angle, select the Angle Constraint button .

To draw the line in steps 3 and 4 from the center outward, press and hold **CTRL** while drawing, or select the From Center button .

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

Line Lengths

{button Steps...,PI(`',`HT_Simple_Line_Drawing_Buttons')}

The Line Length button provides an easy way to show the length of selected straight lines and new lines you draw.

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

Drawing Single Lines
Drawing Parallel Lines
Drawing Perpendicular Lines
Extending a Line
Drawing Quarter Arcs
Drawing Parabolas
Simple-Line Drawing Buttons

To show line length

1 Click the Draw tool in the Toolbox.

2 On the Ribbon toolbar, click the Simple Line button .

3 Select the straight line whose length you want to show.

4 On the Ribbon toolbar, click the Line Length button . A menu opens.

5 Click Show Line Length.

Tips

As a more powerful alternative to showing line lengths, you can show the distance between any two points in a drawing using dimension lines.

You can set line length attributes with the Line Length Options dialog box. To open the Line Length Options dialog box, click the Draw tool , click the Simple Line button , click the Line Length button , and click Options.

The Prefix and Suffix text boxes let you enter text to appear before and after the line length units.

The currently selected units setting appears in the Units button in. Click this button to change this setting.

The Displayed Precision list box shows the current decimal precision of the line length. To change this setting, click the down arrow next to the box.

The Alignment options let you horizontally and vertically align the units on the line.

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

Compound Line Drawing Buttons

{button Steps...,PI(`',`HT_Compound_Line_Drawing_Buttons')}

The Compound Line button lets you draw objects made of connected lines and curves.

The Compound Line button displays buttons that let you draw jointed lines, curves, B-splines, Bézier curves, freehand objects, and irregular closed polygons.

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

To prepare to draw a compound line
To draw a jointed line
To draw a curve
To draw a B-spline
To draw a Bézier curve
To draw a freehand object
To draw an irregular polygon

Drawing Jointed Lines
Drawing Curves
Drawing B-Splines
Drawing Bézier Curves
Drawing Freehand Objects
Drawing Irregular Polygons

To prepare to draw a compound line

1 Click the Draw tool in the Toolbox.

2 Click the Compound Line button and click a drawing method button.

Tip

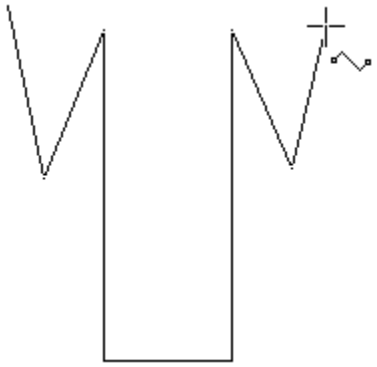
If you do not see the Toolbox or the Ribbon, click Toolbars on the View menu, and then click the Toolbox and Ribbon items.

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

Drawing Jointed Lines

{button Steps...,PI(`',`HT_Compound_Line_Drawing_Buttons')}

The Jointed Line button lets you draw objects that are a "chain" of connected straight lines.



Jointed lines are open unless the last point is the same as the first; then Designer automatically closes it. If you want to close an open jointed line, select the object, click Combine on the Change menu, and click Connect Closed. The ends are connected with a straight line.

Use the Irregular Polygon button to create closed objects with multiple sides (see "Drawing Irregular Polygons").

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

Drawing Curves
Drawing B-Splines
Drawing Bézier Curves
Drawing Freehand Objects
Drawing Irregular Polygons
Compound-Line Drawing Buttons

To draw a jointed line

1 Click the Draw tool in the Toolbox.

2 On the Ribbon toolbar, click the Compound Line button and the Jointed Line button .

3 Point where you want to begin the jointed line.

4 Drag to draw the first line. Release the mouse button.

5 Move the pointer to the endpoint for the second line, and press and hold the left mouse button. Designer draws the second line from the end of the first line to the pointer.

6 Drag the pointer (while still holding the left mouse button) to reposition the line endpoint, if necessary.

7 Release the mouse button when the line is where you want it.

8 Repeat steps 5 through 7 for each additional line.

9 Click the left mouse button or press **ESC** when you finish.

Tips

If you do not see the Toolbox or the Ribbon, click Toolbars on the View menu, and then click the Toolbox and Ribbon items.

To constrain the line to a 15-degree angle, click the Angle Constraint button .

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

Drawing Jointed Lines
Drawing Curves
Drawing B-Splines
Drawing Bézier Curves
Drawing Freehand Objects
Drawing Irregular Polygons
Compound-Line Drawing Buttons
Constraint Buttons

Drawing Curves

{button Steps...,PI(`',`HT_Compound_Line_Drawing_Buttons')}

The Curved Line button lets you draw objects that are a "chain" of connected, curving (parabolic spline) lines.

Objects drawn with the Curved Line button are open unless the last point is the same as the first; then Designer automatically closes it. If you want to close an open curve, select the object, click Combine on the Change menu, and click Connect Closed. The ends are connected with a straight line.

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

Drawing Jointed Lines
Drawing B-Splines
Drawing Bézier Curves
Drawing Freehand Objects
Drawing Irregular Polygons
Compound-Line Drawing Buttons

To draw a curve

1 Click the Draw tool in the Toolbox.

2 On the Ribbon toolbar, click the Compound Line button and the Curved Line button .

3 Point where you want to begin the curve.

4 Drag to draw a line.

5 Release the mouse button.

6 Drag the pointer. The line curves in the direction you move the pointer.

7 Release the mouse button when the curve is the shape and length you want.

8 Repeat steps 6 and 7 to add more curved segments.

9 Click the left mouse button or press **ESC** when you finish.

Tips

If you do not see the Toolbox or the Ribbon, click Toolbars on the View menu, and then click the Toolbox and Ribbon items.

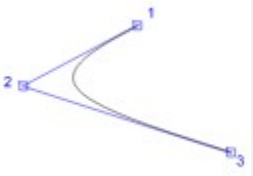
To constrain the line to angles that are multiples of 15 degrees, click the Angle Constraint button .

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

Drawing B-Splines

{button Steps...,PI(`',`HT_Compound_Line_Drawing_Buttons')}

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



Objects drawn with the B-Spline button are open unless the last point is the same as the first; then Designer automatically closes it. If you want to close an open curve, select the object, click Combine on the Change menu, and click Connect Closed. The ends are connected with a straight line.

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

Drawing Jointed Lines
Drawing Curves
Drawing Bézier Curves
Drawing Freehand Objects
Drawing Irregular Polygons
Compound-Line Drawing Buttons

To draw a B-spline

1 Click the Draw tool in the Toolbox.

2 Click the Compound Line button and the B-Spline button on the ribbon.

3 Point where you want to begin the curve.

4 Drag to draw the first line of the curve.

5 Release the mouse button.

6 Drag to draw the second line of the curve.

7 Repeat step 6 to draw additional (connected) curves.

8 Click the left mouse button or press **ESC** when you finish.

Tip

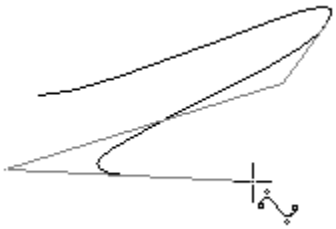
If you do not see the Toolbox or the Ribbon, click Toolbars on the View menu, and then click the Toolbox and Ribbon items.

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

Drawing Bézier Curves

{button Steps...,PI(`',`HT_Compound_Line_Drawing_Buttons')}

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



Tip

Although drawing Bézier curves takes some practice, it's worth the effort. If you are new to Bézier curves, practice reshaping some curved objects with them before trying to draw with Bézier curves. (See Introduction to Reshaping for more information.)

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

Drawing Jointed Lines
Drawing Curves
Drawing B-Splines
Drawing Freehand Objects
Drawing Irregular Polygons
Compound-Line Drawing Buttons

To draw a Bézier curve

1 Click the Draw tool in the Toolbox.

2 On the Ribbon toolbar, click the Compound Line button and the Bézier Curve button .

3 Point where you want to begin the curve.

4 Press the left mouse button for about one second, then release it.

5 Move the pointer where you want to place the second point. Press and hold the left mouse button until Designer connects the two endpoints.

6 Drag the pointer to change the curvature of the line. Release the mouse button when you have the curve that you want.

or

Release the mouse button without dragging to create a cusp (an angle).

7 Repeat steps 5 and 6 to draw more (connected) curves.

8 Click the left mouse button or press **ESC** when you finish.

Tips

If you do not see the Toolbox or the Ribbon, click Toolbars on the View menu, and then click the Toolbox and Ribbon items.

When you draw Bézier curves, the first mouse press places the first anchor; the second mouse press and drag places the second anchor and changes that anchor's control points.

Be sure to press the left mouse button for longer than a "click" when placing the second and subsequent Bézier points. Pressing the mouse button for one second should be long enough. If you click the mouse button, you end the Bézier drawing action.

Objects drawn with Bézier Curve are open unless the last point is the same as the first; then Designer automatically closes it. If you want to close an open curve, select the object, click Combine on the Change menu, and click Connect Closed. The ends are connected with a straight line.

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

Drawing Freehand Objects

{button Steps...,PI(`',`HT_Compound_Line_Drawing_Buttons')}

The Freehand button lets you draw freeform objects as if you were drawing with pencil and paper.

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

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

Drawing Jointed Lines
Drawing Curves
Drawing B-Splines
Drawing Bézier Curves
Drawing Irregular Polygons
Compound-Line Drawing Buttons

To draw a freehand object

1 Click the Draw tool in the Toolbox.

2 On the Ribbon toolbar, click the Compound Line button and the Freehand button .

3 Point where you want to begin drawing.

4 Drag to draw the object.

5 Release the mouse button when you finish drawing.

Tips

If you do not see the Toolbox or the Ribbon, click Toolbars on the View menu, and then click the Toolbox and Ribbon items.

Freehand objects are open unless the last point is the same as the first; then Designer automatically closes it. If you want to close an open freehand object, select it, click Combine on the Change menu, and click Connect Closed. The ends are connected with a straight line.

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

Drawing Irregular Polygons

{button Steps...,PI(`',`HT_Compound_Line_Drawing_Buttons')}

The Irregular Polygon button lets you draw closed objects with multiple sides.

See Drawing Regular Polygons and Drawing Stars to draw polygons, such as triangles and stars, in which each side is the same length.

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

Drawing Jointed Lines
Drawing Curves
Drawing B-Splines
Drawing Bézier Curves
Drawing Freehand Objects
Compound-Line Drawing Buttons

To draw an irregular polygon

1 Click the Draw tool in the Toolbox.

2 On the Ribbon toolbar, click the Compound Line button and the Irregular Polygon button .

3 Point where you want to begin the polygon.

4 Drag to draw the first side of the polygon. Release the mouse button when you have the first side drawn as you want it.

5 Move the pointer where you want to place the third point. Press the left mouse button until Designer connects the three endpoints.

6 Repeat step 5 to place more points, if you wish.

7 Click the left mouse button or press **ESC** when you finish.

Tips

If you do not see the Toolbox or the Ribbon, click Toolbars on the View menu, and then click the Toolbox and Ribbon items.

Click the Angle Constraint button to constrain the line to a 15-degree angle.

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

Rectangular Drawing Buttons

{button Steps...,PI(`',`HT_Rectangular_Drawing_Buttons')}

The Rectangle button lets you choose from several different methods for drawing rectangular shapes.

It displays buttons that let you draw a rectangle from opposite corners or from a single side. You can also draw a rectangle based on its height and width.

Note

Although "rectangle" refers to both squares and rectangles, "square" means only perfect square shapes.

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

To draw a rectangle or square using the Diagonal method
To draw a rectangle or parallelogram using the Height/Width method
To draw a rounded rectangle
To add rounded corners to an existing rectangle

Drawing a Rectangle or Square
Creating Rectangles with Rounded Corners
Rounding Existing Rectangles

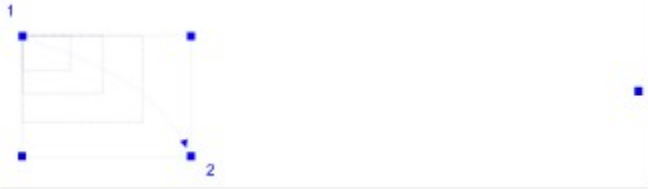
Drawing a Rectangle or Square

{button Steps...,PI(`',`HT_Rectangular_Drawing_Buttons')}

There are three methods for drawing a rectangle: the Diagonal, the Height/Width, and the Single Side methods. (The Single Side method draws only squares.)

Using the Diagonal method

The Diagonal method is one of the most intuitive ways to draw rectangles because you just drag diagonally to create the rectangle.



Using the Height/Width method

The Height/Width method lets you draw rectangles and parallelograms by specifying the height and width.

Using the Single Side method

The Single Side method draws only squares. Click the Single Side button and drag to draw one edge of the square. The rest of the square draws automatically. When you finish, release the mouse button.

Notes

There are two ways to draw a square. You can use the Single Side method or you can choose the diagonal drawing method and activate the Proportional Constraint button (or press **SHIFT**).

By default, squares draw down as you drag right, and up as you drag left. Select the Reverse button for the opposite to occur.

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

Creating Rectangles with Rounded Corners
Rounding Existing Rectangles
Rectangular Drawing Buttons
Constraint Buttons

To draw a rectangle or square using the Diagonal method

1 Click the Draw tool in the Toolbox.

2 On the Ribbon toolbar, click the Rectangle button and the Diagonal button .

3 Point where you want to begin the rectangle and drag the pointer to the opposite corner.

4 Release the mouse button when you finish the rectangle.

Tip

Press **SHIFT** while drawing the rectangle to force a square.

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

Drawing a Rectangle or Square
Creating Rectangles with Rounded Corners
Rounding Existing Rectangles
Rectangular Drawing Buttons
Constraint Buttons

To draw a rectangle or parallelogram using the Height/Width method

1 Click the Draw tool in the Toolbox.

2 On the Ribbon toolbar, click the Rectangle button and the Height/Width button .

3 Point where you want to begin the rectangle or parallelogram.

4 Drag to draw the first edge.

5 Release the mouse button.

6 Move the pointer to draw the rest of the object. To force a rectangle, press and hold **SHIFT**.

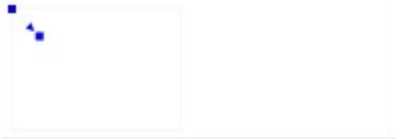
7 Click the right mouse button (and release **SHIFT** if you drew a rectangle) when you finish.

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

Creating Rectangles with Rounded Corners

{button Steps...,PI(`',`HT_Rectangular_Drawing_Buttons')}

The Rounded Rectangle button lets you create rectangles and squares with rounded corners. You can increase or decrease the curve of the corner (before it is drawn) by increasing or decreasing the radius. A larger radius increases the curvature; a smaller radius decreases it.



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

Drawing a Rectangle or Square
Rounding Existing Rectangles
Rectangular Drawing Buttons

To draw a rounded rectangle

1 Click the Draw tool in the Toolbox.

2 Click the Rectangle button and the Diagonal button or the Single Side button .

3 On the Ribbon toolbar, click the Rounded Rectangle button .

4 Change the radius in the Radius box, if you wish.

5 Drag to draw the rounded rectangle.

Tip

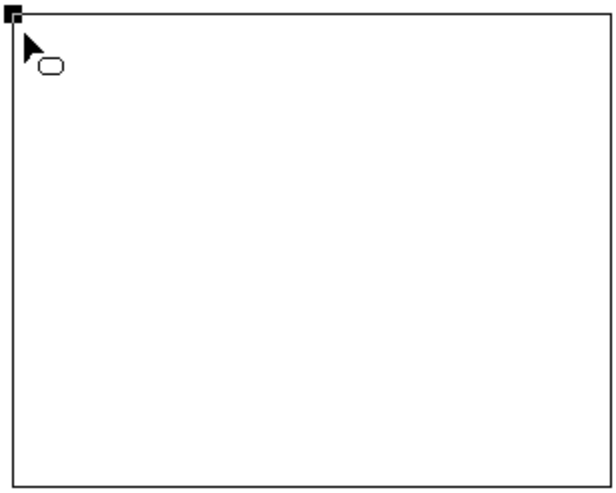
If you do not see the Toolbox or the Ribbon, click Toolbars on the View menu, and then click the Toolbox and Ribbon items.

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

Rounding Existing Rectangles

{button Steps...,PI(`',`HT_Rectangular_Drawing_Buttons')}

You can round the corners of existing rectangles that have not been rotated, skewed, converted to curves, or warped. You cannot round the corners of squares drawn with Single Side . Rectangles drawn with the Height/Width method must have been drawn at a 90-degree angle before you can round the corners.



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

Drawing a Rectangle or Square
Creating Rectangles with Rounded Corners
Rectangular Drawing Buttons

To add rounded corners to an existing rectangle

1 Double click the rectangle with the select pointer. A blue handle appears near the rectangle's upper left corner. If several hollow handles appear on the rectangle, this method cannot be used.

2 Drag the blue handle toward the center of the rectangle.

3 Release the mouse button when you finish rounding the corners.

Tips

You can round rectangles created with Height/Width only if you constrained the rectangle while drawing it.

You can also round rectangle corners by selecting the rectangle and clicking the Point Reshape button on the Ribbon. (See Overview of Special Objects for more information.)

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

Drawing Regular Polygons

{button Steps...,PI(`',`HT_Drawing_Regular_Polygons')}

Regular Polygon Drawing Buttons

The Polygon button lets you choose from several different methods for drawing regular shapes with multiple sides. It displays buttons that let you draw a regular polygon from center to corner, from center to side, and from just one side.

If you want to draw irregular polygons (polygons in which not all the sides are equal), use the Irregular Polygon button (see Drawing Irregular Polygons).

Drawing a Regular Polygon

There are three ways to draw a polygon: the To Corner, To Side, and Single Side methods. You can use the method that suits your needs or preferences.

To Corner Method

The To Corner method lets you draw polygons from the center to a corner.

To Side Method

The To Side method lets you draw polygons from the center to a side.

Single Side Method

The Single Side method lets you create polygons by drawing only one side (Designer draws the other sides).

Drag Single Side to draw one edge of the polygon. The rest of the polygon is drawn automatically. Release the mouse button when you finish.

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

To draw a polygon from center to a corner
To draw a polygon form the center to a side
To draw a star

Drawing Stars

To draw a polygon from center to a corner

1 Click the Draw tool in the Toolbox.

2 On the Ribbon toolbar, click the Polygon button and the To Corner button .

3 Enter the number of sides for the polygon in the Sides box (three or more).

4 Point where you want the center of the polygon.

5 Drag to draw the polygon.

6 Release the mouse button when the polygon is the size you want.

Tips

If you do not see the Toolbox or the Ribbon, click Toolbars on the View menu, and then click the Toolbox and Ribbon items.

To constrain polygons to multiples of 15 degrees, select the Angle Constraint button .

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

Drawing Stars
Drawing Regular Polygons
Constraint Buttons

To draw a polygon from the center to a side

1 Click the Draw tool in the Toolbox.

2 On the Ribbon toolbar, click the Polygon button and the To Side button .

3 Enter the number of sides for the polygon in the Sides box (three or more).

4 Point where you want the center of the polygon.

5 Drag to draw the polygon.

6 Release the mouse button when the polygon is the size you want.

Tips

To constrain polygons to a 15-degree angle, select the Angle Constraint button .

Press **SHIFT** to quickly switch to drawing from center to corner.

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

Drawing Stars

{button Steps...,PI(`',`HT_Drawing_Regular_Polygons')}

Designer lets you draw star shapes with any number of points.

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

Drawing Regular Polygons

To draw a star

1 Click the Draw tool in the Toolbox.

2 On the Ribbon toolbar, click the Polygon button and the Star button .

3 On the Ribbon toolbar, click the To Corner button , the To Side button , or the Single Side button to specify the drawing method.

4 Type the number of points for the star in the Sides box, if you wish.

5 Press and hold the left mouse button and draw a polygon. Release the mouse button when you finish.

6 Move the pointer toward or away from the center of the polygon to create the star's points.

7 Click the left mouse button or press **ESC** to complete the star.

Tip

If you do not see the Toolbox or the Ribbon, click Toolbars on the View menu, and then click the Toolbox and Ribbon items.

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

Drawing Elliptical Objects

{button Steps...,PI(`',`HT_Drawing_Elliptical_Objects')}

The Ellipse button lets you choose from four different methods for drawing elliptical shapes: the Diagonal, Height/Width, Diameter, and 3-Point Circle methods. You can use the method that suits your needs and preferences.

Diagonal Method

The Diagonal method lets you draw an ellipse diagonally from one corner of its bounding box to the opposite.

Height/Width Method

The Height/Width method lets you draw an ellipse by specifying the height and width of its bounding box.

Diameter Method

The Diameter method lets you draw circles from one edge of the circle to the opposite edge. Drag to draw the circle. Release the mouse button when you finish.

3-Point Circle Method

The 3-Point Circle method lets you draw a circle by specifying three points on its edge.

Tips

"Ellipse" refers to both ellipses and circles, but "circle" describes only perfect circular shapes.

An ellipse drawn with the Height/Width method must be drawn at a 90-degree angle before you can reshape it into a wedge or an arc.

There are three ways to draw a circle. You can use the Diameter method or the 3-Point Circle method, or you can choose one of the elliptical drawing methods and activate the Proportional Constraint button .

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

To draw and ellipse using the Diagonal method
To draw a circle using the 3-Point Circle method
To draw a 3-point elliptical arc
To draw an elliptical arc by tracing an ellipse
To draw pie wedges using the ribbon
To convert an ellipse into a pie wedge

Drawing Elliptical Arcs
Tracing an Ellipse's Edge
Editing an Arc
Drawing Pie Wedges

To draw an ellipse using the Diagonal method

1 Click the Draw tool in the Toolbox.

2 On the Ribbon toolbar, click the Ellipse button and the Diagonal button .

3 Point where you want to begin the ellipse's (invisible) rectangular bounding box.

4 Drag diagonally to draw the ellipse.

5 Release the mouse button when you finish.

Tip

Press **SHIFT** while drawing the ellipse to force a circle.

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

Drawing Elliptical Objects
Drawing Elliptical Arcs
Tracing an Ellipse's Edge
Editing an Arc
Drawing Pie Wedges
Constraint Buttons

To draw a circle using the 3-Point Circle method

1 Click the Draw tool in the Toolbox.

2 On the Ribbon toolbar, click the Ellipse button and the 3-Point Circle button .

3 Point where you want to place the first point on the circle. Press and hold the left mouse button.

4 Drag the pointer where you want to place the second point. Release the mouse button.

5 Move the pointer where you want to place the third point. Click the left mouse button to draw the circle.

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

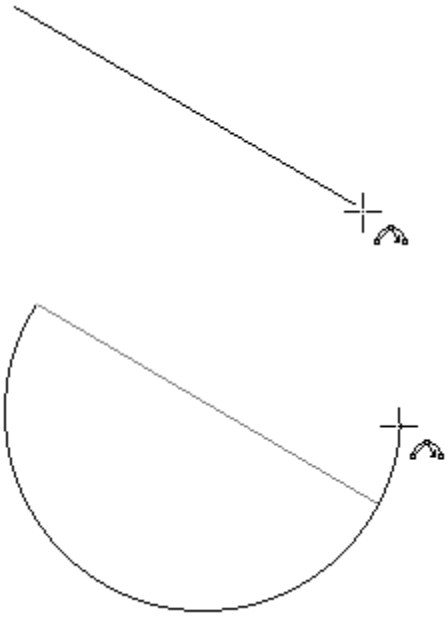
Drawing Elliptical Arcs

{button Steps...,PI(`',`HT_Drawing_Elliptical_Objects')}

An elliptical arc is a segment of an ellipse. There are two ways to draw an elliptical arc: the 3-Point Arc and the Trace an Ellipse methods.

3-Point Arc Method

The 3-Point Arc method lets you draw an arc by specifying three points on the arc.



Tip

You can draw quarter arcs using the Quarter Arc button . With quarter arcs you don't first draw an ellipse, but you are limited to drawing only one quarter of an ellipse. (See Drawing Quarter Arcs for more information.)

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

Drawing Elliptical Objects
Tracing an Ellipse's Edge
Editing an Arc
Drawing Pie Wedges

To draw a 3-point elliptical arc

1 Click the Draw tool in the Toolbox.

2 On the Ribbon toolbar, click the Ellipse button and the 3-Point Arc button .

3 Drag the arc's diameter and release the mouse button.

4 Move the pointer to create the arc.

5 Click the left mouse button to draw the arc.

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

Tracing an Ellipse's Edge

{button Steps...,PI(`',`HT_Drawing_Elliptical_Objects')}

You can use the edge of an existing ellipse to draw an elliptical arc if you have not rotated, skewed, or converted the ellipse to curves. The arc traces along the edge of the ellipse and replaces the ellipse.

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

Drawing Elliptical Objects
Drawing Elliptical Arcs
Editing an Arc
Drawing Pie Wedges

To draw an elliptical arc by tracing an ellipse

1 Draw the ellipse to use as a template for the arc.

2 Select the ellipse.

3 On the Ribbon toolbar, click the Edit button and the Point Reshape button .

4 Position the pointer outside the ellipse.

5 Drag in a circular motion *outside* of the ellipse. (Dragging inside the ellipse creates a pie wedge instead of and arc.)

6 Release the mouse button when you finish.

Tips

You can also create arcs from pie wedges as long as the wedges have not been skewed, rotated, or converted to curves.

You can double click the ellipse in step 3 instead of clicking the buttons.

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

Editing an Arc

{button Steps...,PI(`',`HT_Drawing_Elliptical_Objects')}

You can lengthen or shorten an arc by double clicking the arc and dragging in a circular motion outside the object.

You can also use the Edit ribbon. Select the arc, click the Edit tool , and click the Point Reshape button . Then drag in a circular motion outside the object. (See "Overview of Special Objects" for more information.)

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

Drawing Elliptical Objects
Drawing Elliptical Arcs
Tracing an Ellipse's Edge
Drawing Pie Wedges

Drawing Pie Wedges

{button Steps...,PI(`',`HT_Drawing_Elliptical_Objects')}

You use an existing ellipse to draw individual or multiple pie wedges. You can draw several pie wedges to create a circular pie, or you can create just a portion of the pie.

Each pie wedge is a closed object that you can select and edit individually. For example, you can create a chart in which each wedge of the pie is a different color.

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

Drawing Elliptical Objects
Drawing Elliptical Arcs
Tracing an Ellipse's Edge
Editing an Arc

To draw pie wedges using the Ribbon toolbar

1 Draw an ellipse.

2 On the Ribbon toolbar, click the Pie button .

3 Position the pointer near the ellipse and drag in a circular motion to create the first wedge.

4 Release the mouse button when the wedge is the size you want.

5 Repeat steps 3 and 4 to add more adjacent wedges to the pie.

6 Press **ESC** or click outside the object when you finish.

Tips

You cannot create a pie from an ellipse (or elliptical arc) that has been converted to curves, rotated, or skewed.

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

To convert an ellipse into a pie wedge

1 Double click the ellipse with the select pointer to select it for reshaping.

2 Drag the pointer in a circular motion *inside* the ellipse. (Dragging outside the ellipse creates an arc instead of a wedge.)

3 Press **ESC** or double click when you finish.

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

DS60.DOC

This document contains the Welcome section of Designer 6.0 Help.

Welcome to Designer 6.0

Congratulations, and thank you for buying Designer!

Micrografx® Designer™ 6.0 is an Office compatible illustration tool from Micrografx, with a next-generation interface that works the way you do. Designer anticipates your next move, using context sensitivity to give you the tools you need at the moment you need them.

Designer offers increased power and flexibility, with reduced complexity. And Designer is extremely customizable.

Whether you need a simple circle, a series of rotated overlapping images, custom-warped text, or a complex technical illustration, you can do it with Designer. And the results will show in the highest resolution of your display, printer, or imaging device.

Designer 6.0 gives you a high level of accuracy and precision in your illustrations. It delivers sophisticated object-creation and editing features, impressive text handling, and more. Yet it’s all surprisingly easy to learn and use.

Designer Features

Designer 6.0 is a 32-bit program created for Windows 95 and Windows NT. It hosts a variety of changes from earlier versions.

Takes advantage of Windows 95 improved multitasking performance. Designer’s Task Manager lets you monitor tasks in progress. To display the Task Manager, click Show Tasks on the View menu.

Uses Windows 95 common dialog boxes (such as Open File). Designer also has extras such as a preview and description. (The Preview and Description features are not currently supported under Windows NT.)

Lets you use long filenames for your Designer documents.

Connect-a-Draw
－Designer’s easy method of connecting one object to another as you draw, without snap points.

ABC Media Manager

a drag-and-drop image manager that makes it easy to view image files and exchange them among your Windows documents.

Dynamic Dimensioning

Designer’s powerful dimension lines measure vertically, horizontally, or diagonally.

New and improved filters for importing and exporting vector graphics files to and from AutoCAD (including layers) and other programs.

Usability improvements for text on a path.

Ease of Learning

Tool Tips tell you a tool or button’s name, and action hints are displayed in a Hint toolbar.

Lets you create and edit objects with one micron (25,400 dots per inch) precision.

Twenty-nine precise drawing methods, including direct coordinate-entry.

Bitmap editing, with your selected bitmap image editor.

Multiple documents, multiple views.

Text-manipulation and page-layout features, with flowing text, text within a shape, spell checking, and a speedy text editor.

Layers make it easy to work on parts of a drawing without disturbing other parts.

Shortcut Menus

Click the right mouse button to pop up a context-sensitive menu for quick drawing and editing.

OLE 2.0 client and server capabilities have been added, including drag-and-drop.

Offers a Color Separation option (in the Print Document dialog) for Designer's PostScript output. You can use color-separation utilities with this output.

FILES.DOC

This document contains the Working with Files section of Designer 6.0 Help.

Working with Files

{button Steps...,PI(`',`HT_Working_with_Files')}

Multiple Documents and Views

Designer lets you have up to nine documents open at one time, each in its own drawing window. The title bar of a new window displays "Untitled1" until you save the file with a specific filename. If you have more than one unsaved document, they are named Untitled1, Untitled2, and so forth.

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

After you minimize a window, you can select the Arrange Icons command in Designer's Window menu to automatically space the minimized document windows evenly on your screen. You can select the Cascade and Tile commands to arrange multiple windows on your screen.

To switch from one document window to the next, press **CTRL+F6**.

Save Frequently

Make a habit of saving your work often. This helps to ensure that your files are saved in the event of a power interruption or a hardware or software problem.

The first time you save a new document file, you can name it and choose where you want to store it. Afterwards, each time you choose the Save command, any changes to the file are saved.

Import and Export

You also can import and export image files in several file formats, and you can import and export color palettes.

When you close Designer

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

Click Yes to save changes to the current drawing before closing Designer. If you have not previously saved the drawing, the Save As dialog box opens. Type a name in the text box and press **ENTER**.

Click No to close Designer without saving changes to your drawing.

Click Cancel to cancel the Exit command and return to Designer.

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

To create a new document
To open a document
To open a recently used document
To find a file
To save a document
To close Designer

Opening Documents with Multiple Pages
Importing and Exporting Files

Opening Documents with Multiple Pages

{button Steps...,PI(`',`HT_Opening_Documents_with_Multiple_Pages')}

When you open a DRW document with multiple pages, you receive a dialog box asking how you want to open the document.

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

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

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

To open a document
To open a recently used document
To find a file

Working with Files

To create a new document

On the File menu, click New. Designer opens a new window containing an untitled document. (Keyboard shortcut **CTRL+N**)

Tip

If the Standard toolbar is displayed, you can click the New button .

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

To name a new document
To save a document
To close a document
To import a file
To export a file
Working with Files

To name a new document

1 On the File menu, click Save or Save As. The Save As dialog box opens.

2 Type a name in the File Name text box and press **ENTER**.

Tips

The keyboard shortcut for Save is **CTRL+S**.

If the Standard toolbar is displayed, you can click the Save button .

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

To create a new document
To close a document
To save a document
To save a copy of a document
To revert to a saved file
Working with Files

To open a document

1 On the File menu, click Open. The Open dialog box opens. (Keyboard shortcut **CTRL+O**)

2 Click the drive that contains the document you want to open.

3 Double click the appropriate folder.

5 Click a filename to see a preview of the drawing.

6 Click Open. The drawing appears in the drawing area.

Notes

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

You also can type the folder name separated with backslashes. For example, type **C:\DESIGNER\TUTORIAL** and press **ENTER**.

To quickly scroll to a specific filename, you can click anywhwre in the list of filenames and then type the first character of the filename. The list jumps to the first file beginning with that character.

Each time you click the Open command on the File menu, the Open dialog box recalls the most recently used drive and folder.

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

To open a recently used document
To close a document
To save a document
To save a copy of a document
Working with Files
Opening Documents with Multiple Pages
Importing and Exporting Files

To open a recently used document

On the File menu, click the filename of the recently used document.

Note

If a document has been deleted or is on a drive that is not currently available, Designer displays a message stating that it cannot find the document.

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

To open a document
To find a file
To revert to a saved file
To import a file
Working with Files

To close a document

On the File menu, click Close (keyboard shortcut **CTRL+F4**) or Close All.

or

Click the "X" Close button at the right side of the document's title bar.

Note

All open documents are closed if you close Designer.

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

To save a document
To open a recently used document
To save a copy of a document
To revert to a saved file
To close Designer
Working with Files

To make a copy of a file

1 On the File menu, click Open. The Open dialog box opens.

2 Click the right mouse button on the name of the file you want to copy.

3 On the shortcut menu, click Copy.

4 Double-click the folder where you want the copy to reside.

5 Click the right mouse button outside of any filenames, and click Paste.

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

To delete a file
To rename a file
To find a file
To save a copy of a document
Working with Files

To delete a file

1 On the File menu, click Open. The Open dialog box opens.

2 Click the right mouse button on the name of the file you want to delete.

3 On the shortcut menu, click Delete.

4 Click Yes to delete the file or click No to cancel the deletion.

Note

Deleting may either delete the file or move the file to the Recycle Bin, depending on how you have set the properties of the Recycle Bin.

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

To rename a file
To find a file
Working with Files

To rename a file

1 On the File menu, click Open. The Open dialog box opens.

2 Click the right mouse button on the name of the file you want to delete.

3 On the shortcut menu, click Rename.

4 Type the new filename and extension and press **ENTER**.

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

To make a copy of a file
To delete a file
To find a file
Working with Files

To find a file

1 On the File menu, click Open. The Open dialog box opens.

2 Click Find. The Find File dialog box opens.

3 Type the name of the file you want to search for.

4 Click the Path option and type a drive and folder.

or

Click the Selected Drives option and click Removable, Fixed, or Remote drives.

5 Click Search. Designer lists the names and locations of matching files.

6 Highlight one or more filenames from the search list.

7 Click Open. Each selected document opens in its own window.

Tips

You can use wild-card characters (for example, ***.DSF**) to find files of the same type or files with similar names.

If Designer lists multiple files found in a search, you can select the desired files from this list and then open all the files at once, even if the files are in different folders or subfolders.

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

To open a recently used document
To delete a file
To rename a file
Working with Files

To save a document

1. If you have more than one document open, select the window of the document you want to save.
2. On the File menu, click Save. If you are saving a document for the first time, the Save As dialog box opens. If you already have saved the file, your changes are saved in the file you named earlier.
3. Type the filename you want. If you do not provide an extension, DSF is used.
4. Choose the drive and folder in which you want to store the file.
5. Choose the file format you want in the file type list box if you want to save the document as a different format.
6. Click Save to save the file.

Tips

Pressing a character key when a filename is highlighted in the text box makes the name disappear. To edit the filename, press the **RIGHT ARROW** to remove the highlight. Then press the **RIGHT** or **LEFT ARROW** to move the cursor. To delete characters to the left of the cursor, press **BACKSPACE**.

If you enter an existing filename, Designer asks if you want to replace the existing file. Click No to return to the Save As dialog box. Click Yes to replace the file.

If the current drawing was opened from a file, Designer opens that file's folder. Otherwise, Designer opens the last folder in which you saved a file using Save As.

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

To save a copy of a document
To name a new document
To close a document
Working with Files

To save a copy of a document

1 On the File menu, click Save As. The Save As dialog box opens. (Keyboard shortcut **CTRL+SHIFT+S**)

2 Type a different filename for the document copy.

3 Choose the drive and folder in which you want to store the copy.

4 Click Save. A copy of the document is stored with the new filename.

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

To make a copy of a file
To save a document
Working with Files

To revert to a saved file

1 On the File menu, click Revert To Saved. Designer asks if you are sure you want to ignore all changes before it reverts to the previous version.

2 Click Yes to open the most recently saved version of the document, or click No to return to the current document.

Note

This command restores the document to the most recently saved version, undoing all changes made since you last saved the file.

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

To save a document
Working with Files

Importing and Exporting Files

{button Steps...,PI(`',`HT_Importing_and_Exporting_Files')}

Designer uses ABC Media Manager to import from and export to standard file-formats for vector graphics, bitmap graphics, and text. This feature lets you use and share files created or used by other applications.

Filters

The installation CD includes filters (sometimes known as converters or translators) for many different file formats. When you import a file, ABC Media Manager uses a filter to convert the file created with another application into Designer's format. When you export, a filter is used to convert the file into another program's format.

When you use the Custom Installation option, the Micrografx Installer lets you install only the filters, fonts, and ClipArt that you need. If you need a filter that is not installed, run the Installer again, choose Custom Installation, and install it.

New filters are developed and added to Designer from time to time. For a current list of supported file formats, see Updated import and export filters.

Note

If you do not have the filter for a specific format, that format will be missing in the Import/Export dialog boxes. Use the Windows Notepad to examine the file MGXXLATE.LOG in your Windows folder. That file contains a log of any import/export problems. You may need to reinstall ABC Graphics Suite with a Custom installation, to make sure all the filters are installed.

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

To import a file
To export a file

Working with Files
Importing
Exporting
Bitmap Import Options

Importing

{button Steps...,PI(`',`HT_Importing_a_File')}

The Import command (keyboard shortcut **CTRL+1**) lets you import graphic and text files into Designer. Designer can import several file types.

Multiple pages and layers during import

When you import a file with more than one page (such as DSF, DS4, DRW, or MGX), only the objects on the first page are imported. The imported objects are added to the current page and layer in Designer.

When you import a file with more than one layer (such as DS4, DRW, or MGX), all the objects on all the layers are imported. However, the imported objects are added to the current page and layer in Designer; the imported objects are no longer on separate layers.

Note

Designer 6.0 can *open* DSF, DS4 (Version 4.x), DRW (Designer versions prior to Version 4.0, Windows Draw 3.0, and Charisma 2.1), GRF, and MGX (Designer 4.x) files. You also can *import* any of these file types.

The fonts used in an imported document might not be available on your system. For more information, see Using an Unavailable Font.

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

To import a file
To export a file

Working with Files
Importing and Exporting Files
Exporting
Bitmap Import Options

Exporting

{button Steps...,PI(`',`HT_Exporting_a_File')}

The Export command (keyboard shortcut **CTRL+2**) lets you export Designer files for use in other programs. Designer can export several file types.

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

Multiple pages and layers during export

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

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

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

Notes

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

Designer can save to DS4 (Version 4.x) and MGX (Micrografx ClipArt) files. You can also export to DSF if needed.

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

To export a file
To import a file

Working with Files
Importing and Exporting Files
Importing

To import a file

1. On the Tools menu, click Import. The Import dialog box opens.
2. Click the down arrow in the Files of Type list box.
3. Choose the type of file you want to import.
4. Change to the drive and folder you want.
5. Highlight the name of the file you want to import.
6. Click Setup if you want to change import settings (if available).
7. Click Import. The dialog box closes and the imported file appears in the drawing area.

Note

If you skip step 6, Designer uses the settings previously used when importing this file type. The available import settings vary depending on the file type you want to import.

Tip

Files in the Hewlett-Packard Graphics Language (HPGL) format are sometimes named with a PLT (plotter) extension. Before importing a plotter file, make sure it has a PLT extension so that Designer will list it in the Import dialog box.

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

To export a file
Importing and Exporting Files
Bitmap Import Options

To export a file

1 Select the objects you want to export. If no objects are selected, the entire page is exported.

2 On the Tools menu, click Export. The Export dialog box opens.

3 Choose a drive and folder for the exported file's destination, if necessary.

4 Type a name for the file.

5 Click the down arrow in the Save as Type list box.

6 Choose the type of file you want to export. Designer automatically adds the proper extension to the filename.

7 Click Setup if you want to change export settings (if available).

8 Click Export. Designer exports the file in the chosen format.

Note: If you skip step 7, Designer uses the settings previously used when exporting this file type. The available export settings vary depending on the file type you want to export.

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

To import a file
Importing and Exporting Files

To close Designer

On the File menu, click Exit. (Keyboard shortcut **ALT+F4**)
or

On Designer's title bar, click the "X" Close button.

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

To close a document
Working with Files

Complete list of topics (with jumps).

Working with Files
Opening Documents with Multiple Pages
Importing and Exporting Files
Importing
Exporting

To create a new document
To name a new document
To open a document
To open a recently used document
To close a document
To make a copy of a file
To delete a file
To rename a file
To find a file
To save a document
To save a copy of a document
To revert to a saved file
To import a file
To export a file
To close Designer

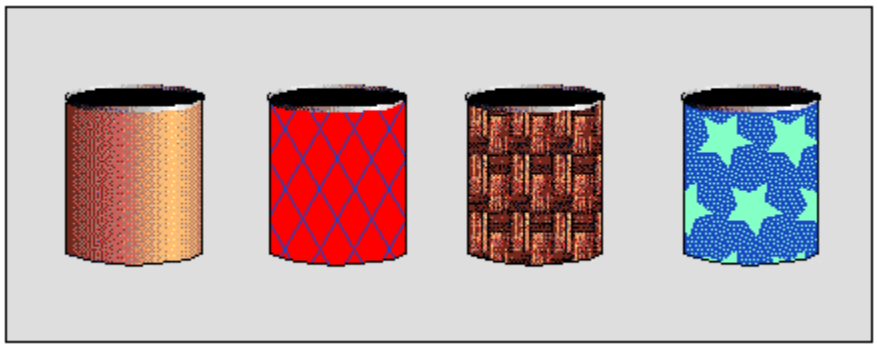
Style Attributes for All Objects

The Style ribbon gives you a variety of buttons, menus, and dialog boxes to let you change and assign colors, fill patterns, and many other style attributes for any object you draw with Designer.

When you click a button in the Style Ribbon toolbar, a menu opens. Most of these menus contain a gallery of your most recently used fills, patterns, and styles, giving you quick access to standard or often-used style attributes.

You can assign fills and patterns to both lines and the interiors of closed objects. Besides solid colors, you can use

- Gradient fills (gradual changes from one color to another)
- Hatch patterns
- Image (bitmap) patterns
- Object fills (with repetitions of another object)



In addition, you can

- Paste one object inside another to achieve a masking effect
- Copy all the style attributes from one object and apply them to another

---

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

Style Attributes for Lines Only
Selecting a Solid-Color Fill
Setting Line Styles
Adding Gradient Fills to Objects
Adding Hatch Patterns to Objects
Adding Image Patterns to Objects
Filling an Object with Other Objects
Masking Objects
Copying and Applying Styles

Style Attributes for Lines Only

For lines, you can change the

- Color
- Style (a pattern of dots and dashes)
- Line weight
- Line end markers for straight lines and all open objects (arcs, curves, elliptical arcs, freehand objects, parabolas, and jointed lines)

Lines also are used as borders of closed objects. You can change their

- Color
- Style
- Weight

In addition, you can make a line invisible to hide an object's border.

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

Style Attributes for All Objects
Setting Line Styles
Setting Line Ends
Using Weighted Lines
Setting Join and Cap Options
Creating Calligraphic Lines

Selecting a Solid Color Fill

{button Steps...,PI(`',`HT_Selecting_a_Solid_Color_Fill')}

You can choose a color for an object before or after you draw it. Selecting a color affects all selected objects. If no objects are selected, selecting a color sets the color for the next object you draw.

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

To choose an object's color from the Color Palette
To choose an object's color from the Fill Solid dialog box
To select an invisible fill or line
To mix colors using the Fill Solid dialog box

Dithered Colors
Fill Dialog Box Features
Mixing Your Own Color

Dithered Colors

Monitors and printers use a process called *dithering* to compensate for the inability to display some colors. Dithering simulates color by placing dots of different colors next to each other in a pattern. Thus, dithering lets you display on a screen, and print on some printers, colors that are actually not available.

If a color is supported on your monitor and graphics adapter, it is displayed. If a color is not supported, it is changed to the closest color available on the graphics adapter. The color is changed to the closest color or dithered color available when printed or when displayed on another device.

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

Selecting a Solid-Color Fill
Fill Dialog Box Features
Mixing Your Own Color

To choose an object's color from the Color Palette

1 Select an object.

2 Click the Style tool in the Toolbox.

3 Use the scroll arrows in the Color Palette to display the color you want, if necessary.

4 Click a color in the palette to change the color of the interior. The selected object changes to the new color. (This action has no effect on an open object.)

5 Click a color in the palette with the right mouse button to change the color of the object's line.

Tips

If you are viewing the Color Palette toolbar, you can set an object’s colors without clicking the Style tool.

If an object is not selected, you set a new default color. The next object you draw will have this color.

The default fills and patterns for interior and line are shown on the Status Bar (if displayed) and in Interior Fill or Line Fill in the Style Ribbon toolbar (when no object is selected). If an object is selected, these buttons display the selected object's fill colors or patterns.

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

Selecting a Solid-Color Fill
Dithered Colors
Fill Dialog Box Features
Mixing Your Own Color

To choose an object's color from the Fill-Solid dialog box

1 Select an object.

2 Click the Style tool in the Toolbox.

3 Click the Interior Fill button to change the color of an interior. A menu opens.

or

Click the Line Fill button to change the color of a line. A menu opens.

4 Point to Solid and click Custom. The Fill-Solid dialog box opens.

5 Click a color in the palette at the bottom of the dialog box to choose the object's color.

6 Click Apply to change the object's color. Selected objects (either line or interior) change to the new color.

Tips

If no object is selected, you set a new default color.

To speed your work, the Solid submenu keeps track of the most recently used solid color fills. Click the solid fill in the submenu as you would any other command.

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

Fill Dialog Box Features

{button Steps...,PI(`',`HT_Selecting_a_Solid_Color_Fill')}

You can access any panel of the Fill dialog box with the click of a button. You can select line or interior colors and any type of fill for lines or interiors.

Selection Buttons

The buttons across the top of the Fill-Solid dialog box let you select a line or interior fill, and solid, gradient, hatch, image, and object fills.

Resizing the Color Palette

You can resize the Color Palette portion of the Fill dialog box by dragging the bottom edge of the dialog box. Drag it down to show more colors; drag it up to show fewer colors. If all the colors in the palette cannot be displayed at once, a scroll bar appears at the right to give you access to all the colors.

Apply Button and Close Button

As with many of the dialog boxes in Designer, the Fill dialog box stays open to let you apply changes to objects without having to open the dialog box repeatedly. You can click Apply each time you want to apply a change to a selected object. The dialog box does not close until you click Close.

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

Selecting a Solid-Color Fill
Dithered Colors
Mixing Your Own Color

To select an invisible fill or line

1 Select the object you want to have an invisible fill.

2 Click the Style tool .

3 Click the X in the Color palette.

Tips

Click the left mouse button for interior fill, right mouse button for line fill

Alternate method: Select the object, click the Style tool

, click Interior Fill (or Line Fill

), and click Invisible.

Alternate method: Select the object, click the Style tool

, click Interior Fill, click Solid, and click Custom. When the Fill dialog box opens, click the current fill button (Solid

, Gradient

, Hatch

, Image

, or Object

) to "turn off" the current fill.

Alternate method for lines: Select a line, click Line Style

in the Style Ribbon toolbar, and click Invisible.

Alternate method for lines: Click the Lines Style button

, click Style, and click the Invisible option in the Line-Style dialog box.

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

Mixing Your Own Color

{button Steps...,PI(`',`HT_Selecting_a_Solid_Color_Fill')}

If you need a simple method to create a color and you do not need to save the color in a palette for later use, you can use the Fill-Solid dialog box to create it. This method works as a temporary color palette to let you select two to four colors and mix them as a painter would on a palette.

If you plan to reuse the color later or you need to use a color model (HLS, CMYK, or RGB), you may want to use the Color Picker dialog box and add the color to the Color Palette.

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

Selecting a Solid-Color Fill
Dithered Colors
Fill Dialog Box Features

To mix colors using the Fill-Solid dialog box

1 Click the Style tool in the Toolbox.

2 Click the Interior Fill button to change the color of an interior. A menu opens.

or

Click the Line Fill button to change the color of a line. A menu opens.

3 Point to Solid and click Custom. The Fill-Solid dialog box opens. A mixing palette appears with a color swatch at each corner. The default color (or current color of the selected object) shows in the rectangle just under the mixing palette.

4 Click a color in the Color Palette (at the bottom of the dialog box).

5 Click a corner of the mixing palette.

6 Repeat steps 5 and 6 to choose a color for each corner of the mixing palette. The color transitions change to reflect the mix of colors.

7 Click a color square in the mixing palette to choose the desired color. The selected color is highlighted.

8 Click Apply. Selected objects (either line or interior) change to the new color.

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

Setting Line Styles

{button Steps...,PI(`',`HT_Setting_Line_Styles')}

You can choose a dotted or dashed line style for selected lines. You also can set a style for lines before you draw them.

To speed your work, the Line Style menu keeps track of the most recent line style patterns you have used.

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

To choose a line style from the menu
To choose a line style from the Line Style dialog box
To choose a line end from the menu
To choose ends from the Line-Ends dialog box
To add line ends to the Line Ends dialog box
To remove line ends from the Line Ends dialog box
To edit line ends
To choose a line weight from the menu
To set the line weight in the Line Weight dialog box
To set join and cap options
To create calligraphic lines

Setting Line Ends
Editing Line Ends
Using Weighted Lines
Setting the Line Weight
Setting Join and Cap Options
Creating Calligraphic Lines

To choose a line style from the menu

1 Click the Style tool in the Toolbox.

2 Click the Line Style button on the Ribbon toolbar. The Line Style menu opens.

3 Click a style in the menu. The selected line or border changes to the new style.

Tips

If no objects are selected, subsequent lines and object borders draw in the new style. You can apply a line style to a line of any weight.

You also can choose from other line styles in the Line-Style dialog box.

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

Setting Line Styles
Setting Line Ends
Editing Line Ends
Using Weighted Lines
Setting the Line Weight
Setting Join and Cap Options
Creating Calligraphic Lines

To choose a line style from the Line-Style dialog box

1 Click the Style tool in the Toolbox.

2 Click the Line Style button on the Ribbon toolbar. The Line Style menu opens.

3 Click Style. The Line-Style dialog box opens.

4 Click the style you want.

5 Click Apply. The selected line or border changes to the new style.

Tip

If no objects are selected, subsequent lines and object borders draw in the new style. The new style appears in the Line Style menu for later use.

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

Setting Line Ends

{button Steps...,PI(`',`HT_Setting_Line_Styles')}

You can choose from a variety of line ends to enhance your drawing.

Lines (open objects) can have end markers at one or both ends. The line ends include arrowheads, lines, squares, circles, and triangles. You can set the line ends first, so that every line appears with the new end marker, or you can change the ends of selected lines.

You can add line ends to any open object. You can set both ends of a line to be the same or different for each end. You also can have an end marker on only one end of a line. Each line has a "first end" and a "last end," depending on which end is the starting point when the line is drawn.

As you select line ends, the ends you choose are added to the Line Ends menu. The menu shows the most recently selected line ends.

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

Setting Line Styles
Editing Line Ends
Using Weighted Lines
Setting the Line Weight
Setting Join and Cap Options
Creating Calligraphic Lines

To choose a line end from the menu

1 Click the Style tool in the Toolbox.

2 Click the Line Ends button on the Ribbon toolbar. The Line Ends menu opens.

3 Click a line end sample. A selected line changes to the new ends.

Tips

If no line is selected, subsequent lines draw with the new ends.

You also can choose from other line ends in the Line-Ends dialog box. You can even create new line ends and paste them into the dialog box.

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

To choose ends from the Line-Ends dialog box

1 Click the Style tool in the Toolbox.

2 Click the Line Ends button . The Line Ends menu opens.

3 Click Ends. The Line-Ends dialog box opens.

4 In the preview window, click the end of the line you want to change. (The end on the left is the first end; the end on the right is the last end.)

5 Click the button of the desired line end, using the scroll arrows to locate the one you want.

6 Click Apply. A selected line changes to the new style; if no objects are selected, subsequent lines draw in the new style.

Notes

The default options are Same Type and Same Attributes for both ends of the line. You can deselect these options to use two different end types or to make the two ends a different size, angle, and so forth.

To reset the line end to none, you can click No Ends in the Line Ends menu or choose the line with no end in the dialog box.

To draw a Gantt chart with Designer, set the dimensions of lines to weeks and days (units setting in the General panel of the Dimensions dialog box) and use triangles for line ends.

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

To add line ends to the Line-Ends dialog box

1 Click the Style tool in the Toolbox.

2 Click the Line Ends button on the Ribbon toolbar. The Line Ends menu opens.

3 Click Ends. The Line-Ends dialog box opens.

4 Draw an object to be used as a line end.

5 On the Edit menu, click Copy to copy your line end to the Clipboard.

6 Click the Paste button in the Line-Ends dialog box. The line end you created is added to the gallery of ends.

Tips

You can now choose the line end you created from this dialog box.

If the line end you add is an object with weighted lines, select Weighted and then select Scale with the Object in the Line-Weight dialog box so that lines are scaled correctly when the object is reduced.

You also can remove line ends you created and pasted into the Line-Ends dialog box. (You cannot remove ends originally included with Designer.)

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

To remove line ends from the Line-Ends dialog box

1 Click the Style tool in the Toolbox.

2 Click the Line Ends button on the Ribbon toolbar. The Line Ends menu opens.

3 Click Ends. The Line-Ends dialog box opens.

4 Select the line end you want to remove.

5 Click Remove. The line end is removed from the gallery.

{Tips

You cannot remove ends originally included with Designer.

---

button Related Topics,PopupID(RT_To_choose_a_line_style_from_the_menu)}

Editing Line Ends

{button Steps...,PI(`',`HT_Setting_Line_Styles')}

If you need to adjust the position or appearance of a line end, you can scale, move, rotate, or flip the line end relative to its line. You can watch the preview in the Line-Ends dialog box to see the effect your adjustments have. Experiment with the controls to reach the result you want.

Scaling a Line End

Change the size of a line end by changing the value of Width % and Height %. The default values are 100%, which is the original size. Changing both these values to 50% makes the line end half the original size; changing the values to 200% makes the line end twice the original size. To scale the line end proportionally, change Width % and Height % the same amount.

Moving a Line End

You can move, or offset, a line end from its line by increasing or decreasing the values in the X Offset % or Y Offset %. Zero is the default position.

Increasing the percentage for X Offset moves the line end away from the line. Decreasing the percentage for X Offset (using a negative value) moves the end toward the middle of the line.

Increasing the percentage for Y Offset moves the line end up. Decreasing the percentage for Y Offset (using a negative value) moves the line end down.

Rotating a Line End

You can rotate a line end relative to the line by changing the value for Angle. The default value (no rotation) is zero degrees.

Flipping a Line End

Click Horizontal, Vertical, or both to flip a line end.

Style

If you select Use Line, the current line weight and fill attributes are applied to the line end. If you want to retain the original style attributes of an object you are pasting into the line end gallery, deselect this option.

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

Setting Line Styles
Setting Line Ends
Using Weighted Lines
Setting the Line Weight
Setting Join and Cap Options
Creating Calligraphic Lines

To edit line ends

1 Select the line with the ends you want to edit.

2 Click the Style tool in the Toolbox.

3 Click the Line Ends button on the Ribbon toolbar. The Line Ends menu opens.

4 Click Ends. The Line-Ends dialog box opens.

5 Choose the settings you want to apply to the line ends.

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

Using Weighted Lines

{button Steps...,PI(`',`HT_Setting_Line_Styles')}

Weighted lines are lines that are wider than a "hairline." A hairline (the default) is the thinnest line that can be displayed or printed. Cap options affect the ends of lines; join options affect the intersection of lines.

You can set the weight, or thickness, of lines and the cap and join options of lines with Line Weight in the Style Ribbon toolbar. If no objects are selected, you set a new default when you change the line weight or cap and join options. Subsequent lines display with the selected width, height, and angle. In addition, you can change the weighted line options for a selected line.

For simple weighted lines, the width and height are the same, and the pen angle is set to zero degrees. You change only the width of the line.

For a different effect, Designer can simulate a calligraphy pen (whose tip is typically taller than it is wide) and the way it might be used (at an angle in relation to the page). If you select Calligraphic lines, you can set the width, height, and angle of the "pen tip."

The Line Weight menu displays previously used weighted lines so you can choose them directly from the menu.

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

Setting Line Styles
Setting Line Ends
Editing Line Ends
Setting the Line Weight
Setting Join and Cap Options
Creating Calligraphic Lines

Setting the Line Weight

{button Steps...,PI(`',`HT_Setting_Line_Styles')}

You can choose a line weight directly from the Line Weight menu, or you can change the width of a line in the Line-Weight dialog box. Line weights can range from a fraction of a point up to 360 points (5 inches).

You also can customize and edit line weights. You can

Change the thickness of a line.

Change the cap and join options.

Create calligraphic lines.

Choose whether the line weight changes when an object is scaled.

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

Setting Line Styles
Setting Line Ends
Editing Line Ends
Using Weighted Lines
Setting Join and Cap Options
Creating Calligraphic Lines

To choose a line weight from the menu

1 Click the Style tool in the Toolbox.

2 Click the Line Weight button on the Ribbon toolbar. The Line Weight menu opens.

3 Click a line weight. A selected line changes to the new weight.

Tips

If no object is selected, subsequent lines draw in the new weight.

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

To set the line weight in the Line-Weight dialog box

1 Click the Style tool in the Toolbox.

2 Click the Line Weight button on the Ribbon toolbar. The Line Weight menu opens.

3 Click Weight. The Line-Weight dialog box opens.

4 Type a number to change the width to the desired weight (width and height are the same).

5 Click Apply.

Tip

If the Scale with Object option is selected, the line weight increases or decreases when the object is resized. If Scale with Object is not selected, the line weight remains the same when the object is resized.

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

Setting Join and Cap Options

{button Steps...,PI(`',`HT_Setting_Line_Styles')}

You can choose the shape of the corner intersection and the ends of lines. Designer offers three choices for each. Select the options you want in the Line-Weight dialog box. A preview line (in the upper right) shows a red line in the center to show the effect of different cap options.

Cap Options

Cap options determine the appearance of the ends of lines.

The Round Cap option places the center point of a circle at the end point of the line. (The diameter of the circle matches the width and height of the line.)

The Square Cap option places the center point of a square at the end point of the line. (The width and height of the square match the width and height of the line.)

The Flat Cap option ends the line at the end point of the line.

Join Options

Join options determine the appearance of the corner intersection of lines in an object.

The Round Join option places the center point of a circle at the vertex of two line ends. (The diameter of the circle matches the width and height of the lines.)

The Mitre Join option creates a pointed intersection that is the true intersection of two lines.

The Bevel Join option averages the angles of the two lines, creating a blunt intersection.

Tips

Experiment with the rounded cap option and a line style of short dashes to obtain a dotted (rather than dashed) line style.

When you select the Mitre Join option in the Line-Weight dialog box, any lines that meet at angles sharper than 11 degrees are drawn with beveled joins. This prevents objects from having extremely pointed joins.

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

Setting Line Styles
Setting Line Ends
Editing Line Ends
Using Weighted Lines
Setting the Line Weight
Creating Calligraphic Lines

To set join and cap options

1 Click the Style tool in the Toolbox.

2 Click the Line Weight button on the Ribbon toolbar. The Line Weight menu opens.

3 Click Weight. The Line-Weight dialog box opens.

4 Click the cap and join options repeatedly until you ones you want are displayed.

5 Click Apply.

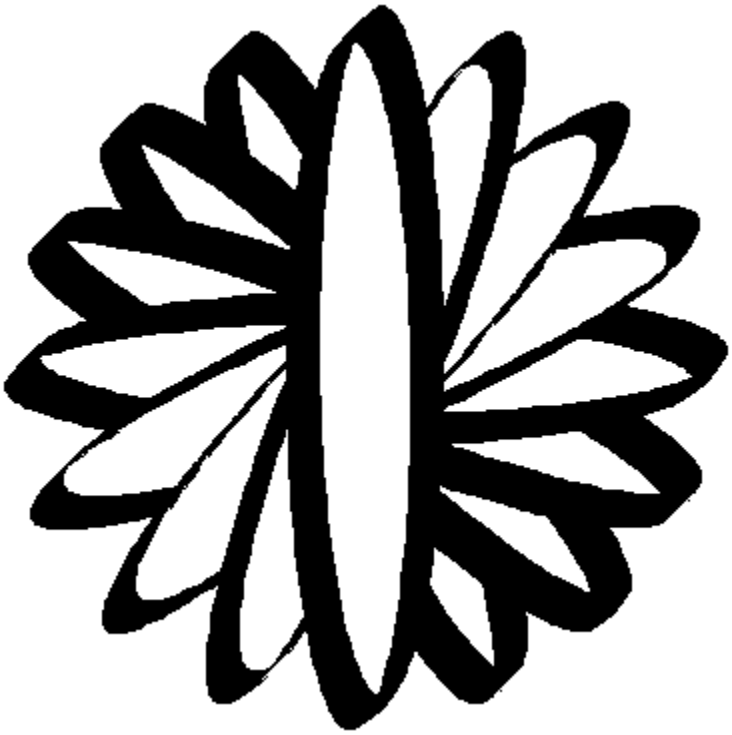
{button Related Topics,PI(`',`RT_To_choose_a_line_style_from_the_menu')}

Creating Calligraphic Lines

{button Steps...,PI(`',`HT_Setting_Line_Styles')}

You can draw calligraphic lines with Designer by selecting both Weighted and Calligraphic in the Line-Weight dialog box. Then you change the Pen Width, Height, and Angle settings. Calligraphic lines can add a more natural look to many drawings, especially when used with curved lines.

To make a line calligraphic, you change the value for the width or height in relation to the other. As you experiment to find the right settings, the dialog box shows a preview of the lines.



The primary way to set calligraphic lines is to adjust the width and height settings. The lines with the most "flair" are produced by choosing very different width and height settings. For example, a very thin but very tall setting will produce a calligraphic line even without adjusting the Pen Angle setting.

Adjusting the Pen Angle setting can enhance the effects created with the Width and Height settings. In a calligraphic line, the Pen Angle setting forces the pen tip to stay at the chosen angle, much as a calligraphic pen is held at particular angles to achieve certain effects.

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

Setting Line Styles
Setting Line Ends
Editing Line Ends
Using Weighted Lines
Setting the Line Weight
Setting Join and Cap Options

To create calligraphic lines

1 Click the Style tool in the Toolbox.

2 Click the Line Weight button on the Ribbon toolbar. The Line Weight menu opens.

3 Click Weight. The Line-Weight dialog box opens.

4 Click Weighted and Calligraphic. Choices for Width, Height, and Pen Angle appear.

4 Type the Width, Height, and Pen Angle you want. The pen tip is shown in the preview area.

5 Click Apply.

Tip

You can drag the red needle in the preview area to set the pen angle.

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

Using Fill Options

{button Steps...,PI(`',`HT_Using_Fill_Options')}

Designer lets you control whether object overlaps or cut-outs are filled and whether the interior is filled before or after the line. For more information on overlaps and cut-outs, see Connecting Objects.

Filling Overlaps

You can choose whether overlaps are filled.

Fill overlaps

Skip overlaps

Fill Before or After Line

You can choose whether the fill is drawn before or after the line.

Tips

The Fill Before Line and Fill After Line commands do not apply to hairlines. Objects with only hairlines are not affected. You can increase the weight of the lines and then use either of the commands. If you apply either of the commands to an object that includes both hairlines and weighted lines, only the weighted lines are affected.

The Fill After Line option works well for shadow effects.

To set fill options

To set fill options

1. Click Fill Options in the Style Ribbon toolbar.
2. Click Fill Overlaps or Skip Overlaps to set the overlap fill option.
3. Click Fill Before Line and Fill After Line to set the fill draw sequence option.

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

Using Fill Options

Adding Gradient Fills to Objects

{button Steps...,PI(`',`HT_Adding_Gradient_Fills_to_Objects')}

A gradient is a fill that makes a gradual transition between colors. Gradients can add more realistic depth to a drawing and provide a less mechanical feel to many illustrations. You can create linear, radial, and square gradient fills.

Linear gradients are the simplest of the three, with a gradual fade of one color to another in a specified direction within an object.

Radial (circular) and square gradients fade from one color in the inner part of the fill to another color in the outer part of the fill.

Linear Radial Square

A simple gradient fill fades from any one selected color to any other selected color. Designer even lets you use gradient fills made up of many colors. For example, you can easily create rainbow effects.

You choose the two or more colors used in a gradient fill in the Fill-Gradient dialog box.

To speed your work, the Gradient submenu keeps track of the most recently used gradient fills. Choose the gradient fill in the submenu as you would any other command.

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

To make gradient fills draw faster
To add a gradient fill to a selected object
To edit a linear gradient
To edit a radial gradient
To edit a square gradient
To remove a gradient

Making Gradient Fills Draw Faster
Editing Gradient Fills
Removing a Gradient

Making Gradient Fills Draw Faster

{button Steps...,PI(`',`HT_Adding_Gradient_Fills_to_Objects')}

Because gradient fills take time to draw on your screen, you can speed them by choosing a different display option.

Choosing Smooth produces the highest display quality on your screen but redraws more slowly, while Coarse produces the lowest display quality but redraws quickly. When None is selected, only the first color of the gradient is displayed. You always see a gradient when you print the document.

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

Adding Gradient Fills to Objects
Editing Gradient Fills
Removing a Gradient

To make gradient fills draw faster

On the View menu, point to Show Gradients. Then click Smooth, Average, Coarse, or None. All gradients in all documents draw using the options you choose.

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

Adding Gradient Fills to Objects
Making Gradient Fills Draw Faster
Editing Gradient Fills
Removing a Gradient

To add a gradient fill to a selected object

1 Click the Style tool in the Toolbox.

2 Click the Interior Fill button or the Line Fill button on the Ribbon toolbar. A menu opens.

3 Point to Gradient and click Custom. The Fill-Gradient dialog box opens.

4 Click the point above the color band at 0%.

5 Click a color in the Color Palette.

6 Click the point above the color band at 100%.

7 Click another color in the Color Palette.

8 Click a gradient in the gallery.

9 Click Apply. The object redraws with the new gradient.

Tips

As a shortcut, double click a gradient instead of choosing the gradient and then clicking Apply.

You can use many colors in a gradient fill, instead of only two, to create multicolor gradients and rainbow effects. Click above the color band to create a new color point and then choose a color in the palette. You can continue to add additional color points in this way. You can drag each point to the desired location on the color band (try spacing them evenly) to control how the fill graduates from one color to another. To delete a color point, drag it off of the dialog box.

You can quickly change the first and last colors for a gradient fill in a selected object without using the Fill-Gradient dialog box. Select the object with a gradient fill, click one color in the color palette, press and hold **SHIFT**, and click another color in the palette.

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

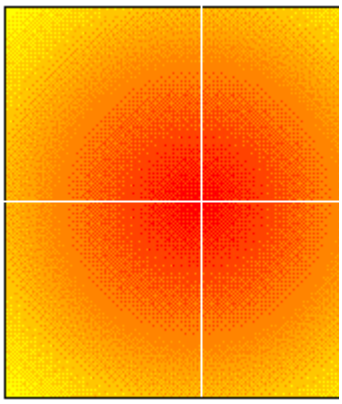
Editing Gradient Fills

{button Steps...,PI(`',`HT_Adding_Gradient_Fills_to_Objects')}

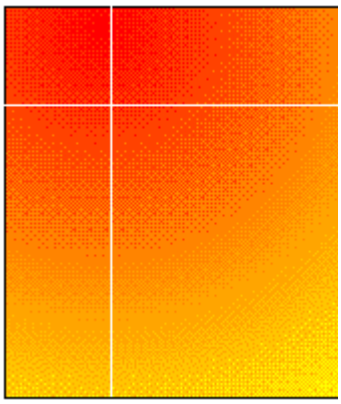
You can change the angle and origin of linear and square gradients and the center point of radial gradients. You also can add a new gradient pattern or replace a gradient you previously added with a new one.

When editing linear or square gradients, you adjust the angle of the fill. The y-origin setting adjusts the starting and ending points of linear gradients.

When editing radial or square gradients, you adjust the x- and y-axis of the center point with settings from 0 to 100. A setting of less than 50 moves the center point above and to the left of the center of the object, and a setting of more than 50 moves the center point below and to the right of the center of the object. The Angle setting is not available for radial gradients.



x = 50%, y = 50%



x = 25%, y = 25%

Note

You cannot add a gradient pattern if an identical pattern already exists in the dialog box. You cannot replace any of the original gradient patterns included with Designer.

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

Adding Gradient Fills to Objects
Making Gradient Fills Draw Faster
Removing a Gradient

To edit a linear gradient

1 Click the Style tool in the Toolbox.

2 Click the Interior Fill button or the Line Fill button

. A menu opens.

3 Point to Gradient and click Custom. The Fill-Gradient dialog box opens.

4 Click the linear gradient you want to edit.

5 Click Edit. The Gradient-Edit dialog box opens. The Linear option is selected.

6 Type a new angle for the gradient or drag the red needle in the dial control. The gradient changes in the preview.

7 Change the y-origin to adjust the starting and ending points of the gradient. The gradient changes in the preview.

8 Click Add to append the gradient to the Fill-Gradient dialog box.

or

Click Replace to replace the linear gradient last selected in the Fill-Gradient dialog box.

Note

You cannot replace any of the gradient patterns originally included with Designer.

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

To edit a radial gradient

1 Click the Style tool in the Toolbox.

2 Click the Interior Fill button or the Line Fill button

. A menu opens.

3 Point to Gradient and click Custom. The Fill-Gradient dialog box opens.

4 Point to the radial gradient you want to edit and click the left mouse button.

5 Click Edit. The Gradient-Edit dialog box opens. The Radial option is selected.

6 Type new numbers for the x- and y-coordinates of the gradient center point. The gradient changes in the preview.

7 Click Add to append the gradient to the Fill-Gradient dialog box.

or

Click Replace to replace the radial gradient last selected in the Fill-Gradient dialog box.

Note

You cannot replace any of the gradient patterns originally included with Designer.

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

To edit a square gradient

1 Click the Style tool in the Toolbox.

2 Click the Interior Fill button or the Line Fill button

. A menu opens.

3 Point to Gradient and click Custom. The Fill-Gradient dialog box opens.

4 Point to the square gradient you want to edit and click the left mouse button.

5 Click Edit. The Gradient-Edit dialog box opens. The Square option is selected.

6 Type new numbers for the x- and y-coordinates of the gradient center point. The gradient changes in the preview.

7 Type a new angle for the square gradient, or drag the red needle in the dial control. The gradient changes in the preview.

8 Click Add to add the gradient to the Fill-Gradient dialog box.

or

Click Replace to replace the square gradient last selected in the Fill-Gradient dialog box.

Note

You cannot replace any of the gradient patterns originally included with Designer.

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

Removing a Gradient

{button Steps...,PI(`',`HT_Adding_Gradient_Fills_to_Objects')}

You can remove gradient patterns you have added in Designer. You cannot remove or replace any of the original gradient patterns included with Designer.

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

Adding Gradient Fills to Objects
Making Gradient Fills Draw Faster
Editing Gradient Fills

To remove a gradient

1 Click the Style tool in the Toolbox.

2 Click the Interior Fill button or the Line Fill button

. A menu opens.

3 Point to Gradient and click Custom. The Fill-Gradient dialog box opens.

4 Click the gradient you want to delete.

5 Click Remove. The gradient is deleted.

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

Adding Hatch Patterns to Objects

{button Steps...,PI(`',`HT_Adding_Hatch_Patterns_to_Objects')}

You can fill objects with hatch patterns that are composed of vector-based lines.

Objects with hatch patterns have two interior colors: one for the hatch pattern (foreground) and one for the background.

Dense patterns show less of the background color, and sparse patterns show more background color. By experimenting with different patterns and colors, you can produce interesting effects.

To speed your work, the Hatch submenu keeps track of the most recently used hatch fills. Choose the hatch fill in the menu as you would any other command.

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

To make hatch patterns draw faster
To choose a hatch pattern
To change the line weight and spacing of hatch fills

Making Hatch Patterns Draw Faster
Changing the Line Weight and Spacing of Hatch Fills

Making Hatch Patterns Draw Faster

{button Steps...,PI(`',`HT_Adding_Hatch_Patterns_to_Objects')}

If hatch patterns take too much time to draw on your screen, you can hide them by turning hatch fills off in the drawing.

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

Adding Hatch Patterns to Objects
Changing the Line Weight and Spacing of Hatch Fills

To make hatch patterns draw faster

On the View menu, click Show Hatch Fills to toggle whether hatch fills show in your drawing.

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

Adding Hatch Patterns to Objects
Making Hatch Patterns Draw Faster
Changing the Line Weight and Spacing of Hatch Fills

To choose a hatch pattern

1 Select an object.

2 Click the Style tool .

3 Click the Interior Fill button or the Line Fill button . A menu opens.

4 Point to Hatch and click Custom. The Fill-Hatch dialog box opens.

5 Click a pattern.

6 To change the foreground color, select Foreground, point to a color in the palette, and click the left mouse button.

7 To change the background color, select Background, point to a color in the palette, and click the left mouse button.

8 Click Apply. The object redraws with the new hatch pattern and colors.

Tips

As a shortcut, double click a hatch pattern instead of choosing the pattern and then clicking Apply.

You can quickly change the foreground and background colors for a hatch fill in a selected object without using the Fill-Hatch dialog box. Select an object with a hatch fill, click one color in the palette in the Style Ribbon toolbar, and then press and hold **SHIFT** and click another color in the palette.

The background color is opaque by default. You can make the background color transparent by selecting the Background Transparent option in the Fill-Hatch dialog box.

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

Changing the Line Weight and Spacing of Hatch Fills

{button Steps...,PI(`',`HT_Adding_Hatch_Patterns_to_Objects')}

You can change both the line weight and spacing of hatch lines.

Weight

The default value for hatch line weight is 100%. Setting this value to 200% makes the lines twice as heavy; setting it to 50% makes the lines half as heavy.

Spacing

The default value for the spacing between hatch lines is 100% (no change). Setting this value to 200% doubles the space between hatch lines; setting it to 50% cuts the space between hatch lines in half.

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

Adding Hatch Patterns to Objects
Making Hatch Patterns Draw Faster

To change the line weight and spacing of hatch fills

1 Select an object.

2 Click the Style tool .

3 Click the Interior Fill button or the Line Fill button . A menu opens.

4 Point to Hatch and click Custom. The Fill-Hatch dialog box opens.

5 Enter new values for the line weight and spacing.

6 Click Apply. The object redraws with the new line weight and spacing for the hatch pattern.

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

Adding Image Patterns to Objects

{button Steps...,PI(`',`HT_Adding_Image_Patterns_to_Objects')}

You can add image (bitmap) patterns to objects. You can create and save your own patterns with your selected bitmap editor, such as Micrografx Picture Publisher.

The Interior Fill and Line Fill menus contain the Image command for image (bitmap) patterns. The Image command provides a set of patterns composed of individual pixels (dots).

You choose the pattern for a selected object in the Fill-Image dialog box.

If the image fill pattern is all one color (monochrome), you can change the foreground and background color. To set the foreground and background colors for a monochrome image fill in a selected object, select an object with an image fill, click one color in the color palette in the Style Ribbon toolbar, and then press and hold **SHIFT** and click another color in the palette. You also can select colors for the foreground and background color swatches in the Fill-Image dialog box.

To speed your work, the Image submenu keeps track of the most recently used image fills. Choose the image fill in the submenu as you would any other command.

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

To set the image pattern
To set the image pattern
To make image fills draw faster
To change the image scale
To add image patterns
To remove image patterns

Making Image Fills Draw Faster
Changing the Image Scale
Creating Image Patterns
Removing Image Patterns

To set the image pattern

1 Select an object.

2 Click the Style tool .

3 Click the Interior Fill button or the Line Fill button . A menu opens.

4 Point to Image and click Custom. The Fill-Image dialog box opens.

5 Click a pattern to select it.

6 Click Apply. The object redraws with the new pattern.

Tips

As a shortcut, double click an image pattern instead of choosing the pattern and then clicking Apply.

Plotters and many film recorders do not support bitmap patterns or opaque backgrounds.

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

Adding Image Patterns to Objects
Making Image Fills Draw Faster
Changing the Image Scale
Creating Image Patterns
Removing Image Patterns

Making Image Fills Draw Faster

{button Steps...,PI(`',`HT_Adding_Image_Patterns_to_Objects')}

If image fills take too much time to draw on your screen, you can hide them by turning image fills off in the drawing. Deselecting image fills has no effect on your drawing when it is printed.

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

Adding Image Patterns to Objects
Changing the Image Scale
Creating Image Patterns
Removing Image Patterns

To make image fills draw faster

On the View menu, click Show Image Fills to toggle whether image fills show in your drawing.

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

Changing the Image Scale

{button Steps...,PI(`',`HT_Adding_Image_Patterns_to_Objects')}

The Fill-Image dialog box includes a scroll box to change the scale of the image.

The default value for Image Scale is 100%. Setting this value to 200% makes the image twice as large; setting it to 50% make the image half as large.

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

Adding Image Patterns to Objects
Making Image Fills Draw Faster
Creating Image Patterns
Removing Image Patterns

To change the image scale

1 Select an object.

2 Click the Style tool .

3 Click the Interior Fill button or the Line Fill button . A menu opens.

4 Point to Image and click Custom. The Fill-Image dialog box opens.

5 Enter a value in the Image Scale area to change the size of the image.

6 Click Apply. The object redraws with the new image size.

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

Creating Image Patterns

{button Steps...,PI(`',`HT_Adding_Image_Patterns_to_Objects')}

You can create your own image (bitmap) patterns (such as a texture or part of a photo image) with a bitmap-editing program, and paste these patterns into the Fill-Image dialog box.

Tip

You can launch your selected bitmap editor from the Bitmap Ribbon toolbar. For more information, see Editing a Bitmap Image.

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

Adding Image Patterns to Objects
Making Image Fills Draw Faster
Changing the Image Scale
Removing Image Patterns

To add image patterns

1 Create or import a bitmap pattern in your bitmap-editing program.

2 On the Edit menu, click Copy to copy your pattern to the Clipboard.

3 Start Designer and click the Style tool in the Toolbox.

4 Click the Interior Fill button or the Line Fill button . A menu opens.

5 Point to Image and click Custom. The Fill-Image dialog box opens.

6 Click Paste. The image pattern you created is added to the gallery of patterns.

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

Removing Image Patterns

{button Steps...,PI(`',`HT_Adding_Image_Patterns_to_Objects')}

You can remove image (bitmap) patterns you created and pasted into the Fill-Image dialog box. You cannot remove patterns originally included with Designer.

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

Adding Image Patterns to Objects
Making Image Fills Draw Faster
Changing the Image Scale
Creating Image Patterns

To remove image patterns

1 Click the Style tool in the Toolbox.

2 Click the Interior Fill button or the Line Fill button . A menu opens.

3 Point to Image and click Custom. The Fill-Image dialog box opens.

4 Click the pattern you want to remove to select it.

5 Click Remove. The image pattern is removed from the gallery of patterns.

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

Filling an Object with Other Objects

{button Steps...,PI(`',`HT_Filling_an_Object_with_Other_Objects')}

You can fill an object with a pattern made of other objects.

You can fill a closed or connected object with a repeating pattern of other objects. Object fills draw in a grid pattern within the shape of the object you choose, extending to the borders of the object.

Designer's Fill - Object dialog box has a gallery of object fills from which to choose. You can use these object fills or create your own.

To speed your work, the Object submenu keeps track of the most recently used object fills. Choose the object fill in the submenu as you would any other command.

Objects with object fills can have two interior colors: one for the fill pattern (foreground) and one for the background. The background color is opaque by default. You can make the background color transparent by selecting the Background Transparent option in the Fill-Object dialog box.

Dense patterns show less of the background color, and sparse patterns show more background color. By experimenting with different patterns and colors, you can produce interesting effects.

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

To make object fills draw faster
To fill an object with other objects
To add an object to the gallery
To remove an object from the gallery
To copy an object from the gallery
To edit object fills

Making Object Fills Draw Faster
Adding and Removing Object Fills
Copying an Object from the Gallery
Editing Object Fills
Previewing Object Fills
Arranging Object Fills
Rotating Object Fills
Scaling and Positioning Object Fills
Flipping Object Fills
Changing the Color of Object Fills

Making Object Fills Draw Faster

{button Steps...,PI(`',`HT_Filling_an_Object_with_Other_Objects')}

If object fills take too much time to draw on your screen, you can hide them by turning object fills off in the drawing. Deselecting object fills has no effect on your drawing when it is printed.

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

Filling an Object with Other Objects
Adding and Removing Object Fills
Copying an Object from the Gallery
Editing Object Fills
Previewing Object Fills
Arranging Object Fills
Rotating Object Fills
Scaling and Positioning Object Fills
Flipping Object Fills
Changing the Color of Object Fills

To make object fills draw faster

On the View menu, click Show Object Fills to toggle whether object fills show in your drawing.

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

Filling an Object with Other Objects
Making Object Fills Draw Faster
Adding and Removing Object Fills
Copying an Object from the Gallery
Editing Object Fills
Previewing Object Fills
Arranging Object Fills
Rotating Object Fills
Scaling and Positioning Object Fills
Flipping Object Fills
Changing the Color of Object Fills

To fill an object with other objects

1 Select the object you want to fill.

2 Click the Style tool .

3 Click the Interior Fill button or the Line Fill button . A menu opens.

4 Point to Object and click Custom. The Fill-Object dialog box opens.

5 Click the object you want to use for the fill.

6 Click Apply. The selected object is filled with repetitions of the object chosen from the gallery in the dialog box.

Tips

Object fill patterns automatically increase or decrease in size when you scale (resize) the larger object that contains the object fill.

If the object fill pattern is all one color (monochrome), its color is the foreground color. To change the foreground color, select Foreground, point to a color in the palette, and click the left mouse button. To change the background color, select Background, point to a color in the palette, and click the left mouse button.

You can quickly change the foreground and background colors for a monochrome object fill in a selected object without using the Fill-Object dialog box. To change the foreground color, select an object fill and click a color in the color palette in the Style Ribbon toolbar. To change the background color, press and hold **SHIFT** and click another color in the palette.

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

Adding and Removing Object Fills

{button Steps...,PI(`',`HT_Filling_an_Object_with_Other_Objects')}

If you want to create an object fill and use it later, you can save it in the gallery in the Fill-Object dialog box.

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

Filling an Object with Other Objects
Making Object Fills Draw Faster
Copying an Object from the Gallery
Editing Object Fills
Previewing Object Fills
Arranging Object Fills
Rotating Object Fills
Scaling and Positioning Object Fills
Flipping Object Fills
Changing the Color of Object Fills

To add an object to the gallery

1 Draw the object to be added to the gallery and select it.

2 On the Edit menu, click Copy to copy the object to the Clipboard.

3 Click the Style tool .

4 Click the Interior Fill button or the Line Fill button . A menu opens.

5 Point to Object and click Custom. The Fill-Object dialog box opens.

6 Click Paste to paste the object into the gallery.

Tip

You also can remove objects that you have added to the gallery in the Fill-Object dialog box. (You cannot remove any of the original object fills that come with Designer.)

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

To remove an object from the gallery

1 Click the Style tool in the Toolbox.

2 Click the Interior Fill button or the Line Fill button . A menu opens.

3 Point to Object and click Custom. The Fill-Object dialog box opens.

4 Click the object fill you want to delete.

5 Click Remove. The object is deleted from the gallery.

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

Copying an Object from the Gallery

{button Steps...,PI(`',`HT_Filling_an_Object_with_Other_Objects')}

If necessary, you can copy an object from the gallery and paste it into Designer for editing. This is useful if you create an object fill, paste it into the gallery, and then decide to make further changes to it.

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

Filling an Object with Other Objects
Making Object Fills Draw Faster
Adding and Removing Object Fills
Editing Object Fills
Previewing Object Fills
Arranging Object Fills
Rotating Object Fills
Scaling and Positioning Object Fills
Flipping Object Fills
Changing the Color of Object Fills

To copy an object from the gallery

1 Click the Style tool .

2 Click the Interior Fill button or the Line Fill button . A menu opens.

3 Point to Object and click Custom. The Fill-Object dialog box opens.

4 Click the object fill that you want to copy from the gallery.

5 Click the Copy button . The object is copied and pasted into the current page of your document.

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

Editing Object Fills

{button Steps...,PI(`',`HT_Filling_an_Object_with_Other_Objects')}

You can create fascinating effects by creating your own unique object fills. You can change the arrangement, flip characteristics, rotation, size, and spacing of an object fill. You can add a new object-fill pattern or replace a pattern you previously added with a new one. You can even use multiple objects of different shapes.

Note

You cannot replace any of the original object-fill patterns included with Designer.

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

Filling an Object with Other Objects
Making Object Fills Draw Faster
Adding and Removing Object Fills
Copying an Object from the Gallery
Previewing Object Fills
Arranging Object Fills
Rotating Object Fills
Scaling and Positioning Object Fills
Flipping Object Fills
Changing the Color of Object Fills

To edit object fills

1 Click the Style tool in the Toolbox.

2 Click the Interior Fill button or the Line Fill button

. A menu opens.

3 Point to Object and click Custom. The Fill-Object dialog box opens.

4 Select the pattern that you want to edit from the gallery.

5 Click Edit. The Edit Object Fill dialog box opens.

6 Make your edits (arrangement, flip, rotate, size, and so forth), clicking Preview to see the effects of your changes.

7 Click Add to add the edited object fill to the object fill gallery.

8 Double click the Edit Object Fill dialog box's Control menu to close it. You can apply the newly edited pattern to any closed object.

Tip

You can click Replace to replace a selected object fill in the gallery.

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

Previewing Object Fills

The preview window lets you see the effects of your editing before you add the new object fill to the gallery. You can zoom in or out. You must click Preview each time you want to update the preview window.

The zoom ratio is displayed above the preview window. A ratio of 1:1 is actual size (100%), a ratio of 2:1 is twice the actual size (200%), and so forth.

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

Filling an Object with Other Objects
Making Object Fills Draw Faster
Adding and Removing Object Fills
Copying an Object from the Gallery
Editing Object Fills
Arranging Object Fills
Rotating Object Fills
Scaling and Positioning Object Fills
Flipping Object Fills
Changing the Color of Object Fills

Arranging Object Fills

You can Center an object, Tile (repeat) by Row, or Tile (repeat) by Column. You must choose one of the tiling options to use many of the other features in the Edit Object Fill dialog box. You must choose a Flip option or change the value for Stagger % to see a difference between Tile by Row and Tile by Column.

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

Filling an Object with Other Objects
Making Object Fills Draw Faster
Adding and Removing Object Fills
Copying an Object from the Gallery
Editing Object Fills
Previewing Object Fills
Rotating Object Fills
Scaling and Positioning Object Fills
Flipping Object Fills
Changing the Color of Object Fills

Rotating Object Fills

Selecting the Pattern option rotates the whole object-fill pattern; selecting Object rotates each individual object.

The Angle value sets the angle of rotation. You can either enter a value in degrees directly or drag the red needle in the dial control.

Note

You can use a bitmap in an object fill, but it cannot be rotated.

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

Filling an Object with Other Objects
Making Object Fills Draw Faster
Adding and Removing Object Fills
Copying an Object from the Gallery
Editing Object Fills
Previewing Object Fills
Arranging Object Fills
Scaling and Positioning Object Fills
Flipping Object Fills
Changing the Color of Object Fills

Scaling and Positioning Object Fills

You can change the size of the object by changing the value of Width % and Height %. The default values are 100%, which is the original size. Changing both these values to 50% makes the object half the original size; changing the values to 200% makes the object twice the original size. To scale the object proportionally, change Width % and Height % the same amount.

You can adjust the spacing of tiled objects by changing the values for X Spacing % (height) and Y Spacing % (width). Entering a negative value causes objects to overlap; entering a positive value creates space between objects. A value of zero makes the bounding boxes of the objects flush with one another.

You can pan the entire object fill pattern within the larger object by adjusting the values for X Shift % (height) and Y Shift % (width). These values let you control how the fill pattern looks at the edges of the larger object.

Adjusting the Stagger % lets you stagger the position of every other row or column. For example, to illustrate a brick wall, you might set the Stagger % to 50.

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

Filling an Object with Other Objects
Making Object Fills Draw Faster
Adding and Removing Object Fills
Copying an Object from the Gallery
Editing Object Fills
Previewing Object Fills
Arranging Object Fills
Rotating Object Fills
Flipping Object Fills
Changing the Color of Object Fills

Flipping Object Fills

To flip objects, you must select either About X (vertical) or About Y (horizontal). This specifies the coordinate axis about which the objects are flipped.

To flip objects within an object fill pattern, you can select from the following.

Flip Selection	Effect
None	No flip
All	Flip all the objects in the fill
Every Other	Flip every other object
Row or Column	Flip every other row or column

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

Filling an Object with Other Objects
Making Object Fills Draw Faster
Adding and Removing Object Fills
Copying an Object from the Gallery
Editing Object Fills
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Changing the Color of Object Fills

Changing the Color of Object Fills

Selecting either of the options Modify Fill Color or Modify Line Color changes the color of the object to the current foreground color in the Fill-Object dialog box. If you want to retain all the original colors of an object you are adding to the gallery, deselect both Modify Fill Color and Modify Line Color.

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

Filling an Object with Other Objects
Making Object Fills Draw Faster
Adding and Removing Object Fills
Copying an Object from the Gallery
Editing Object Fills
Previewing Object Fills
Arranging Object Fills
Rotating Object Fills
Scaling and Positioning Object Fills
Flipping Object Fills

Masking Objects

{button Steps...,PI(`',`HT_Masking_Objects')}

You can mask an object to the shape of any other object.

You can paste an object or bitmap into another closed or connected object in Designer. The object you paste is masked by the other shape.

To mask an object

To mask an object

1 Select an object that you want to mask.

2 On the Edit menu, click Copy to copy the object to the Clipboard.

3 Select an object that you want to use as a mask outline.

4 On the Object menu, click Paste Inside. A blue edit border appears around the mask-outline object.

5 Press and hold the left mouse button until an outline of the object to be pasted inside appears.

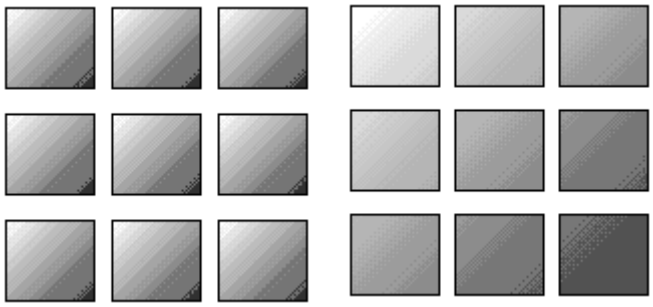
6 Position the object and release the mouse button. A copy of the first object is pasted inside the second one.

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

Masking Objects

Filling Several Objects with a Continuous Fill

You can create a continuous fill across several objects that do not touch. All types of fills can span objects, but gradients, object fills, and masked objects are the most interesting.



Not connected Connected

When you connect objects with the Connect Closed command, the objects fill with the current color and pattern. If you fill a set of connected objects with a gradient, masked object, or object fill, the fill spans the set of connected objects, even if the component objects of the overall connected object do not touch. The example above shows connected objects filled with a single diagonal gradient.

(For more information on connecting objects, see Grouping Objects.")

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

Masking Objects
Selecting a Solid-Color Fill
Adding Hatch Patterns to Objects
Adding Image Patterns to Objects
Filling an Object with Other Objects

Copying and Applying Styles

{button Steps...,PI(`',`HT_Copying_and_Applying_Styles')}

Any of the following style attributes, once applied to an object, can be reapplied to other objects.

Both interior and line fill

Fills (solid, image, gradient, hatch, and object)

Line weights, cap and join options, and calligraphic lines

Line ends and line style

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

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

To copy style attributes from one object to another

Setting Default Styles

To copy style attributes from one object to another

1 Select an object with the style attributes you want to copy.

2 On the Format menu, click Pick Up Object Style.

3 Select the object to which you want to apply the style attributes.

4 On the Format menu, click Apply Object Style. The style attributes are copied from the first object and applied to the second object.

Note

If more than one object is selected and the objects have different style attributes, the Pickup Object Style command is not available.

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

Copying and Applying Styles
Setting Default Styles

Setting Default Styles

{button Steps...,PI(`',`HT_Copying_and_Applying_Styles')}

When you set a new default fill or color, the next object you draw will have these style attributes. Designer gives you several ways to set default styles.

One way to set a new default fill or line style is to deselect all objects and then choose any fill pattern or line style from the Fill dialog box, Line dialog box, or the Style Ribbon toolbar. The default fills and styles for interior and line are shown in the status bar (if displayed) and in the Interior Fill button and the Line Fill button in the Style Ribbon toolbar (when no object is selected).

Tip

If you want to set new default styles based on an existing object, just select the object and click Set Default Style on the Format menu. All of the style attributes of the selected object, including interior fills, line fills, and line styles, become the new defaults.

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

Copying and Applying Styles

GETHELP.DOC

This is the Getting Help section of Designer 6.0 Help. Designer’s CNT file also contains references to some external, global Getting Help topics, and Windows Help on Help is called as a separate Help file.

Getting assistance as you work

If you are new to Micrografx Designer

Open the View menu, click Toolbars, and make sure that the Show Tool Tips option is checked and the Hints toolbar is turned on.

Tool Tips, displayed near the mouse pointer when you pause on a tool or button, help you relate the tool's image to its name.

The Hint toolbar gives a brief description of the tool, button, or menu item you are pointing to. The Hint toolbar also displays "Action Hints" as you draw and edit objects Action Hints guide you step-by-step through Designer procedures.

If you are not sure what your options are while editing an object, click the right mouse button. A shortcut menu appears, containing commands that are available for the current object.

When you want more detailed information

To see more information about a tool or button, point to it and press the Help key (**F1**). A popup message tells you how to use the tool or button. To close the message, click inside it or press the **ESC** key.

For quick information about a menu item, press the Help key (**F1**) while the item is highlighted. A popup message gives you assistance.To close the message, click inside it or press the **ESC** key.

When you are using a dialog box

Click the "**?**" button on the title bar of the dialog box, and then click the item you want information about. To close the message, click inside it or press the **ESC** key.

When a dialog box is active, pressing **F1** displays help about the dialog box item that has the focus. To ensure that a specific item has the focus, use the Tab key.

If a dialog box doesn't have the "**?**" button, look for a Help button, or try pressing **F1**.

When you are viewing Designer's Help windows

The large Designer 6.0 Help window (you're looking at it) contains two "browse" buttons (<< and >>). Click those buttons to page backward or forward through a set of closely related topics. (If you prefer using the keyboard, press the **<** and **>** keys.)
The Designer Steps window appears on the right-hand side of the screen. It displays numbered steps for a specific procedure. This window stays in front of other windows so you can perform each step without Designer's window covering up the remaining steps.

Tips

To copy the text from a Help window to the Clipboard, drag across the text, and then press **CTRL+C**.

To close any active Help window, press the **ESC** key.

Frequently Asked Questions

General **Bitmaps** **ClipArt** **Clipboard** **Designer 3.1** **Designer 4.0** **Display** **Import/Export** **OLE** **PageMaker** **Palettes** **Printing** **Objects** **Text**

General

How do I set new defaults for my objects?

I can't find the icon. How can I run the program?

Why do I get an error message when I start Designer under Windows NT?

How can I select multiple documents to print?

During reshaping, angle information in the status bar does not appear to be correct.

I'd like to know more about PostScript, EPS, and AI.

I want to know more about reducing points.

Clicking the up arrow in the Transform-Move dialog box moves the object down.

My mouse is unsteady. How can I move an object just a little?

The Layer dialog box appears to change the wrong layer.

When I transfer objects to Picture Publisher, I lose the foreground and background colors.

Printer fonts are not WYSIWYG (what you see is what you get).

Why is the estimated file size for a standalone slideshow so large?

Bitmaps

Bitmaps or bitmap fills do not export properly to the Adobe Illustrator (AI) format.

Exporting a bitmap-filled object results in a solid fill.

Why do transparent bitmaps placed in PageMaker display incorrectly?

Why don't bitmaps retain their original size when importing or exporting?

Why do CGM files exported from Designer import into some other applications at a different size?

Why do color bitmaps sometimes print incorrectly to PostScript?

Bitmaps printed to the HP 550C printer do not print correctly.

Bitmaps printed to the HP DeskJet printer repeat the image or are rotated incorrectly.

Some objects filled with bitmap images are not clipping correctly when printed.

When I transfer objects to Picture Publisher, I lose the foreground and background colors.

Why are bitmaps not the same size in CorelDRAW as they were in Designer?

ClipArt

Why don't thumbnails display in the ClipArt Manager after performing a search?

Why does the Reset Transform command move inserted ClipArt to the page origin?

Clipboard

Sometimes I cannot ungroup objects pasted from the Clipboard.

Designer 3.1

How do I add a point quickly while reshaping?

Importing a Designer 3.1 PAL file results in multiple palettes being created.

Why do text sizes differ in Designer 3.1 and Designer 6.0?

After Connecting objects, both Disconnect and Ungroup are available.

My printed bitmaps look worse than when I printed them using Designer 3.1.

My text exports to DRW as individual lines.

Why do weighted (non-hairline) lines export to DRW as polygons?

My DRW files containing dashed lines with opaque backgrounds lose their opaque background when opened in Designer 6.0

Designer 4.0

Some Designer 4.0 drawings that have container text display differently in Designer 6.0.

Why does the position of text along a curve change from Designer 4.0 to Designer 6.0?

How can I merge a multi-page Designer 3.1 file into Designer 6.0?

Display

Printer fonts are not WYSIWYG (what you see is what you get).

My text displays incorrectly with my printer, an HP4.

Import/Export

What happened to the tab settings in the RTF file I imported?

Why do I get an error when I try to import certain WPG files?

Why do my fonts change when I export to Adobe Illustrator (AI) format?

I'd like to know more about PostScript, EPS, and AI.

Why does importing an EPS file result in a gray box?

I have an EPS file that I cannot import. What can I do?

I cannot select any objects from a file that I imported. What's wrong?

Bitmaps or bitmap-fills do not export properly to the Adobe Illustrator (AI) format.

Why do weighted (non-hairline) lines export to DRW as polygons?

My text exports to DRW as individual lines.

Exporting a bitmap-filled object results in a solid fill.

When I print to a Level 1 PostScript printer, a piece of one corner of a rectangle is missing.

Polylines export with too many points.

What is the limit on the size of a text file I can import?

Why don't bitmaps retain their original size when importing or exporting?

Why do CGM files exported from Designer import into some other applications at a different size?

Why do color bitmaps sometimes print incorrectly to PostScript?

Why do hairlines exported as HPGL appear to be thicker?

Why are bitmaps not the same size in CorelDRAW as they were in Designer?

Why do some images import at full-page size?

OLE

Some OLE objects do not print to PostScript devices.

I want to link a Designer object into Designer. Can I do this?

PageMaker

Why are objects I've placed in PageMaker 5.0 cut off when printing to PostScript?

Why do transparent bitmaps placed in PageMaker display incorrectly?

Palettes

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How do I add a point quickly while reshaping?

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How can I reset the pivot point to the default after I move it?

How can I resize a hatch-filled object without affecting the fill?

How can I get text to wrap on all four sides of a rectangle?

How can I space text evenly along a path?

Should aligning objects as group in the Align to Page dialog box automatically group the objects?

Sometimes I cannot ungroup objects pasted from the Clipboard.

My DRW files containing dashed lines with opaque backgrounds lose their opaque background when opened in Designer 6.0

Text

What happened to the tab settings in the RTF file I imported?

Why are my tab stops being ignored when I press the Tab key?

Why do my fonts change when I export to Adobe Illustrator (AI) format?

How can I get text to wrap on all four sides of a rectangle?

How can I space text evenly along a path?

Why do text sizes differ in Designer 3.1 and Designer 6.0?

Some Designer 4.0 drawings that have container text display differently in Designer 6.0.

Why does the position of text along a curve change from Designer 4.0 to Designer 6.0?

Why does slanting underline text cause the underline to go away?

What is the limit on the size of a text file I can import?

When I put text on a path, I lose my small capital letters, superscript, and subscript.

The Split Text command causes non-visible text in the container to be lost.

When I flow text between containers, sometimes the text overwrites itself.

Object fill sizing is inconsistent when applied to freeform text.

When I print to HPPCL or HPPJ printers, sometimes bits of text appear through opaque objects.

My Bitstream facelift fonts are not displaying or printing correctly.

My path text does not print correctly to my printer, an HP LaserJet.

My text displays incorrectly with my printer, an HP4.

My text exports to DRW as individual lines.

Should joining text change the size of the font?

I reshaped my text and the "holes'" disappeared. How do I get them back?

When I fit text to a path, it doesn't always exactly center the text.

Can you change or delete redefined custom units?

How do I set defaults for new objects? For example, what if I want all my fill colors to be red and all my lines to be blue.

To set new defaults, first make sure nothing is selected (click away from all objects). Then set the defaults you want (fill color, line color, style, and width, and so forth). The new defaults remain in effect until you change them. To change an individual object, select it and then set its attributes. Another way is to use the right mouse button to click the Line Weight button or Object Fill button on the status bar. The setting becomes the new default for that button.

Why do weighted (non-hairline) lines export to DRW as polygons?

Exporting objects that have weighted (non-hairline) lines to the "DRW -- Micrografx Drawing (mgx)" filter result in the lines being converted to polygons. Exporting to the "DRW -- Micrografx Drawing" filter correctly retains the weighted lines.

Why does importing an EPS file into Designer 6.0 result in a gray box?

EPS files contain PostScript data, which is not translatable by applications. EPS files may contain an optional TIFF or WMF header that can be used to view the content of the EPS file. Designer displays a gray box in place of the preview data when importing an EPS file that does not contain a preview image. If the EPS file contains a TIFF or WMF preview, then Designer displays that preview when the EPS file is imported. Designer imports and translates the Adobe Illustrator format of EPS so you can edit it in Designer. For more information, see the description of EPS and PostScript.

Bitmaps or bitmap fills do not export properly to the Adobe Illustrator (AI) format.

The "AI -- Adobe Illustrator (mgx)" filter does not support exporting bitmaps or bitmap-filled objects, including bitmaps that are used to represent hatched fills. Depending on the option selected in the Setup dialog box, bitmaps will be exported in one of three possible solid colors: the foreground color of the bitmap, the background color of the bitmap, or a blend of the foreground and background colors of the bitmap to create a new color.

Exporting a bitmap-filled object results in a solid fill.

Many formats do not support, or do not support well, clipping of bitmap-filled objects. Designer must clip the image and reduce the clipped bitmap to a series of scan lines that represent the bitmap fill in order to reproduce the object as it appears in Designer. This process results in exported files that may be large and take a long time to process. Designer will substitute a solid fill for clipped bitmap fills in these situations.

An override exists if you want to let Designer generate the clipped bitmap fill as a series of scan lines. On the Registry tab of the Options dialog box, add the Value Name **ClipImageFill** to the **Translation** key, and give it a numeric value of **1** to generate the scan-line fill. This process may take a long time and result in a large output file.

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

When I print to an AutoGrafix device, there is a white line at the top of the 35 mm slide.

When printing to 35 mm slides, choose a page size of Use Printable rather than 35 mm in the Page Setup dialog box. Also, choose Center on Page in the Print Document dialog box.

When I print to a Level 1 PostScript printer, a piece of one corner of a rectangle is missing.

This happens when you create an EPS file in Designer and put the EPS image into certain programs. To fix it, on the Registry tab of the Options dialog box, add the Value Name **EnablePSAdapt** to the **Mgxgre** key, and give it a numeric value of **0**. Then set the options of the printer driver to EPS. Print. Print to EPS and use the new file.

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

During reshaping, angle information displayed in Designer's status bar does not appear to be correct.

Designer reports the current mouse position and the change of angle (relative to the original position). When reshaping, the status bar shows you how far you have moved the selected points and in what direction.

Bitmaps printed to the HP 550C printer are extremely dark and oversaturated, or do not print correctly.

Update to the latest version of the HP 550C driver.

Bitmaps printed to the HP DeskJet printer repeat the image or are rotated incorrectly.

Update to the latest version of the HP DeskJet driver.

I'd like to know more about PostScript, EPS, and AI.

What is PostScript? What is EPS and why do there seem to be so many variations? Why can my application edit some EPS files and not others? What's the difference between AI and EPS files? How does Designer work with EPS files?

These are just a few of the questions people ask when confronted with distinguishing between PostScript, AI, and EPS. The following descriptions help to explain the differences and how to decide which format is appropriate for which use.

PostScript

PostScript is a high level, device independent programming language that is used to describe the appearance of text, graphical shapes, and images on displayed or printed pages. Printing or displaying PostScript involves the use of a PostScript interpreter written for a specific output device. The interpreter executes the commands in the PostScript language and converts them to the low level operations understood by the device.

In Windows, a PostScript print stream can be generated by an application printing to a PostScript device driver. Either the application or the device driver may generate its own specialized definition of the output pages using PostScript commands. The PostScript commands, along with printer-specific information, make up the print stream. A PostScript print stream that is saved to a file is a PostScript file, and typically has a PS file extension. A PostScript file is intended for output to a specific device, and as such is not editable or suitable for use as a file transfer format.

PostScript File Support in Designer

Set the Target Printer to a PostScript device and print to a file. Designer uses its own internal PostScript Adaptation Layer to generate the PostScript, which may be disabled to allow the device driver to generate the PostScript.

Designer does not read or import a PostScript print file.

Encapsulated PostScript (EPS)

Encapsulated PostScript (EPS) is a file containing PostScript commands that describe a single page. An EPS file does not contain printer-specific information. The typical purpose of an EPS file is to be included, or encapsulated, into another PostScript page description. Applications import the EPS data into a document, which is then output (the original document plus the included EPS data) to a PostScript device. EPS files are not editable after they are imported into a document. Applications may manipulate the whole EPS data, to some extent, including modifying the size, position, and rotation of the EPS data, but they cannot modify the EPS data directly.

Since the application cannot edit the EPS data, the format of the EPS file allows for the inclusion of a preview image that an application may use to display the representation of the EPS data. This preview image is usually either a Windows Metafile (WMF) or a TIFF bitmap. Applications that do not support Windows Metafile or TIFF images usually display a place holder that assists in the placement and manipulation of the EPS data.

In addition to being used to display the representation of the EPS data, the preview may also be used when a document is printed to a device that does not support PostScript. An application that creates a document containing EPS data and then prints the document to a PostScript device passes the EPS data to the PostScript device for printing. If the application prints the document to a device that does not support PostScript, it must print the preview instead. A TIFF or Windows Metafile preview will give a more accurate presentation than a place holder, although it is usually inferior to the results generated by the EPS data to a PostScript device.

Some PostScript device drivers let you create an EPS file of a PostScript print job. The PostScript driver supplied with Windows 95 has this feature. When the option is selected and an application prints to the driver, you are prompted for the file name to be used to create the EPS file.

EPS Support in Designer

Designer supports four types of EPS export. Select the desired type in the Export dialog box.

"EPS - Encapsulated PostScript, No Header or Preview" generates a minimum EPS file.

"EPS - Encapsulated PostScript, No Preview" generates an EPS file with a header but no preview.

"EPS - Encapsulated PostScript, TIFF Preview" generates an EPS file with a TIFF preview.

"EPS - Encapsulated PostScript, WMF Preview" generates an EPS file with a WMF preview.

Designer does not fully support importing EPS files. The preview data is imported, but the EPS data is ignored.

Importing an EPS file that does not have a preview displays a gray-filled rectangle of the same size as the EPS data. Importing an EPS file with a TIFF or WMF header displays only the preview data. Select the "EPS - Adobe Illustrator EPS" filter in the Import dialog box to import an EPS file.

Adobe Illustrator

An Adobe Illustrator file (AI) is an EPS file that conforms to the language restrictions defined and published by Adobe for use as a file data transfer format. It is the native file format for Adobe Illustrator and has an AI file extension. Unlike other PostScript files that require device interpreters, the AI file does not contain custom extensions: It is a defined set of operators that can be translated into other page and graphical primitives. Applications can read and write the file format just like any other file data transfer format. Like other file formats, different release versions exist. Applications must ensure that they are compatible with the format version specified in the file.

Since it is an EPS file, an AI file also may contain the preview header. Applications that do not choose to support the AI file format primitives directly may elect to import the preview instead. Applications that do support the AI file format can edit the data that is contained in the file after it is imported.

AI files are sometimes called Adobe Illustrator EPS files, or AI/EPS files, and have an EPS extension. Most clip art packages that offer EPS files are AI files with TIFF previews and have the EPS extension. Applications can import and edit these EPS files, unlike other EPS files, because they conform to the AI language restrictions and can be parsed and translated. EPS files that do not conform to the AI language restrictions are not AI files and cannot be edited, only incorporated into a document.

AI Support in Designer

Designer supports importing and exporting the AI file format. Imported AI files are translated and the EPS data can be edited in Designer.

When importing files with the AI extension, select the "Adobe Illustrator AI" filter only if you need to edit the image. If you don’t need to edit the image, specify the "Adobe Illustrator EPS" filter. This gives you the highest compatibility with service bureaus that print PostScript documents.

When importing files with the EPS extension that you know are AI files, select the "Adobe Illustrator EPS" filter.

When exporting to an EPS file that will be printed by a service bureau, use one of the “Encapsulated PostScript” filters rather than the “Adobe Illustrator AI” or ”Adobe Illustrator EPS” filter.

Darkening or lightening printed RGB bitmaps

When you print to an EPS file from Designer, you can darken or lighten RGB bitmaps in the document by setting a key value in your registry.

To set the value from within Designer, on the Registry tab of the Options dialog box, add the Value Name **EnableCMYKBlackOpt** to the **Mgxgre** key, and give it a numeric value of **0** or **1**.

For lighter RGB bitmaps, set the value to **0**.

For darker RGB bitmaps, set the value to **1**.

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

Why does slanting underline text cause the underline to go away?

Some effects applied to text, such as slanting or warping, are too complicated to be rendered by Windows or ATM. Designer converts the text to curves before displaying it, causing the underline to be lost. Since Windows can only render TrueType and Type 1 fonts as solid single color, text that has an edge color different from the fill color and text that has a complex fill also are converted to curves.

Why is the estimated file size for a standalone slideshow so large?

The value shown is the uncompressed size and should be considered the maximum size required. The actual size will vary based on the content of the slides.

Why does the Reset Transform command move inserted ClipArt to the page origin?

The Reset Transform command removes all transformations applied to an object since its original defined location. When inserted, ClipArt is defined to be at the page origin and is translated to the location where you place it.

The Split Text command causes non-visible text in the container to be lost.

The Split Text command is intended to make generating individual text labels easy. In order to convert all text lines to labels, first resize the text container so that all text is visible.

How is the number of points in the Reduce Points dialog box determined?

In the Reduce Points dialog box, the number of points that may be removed from an object is based on a tolerance that varies based on the size of the object. For example, start with two identical objects and reduce the size of one of those objects. The number of points that can be removed from the reduced object is larger than that other object because the distance or tolerance between the points in the reduced object is smaller.

When I flow text between containers, sometimes the text overwrites itself.

The shape is only used as a template to create a text container. The text container and the shape are two different objects. To see this, draw two rectangles and select the first one as a container for text. Enter text until the text overflows, then press **F2** to select everything. Notice that three items are selected; two rectangles and one text block. The rectangle is still a separate block so that when you reflow text it is again used as a template for the next block, drawing right in front of the first one.

Why does rotating a dimension line make the length smaller?

This is correct behavior for a dimensioning object. When you transform (move, scale, rotate, skew, and so forth) a dimensioning object, you are only transforming the points about which the dimensioning object is defined. Consequently, when you rotate the horizontal dimension line, you are, in effect, rotation the imaginary line measured. As you rotate this line, its horizontal component changes.

Can you change or delete redefined custom units?

Designer has a set of redefined custom unit that it places in every file it creates. These custom units can be changed and even deleted from both the file and Designer's profile. New files will, however, always contain the original custom units.

Importing a Designer 3.1 PAL file results in multiple palettes being created.

A Designer 3.1 palette file (PAL) can contain multiple palette definitions and is imported into separate Designer 6.0 palettes so you do not lose any of the colors in the original palette.

Object fill sizing is inconsistent when applied to freeform text.

To understand what is occurring it is necessary to look at how object fills work. Before displaying, an object fill is transformed using the same transform as the object being filled. This allows the object fill to maintain the same size relative to the filled object. For example, suppose you fill a square with the star object fill and it takes only five stars to fill the square. If you resize the square, the object fill is also resized so that the same five stars fill the square. Filling freeform text with an object fill works exactly the same way. The difference is that the size of freeform text can be changed in two ways, one of which applies a transformation and one that does not. Resizing the text by dragging one of its boundary handles causes a transformation to be applied to the text. In this case, the object fill is resized with the text object. Enlarging or reducing the font size using the font size spinner on the Text ribbon does not apply a transformation, so in that case the object fill does not change size. You can tell if a transformation has been applied to a selected object by looking for a T in a red box in the two-line status bar.

Printer fonts are not WYSIWYG (what you see is what you get).

Since a printer font may not have a close on-screen representation, all printer fonts are mapped to a single font for consistent on screen display. The default font used is Arial.

You can change the default by modifying an entry in your system registry. On the Registry tab of the Options dialog box, add the Value Name **DefaultFont** to the **Mgxgre** key, and set its value to the name of the font you want to use (for example, **Times New Roman**).

Independent of the font selected for screen display, the text will print correctly if the target printer supports the fonts.

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

Why do text sizes differ in Designer 3.1 and Designer 6.0?

The "dot" fonts used by earlier versions of Designer (such as Swiss) are no longer supported. TrueType and Type 1 equivalent fonts have been created for use in Designer 6.0. There are slight differences between Designer 3.1's rendering of dot fonts and that of Windows and ATM. To compensate for these differences, a table of variations was introduced into the MGX.INI file. This table is used to slightly resize fonts when DRW files are read into Designer 6.0. All previous Designer file formats were tested and best fit values were created for use in converting Designer 3.x fonts to Type 1 and TrueType fonts.

Some Designer 4.0 drawings that have container text display differently in Designer 6.0. What has changed?

In Designer 4.0, container text behaved differently from all other types of text when transformed (rotated, scaled, and so forth). The container was transformed and the text reflowed in the new container using the original point size. While this is a common implementation that is found in many page layout applications, many Designer users found this inconsistent and confusing. In Designer 6.0, all text types are transformed the same way. If text is flowed or entered into a transformed container, the text is also transformed. Note: If un-transformed text is desired, convert the container to curves to normalize the container's transformation before inserting text.

After Connecting closed two objects, both Disconnect and Ungroup are available in the Change menu.

Are the objects grouped as well as connected?

No. In Designer 3.1 the **SHIFT+F5** shortcut chose the Break Apart menu command. This single command would both ungroup grouped objects and disconnect connected open or closed objects. This was added as a convenience for Designer 3.1 users.

When I print to HPPCL or HPPJ printers, sometimes bits of text appear through opaque objects. How can I get correct output?

For HPPCL printers select the Print TrueType as graphics option in the options dialog box of the printer driver setup dialog box.

I want to link a Designer object into Designer. Can I do this?

No.

How can I merge a multi-page DS4 file into Designer 6.0?

Multi-page DS4 import is not supported. However, you can open both files and cut and paste objects from one file to another.

When I print to the HP DeskJet, I get extra copies.

Some printer drivers do not support the ExtDeviceMode command. If a driver does, and you requests multiple print copies, then Designer spools one copy and tells the driver to print multiple copies. If the driver does not support ExtDeviceMode, then Designer must print multiple copies itself, which takes longer.

When I put text on a path, I lose my small capital letters, superscript, and subscript.

Small caps, superscript, and subscript do not work with path text. They are changed to normal text.

My printed bitmaps look worse than when I printed them using Designer 3.1

You can use an entry in your system registry to fix the problem.

On the Registry tab of the Options dialog box, add the Value Name **UseGDIForBLTPrinting** to the **Mgxgre** key, and give it a numeric value of **1**.

This setting causes the GDI to be used to dither printed images. The default value of **0** causes the internal bitmap code to do the dithering itself. GDI dithering produces the same results as Designer 3.1 bitmap printing. This setting only applies to bitmaps printed through GDI and does not affect either screen or Postscript output.

In Designer 4.0, bitmaps imported from Designer 3.1 could look quite bad on screen when running with a 256-color display. This was because bitmaps imported from DRW files came in as VBMs, one of Designer's bitmap formats. VBMs display poorly on palette-based 256-color devices. To remedy this problem, Designer now converts bitmaps coming from Designer 3.1 to Frames, another internal bitmap type.

My Bitstream facelift fonts are not displaying or printing correctly.

Bitstream Facelift is a font technology, like TrueType or ATM. While that technological difference may be irrelevant to some Windows applications, drawing programs such as Designer that manipulate fonts at a low level need to explicitly support the technology to work fully. Designer does not.

Facelift can be used in a limited way within Designer, though. On the Registry tab of the Options dialog box, add the Value Name **DontFilterDeviceFonts** to the **Mgxgre** key, and give it a numeric value of **1**.

This setting causes Designer to bypass its usual checking of device fonts (and substitution of a default font, usually Arial) and select a font. With the option set to **1**, Facelift fonts appear correctly on-screen and when printing. Any printer device fonts are mapped by Windows to a screen font, often an unattractive-when-resized bitmap one. It works pretty well if you set the option to **1** and stick to TrueType, ATM, and Facelift fonts.

The facelift fonts are still recognized as and treated like device fonts, though, so support for them is far from complete. Converting them to curves turns them into Arial. So does any implicit convert-to-curves, such as rendering with an edge or fill, some non-proportional resizing, and various other operations.

Another issue to worry about is Facelift's Printer Shell Drivers. To have the Facelift fonts available for a given printer, you set it up so that your normal printer drivers are replaced by SHELLPRT, Facelift's shell. The shell then passes printer commands to the actual driver. One side effect of this is that it defeats Designer's normal detection of whether a printer is Postscript. Therefore, Designer will not use its PostScript adaptation layer.

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

Some objects filled with bitmap images are not clipping correctly when printed.

This occurs when printing to the IBM/Lexmark WinWriter 600 using the Microsoft Windows Printing System. When an object containing an image is printed, the image prints beyond the object's borders. The Printer's driver appears to be reporting its capabilities incorrectly. Contact Lexmark for a fixed driver.

When I transfer objects from Designer to Picture Publisher using Copy and Paste, I lose the foreground and background colors.

The colors are not applied to the bitmap itself: They are saved as foreground and background attributes. The transition into Picture Publisher does take these attributes into account to some extent. If the foreground color is black, then the monochrome bitmap comes into Picture Publisher as black on white. If the foreground color is not black, then the monochrome bitmap comes into Picture Publisher inverted (white on black).

My path text does not print correctly to my printer, an HP LaserJet 4Si/4Si MX Driver.

The symptom is that some of the characters of a text-along-a-curve string are either too high or too low. Printing to Postscript, or using the "Print True Type as Graphics" driver option fixes it.

I want to know more about reducing points.

The algorithm works by specifying a tolerance with which to approximate the polyshape. When parts of the curve slip under that tolerance, then there will be fewer points in general, but sometimes lessening the tolerance actually adds a few points. The overall behavior is a reduction in points as the tolerance increases, but it is not a perfectly predictable or smooth process.

My text exports to DRW as individual lines.

A text block (container) exported to DRW -- or any other vector format -- exports as individual text lines, not as an entire text block.

Gradient fills print incorrectly on my HP4si printer.

Gradient fills can print incorrectly on the HP4si when you use the HP4si PCL driver and a high resolution.

To solve the problem

Use the HP4si PostScript driver
or
Switch to the HP3si PCL driver

My text displays incorrectly with my printer, an HP4.

With the HP4 PCL driver set to 600 dpi, checking and unchecking the "Print TrueType as Graphics" option in the driver causes Designer to display text slightly misplaced. This effect is base on the text metrics returned from the printer driver and does not affect printing, only display.

Selecting the "Print TrueType as Graphics" option ensures that text displays and prints the same.

Note: The "Print TrueType as Graphics" option is in the printer driver's Options dialog box and cannot be selected unless the "Graphics Mode" is set to "Raster."

When proportionally scaling, wide objects don't snap to horizontal guides and tall objects don't snap to vertical guides.

Proportional resize of tall objects only snaps to horizontal guides (the horizontal component of the object's size box is calculated based on the vertical size). Likewise, proportional resize of wide objects only snaps to vertical guides (the vertical component is calculated based on the horizontal size).

Polylines export with too many points.

You can change this behavior with an entry in your system registry.

The entry sets an abstract tolerance factor that removes excess points from a polyline based on the distance and colinearity between points. The default is 4. The larger the number, the more points are removed and the fewer points remain in the polyline.

On the Registry tab of the Options dialog box, add the Value Name **ExportPointReductionFactor** to the **Translation** key, and give it a numeric value between **1** and **10**.

Depending on the capabilities of the file format and/or filter, certain objects must be represented as polylines instead of Bézier curves. More points must be maintained for visual fidelity.

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

Why are the Designer objects that I've placed into PageMaker 5.0 getting cut off when printing to a PostScript device?

This problem only happens when you are using a full-page graphic. This is a known PageMaker 5.0 bug and occurs with any vector graphic imported into PageMaker, not just Designer's. The workaround suggested by Aldus Technical Support is:

1. Install a driver for a printer that is capable of printing at a resolution higher than 1500 dpi, such as the Linotronic 330 and connect it to the port to which your printer is connected.
2. In the PageMaker Page Setup dialog box (File/Page Setup), choose this printer as the target printer and select a resolution higher than 1500 dpi.
3. Print the page.

Limitations: This workaround limits the ability to choose different paper trays and other printer-specific options.

Another workaround is to use a PCL driver instead of PostScript if you are printing to an HP printer.

Why do transparent bitmaps placed into PageMaker from Designer display incorrectly in Normal Graphics mode?

In Normal Mode, PageMaker displays a metafile. Windows metafiles do not support transparent bitmaps. The workaround is to select High Graphics Mode in PageMaker preferences.

Why do hairlines exported as HPGL appear to be thicker?

This is because the default pen nib width for HPGL plotters is used for the hairline width. This is correct behavior.

What is the limit on the size of a text file I can import?

Importing text in a text block is limited to files that have less than 10,000 characters. Text is truncated after that.

Why don't thumbnails display in the ClipArt Manager after performing a search?

Because the Search Results subject is created dynamically, thumbnails are not able to be displayed.

How do I get vector clipping in an HPGL file when there is no option in the export setup to do so?

Load an HPGL driver and print to a file.

Why can't I select object-filled objects using the Select dialog box in a file I have saved and reloaded?

The Select by Interior Fill in the Select dialog box is valid for object-filled objects in the current Designer session only. After the file is reloaded, the object fills have moved in memory and are not selectable by the Interior Fill option.

Why does converting a metafile to curves sometimes change the size?

When Designer interprets a metafile and converts it to Designer objects, it uses the bounds stored in the metafile to determine the size of the objects. If the application that created the metafile incorrectly stored the bounds, the objects may change in size when they are converted to Designer objects (converted to curves).

Clicking the up arrow in the vertical movement field of the Transform-Move dialog box moves the object down.

Why doesn't it go up?

An increasing value in the spinner matches increasing numbers down the ruler. The spinners do not transform the object up or down the page; they increase or decrease the *number*.

How can I select multiple documents to print?

In the Print Multiple Files dialog box, hold down the **CTRL** key as you click each document.

Note

Due to a current program limitation, files printed in this manner do not print their master page.

Why don't GIF, PCX, and TGA bitmaps retain their original size when importing or exporting?

The GIF, PCX, and TGA filters do not understand the concept of the DPI setting. To them a bit is just a little square with no specific size. That means that the bitmap will appear larger or smaller when displayed on a lower resolution device or a higher resolution device. Some programs, such as Picture Publisher, assume that these files were created at 75 dpi. When importing one of these files, Designer assumes that it was created at the current screen resolution and will resize the bitmap according to that assumption. For example, if you are running SuperVGA mode (800 x 600), Designer resizes the bitmap as though there were 96 pixels per inch.

When exporting to one of these formats, set the desired resolution, using the Setup dialog box. If another application reads GIF, PCX, and TGA files created by Designer and assumes that they were created at 75 dpi, then the bitmap may appear larger than it does in Designer.

Why are JPG bitmaps not the same size in CorelDRAW as they were in Designer?

CorelDRAW ignores the dpi field in the file when importing JPG.

Why do CGM files exported from Designer import into some other applications at a different size?

Designer exports metric, that is, with a scale factor. Some applications use an abstract scale.

Should blank pages in my document print?

No. Pages that do not contain objects should not print. Designer does not currently have any word processing features such as page numbers, headers, footers, and so forth, so you can just insert a blank piece of paper, if needed. Designer does print blank tiles that result from a tiling operation.

Note

When printing tiled output (Designer's page is larger than the printer's page), blank pages do print. That way you can paste all the pages together to create a single large document.

My mouse is unsteady. How can I move an object just a little?

There are some keyboard sequences you may find handy.

The **SPACEBAR** acts like the left mouse button. You can tap to click, hold to press, or tap twice quickly to double click.

The **ARROW KEYS** move the cursor one dot at a time. Zoom in and out to have more or less precision.

The **2** key at the top of the keyboard opens the shortcut menu.

All the constraint keys (such as **CTRL** and **SHIFT**) can be used with these keys just as if you were using a mouse.

How do I add a point quickly while reshaping? Shift+hold does not work as it did in Designer 3.1.

Shift+click adds a point during point or curve reshaping.

How can I move the pivot point and make it stay?

Use **Shift**+drag to move the pivot point and make it stay.

How can I reset the pivot point to the default after I move it?

In the Options-Rulers/Snap dialog box, select Center Snap Points. Select the object. Turn on snap points (**CTRL+F7**). Hold **SHIFT** and drag the pivot point to the center.

How can I resize a hatch-filled object without affecting the fill?

Choose the Convert to Curves command after resizing the object. This can be done as many times as needed.

Should joining text change the size of the font?

When text is joined, all text objects joined will inherit the transformation, if any, of the first text object.

Why does text along a curve change when I save a Designer 4.0 file in Designer 6.0 and then open the file in Designer 4.0?

There were several problems with Designer 4.0's placement of text along a curve. In fact, saving and reopening a file in Designer 4.0 would sometimes cause the text to shift position. Attempts have been made to recreate the Designer 4.0 anomalies when Designer 6.0 saves Designer 4.0 compatible files. However, priority has been given to the display of Designer 4.0 files in Designer 6.0.

How can I get text to wrap on all four sides of a rectangle?

The basic implementation of text along a curve is to wrap text along each side of a polygon and to continue in a straight line after the polygon sides are exhausted. Text unwrapping from a rectangle is a side effect of that. If you move the alignment point to the top line of the rectangle (only a slight movement is required), the text should wrap correctly.

How can I space text evenly along a path?

Designer 6.0 does not perform this operation. Text is a single object. In order to space it evenly, it is necessary to adjust the character and/or word spacing, or possibly the character widths.

Note

You can convert the text to curves and then use the Align To Path dialog box to space the characters evenly along a path. However, after converting the text to curves, you will no longer be able to edit the text (correct typographical errors, change fonts, and so forth).

Should aligning objects as group in the Align to Page dialog box automatically group the objects?

No. The purpose of the Align Objects as Group option is not to group the objects, but to treat them like a group during the alignment.

I reshaped my text and the "holes" disappeared. How do I get them back?

When a letter such as an A is reshaped, it is converted to curves and becomes two shapes. You can regain the original "holes" by Connecting Closed (**F11**) the two new shapes.

Sometimes I cannot ungroup objects pasted from the Clipboard. Why is this?

Check the two-line status bar to see what kind of object was pasted.

If the object is an OLE object, Designer cannot edit the object. Use Paste Special and choose Picture to paste an object Designer can edit.

The object may be a picture (Windows metafile). Metafiles pasted from the Clipboard must be decomposed by using the Convert to Curves command before you can edit the objects. Then they can be ungrouped and edited.

The Layer dialog box appears to change the wrong layer.

Note that Designer automatically names layers as they are added. Create a new drawing and add a few layers. Now go to the layers dialog and start moving the layers (using the up and down arrow keys). Notice that unnamed layers are renamed to reflect their new position when they are moved.

How do I delete a palette when the Delete option is not available?

Designer does not allow you to delete the current or active palette. Select another palette to make it active. Then you can delete the nonactive palette.

When I fit text to a path, it doesn't always exactly center the text.

The Change/Align/Text to Path command enters an interactive text placement mode. The text is initially placed on the curve centered about the point on the curve that is nearest the top middle selection handle. To automatically place the text, choose one of the predefined positions in the Text ribbon's Path Fit button.

Some OLE objects do not print to PostScript devices.

Designer 6.0 has certain restrictions processing files that contain embedded or linked OLE objects that were created in Designer 3.1, Windows Draw, and Charisma 2.1. Due to limitations in the implementation of these OLE objects, Designer 6.0 cannot print these objects to a PostScript device or export them to another file format. Designer 6.0 can print these objects to a PCL device. There are two workarounds for preserving the appearance of the OLE data and enabling Designer 6.0 to print to PostScript or export the data.

Copy the OLE object to the Clipboard from Designer 6.0. Select Paste Special and paste in as a DIB or bitmap.

or

Double click the OLE object from Designer 6.0 to launch the original application. From that application, copy all the data to the Clipboard. Close the original application. Select Paste Special in Designer 6.0 and paste the data as a picture, DIB, or bitmap.

My DRW files containing dashed lines with opaque backgrounds lose their opaque background when opened in Designer 6.0

Designer 6.0 does not support opaque backgrounds for styled lines. Opening or importing a DRW file that contains styled lines with opaque backgrounds results in the loss of the background color. The styled lines are read correctly.

Why do color bitmaps sometimes print incorrectly to PostScript?

There are two things to do if your color bitmaps don't print correctly to PostScript.

1 Use the PSCRIPT driver instead of the Adobe PostScript driver.

2 On the Registry tab of the Options dialog box, add the Value Name **UseAlternateBlt** to the **Mgxgre** key, and give it a numeric value of **1**.

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

Why do weighted (non-hairline) lines export to DRW as polygons?

Exporting objects that have weighted (non-hairline) lines to the "DRW -- Micrografx Drawing (mgx)" filter result in the lines being converted to polygons. Exporting to the "DRW -- Micrografx Drawing" filter correctly retains the weighted lines.

Bitmaps or bitmap fills do not export properly to the Adobe Illustrator (AI) format.

The "AI -- Adobe Illustrator (mgx)" filter does not support exporting bitmaps or bitmap-filled objects, including bitmaps that are used to represent hatched fills. Depending on the option selected in the Setup dialog box, bitmaps will be exported in one of three possible solid colors: the foreground color of the bitmap, the background color of the bitmap, or a blend of the foreground and background colors of the bitmap to create a new color.

My text exports to DRW as individual lines.

A text block (container) exported to DRW or any other vector format exports as individual text lines, not as an entire text block.

Why do some images import at full-page size?

Any import that reports an *abstract* scale is scaled to fit the page. Images with a metric scale import at actual size.

I have an EPS file that I cannot import. What can I do?

The file might not be a "pure" EPS file. That is, it might contain binary characters instead of all text (ASCII) characters.

Try renaming the file so that its file extension is PS instead of EPS, and then import it using the PostScript filter.

I cannot select any objects from a file I imported. What's wrong?

If the objects show on the screen, but you cannot select them, the objects might be on a different layer than the current layer. For example, if all the objects were in Layer 2 when the file was saved, but Layer 1 is the current layer, you probably cannot select the objects.

To select objects that are not in the current layer

1. Click the current-layer button at the bottom of the document window, and click Layers on the menu that pops up.
2. In the Layers dialog box, click Edit All Layers. You should now be able to select the imported objects.

Why does my color text print as black on my PCL printer?

All colors of text print as black text on all PCL devices. Many Windows GDI printer drivers can only print color text in full intensity colors: white, black, red, green, blue, cyan, magenta, and yellow. To print color text in grayscale or to print text in a color other than these eight colors, you must first convert the text to curves.

For printing from within Designer, you can create an entry in your system registry that tells Designer to convert all color text to curves during printing. This feature does not alter your document--only the output to the printer.

On the Registry tab of the Options dialog box, add the Value Name **PrintColorTextAsCurves** to the **Mgxgre** key, and give it a numeric value of **1**. When you print from Designer, your color text will be converted to curves automatically. To disable the automatic conversion, change the value to **0**.

If you want to paste the drawing into another program and print from that program, you must first convert the text to curves manually.

Note

This fix works only with TrueType and Adobe Type 1 fonts; it does not work with printer fonts.

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

Why do I get an error message when I start Designer under Windows NT?

If you install Designer on a network for use with Windows 95 workstations and then run the network copy on Windows NT workstations, NT users may see an Entry Point not Found error message. The error occurs during Designer startup.

If only NT workstations need to use Designer from the network, you can eliminate the error message by deleting the two files ATM32.DLL and ATM16.DLL. These files reside in the same directory as the Designer .EXE file.

If a combination of Windows 95 and NT users run the network copy, the NT users must ignore the error message.

Why do my fonts change when I export to Adobe Illustrator (AI) format?

The export filter for AI files converts font names in your text objects according to a predefined set of font names. If you use a font that is not in the predefined set, the font name is converted.

Why are my tab stops being ignored when I press the Tab key?

When a text block contains line wraps and only has a few tabstops set, it is possible to have tabstops that have a zero width.

To correct this problem

1 Select the block of text.

2 Note the width of the selected block (shown as W on the status bar).

3 On the Format menu, click Tabstops.

4 Add a tab stop that is at least as wide as the text block.

5 Click Apply.

Why do I get an error when I try to import certain WPG files?

Some WPG files cause the import filter to fail with the message "Unable to read import file." Try using the file in a different program to see if it has become corrupted.

What happened to the tab settings in the RTF file I imported?

The RTF import filter in Designer 6.0 does not import all tab settings in an RTF file.

Make sure the container for the imported text is wide enough for the tabbed material. If the container is wide enough but the tab settings are missing or incorrect, highlight the text with the missing tab settings and use the Tab Stops panel of the Text Attributes dialog box to add the tab stops you need.

How do I play an OLE sound object during a slideshow?

Single click is used to execute OLE objects during a slideshow.

Registry settings

Selecting Objects

{button Steps...,PI(`',`HT_Selecting_an_Object')}

Designer offers you many ways to edit, transform, and reshape objects. You can select, copy, paste, resize, group, connect, and align objects, as well as link and embed Windows OLE objects.

When you want to apply any action to an object, you first must select it. Eight small blue boxes called *handles* appear around an object when it is selected (if the object is a line, only two handles appear; one at each end). If several objects are selected at once, outer handles appear surrounding all the selected objects.

Designer gives you four ways to select objects:

Click to select

Select all

Block select

Select by property.

Tip

Watch the handles! They can help you determine if you've selected the correct object when there are many objects in one area. You also can use the status toolbar to help determine if you've selected the correct object. The status toolbar shows the shape selected, such as Rectangle, Line, Ellipse, Polygon, and so on.

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

To select an object by clicking it
To select objects by attribute
To select objects by property value

Clicking to Select Objects
Selecting Overlapping Objects
Deselecting Objects
Other Clicking Actions
Implied Selection
Block Selecting Objects
Selecting All Objects
Selecting by Name or Physical Characteristic
Copying and Pasting Objects
Resizing Manually
Grouping Objects
Connecting Objects
Linking OLE Objects

Clicking to Select Objects

{button Steps...,PI(`',`HT_Selecting_an_Object')}

When you want to click to select objects, you must be in select mode. You are in select mode when the pointer becomes a select pointer. There are two ways to enter select mode.

Click the Edit tool

, and then click the Select button

in the ribbon.

or

Double click the left mouse button away from all objects. When you finish selecting, you can double click again to return to the previous mode.

The Select pointer

A drawing pointer

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

Selecting Overlapping Objects
Deselecting Objects
Other Clicking Actions
Implied Selection
Block Selecting Objects
Selecting All Objects
Selecting by Name or Physical Characteristic
Selecting an Object

To select an object by clicking it

To select an object, point to it with the tip of the select pointer and click the left mouse button.

Tips

You must point to an element of the object such as a line or color. For example, to select an unfilled circle, you point and click the edge of the circle, not the hollow interior. If the interior is filled, you can click anywhere in the interior to select the object.

If you are in a drawing mode, you can point to the object with a drawing pointer and double click to select it. The blue handles appear to indicate that the object is selected.

Single clicking an object in drawing mode results in implied selection of the object, indicated by a hollow selection handle.

To select additional objects, press and hold **CTRL** and click the other objects that you want to include.

Be careful not to move the pointer while clicking or you'll move the object.

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

Selecting Overlapping Objects

{button Steps...,PI(`',`HT_Selecting_an_Object')}

You can select overlapping objects by pressing **ALT** while clicking. Each click selects an object deeper in the stack, starting with the object in front. (See Input Options for information on changing the left mouse button's function.)

Tip

Using **ALT** forces Designer to avoid the rotate/skew mode when you click an already-selected object. It also lets you click anywhere inside an unfilled object to select it.

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

Clicking to Select Objects
Deselecting Objects
Other Clicking Actions
Implied Selection
Block Selecting Objects
Selecting All Objects
Selecting by Name or Physical Characteristic
Selecting an Object

Deselecting Objects

{button Steps...,PI(`',`HT_Selecting_an_Object')}

Click the left mouse button anywhere away from all objects to deselect all selected objects. If you want to deselect some objects, but not others, point to the object you want to deselect, press and hold **SHIFT**, and click the left mouse button. Point to another object to deselect and click again. Release **SHIFT** when you finish.

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

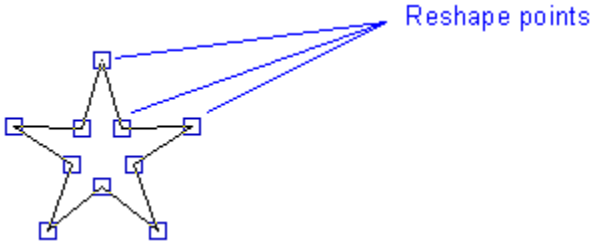
Clicking to Select Objects
Selecting Overlapping Objects
Other Clicking Actions
Implied Selection
Block Selecting Objects
Selecting All Objects
Selecting by Name or Physical Characteristic
Selecting an Object

Other Clicking Actions

{button Steps...,PI(`',`HT_Selecting_an_Object')}

Click an already-selected object with the select pointer to place it in rotate/skew mode (see Rotating Manually and Skewing Manually for more information). Rotate/skew selection is indicated by the appearance of special rotate and skew handles.

Double click an object with the select pointer to place it in reshape mode (see Introduction to Reshaping for more information). Different types of objects have different reshaping indicators.



Tip

To be certain that you have the correct selection mode, check the double-line status toolbar. If the object is selected for Rotate/Skew, the double line status toolbar shows Rotate and Skew Mode. If the object is selected for reshaping, the status toolbar shows the reshape mode. To turn on the status toolbar, click Status Bar on the View menu, and click Double.

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

Clicking to Select Objects
Selecting Overlapping Objects
Deselecting Objects
Implied Selection
Block Selecting Objects
Selecting All Objects
Selecting by Name or Physical Characteristic
Selecting an Object

Implied Selection

{button Steps...,PI(`',`HT_Selecting_an_Object')}

You can change an object's interior fill, line style, or other style attribute immediately after drawing it without explicitly selecting it. Remembering the last drawn object is called *implied selection*.

Implicitly selected closed objects have one hollow handle. Implicitly selected open objects have a hollow handle at each endpoint.

Tips

Single clicking on an object when you're in drawing mode also implicitly selects the object.

Implicitly selected objects cannot be resized or rotated without first selecting them. Click away from the object to deselect it. Click the Edit tool or double click the object to explicitly select it.

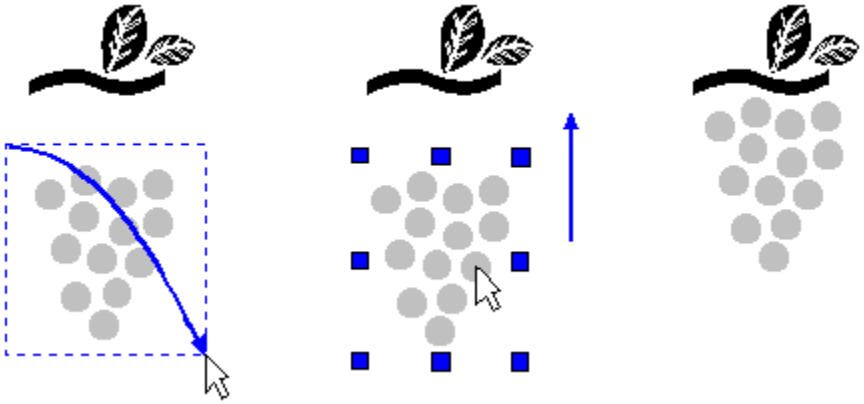
{button Related Topics,PI(`',`RT_Implied_Selection')}

Clicking to Select Objects
Selecting Overlapping Objects
Deselecting Objects
Other Clicking Actions
Block Selecting Objects
Selecting All Objects
Selecting by Name or Physical Characteristic
Selecting an Object

Block-Selecting Objects

{button Steps...,PI(`',`HT_Selecting_an_Object')}

You can select objects by using the select pointer to drag a rectangular block around the objects you want to select. To block select, you must be in edit mode (see Clicking to Select Objects).



Tips

The entire object must be enclosed in the rectangular block before that object is selected.

You can cancel a block selection by pressing **ESC** before relaeasing the mouse button.

Check the Status Bar to determine how many objects you have block selected. If you have selected 10 objects, for example, the status toolbar shows Objects (10).

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

Clicking to Select Objects
Selecting Overlapping Objects
Deselecting Objects
Other Clicking Actions
Implied Selection
Selecting All Objects
Selecting by Name or Physical Characteristic
Selecting an Object

Selecting All Objects

{button Steps...,PI(`',`HT_Selecting_an_Object')}

Use any of these methods to select all the objects on the page.

On the Edit menu, Click Select All

Click the Select All button in the Edit ribbon.

Press the keyboard shortcut **CTRL+A** or **F2**

To select all objects *except* those currently selected, press **CTRL+SHIFT+A** or **SHIFT+F2**.

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

Clicking to Select Objects
Selecting Overlapping Objects
Deselecting Objects
Other Clicking Actions
Implied Selection
Block Selecting Objects
Selecting by Name or Physical Characteristic
Selecting an Object

Selecting by Name or Physical Characteristic

{button Steps...,PI(`',`HT_Selecting_an_Object')}

The Select command on the Edit menu (keyboard shortcut **CTRL+SHIFT+F2**) opens the Select dialog box. This dialog box lets you select objects based on their attributes and properties.

For example, you can use this command to select all objects with red interiors and blue edges. If you've named the objects in your drawing, you also can search for objects by name.

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

Clicking to Select Objects
Selecting Objects by Physical Attributes
Selecting Objects by Property Value
Selecting Matching Objects
Selecting an Object

Selecting Objects by Physical Attributes

{button Steps...,PI(`',`HT_Selecting_an_Object')}

You can search for and select objects based on their physical attributes. The Attributes area shows a list of possible physical characteristics, such as line style, fill style, and font. Select an object and highlight the attributes for which you want to search (use the **CTRL** key to highlight multiple attributes). Designer selects other objects on the page with matching attributes.

For example, to search for objects with a yellow interior and 2-point line weight, select an object matching those specifications and select Interior Fill Style and Line Weight. All objects on the page with a yellow interior and a 2-point weight are selected.

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

Clicking to Select Objects
Selecting by Name or Physical Characteristic
Selecting Objects by Property Value
Selecting Matching Objects
Selecting an Object

Selecting Objects by Property Value

{button Steps...,PI(`',`HT_Selecting_an_Object')}

You can type a value into the Property Value text box and select objects with that value. The value is associated with the property chosen in the Property drop-down list box. You can either select other objects with the same value or use wildcard characters to designate the portions of names to search for.

For example, if the value for the property "Name" is "bolt1," but you want to select all types of bolts, you can type "bolt*" to select bolt1, bolt2, and so on.

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

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

Clicking to Select Objects
Selecting by Name or Physical Characteristic
Selecting Objects by Physical Attributes
Selecting Matching Objects
Selecting an Object

Selecting Matching Objects

{button Steps...,PI(`',`HT_Selecting_an_Object')}

After you enter the characteristics of the objects you want to select, you can click Select to select all matching objects on the current layer and page.

If you want to select additional sets of objects without deselecting the current objects, click Append, select another set of objects, click Append again, and so on.

You can select matching objects one at a time by using the Next Matching Object option. Click Select to deselect the first object and select the next one.

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

Clicking to Select Objects
Selecting by Name or Physical Characteristic
Selecting Objects by Physical Attributes
Selecting Objects by Property Value
Selecting an Object

To select objects by attribute

1 Select the object you want to base your search on.

2 On the Edit menu, click Select. The Select dialog box opens.

3 Highlight the attributes for which to search. For example, if the selected object has a red interior and you choose Interior Fill Style, all objects with red interiors will be selected.

4 Click Select to select the matching objects.

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

Clicking to Select Objects
Selecting Overlapping Objects
Deselecting Objects
Other Clicking Actions
Implied Selection
Block Selecting Objects
Selecting All Objects
Selecting by Name or Physical Characteristic
Selecting Objects by Physical Attributes
Selecting Objects by Property Value
Selecting Matching Objects
Selecting an Object

To select objects by property value

1 On the Edit menu, click Select. The Select dialog box opens.

2 Choose a property you want to search for in the Property list box.

3 Type the value of the property. You can enter wildcard characters to search for partial matches.

4 Click Select to select the matching objects.

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

Using the Mouse

{button Steps...,PI(`',`HT_Using_the_Mouse')}

To move an object with the mouse, select the object you want to move and drag it to the new position.

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

To move an object with the mouse
To move an object with the arrow keys
To move an object while drawing
To move an object numerically

Constraining an Object’s Movement
Moving Using the Keyboard
Moving an Object While Drawing It
Moving Numerically
Showing Manual Movements in the Transform Dialog Box

To move an object with the mouse

1 Select one or more objects you want to move.

2 Position the pointer anywhere inside the object or group of objects (do not place the pointer on a handle).

3 Drag the object to the new position.

4 Release the mouse button.

Tips

Hold the mouse still for one second when moving an object to display a wireframe outline of the object to help you position it.

You can cancel a move by pressing **ESC** before releasing the left mouse button. The object returns to its original position.

Use the coordinates displayed in the Status Bar to position objects precisely.

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

Using the Mouse
Constraining an Object’s Movement
Moving Using the Keyboard
Moving an Object While Drawing It
Moving Numerically
Showing Manual Movements in the Transform Dialog Box

Constraining an Object's Movement

{button Steps...,PI(`',`HT_Using_the_Mouse')}

Press and hold **SHIFT** while moving an object to snap to a path of movement that is in 15-degree increments from the original position. You can use this technique to constrain the object's movement to a perfectly vertical path (0 degrees or 180 degrees) or a perfectly horizontal path (90 degrees or 270 degrees). Using **SHIFT** in this way overrides the Snap to Rulers command in the Snap submenu on the Tools menu, if necessary, to constrain to the 15-degree angle.

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

Using the Mouse
Moving Using the Keyboard
Moving an Object While Drawing It
Moving Numerically
Showing Manual Movements in the Transform Dialog Box

Moving Using the Keyboard

{button Steps...,PI(`',`HT_Using_the_Mouse')}

You can move an object more precisely with the arrow keys. Use this method when you want to move an object in small increments.

Tip

To move in small increments, choose Snap on the Tools menu and then turn off Snap to Rulers.

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

Using the Mouse
Constraining an Object’s Movement
Moving an Object While Drawing It
Moving Numerically
Showing Manual Movements in the Transform Dialog Box

To move an object with the arrow keys

1 Select one or more objects you want to move.

2 Point anywhere inside the object or group of objects (do not point to a handle).

3 Press and hold the **SPACEBAR**.

4 Press an **ARROW KEY** to move the object.

5 Release the **SPACEBAR** when you finish.

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

Moving an Object While Drawing It

{button Steps...,PI(`',`HT_Using_the_Mouse')}

You can use the right mouse button to move an object before you finish drawing it.

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

Using the Mouse
Constraining an Object’s Movement
Moving Using the Keyboard
Moving Numerically
Showing Manual Movements in the Transform Dialog Box

To move an object while drawing

1 Start drawing.

2 Press and hold the right mouse button without releasing the left mouse button.

3 Move the outline of the unfinished drawing to its new position.

4 Release the right mouse button and continue drawing.

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

Moving Numerically

{button Steps...,PI(`',`HT_Using_the_Mouse')}

You can use the Move panel of the Transform dialog box to precisely move an object to a specific place or a certain distance from its current position. Click Transform on the Change menu, and click Move to display the Move panel.

You numerically move an object by selecting an object and entering either the distance to move it, or the position to which you want to move it. Designer displays a preview of the movement as a rectangular outline.

To move an object a certain distance, select Move from Current Position and enter the distance in the Horizontal and Vertical boxes. Enter positive numbers to move the object toward increasing ruler numbers; enter negative numbers to move toward decreasing ruler numbers.

With Move from Current Position selected, the Transform dialog box moves an object from its present position. For example, if you move a circle two inches and then type **2** to move it another two inches, the circle is moved an *additional* two inches.

To move an object to a ruler coordinate, select Move Along Ruler and type the horizontal and vertical ruler coordinates in the Horizontal and Vertical boxes, respectively. The object's origin (chosen in the origin list box) is placed at the coordinate.

Note

Before you can transform an object imported as a WMF file, you must convert the object to curves.

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

Using the Mouse
Constraining an Object’s Movement
Moving Using the Keyboard
Moving an Object While Drawing It
Showing Manual Movements in the Transform Dialog Box

Showing Manual Movements in the Transform Dialog Box

{button Steps...,PI(`',`HT_Using_the_Mouse')}

If you display the Transform dialog box by clicking Transform and then Repeat Last on the Change menu, the measurements of the last transformation appear in the Transform dialog box. For example, if you manually move an object two inches left and then display the dialog box, **-2** appears in the Horizontal box.

A movement does not appear if you move an object while the Transform dialog box is open.

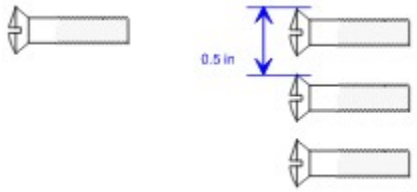
Changing the Units

You can change the units used to move an object. To change the units, click the Units button and choose the new unit. (See Using Units of Measure to learn how to create custom units.)

Changing the units only affects units used by the Transform dialog box; it does not affect the ruler or units used elsewhere.

Making Copies

You can create an array of duplicate objects that are equally spaced. Enter the number of copies you want to make. Click Apply to create the copies. Designer shows the first and last preview copy in red and other copies in blue. Only the first five and last five copies are previewed. (See also "Duplicating Objects.")



In the illustration above, the object at right was moved 0.5 inches down and copied twice. To produce this action, the entries in the Move panel of the Transform dialog box were "Vertical 0.5, Move from Current Position, Copies 2."

Tip

You can also make a series of copies by dragging an object, Clicking Transform and Repeat Last on the Change menu, typing the number of additional copies to make in the Copies box, and clicking Apply.

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

Using the Mouse
Constraining an Object’s Movement
Moving Using the Keyboard
Moving an Object While Drawing It
Moving Numerically

To move an object numerically

1 Select the object to move.

2 On the Change menu, click Transform.

3 Click Move. The Move panel of the Transform dialog box opens.

4 Select Move from Current Position or Move Along Ruler.

5 Select the object origin in the Origin list box, if you are moving along the ruler.

6 Type numbers in the Horizontal and Vertical boxes. A red outline of the object movement appears.

7 Type the number of copies you want to make, if any. Designer shows the first and last preview copy in red and other copies in blue. Only the first five and last five copies are previewed.

8 Click Apply to move the object.

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

Resizing Manually

{button Steps...,PI(`',`HT_Resizing_Manually')}

You can change the size and shape of an object by selecting it and dragging one of its handles.

There are two types of handles: corner and side.

Corner handles (at the four corners of the bounding box) enlarge or shrink an object while maintaining its original proportions.

or

Side handles (at the center of each side of the bounding box) stretch an object and change its proportions.

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

To resize an object manually
To resize an object numerically

Resizing Numerically
Showing Manual Scaling in the Transform Dialog Box
Making an Array of Copies

To resize an object manually

1 Select the object to resize.

2 Move the pointer to one of the eight handles on the object.

3 Drag the handle to resize the object.

4 Release the mouse button when you finish.

Tips

To return the object to its original position, press **ESC** before releasing the mouse button in step 4.

To make the object’s height and width equal, press and hold **SHIFT** while dragging a corner handle.

To change the height-to-width ratio of the object, press and hold **CTRL** while dragging a corner handle.

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

Resizing Manually
Resizing Numerically
Showing Manual Scaling in the Transform Dialog Box
Making an Array of Copies

Resizing Numerically

{button Steps...,PI(`',`HT_Resizing_Manually')}

You can use the Scale panel in the Transform dialog box to precisely resize an object. Click Transform on the Change menu, and click Scale to display the Scale panel of the Transform dialog box.

Resizing an object

You numerically resize an object by selecting an object and entering a percentage of the current size. The current size is 100%. A number below 100% decreases, and a number above 100% increases the size. Designer displays a preview of the resized object as a rectangular outline.

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

The Scale panel of the Transform dialog box lets you resize an object based on its current size. For example, if you enlarge a circle to 200% and then type **200** to enlarge it to another 200%, the circle is enlarged an *additional* amount.

Note

Before you can transform an object imported as a WMF file, you must convert the object to curves.

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

Resizing Manually
Showing Manual Scaling in the Transform Dialog Box
Making an Array of Copies

To resize an object numerically

1 Select the object to scale.

2 On the Change menu, click Transform.

3 Click Scale to display the Scale panel.

4 Select the origin of the resize in the Origin list box, if you want.

5 Type numbers in the Horizontal and Vertical boxes. A red outline of the resized object appears.

6 Type the number of copies you want to make, if any.

7 Click Apply to accept the change.

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

Showing Manual Scaling in the Transform Dialog Box

{button Steps...,PI(`',`HT_Resizing_Manually')}

If you display the Transform dialog box by clicking Transform and then Repeat Last on the Change menu, the measurements of the last transformation appear in the Transform dialog box. For example, if you manually resize an object to 50% of its original size and use Repeat Last to open the Transform dialog box, **50** appears in the Scale panel.

A resize does not appear if you resize an object while the Transform dialog box is open.

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

Resizing Manually
Resizing Numerically
Making an Array of Copies

Making an Array of Copies

{button Steps...,PI(`',`HT_Resizing_Manually')}

You can create an array of equally resized copies. Type the number of copies you want to make. The original object is not affected. Designer shows the first and last preview copy in red and other copies in blue. Only the first five and last five copies are previewed.

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

Resizing Manually
Resizing Numerically
Showing Manual Scaling in the Transform Dialog Box

Rotating Manually

{button Steps...,PI(`',`HT_Rotating_Manually')}

The manual method lets you use the pointer to rotate an object. You manually rotate by dragging a corner handle in a circular motion around a pivot point.

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

To rotate an object manually
To change the rotation key setting
To change the Manual Rotation Increment
To rotate an object numerically

Changing the Pivot Point
Preset Rotation Key
Constraining Manual Rotation
Rotating Numerically
Rotation Options

To rotate an object manually

1 Select the object you want to rotate, and then click it again (that is, click the currently selected object).

2 Drag the pivot point to a new location, even outside the object, if you wish.

3 Move the pointer to a corner handle.

4 Drag in a circular motion around the object.

5 Release the mouse button when you finish.

Tips

The action in step 1 is similar to a double click but much slower. A rapid double click places you in edit mode. Click, pause, click places you in rotate/skew mode.

As an alternative to step 1, select the object, click the Edit tool , and click the Rotate/Skew button in the ribbon.

You can cancel a rotation by pressing **ESC** before releasing the left mouse button. The object returns to its original position.

Press and hold **SHIFT** while dragging a corner handle to constrain the rotation of an object to 45-degree increments. Press and hold **CTRL** while dragging a corner handle to rotate a copy of an object.

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

Rotating Manually
Changing the Pivot Point
Preset Rotation Key
Constraining Manual Rotation
Rotating Numerically
Rotation Options

Changing the Pivot Point

{button Steps...,PI(`',`HT_Rotating_Manually')}

The pivot point defaults to the center of the object, but you can drag it anywhere inside or outside the object. The pivot point defaults to the center the next time you select the object unless you permanently reposition it.

You can permanently reposition an object's pivot point by pressing **SHIFT** while dragging it to a new position.

To return the permanent pivot point to the center of the object, use a center snap point and then press **SHIFT** and drag the pivot point back to the center.

Note

Before you can transform an object imported as a WMF file, you must convert the object to curves.

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

Rotating Manually
Preset Rotation Key
Constraining Manual Rotation
Rotating Numerically
Rotation Options

Preset Rotation Key

{button Steps...,PI(`',`HT_Rotating_Manually')}

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

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

Rotating Manually
Changing the Pivot Point
Constraining Manual Rotation
Rotating Numerically
Rotation Options

To change the rotation key setting

1 On the Tools menu, click Options. The Options dialog box opens.

2 Click Rotation. The Rotation tab opens.

3 Type a value in the F8 Rotation Increment box.

or

Click the arrows beside the F8 Rotation Increment box.

or

Drag the red needle in the F8 Rotation Increment dial control.

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

Constraining Manual Rotation

{button Steps...,PI(`',`HT_Rotating_Manually')}

You can constrain rotations to fixed increments by setting a Manual Rotation Increment value in the Rotation tab of the Options dialog box. For example, if the Manual Rotation Increment is set to 12 degrees, then an object rotates in 12-degree increments when you drag its corner handles.

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

Rotating Manually
Changing the Pivot Point
Preset Rotation Key
Rotating Numerically
Rotation Options

To change the Manual Rotation Increment

1 On the Tool menu, click Options.

2 Click Rotation to go to the Rotate tab.

3 Enter the rotation amount in the Manual Rotation Increment box (or drag the red needle in the dial control).

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

Rotating Numerically

{button Steps...,PI(`',`HT_Rotating_Manually')}

You can use the Rotate panel of the Transform dialog box to precisely rotate an object by specifying the degree of rotation. Click Transform on the Change menu, and click Rotate to display the Rotate panel.

Rotating an object

You numerically rotate an object by selecting an object and a rotation angle. There are two ways to specify the rotation angle: use the Angle box to specify the angle numerically, or drag the dial to adjust the angle graphically. Designer displays a preview of the rotation as a red box.

The Rotate panel lets you rotate an object based on its current position. For example, if you rotate a square 45 degrees and then type **45** to rotate it another 45 degrees, the object is rotated an *additional* 45 degrees.

Note

Before you can transform an object imported as a WMF file, you must convert the object to curves.

Showing Manual Rotations in the Transform Dialog Box

If you display the Transform dialog box by clicking Transform and then Repeat Last on the Change menu, the measurements of the last transformation appear in the Transform dialog box. For example, if you manually rotate an object 25 degrees and then use Repeat Last to open the dialog box, 25 appears in the Angle box.

A rotation does not appear if you rotate an object while the Transform dialog box is open.

Changing the Units

You can change the units to rotate an object in either degrees or radians. To change the units, click the Units button and choose the new unit.

Changing the units only affects units used by the Transform dialog box; it does not affect units used elsewhere.

Changing the Pivot Point

You change the pivot point of the rotation in the Origin list box. The default origin is the movable pivot point. For example, if you select the bottom left handle and rotate the object, the object rotates around the bottom left handle.

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

Rotating Manually
Changing the Pivot Point
Preset Rotation Key
Constraining Manual Rotation
Rotation Options

To rotate an object numerically

1 Select the object to rotate.

2 On the Change menu, click Transform. A submenu opens.

3 Click Rotate to display the Rotate panel.

4 Type a number in the Angle box, or drag the dial to specify a rotation angle.

5 Select a new pivot point in the Origin list box, if you wish.

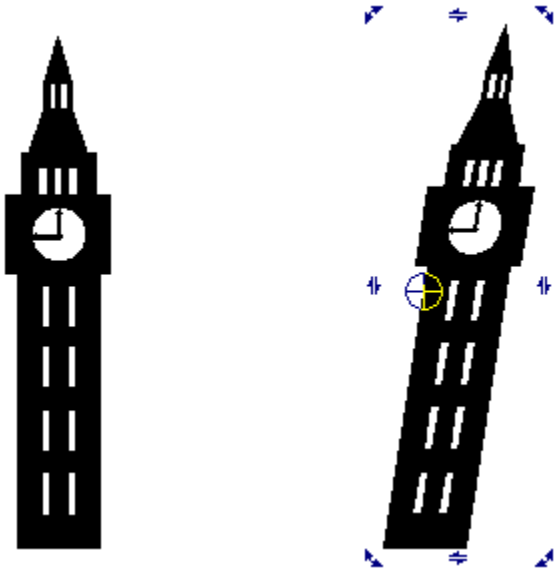
6 Click Apply to rotate the object.

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

Skewing Manually

{button Steps...,PI(`',`HT_Skewing_Manually')}

The manual method lets you use the pointer to skew (slant) an object. You manually skew by dragging a side handle.



Note

Bitmaps cannot be skewed.

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

To skew an object manually
To specify a degree of slant
To make intermediate copies of rotated or skewed objects

Skewing Numerically
Making Copies while Rotating or Skewing

To skew an object manually

1 Click an already-selected object with the select pointer.

or

Select the object, click the Edit tool , and click the Rotate/Skew button in the ribbon.

2 Point to a side handle of the object.

3 Drag the handle to skew the object.

4 Release the mouse button when you finish.

Tips

You can cancel a skew by pressing **ESC** before releasing the left mouse button. The object returns to its original position.

Press and hold **SHIFT** while dragging a side handle to constrain the skewing of an object to 45-degree increments. Press and hold **CTRL** while dragging a side handle to skew a copy of an object.

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

Skewing Manually
Skewing Numerically
Making Copies while Rotating or Skewing

Skewing Numerically

{button Steps...,PI(`',`HT_Skewing_Manually')}

You can use the Skew panel of the Transform dialog box to precisely skew an object by specifying the degree of skew. Click Transform on the Change menu, and click Skew to display the Skew panel.

The Skew panel lets you skew an object based on its current shape. For example, if you skew a square 45 degrees and then type 45 to skew it another 45 degrees, the object is skewed on *additional* 45 degrees.

Note

Before you can transform an object imported as a WMF file, you must convert the object to curves.

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

Skewing Manually
Making Copies while Rotating or Skewing

To specify a degree of slant

1 Select the object you want to skew.

2 On the Change menu, click Transform. A submenu opens.

3 Click Skew to display the Skew panel.

4 Type an angle from **-89** to **89** in the Horizontal Angle box, or drag the dial to specify an angle.

5 Type an angle from **-89** to **89** in the Vertical Angle box, or drag the dial to specify an angle.

6 Select a different pivot point for the slant in the Origin list box, if you want.

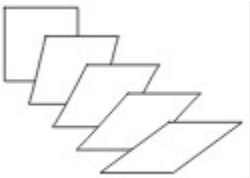
7 Click Apply to skew the object.

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

Making Copies while Rotating or Skewing

{button Steps...,PI(`',`HT_Skewing_Manually')}

You can create an array of rotated or skewed objects between the original object and its final position. Designer shows the first and last preview copy in red and other copies in blue. Only the first five and last five copies are previewed.



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

Skewing Manually
Skewing Numerically

To make intermediate copies of rotated or skewed objects

1 Select the object to rotate or skew.

2 On the Change menu, click Transform. A submenu opens.

3 Click Rotate or Skew and type the specifications you want.

4 Type the number of copies you want to create.

5 Click Apply to draw the copies.

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

Duplicating Objects

{button Steps...,PI(`',`HT_Duplicating_Objects')}

There are three ways to duplicate an object.

Use the Duplicate button .

or

Press **CTRL** and drag a copy.

or

Use the Copies option in the Transform dialog box.

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

To drag a copy

Using the Duplicate Button
Making Copies with the Transform Dialog Box
Making Copies while Rotating or Skewing

Using the Duplicate Button

{button Steps...,PI(`',`HT_Duplicating_Objects')}

Click the Duplicate button in the Edit ribbon to activate the duplicate mode. In this mode, you create a duplicate with every scale, movement, flip, or rotation.

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

Duplicating Objects
Making Copies with the Transform Dialog Box
Making Copies while Rotating or Skewing

To drag a copy

1 Select the object you want to copy.

2 Press and hold **CTRL**.

3 Drag the duplicate object to a new position.

4 Release the mouse button and then release **CTRL**.

Note

If the Duplicate button is on, don’t press **CTRL** while dragging. **CTRL** temporarily turns off duplication if it is on.

Tip

To rotate or skew a copy of an object, press and hold **CTRL** while rotating or skewing.

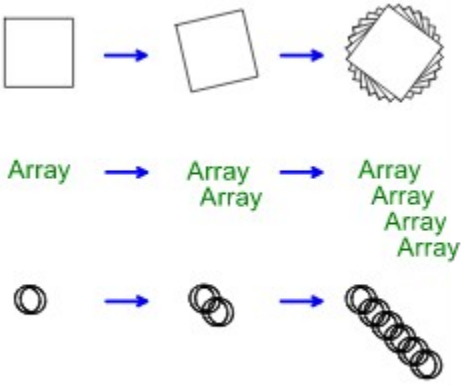
{button Related Topics,PI(`',`RT_Dragging_a_Copy')}

Duplicating Objects
Using the Duplicate Button
Making Copies with the Transform Dialog Box
Making Copies while Rotating or Skewing

Making Copies with the Transform Dialog Box

The Copies option is available at the bottom of the Transform dialog box (on the Change menu, click Transform and click any command on the submenu). This option lets you duplicate the transformation you just performed as many times as space allows.

You can make as many copies as will fit in the drawing area.



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

Duplicating Objects
Using the Duplicate Button
Making Copies while Rotating or Skewing

Changing the Order of Objects

{button Steps...,PI(`',`HT_Changing_the_Order_of_Objects')}

You can reorder the stacking arrangement of objects with the Order command on the Change menu.

You can only change the order of objects on the current layer. If you are using multiple layers, objects on upper layers always appear in front of objects on lower layers. (See Benefits of Layers for more information.)

Bring Forward	Moves the currently selected object one level toward the front. (keyboard shortcut **SHIFT+F10**)
Send Backward	Moves the currently selected object one level toward the back. (keyboard shortcut **SHIFT+F9**)
Bring to Front	Moves the currently selected object in front of all others on the current layer. (keyboard shortcut **F10**)
Send to Back	Moves the currently selected object behind all others on the current layer. (keyboard shortcut **F9**)
Reverse	Reverses the stacking order of the selected objects. For example, the order 1, 2, 3, 4 becomes 4, 3, 2, 1. (keyboard shortcut **CTRL+SHIFT+F9**)

To change the order of objects

To change the order of objects

1 Select one or more objects.

2 On the Change menu, click Order and click a command on the Order submenu.

Tip

You can click the right mouse button to open the shortcut menu, and click an ordering command.

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

Changing the Order of Objects

Grouping Objects

{button Steps...,PI(`',`HT_Grouping_Objects')}

When you create a drawing with many objects, it is useful to group objects together to help organize your drawing. Grouping makes it easier to select objects, and makes it possible to manipulate several objects at once.

Group objects when you want to create a collection of individual objects. Grouping does not change an object's appearance.

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

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

To group objects
To ungroup objects
To edit an object without ungrouping it

Ungrouping Objects
Working with Grouped Objects
Connecting Objects

To group objects

1 Select the objects you want in the group (they don't have to be adjacent)

2 On the Change menu, click Combine, and click Group.

Tip

There are two other ways to group selected objects.
Click the right mouse button to open the shortcut menu and click Group.

or

Press **F5** (keyboard shortcut).

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

Grouping Objects
Ungrouping Objects
Working with Grouped Objects

Ungrouping Objects

{button Steps...,PI(`',`HT_Selecting_an_Object')}

You can ungroup objects to return them to their original, ungrouped state.

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

Grouping Objects
Working with Grouped Objects
Connecting Objects

To ungroup objects

1 Select the group to break apart

2 On the Change menu, click Combine, and click Ungroup.

Tips

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

There are two other ways to ungroup a selected group.
Click the right mouse button to open the shortcut menu and click Ungroup.

or

Press **SHIFT+F5** (keyboard shortcut).

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

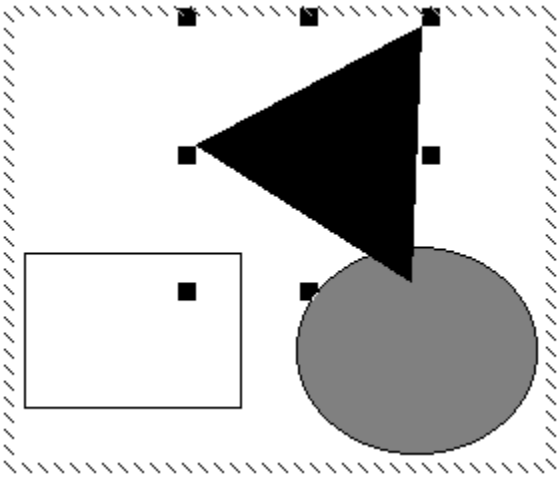
Working with Grouped Objects

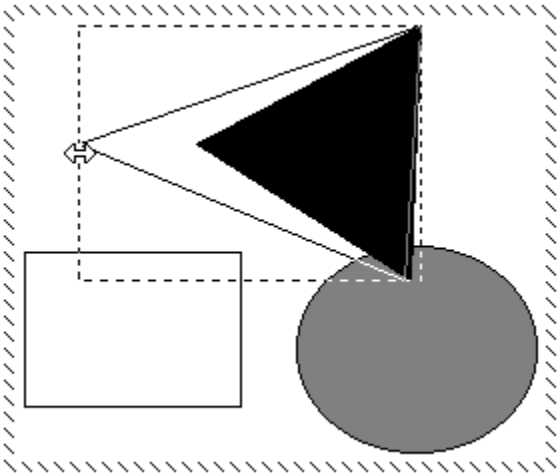
{button Steps...,PI(`',`HT_Selecting_an_Object')}

In many ways, grouped objects are similar to individual objects. For example, changing line and fill styles affects the whole group, and moving a group is like moving one object. You can also skew and rotate groups.

Editing a Grouped Object

If you want to reshape or change the color of one object in a group, you can first break apart the group *or* you can select only the object within the group that you want to edit.





Adding a New Object to a Group

You can add an object to a group of objects. Double click the group to which you want to add an object, and draw or paste another object. It is automatically included inside the editing border and becomes part of the group. Double click outside the edit border when you finish adding objects.

Removing an Object from a Group

You can separate an object from its group without breaking apart the group. Double click the object in the group. An edit border appears around the group. Select the object you want to remove. Click Cut on the Edit menu. Double click outside the group and paste the object where you want it. You can also press **DEL** to delete the object.

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

Grouping Objects
Ungrouping Objects
Connecting Objects

To edit an object without ungrouping it

1 Using the select pointer, double click the object group that contains the object you want to edit. An edit border appears around the group.

2 Select the object to edit. Handles appear around the selected object. Edit or move it as you would any object.

3 Double click anywhere outside the group when you finish.

Tips

To select additional objects within the group, press and hold **CTRL** and click the other objects that you want to select.

You also can edit objects that belong to groups within other groups. Point to the object or group you want to edit and continue double clicking until the group you want to edit displays the edit border. When you finish, double click outside the groups until the edit border disappears.

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

Connecting Objects

{button Steps...,PI(`',`HT_Connecting_Objects')}

The Connect commands let you join objects, making it easy to create complex shapes.

Note

You cannot connect text, grouped objects, or bitmaps.

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

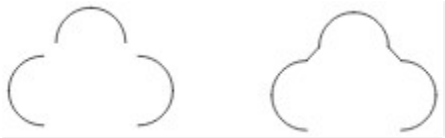
To connect open
To connect closed
To disconnect connected objects

Connect Open
Connect Closed
Disconnecting Objects
Grouping Objects

Connect Open

{button Steps...,PI(`',`HT_Connecting_Objects')}

You can use the Connect Open command to combine two or more objects with open endpoints. The Connect Open command joins selected objects by drawing a line between the open endpoints, leaving the last side open.



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

Connecting Objects
Connect Closed
Disconnecting Objects
Grouping Objects

To connect open

1 Select the objects you want to connect

2 On the Change menu, click Combine, and click Connect Open

or

Press **CTRL+F11**.

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

Connecting Objects
Connect Open
Connect Closed
Disconnecting Objects

Connect Closed

{button Steps...,PI(`',`HT_Connecting_Objects')}

You can use the Connect Closed command to close open shapes or to connect and fill closed shapes. You can use Connect Closed with one or more objects.

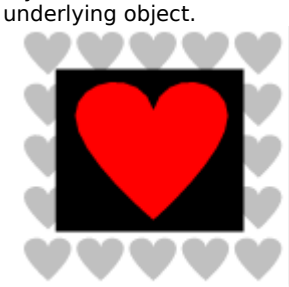
On selected objects with open endpoints, the Connect Closed command draws a line between all endpoints, creating a completely closed shape.

Before connecting

After connecting

On selected objects with no endpoints (already closed shapes), the Connect Closed command connects the objects and the resulting object is filled with the fill color of the first drawn object (the one in back). Note that in this case no lines are drawn.

If you use Connect Closed on overlapping objects that are closed, the front object cuts or "punches" a hole in the underlying object.



Before connecting

Connected objects

If the front object extends off the edge of the back object, the extending portion is filled. Select Fill Overlaps in the Style ribbon to fill the overlapping portion also (that is, the hole in the back object is filled).

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

Connecting Objects
Connect Open
Disconnecting Objects
Grouping Objects
Using Fill Options

To connect closed

1 Select the objects you want to connect.

2 On the Change menu, click Combine, and click Connect Closed.

or

Press **F11** (keyboard shortcut).

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

Disconnecting Objects

{button Steps...,PI(`',`HT_Connecting_Objects')}

After applying Connect Open, you can use Disconnect to restore an object to its original, disconnected objects. However, after applying Connect Closed to an open connected object, you can no longer restore the original objects.

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

Connecting Objects
Connect Open
Connect Closed
Grouping Objects

To disconnect connected objects

1 Select the connected object you want to disconnect.

2 On the Change menu, click Combine, and click Disconnect.

or

Press **SHIFT+F11**.

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

Aligning to the Page

{button Steps...,PI(`',`HT_Aligning_to_the_Page')}

You can align one or more objects to several positions on the page. For example, you can align an object to the exact center of the page.

Tips

Select Align Objects as Group to align the selected objects to the page as a group. Align Objects as Group treats the selected objects as a group only for the Align to Page command. It does not actually group the objects or affect the operation of other commands.

The keyboard shortcut to open the Align Objects dialog box is **ALT+1**.

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

To align objects to the page
To align objects to each other
To set the alignment point to a custom location
To align objects to a path

Aligning to Other Objects
Aligning to a Path
Selecting the Path Object
Changing the Alignment Justification
Changing the Alignment Pitch
Changing the Alignment Direction
Changing the Alignment Offset
Changing the Alignment Point

To align objects to the page

1 Select the objects you want to align.

2 On the Change menu, click Align.

3 Click To Page to display the Align To Page panel.

4 Click a vertical and horizontal alignment button. The preview box shows an example of the alignment.

5 Click Apply to align the objects.

Tip

There are keyboard shortcuts for the alignment options.

Align to page center	**CTRL+SHIFT+5**
Align to page middle	**CTRL+SHIFT+6**
Align to rulers	**ALT+2**
Align to page left	**CTRL+SHIFT+3**
Align to page top	**CTRL+SHIFT+4**
Align to page right	**CTRL+SHIFT+7**
Align to page bottom	**CTRL+SHIFT+8**
Justify to page horizontally	**CTRL+SHIFT+9**
Justify to page vertically	**CTRL+SHIFT+0** (zero)

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

Aligning to the Page
Aligning to Other Objects
Aligning to a Path
Selecting the Path Object
Changing the Alignment Justification
Changing the Alignment Pitch
Changing the Alignment Direction
Changing the Alignment Offset
Changing the Alignment Point

Aligning to Other Objects

{button Steps...,PI(`',`HT_Aligning_to_the_Page')}

You can align objects to each other. For example, if you select three objects and align them to the center, they are stacked in the center of the bounding box.

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

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

Aligning to the Page
Aligning to a Path
Selecting the Path Object
Changing the Alignment Justification
Changing the Alignment Pitch
Changing the Alignment Direction
Changing the Alignment Offset
Changing the Alignment Point

To align objects to each other

1 Select the objects you want to align.

2 On the Change menu, click Align.

3 Click To Object to open the Align Objects panel.

4 Click a vertical and horizontal alignment button. The preview box in the panel shows an example of the alignment.

5 Click Apply to align the objects.

Tips

There are keyboard shortcuts for the alignment options.

Align to left	**ALT+3**
Align to center	**ALT+5**
Align to right	**ALT+7**
Justify Horizontally	**ALT+9**
Align to top	**ALT+4**
Align to middle	**ALT+6**
Align to bottom	**ALT+8**
Justify Vertically	**ALT+0 (ZERO)**

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

Aligning to a Path

{button Steps...,PI(`',`HT_Aligning_to_the_Page')}

You can align objects along the path of another object. For example, you can draw a curve and align a series of stars along it. Grouped and text objects cannot be used as a path (but you can align them to a path).

It is easy to get the alignment that you want because Designer previews on your page the effect of alignment settings as you choose them. When the alignment preview shows the arrangement that you want, you can apply the alignment.

The Align To Path panel of the Align dialog box is used to align objects to a path.

Notes

The Align To Path panel is used only to align objects (or text that has been converted into curves) to a path. For details on aligning text to a path, see Fitting Text to a Path.

Designer removes warps, rotations, and skews of objects that are aligned to a path. Convert the objects to curves (keyboard shortcut **CTRL+R**) before aligning them if you want to keep their previous transformations.

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

Aligning to the Page
Aligning to Other Objects
Selecting the Path Object
Changing the Alignment Justification
Changing the Alignment Pitch
Changing the Alignment Direction
Changing the Alignment Offset
Changing the Alignment Point

Selecting the Path Object

{button Steps...,PI(`',`HT_Aligning_to_the_Page')}

The Select Path for Alignment buttons select the object to use as a path for the other objects. The initial path selection is the object that provides the longest path. Each time you click a Select Path for Alignment button, the path object changes.

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

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

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

Aligning to the Page
Aligning to Other Objects
Aligning to a Path
Changing the Alignment Justification
Changing the Alignment Pitch
Changing the Alignment Direction
Changing the Alignment Offset
Changing the Alignment Point

Changing the Alignment Justification

{button Steps...,PI(`',`HT_Aligning_to_the_Page')}

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

The Left button positions objects so the left edge of the left-most object aligns to the alignment point.

The Center button centers objects around the alignment point.

The Right button positions objects so the right edge of the right-most object aligns to the alignment point.

The Justify button spaces objects evenly on the path.

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

Aligning to the Page
Aligning to Other Objects
Aligning to a Path
Selecting the Path Object
Changing the Alignment Pitch
Changing the Alignment Direction
Changing the Alignment Offset
Changing the Alignment Point

Changing the Alignment Pitch

{button Steps...,PI(`',`HT_Aligning_to_the_Page')}

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

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

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

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

Aligning to the Page
Aligning to Other Objects
Aligning to a Path
Selecting the Path Object
Changing the Alignment Justification
Changing the Alignment Direction
Changing the Alignment Offset
Changing the Alignment Point

Changing the Alignment Direction

{button Steps...,PI(`',`HT_Aligning_to_the_Page')}

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

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

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

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

Aligning to the Page
Aligning to Other Objects
Aligning to a Path
Selecting the Path Object
Changing the Alignment Justification
Changing the Alignment Pitch
Changing the Alignment Offset
Changing the Alignment Point

Changing the Alignment Offset

{button Steps...,PI(`',`HT_Aligning_to_the_Page')}

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

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

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

Aligning to the Page
Aligning to Other Objects
Aligning to a Path
Selecting the Path Object
Changing the Alignment Justification
Changing the Alignment Pitch
Changing the Alignment Direction
Changing the Alignment Point

Changing the Alignment Point

{button Steps...,PI(`',`HT_Aligning_to_the_Page')}

The Alignment Point buttons set the location on the path of the point used to align the objects. The alignment point can be set to the fixed locations of left, center, and right for open paths or top, left, right, and bottom for closed paths.

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

Aligning to the Page
Aligning to Other Objects
Aligning to a Path
Selecting the Path Object
Changing the Alignment Justification
Changing the Alignment Pitch
Changing the Alignment Direction
Changing the Alignment Offset

To set the alignment point to a custom location

1 Click To Path to display the Align To Path tab.

2 If the Align To Path tab obscures the objects you want to align, drag it out of the way.

3 Click the Choose Position button Choose Position.

4 Drag the red Alignment Point to the location that you want

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

To align objects to a path

1 Select the objects you want to align, including the object you want to use as a path.

2 On the Change menu, click Align. A submenu opens.

3 Click To Path to display the Align To Path tab.

4 If the Align To Path tab obscures the objects you want to align, drag it out of the way.

5 Choose the object to use as the path by clicking the Previous button or the Next button in the Align To Path tab until the preview rectangles are shown along the desired path.

6 Choose the Alignment Point that you want.

7 Change the justification, pitch, and direction settings, if you wish.

8 Click Apply to align the objects.

Tip

Click Undo to return objects to their unaligned positions.

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

Copying and Pasting Objects

{button Steps...,PI(`',`HT_Copying_and_Pasting_Objects')}

You can copy objects from a drawing to the Windows Clipboard and paste the object into another Designer drawing or another Windows program.

Copying and pasting to the Clipboard is an easy way to move objects from one Designer drawing to another. You can also move drawings and text from Designer to many other Windows programs, or from a Windows program to Designer.

Using the Clipboard is similar to importing or exporting drawings except it is temporary (the Clipboard is emptied when you close Windows), and the receiving program might convert the object into a format it recognizes. For example, if you copy from a program that doesn’t use Designer’s DSF file format, Designer converts the object to a format it recognizes before pasting.

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

To copy or cut an object to the Clipboard
To paste or embed an object from the Clipboard
To edit an embedded object in its original program
To embed an object from another program (without using Paste)
To link an object
To edit a linked object
To break the link between an object and its server
To change an OLE link

Copying and Cutting Objects
Pasting Objects
OLE (Object Linking and Embedding)
Embedding OLE Objects
Inserting an Object from Another Program
Linking OLE Objects
Managing OLE Links
Viewing an OLE Link
Updating an OLE Object
Breaking an OLE Link
Changing the Location of a Linked File
Activating Linked Objects

Copying and Cutting Objects

{button Steps...,PI(`',`HT_Copying_and_Pasting_Objects')}

The Copy and Cut commands both move selected objects to the Clipboard. The Copy command places a copy of the selected object on the Clipboard. The Cut command removes the original object from the drawing and places it on the Clipboard.

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

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Pasting Objects
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Breaking an OLE Link
Changing the Location of a Linked File
Activating Linked Objects

To copy or cut an object to the Clipboard

1 Select the object you want to copy or cut.

2 On the Edit menu, click either Copy or Cut.

Tip

Use either **CTRL+C** or **CTRL+INS** as a keyboard shortcut for the Copy command. Use either **CTRL+X** or **SHIFT+DEL** as a shortcut for the Cut command.

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

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Pasting Objects
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Activating Linked Objects

Pasting Objects

{button Steps...,PI(`',`HT_Copying_and_Pasting_Objects')}

The Paste command retrieves objects from the Clipboard and places them in your drawing. Before you can paste, you must copy or cut an object to the Clipboard. You can repeatedly paste the same object from the Clipboard until you cut or copy a new object to the Clipboard.

Tip

Use either **CTRL+V** or **SHIFT+INS** as a keyboard shortcut for the Paste command.

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

Copying and Pasting Objects
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Inserting an Object from Another Program
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Copying and Pasting Objects
Copying and Cutting Objects
Pasting Objects
Changing the Pasted Data Type
Pasting and Embedding an Object
Pasting and Linking an Object
Pasting Inside
Replacing Objects
Scaling to Fit
Aligning to the Border
Replacing with Multiple Objects

OLE (Object Linking and Embedding)

{button Steps...,PI(`',`HT_Copying_and_Pasting_Objects')}

When you paste an object, you can establish a connection, or link, between the pasted object and its source. This connection is usually called "OLE," for Object Linking and Embedding.

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

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Copying and Cutting Objects
Pasting Objects
Embedding OLE Objects
Inserting an Object from Another Program
Linking OLE Objects
Managing OLE Links
Viewing an OLE Link
Updating an OLE Object
Breaking an OLE Link
Changing the Location of a Linked File
Activating Linked Objects
Pasting and Embedding an Object
Pasting and Linking an Object

Embedding OLE Objects

{button Steps...,PI(`',`HT_Copying_and_Pasting_Objects')}

Whenever possible, Designer embeds an object while pasting it. Double clicking an embedded object automatically opens the program in which the object was created so you can edit it. You can also select the object, click the right mouse button, and click Edit on the shortcut menu to edit the embedded object.

For example, you can create an image in Micrografx Picture Publisher, copy it to the Clipboard, and paste (embed) it into Designer. Double click the image to open Picture Publisher and display the image. You now can edit the image in Picture Publisher. When you close Picture Publisher, you are asked if you want to update the image.

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

Designer automatically embeds the object if the originating (server) program supports OLE. To find out if the object is an OLE object, select it and look at the status bar to see if OLE Object is displayed.

Tips

If you paste (embed) from a non-drawing program such as Microsoft Word, the object is sometimes pasted as a picture (usually an icon). If you want to paste editable text, you must paste it *without* embedding (or linking) it. On the Edit menu, click Paste Special, select Text, and then click Paste.

Although you must have the embedded object's original (server) application on your system, you don't have to have the original file. This makes embedding useful for portable computers where disk space is at a premium.

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

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Activating Linked Objects
Pasting and Embedding an Object
Pasting and Linking an Object

To paste or embed an object from the Clipboard

On the Edit menu, click Paste. The object is pasted in the center of the page.

To edit an embedded object in its original program

1 Double click the object to edit. The program in which the object was created opens and displays the object.

2 Edit the object.

3 On the File menu, click Update to see the changes in Designer.

4 Close the server program when you finish editing.

5 Click Yes to apply the changes to the object in Designer; click No to disregard any changes.

Inserting an Object from Another Program

{button Steps...,PI(`',`HT_Copying_and_Pasting_Objects')}

You can use Paste to embed objects from OLE-compatible programs, or you can use Insert Object. Insert Object lets you open an OLE-compatible program, create an object in the program, then close the program and automatically insert the object into Designer.

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

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Activating Linked Objects
Pasting and Embedding an Object
Pasting and Linking an Object

To embed an object from another program (without using Paste)

1 On the Edit menu, click Insert Object. The Insert Object dialog box opens.

2 Select the type of object that you want to create. Click OK. The program opens.

3 Create the object.

4 On the program’s File menu, click Update to update the Designer drawing as you draw (if you want).

5 On the program’s File menu, click Exit when you finish.

6 Click Yes to embed and display the object in Designer; click No to close the program without embedding.

Tip

Only OLE-compatible-program objects are listed in the Insert Object dialog box.

Linking OLE Objects

{button Steps...,PI(`',`HT_Copying_and_Pasting_Objects')}

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

For example, you can copy a Picture Publisher bitmap file, and then paste link it into Designer. If you make changes to the image in Picture Publisher, Designer also changes to reflect the change.

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

Tip

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

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

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Copying and Cutting Objects
Pasting Objects
OLE (Object Linking and Embedding)
Embedding OLE Objects
Inserting an Object from Another Program
Managing OLE Links
Activating Linked Objects
Pasting and Embedding an Object
Pasting and Linking an Object

To link an object

1 Create the object in its original program and save it as a file.

2 Copy the object you want to link to the Clipboard.

3 Close the original program if you want.

4 Open Designer, if necessary.

5 On Designer’s Edit menu, click Paste Special. The Paste Special dialog box opens.

6 Click Paste Link. The object is pasted in the center of the page.

Tip

You must save the linked object as a file.

To edit a linked object

1. Double click the object to edit. The program in which the object was created (the server) opens and displays the object.
2. Edit the object.
3. On the File menu, click Save to update the changes in Designer.
4. Close the server program when you finish editing.
5. Click Yes to save the linked file and update the object in Designer; click No to disregard changes made since you last saved the linked file.

Tip

Another way to edit a linked object is to click Links on the Edit menu, select the Link to edit in the Links dialog box, and click Edit.

Managing OLE Links

{button Steps...,PI(`',`HT_Copying_and_Pasting_Objects')}

You can use the Links dialog box to manage OLE links that you have created. To open the Links dialog box, click Links on the Edit menu.

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

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Activating Linked Objects
Pasting and Embedding an Object
Pasting and Linking an Object

Viewing an OLE Link

{button Steps...,PI(`',`HT_Copying_and_Pasting_Objects')}

Links are displayed in the Links dialog box. A description of each link includes the name of the source application, the type of linked object (for example, picture or text), the filename, and whether the object updates automatically or manually.

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

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Updating an OLE Object

{button Steps...,PI(`',`HT_Copying_and_Pasting_Objects')}

You can update objects automatically or manually by selecting Automatic or Manual in the Links dialog box. Automatic updates a linked object whenever you change it. Manual only updates the object when you click Update Now in the Links dialog box and when you click Yes whenever you are prompted to update links.

Tip

Some OLE programs don’t automatically update. In those cases, you must choose Save to update.

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

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Breaking an OLE Link
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Activating Linked Objects

Breaking an OLE Link

{button Steps...,PI(`',`HT_Copying_and_Pasting_Objects')}

The Cancel Link command breaks the link between an object and its source program (server).

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

Copying and Pasting Objects
Copying and Cutting Objects
Pasting Objects
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Embedding OLE Objects
Inserting an Object from Another Program
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Viewing an OLE Link
Updating an OLE Object
Changing the Location of a Linked File
Activating Linked Objects

To break the link between an object and its server

1 Select the linked object in Designer.

2 On the Edit menu, Links.

3 Click Cancel Link.

4 You are asked if you want to sever the link permanently. Click Yes to break the link; click No to cancel and leave the link unbroken.

Changing the Location of a Linked File

{button Steps...,PI(`',`HT_Copying_and_Pasting_Objects')}

When you establish a link, Designer "remembers" the location and name of the source file. If you move or rename the file, you must tell Designer the new location and filename in order to reestablish the link.

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

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To change an OLE link

1 Select the object in Designer.

2 On the Edit menu, click Links. The Links dialog box opens.

3 Click Change Link. The Change link dialog box opens.

4 Change to the directory where the source file is located and select the new filename, if necessary.

5 Click OK. The link is reestablished.

Activating Linked Objects

{button Steps...,PI(`',`HT_Copying_and_Pasting_Objects')}

You might want to play or activate certain types of objects instead of editing them. For example, you can play sound, music, or animation objects that you have linked in your drawing.

If you select a linked video clip, for example, the shortcut menu for the object displays the item Linked Video Clip Object. The menu subitems include a Play option. Non-action objects, such as pictures, can only be edited.

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

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Changing the Pasted Data Type

{button Steps...,PI(`',`HT_Changing_the_Pasted_Data_Type')}

You can paste an object in a more generic form by changing the pasted data type. By default, Designer pastes objects in their original format (if possible). You can highlight a different data type to paste the object as a different format.

Tip

You must choose the highlighted data type if you want to paste link the object.

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

To replace an object
To use special pasting options

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Copying and Cutting Objects
Pasting Objects
Pasting and Embedding an Object
Pasting and Linking an Object
Pasting Inside
Replacing Objects
Scaling to Fit
Aligning to the Border
Replacing with Multiple Objects

Pasting and Embedding an Object

{button Steps...,PI(`',`HT_Changing_the_Pasted_Data_Type')}

Use the Paste button to paste and embed the object into your drawing. If the source program is OLE-compatible, the object is automatically embedded when it is pasted. The format of the original object is highlighted.

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

Copying and Pasting Objects
Copying and Cutting Objects
Scaling to Fit
Aligning to the Border
Replacing with Multiple Objects
Embedding OLE Objects
Inserting an Object from Another Program

Pasting and Linking an Object

{button Steps...,PI(`',`HT_Changing_the_Pasted_Data_Type')}

Use Paste Link on the Edit menu to simultaneously paste and link the object. This menu item is gray if the object comes from a program that cannot link to Designer or if the file you want to link is not saved.

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

Copying and Pasting Objects
Copying and Cutting Objects
Pasting Objects
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Pasting and Embedding an Object
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Scaling to Fit
Aligning to the Border
Replacing with Multiple Objects
Linking OLE Objects

Pasting Inside

The Paste Inside command (on the Object menu) lets you mask an object. (See "Masking Objects" for more information.)

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

Copying and Pasting Objects
Copying and Cutting Objects
Pasting Objects
Changing the Pasted Data Type
Pasting and Embedding an Object
Pasting and Linking an Object
Replacing Objects
Scaling to Fit
Aligning to the Border
Replacing with Multiple Objects

Replacing Objects

{button Steps...,PI(`',`HT_Changing_the_Pasted_Data_Type')}

Use the Replace dialog box (click Replace on the Object menu) to control how selected objects are replaced by those from the Clipboard.

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

Copying and Pasting Objects
Copying and Cutting Objects
Pasting Objects
Changing the Pasted Data Type
Pasting and Embedding an Object
Pasting and Linking an Object
Pasting Inside
Scaling to Fit
Aligning to the Border
Replacing with Multiple Objects

Scaling to Fit

{button Steps...,PI(`',`HT_Changing_the_Pasted_Data_Type')}

You can use the Scale to Fit option to force a Clipboard object to scale up or down to completely fill the bounding area of the original object.

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

Copying and Pasting Objects
Copying and Cutting Objects
Pasting Objects
Changing the Pasted Data Type
Pasting and Embedding an Object
Pasting and Linking an Object
Pasting Inside
Replacing Objects
Aligning to the Border
Replacing with Multiple Objects

Aligning to the Border

{button Steps...,PI(`',`HT_Changing_the_Pasted_Data_Type')}

You can position a replacement object inside the bounding box of the original as you paste it with the Align to Border option. This option does not change the object’s proportions.

Use the list box to select a handle on the original object to which Designer can align the Clipboard replacement.

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

Copying and Pasting Objects
Copying and Cutting Objects
Pasting Objects
Changing the Pasted Data Type
Pasting and Embedding an Object
Pasting and Linking an Object
Pasting Inside
Replacing Objects
Scaling to Fit
Replacing with Multiple Objects

Replacing with Multiple Objects

{button Steps...,PI(`',`HT_Changing_the_Pasted_Data_Type')}

If you select several objects to replace, Designer distributes Clipboard objects to replace selected objects. The first object in the Clipboard(from back to front if no reordering has taken place) replaces the first original object, the second Clipboard object replaces the second original object, and so on.

Select the Group Clipboard Objects option to replace each selected object with the entire contents of the Clipboard.

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

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

Copying and Pasting Objects
Copying and Cutting Objects
Pasting Objects
Changing the Pasted Data Type
Pasting and Embedding an Object
Pasting and Linking an Object
Pasting Inside
Replacing Objects
Scaling to Fit
Aligning to the Border

To replace an object

1 Cut or copy one or more objects to the Clipboard.

2 Select the object or group of objects to replace.

3 On the Object menu, click Replace. The Replace dialog box opens.

4 Change the replacement options, if you wish.

5 Click Apply. The object in the drawing area is replaced with the contents of the Clipboard.

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

Copying and Pasting Objects
Copying and Cutting Objects
Pasting Objects
Changing the Pasted Data Type
Pasting and Embedding an Object
Pasting and Linking an Object
Pasting Inside
Replacing Objects
Scaling to Fit
Aligning to the Border
Replacing with Multiple Objects

To use special pasting options

1 On the Edit menu, click Paste Special. A dialog box opens that lets you choose how you want to paste an object from the Clipboard.

2 Choose the option you want to use.

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

Copying and Pasting Objects
Copying and Cutting Objects
Pasting Objects
Changing the Pasted Data Type
Pasting and Embedding an Object
Pasting and Linking an Object
Pasting Inside
Replacing Objects
Scaling to Fit
Aligning to the Border
Replacing with Multiple Objects

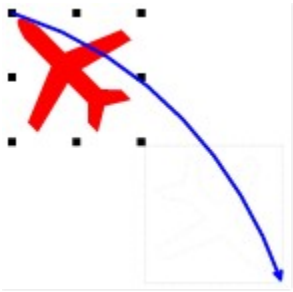
Flipping Objects

{button Steps...,PI(`',`HT_Flipping_Objects')}

Designer lets you flip an object across an imaginary axis so the new object is a mirror image of the original. You can flip an object manually, or numerically with the Transform dialog box.

Flipping Manually

To flip an object manually, drag a handle across the object's opposite side. The action is similar to turning the page of a book.



Flipping Numerically

You can use the Flip panel of the Transform dialog box to flip an object at a specific angular value.

When you flip an object numerically, you specify an imaginary line that passes through or beside an object at any angle. The object behaves as though it is hinged to the line, and flips over it.

Changing the Flip Units

You can change the units used to flip an object. Changing the units affects only the units used by the Transform dialog box; it does not affect the units used elsewhere.

To flip an object manually
To flip an object horizontally or vertically
To flip an object numerically
To make copies of an object while flipping it
To change the flip units

To flip an object manually

Drag a handle across the object’s opposite side.

Tip

The action is similar to turning the page of a book.

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

Flipping Objects

To flip an object horizontally or vertically

1 Select the object you want to flip.

2 On the Change menu, click Transform, and then click Flip to display the Flip panel.

3 Choose Flip Horizontal to flip the object horizontally (like a page in a book), or choose Flip Vertical.

Tip

As a shortcut, select the object and then press **F7** to flip horizontally. Press **SHIFT+F7** to flip vertically.

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

To flip an object numerically
Flipping Objects

To flip an object at a specified angle

1 Select the object you want to flip.

2 On the Change menu, click Transform.

3 Choose Flip to display the Flip panel.

4 In the Origin list box, select a point on the object. This is the point that the flip axis passes through.

5 Type an angle from 0 to 179 in the Angle box or drag the red needle to specify a flip angle.

Tip

You can place the imaginary axis at which flipping occurs at any of the ten object origin points. For example, select the center origin to flip an object around a central axis, or select the right middle origin to flip the object around its right side.

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

To flip an object horizontally or vertically

Flipping Objects

To make copies of an object while flipping it

1 Select the object you want to flip.

2 On the Change menu, click Transform.

3 Choose Flip to display the Flip panel.

4 Type the number of copies in the Copies box. Designer repeats the flipping, placing copies on top of one another.

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

To flip an object horizontally or vertically
To flip an object numerically
Flipping Objects

To change the flip units

1 Select the object you want to flip.

2 On the Change menu, click Transform.

3 Choose Flip to display the Flip panel.

4 Click the Units button.

5 Click the new unit.

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

Flipping Objects

Applying Multiple Changes to an Object

{button Steps...,PI(`',`HT_Applying_Multiple_Changes_to_an_Object')}

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

For example, you can move an object 2 inches right, 1 inch down, and then make it twice as large. You also can apply these transformations to other objects, if you want.

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

To apply multiple changes to an object
To update a remembered transform
To delete remembered transformations

Updating a Remembered Transform

To apply multiple changes to an object

1 On the Change menu, click Transform.

2 Click one of the submenu commands to display the Transform dialog box.

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

4 Click a transform button (Rotate , for example) and select the transformation amounts, origin, and the number of copies.

5 Click Add in the Multiple Transforms area. The transform type and amount appears.

6 Repeat steps 5 and 6 to add more transformations to the list.

7 Select an object and click Apply to apply the multiple transforms.

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

Applying Multiple Changes to an Object
Updating a Remembered Transform

Updating a Remembered Transform

{button Steps...,PI(`',`HT_Flipping_Objects')}

Remembered transforms remain in the multiple transforms box until you close Designer or transform an object and reopen the Transform dialog box.

You can update a remembered transform based on its current settings.

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

Applying Multiple Changes to an Object

To update a remembered transform

1 On the Change menu, click Transform.

2 Click one of the submenu commands to display the Transform dialog box.

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

4 Highlight the remembered transform you want to change

5 Make the changes in the top portion of the dialog box, and click Modify. The new measurements appear.

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

To delete remembered transformations

Click Empty to delete all remembered transforms
or
Click Delete to delete the last transform on the list.

Setting Options

Designer lets you customize your working environment by setting your options for many aspects of Designer. Your options can be saved in a profile or start-up file so that they apply every time you run Designer, or you can restrict options to your current work session by not saving them. If you want to maintain different sets of options, you can define two or more profile files. Certain options, such as ruler units, are saved with the document so that you do not have to reset them each time you open the document.

You can set options with the View menu and with the Options command on the Tools menu. The Options command lets you set many different categories of options. The categories include general options, ruler and snap options, rotation options, input (primarily mouse) options, settings for the system registry, and changing your profile (a collection of your personal settings).

{button Related Topics,PI(`',`RT_Setting_Options2')}

Setting Options
Display Options
General Options
Rulers/Snap Options
Rotation Options
Registry Settings
Checking Spelling
Profile Options

View Options

You set display options on the View menu. View options affect all open documents, not just the active window.

Workspace (on the View menu)

From the Workspace submenu, you can either select or deselect to show or hide the following from the display.

Grid

Guides

Crosshairs (keyboard shortcut **CTRL+H**)

Printer Page Tiles (non-printing guidelines that indicate that the page is larger than the target printer's paper size)

Rulers

Ruler position (the colored marks in the rulers that indicate the position of the mouse pointer)

Status Bar

The status bar provides current information about your drawing and quick access to various commands such as line weight, object fill, and coordinates.

Choose Status Bar on the View menu and choose Single to display the single-line status bar. Choose Double from the Status Bar submenu to display the double-line status bar.

Note

The Status Bar options on the View menu are available only when the Status toolbar is visible.

Preview (on the View menu)

Designer lets you select more than one way to view various fills and patterns. Changing display options does not affect the contents of your drawing or the way it is printed. If you are working on a large, complex drawing, you might choose a draft or wireframe preview to speed redraw and simplify your work.

The Preview command on the View menu affects all fills and patterns (solid, gradient, image, object fill, and hatch fill). You can use the three options (Proof, Draft, or Wireframe) in the Preview submenu to control the display for all of these types of fills at once. If you set Preview to Proof, you can use the individual commands for gradient, image, object fill, and hatch fills to control their display individually.

Generally, the Preview command overrides your selections with the individual commands. For example, if you select Draft in the Preview submenu, gradients are automatically set to none, and other commands are grayed.

Command	**Display**
Preview Proof	Full Preview—all colors and fills are displayed; you can limit gradient, image, object, and hatch fills with individual commands
Preview Draft	Solid fills are normal; gradients, hatch fills, and object fills are solid (first color only). Image fills and masked objects are solid; bitmap images are a rectangle with an X. All lines are displayed as hairlines.
Preview Wireframe	No fills or line ends are displayed; all lines are displayed as hairlines.
Show Gradients Smooth	Best gradient display, with all colors and smooth gradations from one color to the next
Show Gradients Average	All colors are shown, but gradations are not as smooth
Show Gradients Coarse	Fewer colors, with banding
Show Gradients None	Only the first color is displayed
Show Images (selected)	All colors and gray scales in the bitmap are displayed
Show Images (deselected)	Rectangle with an X on it to show position only
Show Object Fills (selected)	Object fills displayed
Show Object Fills (deselected)	Only the foreground color is displayed
Show Hatch Fills (selected)	Hatch fills displayed
Show Hatch Fills (deselected)	Only the foreground color is displayed

Show Image Fills (selected)	Image fills displayed
Show Image Fills (deselected)	Only the foreground color is displayed

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

Setting Options
Display Options
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General Options

The General Tab of the Options dialog box lets you set a variety of high-level options.

Auto Scroll

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

Make Backups

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

Suppress New On Startup

If you do not want Designer to create a new file when you open it, select this option. Selecting this option makes Designer start faster, which can save you time when you plan to open an existing document rather than create a new one.

Handle Size

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

Undo Event Limit

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

Most Recently Used Files

You can specify how many recently used files you want Designer to remember. The default value is 4.

{button Related Topics,PI(`',`RT_General_Options2')}

Setting Options
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Rulers/Snap Options

In the Rulers/Snap tab of the Options dialog box, the Horizontal and Vertical Ruler areas provide options affecting the two rulers. The rulers are independent, so you can have different options for each. The ruler settings are saved with the document.

For each ruler, you can choose a unit of measure, the number of snap divisions for each ruler unit, and how the ruler is labeled.

Ruler Unit

You can change the measurement units setting for a ruler by clicking its Units button and choosing the desired units.

Snaps per Unit

The Snaps per Unit setting sets the number of divisions per unit, which affects the number of grid dots that appear when the grid is displayed and also affects how objects snap to the rulers if Snap to Rulers is selected. The grid appears as a pattern of dotted lines that corresponds to divisions in your ruler settings. You can use the grid as a guide for aligning objects or measuring distances.

Tip

To prevent the drawing area from becoming too cluttered, Designer limits the number of grid dots and ruler divisions that appear.

Label Frequency

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

Displayed Precision of Ruler Units

The Displayed Precision of Ruler Units value sets the decimal precision of the coordinates displayed in the status bar. The H list box sets the precision for the Horizontal and X coordinates. The V list box sets the precision for the Vertical and Y coordinates.

Snap Points

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

Bounds

End Points

Center

Mid Point

Pivot

Control Points

Vertices

Tip

On the Tools menu, you can select or deselect Snap to Rulers and Snap to Guides to turn these features on or off. for information on using these features, see Snapping to the Ruler and Snapping to Guides.

Dragging Snap

Select the Dragging Snap option to cause an object's bounding box, rather than the mouse pointer, to snap to the rulers or guides when you are *moving* (dragging) the object. When Dragging Snap is selected, the mouse pointer will continue to snap to rulers or guides when *drawing* an object (if Snap to Ruler or Snap to Guides are currently selected on the Tools menu).

Dragging Snap has no effect on object movement if Snap to Ruler and Snap to Guides are not selected on the Tools menu.

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

Setting Options
Display Options
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Rotation Options

The Rotation tab lets you set the rotation angle increment for the **F8** key and constrain rotations to angle increments for manual rotation. To change the rotation units setting (degrees or radians), click the Units button and choose the new unit.

F8 Rotation Increment

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

For details on using the **F8** key, see Preset Rotation Key and Manual Rotation Constraint.

Manual Rotation Increment

Setting Manual Rotation Increment to a non-zero value constrains manual rotation to increments of the specified value. For example, if you set the rotation angle to 12 degrees, an object rotates in increments of 12 degrees when you drag its corner rotation handles. To change the Manual Rotation Increment, enter a new value or drag the red needle in the dial control.

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

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Input Options

The Input tab lets you set options for your mouse buttons and select Designer 3.1 keyboard shortcuts.

Left Button Click

By default, if you point to an object in your document and *double* click the left mouse button, you enter a reshape mode. (If you double click a bitmap or an embedded OLE object, another program capable of editing the object is launched instead). If you press and hold the **ALT** key and then point and click the left mouse button, you can select overlapping objects in succession as in previous versions of Designer.

Function	**Default setting**
Pick or Edit Objects	Double click
Pick Among Overlapping Objects	**ALT**+click

If you prefer, you can change the settings in the Input tab to reverse the use of the **ALT** key with these two functions.

Function	**Alternate setting**
Pick or Edit Objects	**ALT**+double click
Pick Among Overlapping Objects	Click

Mouse and Ctrl/Shift Combinations

By default, holding down **CTRL** as you drag an object leaves a copy of the dragged object. Holding down **SHIFT** constrains the dragging to specific angles.

If you are accustomed to Designer 4.x, you may prefer holding **SHIFT** for copying and holding **CTRL** for constrained dragging. Click Designer 4.x Compatible Operation.

Right Button Click

The default function of a *single* click of the right mouse button displays the shortcut menu, which displays commands that give you quick access to functions that may not be displayed in the current ribbon.

The default setting for **ALT**+click right mouse button is an assigned command or tool similar to previous versions of Designer.

Function	**Default setting**
Display shortcut menu	Click right mouse button
Assigned command	**ALT**+click right mouse button

If you prefer, you can change the settings in the Input tab to reverse the actions used to access these two functions.

Function	**Alternate setting**
Display shortcut menu	**ALT**+click right mouse button
Assigned command	Click right mouse button

You can choose a command to assign to a mouse button from the list box. Click the down arrow to view the available commands.

Designer 3.1 Keyboard shortcuts

If you have used earlier versions of Designer and you would like to continue to use the same keyboard shortcuts, choose this option in the Input tab of the Options dialog box.

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

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Registry settings

{button Steps...,PI(`',`HT_Registry_settings')}

Windows 95 programs save status and other information in a file called the system registry. Changes in the registry are detected by the Windows operating system and programs that monitor the registry.

Normally, you do not have to change registry entries directly. For example:

When you first install Designer, settings are automatically stored in the registry.

When you change a setting in the Windows Control Panel, the setting is automatically stored in the registry.

The registry entries for Designer customize Designer to meet your system's hardware and operating environment needs. Several entries are created by the Micrografx Installer when you install Designer. When necessary, you can use the Registry tab of the Options dialog box to edit those entries and to create new entries as needed.

Note

You should not modify Designer registry entries unless you are instructed to do so by Micrografx.

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

To change the value of a registry key
To add a new value to a registry key
To delete a value from a registry key

Designer 6.0 registry keys and values
Setting Options
Display Options
General Options
Rulers/Snap Options
Rotation Options
Checking Spelling
Profile Options

To change the value of a registry key

1 On the Tools menu, click Options.

2 Click the Registry tab.

3 Choose the key name from the Key list box.

4 In the Value Name list, click the name whose value you want to change.

5 Highlight the old value and type the new value over it.

6 Click the Accept Entry button .

Note

You should not modify Designer registry entries unless you are instructed to do so by Micrografx.

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

To add a new value to a registry key
To delete a value from a registry key
Registry Settings

To add a new value to a registry key

1 On the Tools menu, click Options.

2 Click the Registry tab.

3 Choose the key name from the Key list box.

4 Click the New Value button.

5 Type the name of the new value and, if the value is numeric, click Numeric Value Type.

6 In the Value box, type the new value.

Note

You should not modify Designer registry entries unless you are instructed to do so by Micrografx.

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

To change the value of a registry key
To delete a value from a registry key
Registry Settings

To delete a value from a registry key

1 On the Tools menu, click Options.

2 Click the Registry tab.

3 Choose the key name from the Key list box.

4 Choose a name from the Value Name list box.

5 Click the Delete Value button, and then confirm that you want to delete the entry.

Note

You should not modify Designer registry entries unless you are instructed to do so by Micrografx.

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

To change the value of a registry key
To add a new value to a registry key
Registry Settings

Profile Options

{button Steps...,PI(`',`HT_Profile_Options')}

You also can manage "option profiles" (which are PRO file types that contain all of your personal options). When you change settings, they are saved automatically to the file *name*.PRO (where *name* is your name), which is the standard file that stores your settings. Designer also lets you save your options to other profiles. Unlike with INI files, when you change to a different profile, the changes take effect immediately.

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

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

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

Working with Profiles

You can also click the File Options button to create a new profile, copy a profile, delete a profile, rename a profile, or update a profile.

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

To change profiles
To create a new profile
To copy a profile
To delete a profile
To rename a profile
To update a profile

Setting Options
Display Options
General Options
Rulers/Snap Options
Rotation Options
Registry Settings
Checking Spelling
Profile Options

To change profiles

1 On the Tools menu, click Options.

2 Click the Profile tab.

3 Choose a different PRO file from the Profile Document list box.

4 Select Save on Exit if you want Designer to use the new profile the next time Designer is opened.

or

Deselect Save on Exit if you want Designer to use the previous profile the next time Designer is opened.

Tip

Designer now uses the options in the profile to which you changed, and any changes to your options are stored there.

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

Profile Options

To create a new profile

1 On the Tools menu, click Options.

2 Click the Profile tab.

3 Click the File Options button and choose New. The New Profile Document dialog box opens.

4 Type a DOS filename for the new profile and press **ENTER**. The New Profile Document dialog box closes, and the new filename appears as the current Profile Document.

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

To copy a profile

1 On the Tools menu, click Options.

2 Click the Profile tab.

3 Click the File Options button and choose Copy. The Copy Profile Document dialog box opens.

4 Type a new filename and press **ENTER**. The Copy Profile Document dialog box closes. The new filename is listed as an option in the Profile Document list box.

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

To delete a profile

1 On the Tools menu, click Options.

2 Click the Profile tab.

3 Choose a file in the Profile Document list box that you want to delete.

4 Click the File Options button and choose Delete. You are asked to confirm that you want to delete the profile.

5 Click Yes to confirm the deletion.

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

To rename a profile

1 On the Tools menu, click Options.

2 Click the Profile tab.

3 Click the File Options button and choose Rename. The Rename Profile Document dialog box opens.

4 Type a new filename and press **ENTER**. The Rename Profile Document dialog box closes, and the renamed profile appears as the current Profile Document.

Tip

If you want to update the profile manually, you can deselect the Save on Exit option and use the Update command.

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

To update a profile

1 On the Tools menu, click Options.

2 Click the Profile tab.

3 Click the File Options button and choose Update. The current profile is updated with any options that have changed since the last time the profile was saved or updated.

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

Changing the Ruler Origin

{button Steps...,PI(`',`HT_Changing_the_Ruler_Origin')}

The ruler origin is the point, on or off the page, where the two rulers intersect at zero. The default position for the ruler origin is at the upper left corner of the page. You can drag and drop to change the placement of the ruler origin.

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

To change the placement of the ruler origin
To add a guide

Using Guides

To change the placement of the ruler origin

1. Make sure that rulers are displayed. On the View menu, click Workspace, and then click Show Rulers, if necessary.
2. Point to the button at the intersection of the two rulers and press and hold the left mouse button.
3. Drag the mouse pointer to the desired position.
4. Release the mouse button. The zero point on each ruler changes to reflect the new placement.

Tips

If you have selected Snap to Rulers on the Tools menu, the new ruler origin also snaps to the rulers. This ensures that your grid remains the same. If you have deselected Snap to Rulers, the new ruler origin is placed at the exact point where you place it.

You can quickly reset the ruler origin to its default position at the corner of the page by double clicking the button at the intersection of the two rulers.

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

Changing the Ruler Origin
Using Guides

Using Guides

{button Steps...,PI(`',`HT_Changing_the_Ruler_Origin')}

A guide is a horizontal or vertical line you can use for alignment or visual reference. Guides can help organize the layout of your drawing by guiding the placement of your objects. You can use guides as visual cues for where to place objects, or you can snap objects to guides for more exact placement. Guides appear on screen but do not print.

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

Changing the Ruler Origin

To add a guide

1 Move the selection pointer to the top or side ruler (for a horizontal or vertical guideline, respectively).

2 Press and hold the left mouse button, and drag a guide to the desired position in the drawing area.

3 Release the left mouse button.

Tips

You can add as many guides as you need. You also can move guides by dragging them to new locations on the screen with the selection pointer.

To remove a guide, just drag and drop it onto the ruler with the selection pointer.

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

Setting Up a Page

{button Steps...,PI(`',`HT_Setting_Up_a_Page')}

Use the Page Setup command on the File menu to change the size and orientation of the current page in the active window.

Page Setup displays a tabbed dialog box that lets you change the size, margins, and orientation of the active window's on-screen page. You can change page settings before, during, or after creating a drawing.

Tip

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

New page settings are applied immediately to the current page in the active window.

Individual pages in your document can have different sizes, orientations, and page fills, if desired. To apply the same size, orientation, and page fill to all pages in the document, select Apply to All Pages. This option, like Use Master Page, forces all pages to be uniform.

The Paper Size tab

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

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

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

Use Master Page If you choose the Use Master Page option, the page matches the size, orientation, and page fill (if any) of the master page. To edit the master page, click the Page button (at the bottom left of the active window) and choose Master Page. For more information, see Using the Master Page.

Use Printable Area Choose the Use Printable Area option to force the on-screen page to reflect your printer's page size and margins. For example, if your printer uses an 8.5" x 11" page with 1/2 inch margins, the on-screen page matches it.

Units The Units button shows the current page size measurement units. To change the units setting, click the Units button and choose the desired units.

Width and Height The Width and Height boxes show the measurements for the current page size. You can create a custom page size by changing these settings. Click the arrows to change its setting.

Page Orientation The Page Orientation options determine the page layout. Select Portrait to layout the page so that the vertical dimension is longer than the horizontal dimension. Select Landscape to layout the page so that the horizontal dimension is longer than the vertical dimension.

Apply to All Pages Select this option if you want to apply the settings to all pages in your document rather than only to the current page.

The Margins tab

The Top, Bottom, Left, and Right boxes let you set the page margins (border widths). You can use margins as boundary guides for creating drawings. Type the margins you want, or use the scroll arrows to change the widths. The measurement unit used for margins is the unit displayed on the Units button (for example, inches or centimeters).

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

Preview area The preview area shows the number of columns and rows of tiles used when the current page size is printed to the target printer. If the page size is set to use Printable Area and the Page Orientation matches the orientation of the target printer, no tiling is used, and the number for columns and rows are both set

to 1.

If you enter new values for columns and rows, the page size changes to match. If you want to display tile lines on your screen as you work, click Workspace on the View menu, and then click Show Printer Page Tiles on the Workspace submenu.

Show Page Crop Marks Select Show Page Crop Marks to display and print crop marks on the page. Crop marks are used by print shops to determine alignment and trim margins.

For example, suppose you set your page size to a custom size of 7 inches x 9 inches, set all four margins to zero, and you print to a printer with 8.5 x 11 inch paper. Your custom page is centered on the printer's paper. When you select Show Page Crop Marks, four sets of crop marks print at the corners of your custom page area.

Page Fill Page Fill lets you choose a background for the entire page, such as a gradient fill for a slide or a solid color to simulate printing on colored paper.

You can select or deselect Page Fill for individual pages in your document. When you click the Page Fill button , the Fill dialog box opens. You can apply any kind of fill or pattern to the overall page as a background for your drawings. For more information on fills, see Style Attributes for All Objects.

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

To set up multiple pages
To set up and use the master page

Setting Up Multiple Pages
Using the Master Page

Setting Up Multiple Pages

{button Steps...,PI(`',`HT_Setting_Up_a_Page')}

You can use the Page Manager tool to select any number of pages in your document and set them up with the same size, orientation, margins, page fill, and so forth.

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

Setting Up a Page
Using the Master Page

To set up multiple pages

1 Open a document with multiple pages.

2 Click the Page Manager tool in the toolbox. Thumbnail images are displayed for each page in the document.

3 Press and hold **CTRL** and select each page you want to setup.

4 Click the Page Setup button in the ribbon. The Page Setup dialog box opens.

5 Choose the page size, orientation, margins, and so forth.

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

Using the Master Page

{button Steps...,PI(`',`HT_Setting_Up_a_Page')}

Every Designer document has a master page. You can use the master page to make all the pages in your document consistent in size, orientation, margins, and page fill. The size of the master page defaults to match the printable area of your target printer.

If you want certain graphic or text objects, such as a title or border, to appear on every page, you can place these objects on the master page. These repeated objects are called master items.

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

Setting Up a Page
Setting Up Multiple Pages

To set up and use the master page

1 Create a new document.

2 Click the Page button at the bottom left of the window and choose Master Page. The master page displays.

3 On the File menu, click Page Setup. The Page Setup dialog box opens.

4 Choose page size and orientation to match your target printer, and adjust the margins if necessary.

5 If you want a background color or fill, choose the Page Fill option, click the Page Fill button , and choose a fill style in the Fill dialog box.

6 Click OK to close the Page Setup dialog box.

7 Place any items on the master page that you want to appear on all your pages.

8 Use the Master Page as the Page Size for all other pages in your document.

Tips

You can create and edit objects on the master page as with other pages by clicking the Page button, choosing Master Page, and making your changes. However, you cannot select or change master items unless the master page is the current page; this protects the master items from accidental changes.

If you have a page in the document that you want to be different from the rest, you can display that page, choose the Page Setup command, and change the Page Size in the Page Setup dialog box to something other than Use Master Page. You can then make any changes you want to orientation, margins, and so forth. Master items do not appear on pages that are not set up to use the master page.

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

Using Multiple Pages

{button Steps...,PI(`',`HT_Using_Multiple_Pages')}

Designer lets you use as many pages as you need for your documents.

Individual pages in a document can be of different sizes and orientations (portrait, landscape). Each page can be set up differently if needed.

If you want to remove an object from a page temporarily, you can drag it off of the page onto the working area. The object remains there until you need it again. However, if you select another page, it is not visible.

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

To view a different page in the document
To select multiple pages
To select multiple pages that are not next to each other
To sort pages in a document
To rename a page
To add a page
To delete a page

Selecting Pages
Sorting Pages
Renaming a Page
Adding a Page
Deleting a Page

To view a different page in the document

1 Click the Page button at the bottom left of the active window. The Page menu opens, listing the names of all the pages in the document.

2 Choose the name of the page you want to display.

or

Type the number of the page you want to display.

Tip

You can easily move from page to page with the keyboard shortcuts **CTRL+PAGE UP**, **CTRL+PAGE DOWN**, **CTRL+HOME**, and **CTRL+END**. Press **CTRL+PAGE UP** to move to the next (higher-numbered) page. Press **CTRL+PAGE DOWN** to move to the previous (lower-numbered) page. Press **CTRL+HOME** to move to the first page. Press **CTRL+END** to move to the last page.

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

Using Multiple Pages
Selecting Pages
Sorting Pages
Renaming a Page
Adding a Page
Deleting a Page

Selecting Pages

{button Steps...,PI(`',`HT_Using_Multiple_Pages')}

In Page Manager view, you can simply click the desired page to select it.

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

Using Multiple Pages
Sorting Pages
Renaming a Page
Adding a Page
Deleting a Page

To select multiple pages

1 Open a document with multiple pages.

2 Click the Page Manager tool . The drawing area changes to Page Manager view.

3 Click the first page you want to select.

4 Press and hold **SHIFT** and click the last page you want to select. Designer selects every page between the two pages you selected.

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

To select multiple pages that are not next to each other

1 Open a document with multiple pages.

2 Click the Page Manager tool . The drawing area changes to Page Manager view.

3 Click the first page you want to select.

4 Press and hold **CTRL** and click the other pages you want to select. Only the pages you click are selected.

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

Sorting Pages

{button Steps...,PI(`',`HT_Using_Multiple_Pages')}

You can easily sort pages in a document into a different order.

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

Using Multiple Pages
Selecting Pages
Renaming a Page
Adding a Page
Deleting a Page

To sort pages in a document

1 Open a document with multiple pages.

2 Click the Page Manager tool . The drawing area changes to Page Manager view.

3 Select a page and drag it to the beginning, end, or middle of the sequence.

Tips

A vertical cursor bar displays as you drag the page to a different point in the sequence, indicating its position. As you sort pages, they are automatically renumbered.

If your document has more pages than fit on the screen, use the scroll bar to display the other pages.

To insert a page between two other pages, you can add a new page at the end of the document (in the normal single-page view) and then drag the new page into the correct sequence (in Page Manager view).

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

Renaming a Page

{button Steps...,PI(`',`HT_Using_Multiple_Pages')}

By default, Designer names the pages Page 1, Page 2, and so forth. You can change the default page names to give each page in your drawing a unique name.

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

Using Multiple Pages
Selecting Pages
Sorting Pages
Adding a Page
Deleting a Page

To rename a page

1 Click the Page button at the bottom left of the active window. The Page menu opens.

2 Click the Pages button on the menu. The Pages dialog box opens.

3 Under Current Page, highlight the name of the page you want to rename if necessary.

4 Point to the Page name text box and click the left mouse button.

5 Type a new page name and press **ENTER**.

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

Adding a Page

{button Steps...,PI(`',`HT_Using_Multiple_Pages')}

Designer lets you add a new page at the end of your document.

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

Using Multiple Pages
Selecting Pages
Sorting Pages
Renaming a Page
Deleting a Page

To add a page

1 Click the Page button at the bottom left of the active window. The Page menu opens.

2 Click Add Page on the menu to add one additional page to the end of the document. The new page is displayed in the active window, and its name is added to the Page menu.

Tip

You can also click the Add button in the Pages dialog box as another way to add a new page to the end of the document.

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

Deleting a Page

{button Steps...,PI(`',`HT_Using_Multiple_Pages')}

You can delete any page in your document except the current page or the master page. When you delete a page from your document, the entire contents of the page are deleted as well.

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

Using Multiple Pages
Selecting Pages
Sorting Pages
Renaming a Page
Adding a Page

To delete a page

1 Click the Page button at the bottom left of the active window. The Page menu opens.

2 Click the Pages button on the menu. The Pages dialog box opens.

3 Highlight a page name.

4 Click Delete to delete the specified page and its contents.

Tip

Double click a page in the Pages dialog box to make it the current page.

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

Benefits of Layers

{button Steps...,PI(`',`HT_Benefits_of_Layers')}

Designer lets you create layers for each page of your document. This allows you to place some objects on one layer, others on another layer, and so on, just as you might with several overhead transparencies. Layers help you:

- Manage complex drawings with many overlapping objects
- Categorize objects that logically belong together by layer
- View certain objects in your drawing while hiding others
- Easily select and edit objects
- Protect objects from accidental changes
- Trace from a template on another layer
- Print certain objects only

Each page in a Designer drawing has one layer by default. Layers remain perfectly aligned with one another.

Designer automatically numbers layers for you. The total number of layers you can use is virtually unlimited 32,767.

Designer lets you do the following with layers.

- Name the layers
- Add and remove layers
- Change the order of layers
- Lock layers (so that objects cannot be changed)
- Display or hide selected layers
- Specify layers as printable or non-printable
- Use one color (for easy identification) or multiple colors on a layer
- Move objects from one layer to another
- Edit all the layers or edit one layer at a time

Tip

Designer does not store a layer that has no objects on it unless you have named the layer.

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

To change to a different layer
To add a layer
To select multiple layers
To select multiple layers that are not next to each other
To rename a layer
To add and remove layers
To change the order of layers
To move an object from one layer to another
To edit all layers
To lock or unlock layers
To show or hide layers
To make a layer printable or non-printable
To change a layer to a single color layer
To hide or lock individual objects
To show or unlock all objects

Basic Layer Tasks
Managing Layers
Locking and Unlocking Layers
Showing and Hiding Layers
Printable Layers
Using Multicolor or Single-Color Layers
Hiding and Locking Individual Objects

Basic Layer Tasks

{button Steps...,PI(`',`HT_Benefits_of_Layers')}

You can click the Layer button at the bottom of the active window to open the Layer menu, which lists the numbers and names of all the layers on the current page, with the current layer highlighted. From this menu you can

Change to a different layer

Add a layer

Open the Layers dialog box for other operations

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

Benefits of Layers
Managing Layers
Locking and Unlocking Layers
Showing and Hiding Layers
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Using Multicolor or Single-Color Layers
Hiding and Locking Individual Objects

To change to a different layer

1 Click the Layer button at the bottom of the active window. The Layer menu opens, listing the names of all the layers on the current page.

2 Choose the name of the layer you want to work with.

Tip

You can easily move from layer to layer with the keyboard shortcuts **SHIFT+PAGE UP** and **SHIFT+PAGE DOWN**. Press **SHIFT+PAGE UP** to move to a higher-numbered layer. Press **SHIFT+PAGE DOWN** to move to a lower-numbered layer.

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

Benefits of Layers
Basic Layer Tasks
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To add a layer

1 Click the Layer button at the bottom of the active window. The Layer menu opens.

2 Click the Add Layer button . The new layer becomes the active layer, and its name is added to the Layer menu.

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

Managing Layers

{button Steps...,PI(`',`HT_Benefits_of_Layers')}

You can manage layers in other ways with the Layers dialog box. You can do any of the operations on a single layer, and you can work with multiple layers when removing, locking, unlocking, showing, and hiding layers.

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

Benefits of Layers
Basic Layer Tasks
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To select multiple layers

1 Create or open a document with multiple layers.

2 Click the Layer button at the bottom of the active window. The Layer menu opens.

3 Click the Layers button on the menu. The Layers dialog box opens.

4 Choose the first layer you want to select.

5 Press and hold **SHIFT** and choose the last layer you want to select. Every layer between the two layers is selected.

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

To select multiple layers that are not next to each other

1 Create or open a document with multiple layers.

2 Click the Layer button at the bottom of the active window. The Layer menu opens.

3 Click the Layers button on the menu. The Layers dialog box opens.

4 Choose the first layer you want to select.

5 Press and hold **CTRL** and choose the other layers you want to select. Only the layers you choose are selected.

Tip

By default, Designer names the layers Layer 1, Layer 2, and so forth. You can change these names to give each layer in your drawing a unique name.

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

To rename a layer

1 Click the Layer button at the bottom of the active window. The Layer menu opens.

2 Click the Layers button on the menu. The Layers dialog box opens.

3 Highlight the name of the layer you want to rename.

4 Point to the Layer Name text box and click the left mouse button.

5 Type a new name and press **ENTER**. The new name appears in the list of names.

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

To add and remove layers

1 Click the Layer button at the bottom of the active window. The Layer menu opens.

2 Click the Layers button on the menu. The Layers dialog box opens.

3 To add a layer, click the Add Layer button .

or

To remove a layer, choose the layer you want to remove and click Delete Layer .

Tips

When you remove a layer, all objects on that layer are deleted. You cannot remove the current layer.

Double click a layer in the Layers dialog box to make it the current layer.

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

To change the order of layers

1 Click the Layer button at the bottom of the active window. The Layer menu opens.

2 Click the Layers button on the menu. The Layers dialog box opens.

3 To move a layer up the list, choose the layer you want to move and click the Move Up button .

or

To move a layer down the list, choose the layer you want to move and click the Move Down button .

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

To move an object from one layer to another

1 Select the object you want to move to another layer.

2 Click the Layer button at the bottom of the active window. The Layer menu opens.

3 Click the Layers button on the menu. The Layers dialog box opens.

4 Click Move Objects.

5 Double click the name of the layer to which you want to move. The selected object moves to the chosen (now current) layer.

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

To edit all layers

1 Click the Layer button at the bottom of the active window. The Layer menu opens.

2 Click the Layers button on the menu. The Layers dialog box opens.

3 Click Edit All Layers. You can now select and edit all objects on all layers. Deselect this option to return to single-layer selection and editing.

Tip

You cannot move an object on a lower layer in front of an object on a higher layer. You can, however, change the order of layers so that the entire layer and its contents move in front of another layer.

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

Locking and Unlocking Layers

{button Steps...,PI(`',`HT_Benefits_of_Layers')}

When a layer is locked, it can either be displayed or hidden, but it cannot be edited or deleted. You cannot lock the current layer.

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

Benefits of Layers
Basic Layer Tasks
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Showing and Hiding Layers
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Using Multicolor or Single-Color Layers
Hiding and Locking Individual Objects

To lock or unlock layers

1 Click the Layer button at the bottom of the active window. The Layer menu opens.

2 Click the Layers button on the menu. The Layers dialog box opens.

3 To lock a layer, choose the layer you want to lock and click the Lock Layer button .

or

To unlock a layer, choose the layer you want to unlock and click the Unlock Layer button .

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

Showing and Hiding Layers

{button Steps...,PI(`',`HT_Benefits_of_Layers')}

You cannot hide the current layer. If you make a hidden layer the current layer, it is no longer hidden.

Hidden layers are not printed, so you can hide layers not only in your display but also in your printout. If you want to print all of the layers in the drawing, be sure to show all the layers before you print.

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

Benefits of Layers
Basic Layer Tasks
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Locking and Unlocking Layers
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Hiding and Locking Individual Objects

To show or hide layers

1 Click the Layer button at the bottom of the active window. The Layer menu opens.

2 Click the Layers button on the menu. The Layers dialog box opens.

3 To show a layer, choose the layer you want to show and click the Show button .

or

To hide a layer, choose the layer you want to hide and click the Hide button .

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

Printable Layers

{button Steps...,PI(`',`HT_Benefits_of_Layers')}

You can make layers printable or non-printable. By default, all layers are printable.

Tip

Hidden layers cannot be set to printable.

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

Benefits of Layers
Basic Layer Tasks
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Hiding and Locking Individual Objects

To make a layer printable or non-printable

1 Click the Layer button at the bottom of the active window. The Layer menu opens.

2 Click the Layers button on the menu. The Layers dialog box opens.

3 To make a layer printable, choose the layer you want to print and click the Printable Layer button .

or

To make a layer non-printable, choose the layer you do not want to print and click the Non-Printable Layer button .

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

Using Multicolor or Single-Color Layers

{button Steps...,PI(`',`HT_Benefits_of_Layers')}

You can make every object on a particular layer the same color. Using single-color layers can help you visually keep track of which objects are on which layer. Designer lets you mix single-color layers and multiple-color layers in the same drawing.

By default, a layer is multicolor. If you limit a particular layer to a single color, all existing objects and all subsequent objects are filled with the single color. You can use the current default layer color or click the Layer Color button to choose a different color.

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

Benefits of Layers
Basic Layer Tasks
Managing Layers
Locking and Unlocking Layers
Showing and Hiding Layers
Printable Layers
Hiding and Locking Individual Objects

To change a layer to a single-color layer

1 Click the Layer button at the bottom of the active window. The Layer menu opens.

2 Click the Layers button on the menu. The Layers dialog box opens.

3 Choose the layer that you want to make a single color.

4 Click the Layer Color button. A color palette opens.

5 Choose a color from the color palette.

6 Click the Single-color button . An indicator appears to mark the chosen layer as all one color.

Tips

If you skip steps 4 and 5 above, the default layer color is applied.

To change a layer back to a multicolor layer, open the Layers dialog box, choose the layer, and click the Multicolor button

. The objects on the layer change back to their previous colors.

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

Hiding and Locking Individual Objects

{button Steps...,PI(`',`HT_Benefits_of_Layers')}

In addition to letting you hide or lock all objects on a specified layer, Designer also lets you hide or lock individual objects.

Temporarily hiding objects may speed screen redraw time, especially if the objects include gradient fills or bitmaps. Locking objects may be desirable if you want to ensure that you do not accidentally move or resize them.

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

Benefits of Layers
Basic Layer Tasks
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To hide or lock individual objects

1 Select one or more objects to hide or lock.

2 On the Object menu, click Hide or Lock.

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

To show or unlock all objects

On the Object menu, click Show All or Unlock All.

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

Properties and Values

{button Steps...,PI(`',`HT_Properties_and_Values')}

You can assign names to objects and groups of objects in your drawing. This lets you create a list of objects, select objects by name, and create your own library of clip art. You can assign names, costs, and other properties to complex engineering drawings.

Properties are like categories of information about the objects in your drawings. "Name," known as "Symbol ID" in previous versions of Designer, is a predefined property. When you assign a name to an object, you create a *value* for the property "Name."

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

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

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

To name an object using the Edit ribbon
To name an object using the Properties dialog box
To create a new property

Getting Ojbect Information
Naming (or Renaming) an Object
Assigning Values to Other Properties
Listing Objects
Copying and Printing Object Lists
Saving an Object List

Getting Object Information

{button Steps...,PI(`',`HT_Properties_and_Values')}

You can name or rename objects and assign other values to other properties for specific objects. You can also create new properties.

Designer gives you two ways to access object properties and their values. The quick way is with the Object Properties button [bmc object properties.bmp} and text box in the Edit ribbon. The other way is through the Properties dialog box.

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

Properties and Values
Naming (or Renaming) an Object
Assigning Values to Other Properties
Listing Objects
Copying and Printing Object Lists
Saving an Object List

Naming (or Renaming) an Object

{button Steps...,PI(`',`HT_Properties_and_Values')}

If an object has a name, you can select the object, click the Edit tool , and the object's name appears in the Object Properties text box in the Edit ribbon.

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

Properties and Values
Getting Ojbect Information
Assigning Values to Other Properties
Listing Objects
Copying and Printing Object Lists
Saving an Object List

To name an object using the Edit ribbon

1 Click the Edit tool .

2 Select an object.

3 Point to the Object Properties text box and click the left mouse button. A cursor appears.

4 Type a new name.

If the object already has a name, it appears in the text box in the Edit ribbon. If you want to change the name, highlight it and type over it.

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

Properties and Values
Getting Ojbect Information
Naming (or Renaming) an Object
Assigning Values to Other Properties
Listing Objects
Copying and Printing Object Lists
Saving an Object List

To name an object using the Properties dialog box

1 Select an object.

2 On the Object menu, click Properties. The Properties dialog box opens.

3 Choose Name in the Properties list (if not already selected).

4 Type a name in the Value field and press **ENTER**.

5 Click Close. The name appears in the Object Properties text box in the Edit ribbon when the object is selected.

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

To create a new property

1 Select an object.

2 On the Object menu, click Properties. The Properties dialog box opens.

3 Click New. The New Property dialog box opens.

4 Type a new property (for example, Part Number) and press **ENTER**.

5 With the new property selected, type a value in the Value field (for example, 12345-01).

Tip

You can delete the values of any properties you have created by choosing the property and value and clicking Delete in the Properties dialog box. Any properties you have added remain until you close Designer so that you can assign them to other objects. If there are properties with no values when you close Designer, the properties are not saved.

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

Assigning Values to Other Properties

{button Steps...,PI(`',`HT_Properties_and_Values')}

If other properties (besides Name) have been created for a document, you can select an object, choose one of its properties, and then assign a new value to that property or find out what value has already been assigned.

After you have used the Properties dialog box to create the properties you want to use, you can access them quickly through the Edit ribbon or through the Properties dialog box.

Properties that have already been created are displayed on the Object Properties menu in the Edit ribbon.

Tip

If you typically use many of the same properties you have used before, you need not enter them again when you create a new document. Just open a document that includes the desired properties. You can then access the same properties from any other open document.

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

Properties and Values
Getting Ojbect Information
Naming (or Renaming) an Object
Listing Objects
Copying and Printing Object Lists
Saving an Object List

Listing Objects

{button Steps...,PI(`',`HT_Properties_and_Values')}

You can create a list of objects in your drawing. This lets you create a named parts list of all the pieces of your drawing, plus a list of other defined properties. ClipArt files are a good example of files with named objects.

The List command is on the Object menu. The List command opens the List Objects dialog box, which alphabetically lists the names (the values assigned to the property "name") for the objects selected in the current drawing, and shows the number of times each object appears (quantity).

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

If you click the down arrow in the Property list box, you can choose any other property (in addition to "Name") that is defined. The value and quantity for that property for selected objects appears under Value and Quantity (Qty). Unless you select an object, Designer lists all objects with the selected property.

Titles

You can change the column titles and the column separator character used when the list is copied or printed.

Click Titles, and the Titles dialog box opens. You can then enter a Main Title and enter column titles for Value Column and Quantity Column.

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

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

Properties and Values
Getting Ojbect Information
Naming (or Renaming) an Object
Assigning Values to Other Properties
Copying and Printing Object Lists
Saving an Object List

Copying and Printing Object Lists

{button Steps...,PI(`',`HT_Properties_and_Values')}

Click the Copy button to copy the object list to the Clipboard. The list remains in the Clipboard after you close the List Objects dialog box. You can paste the data into the drawing area or into any Windows-compatible program.

Click Print to print the parts list.

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

Properties and Values
Getting Ojbect Information
Naming (or Renaming) an Object
Assigning Values to Other Properties
Listing Objects
Saving an Object List

Saving an Object List

{button Steps...,PI(`',`HT_Properties_and_Values')}

You can save an object list as a file to use with another program. Save the list as a TXT file, the default, to use in a word processor. Save the list as a DIF or SLK file to use in compatible programs such as a spreadsheet or database program.

Click Save As to save the parts list as a text (TXT), DIF, or SYLK (SLK) file.

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

Properties and Values
Getting Ojbect Information
Naming (or Renaming) an Object
Assigning Values to Other Properties
Listing Objects
Copying and Printing Object Lists

Using Units of Measure

{button Steps...,PI(`',`HT_Using_Units_of_Measure')}

The units of measure in Designer are extremely flexible and can be set separately for every function that uses a measurement unit. For example, you can specify different measurement units for rulers, page size, coordinates, line weight, and dimension lines. The current units setting for a particular function appears on the Units button in the dialog box (or ribbon) for that function. For example, if the measurement unit for page size is inches, the Units button

in the Page Setup dialog box reads "in."

When specifying the measurement units, you can choose from a set of standard units, another set of predefined units, or create your own custom units. You can also set a scale to relate one unit of measure to another.

The units settings that you use with a drawing are saved with the drawing so that you do not have to reset them each time you open the file.

Standard Units

Units can be linear (to measure length) or radial (to measure angles). Linear units are used to measure spatial distances. Radial units are used to measure angular orientation or direction.

The standard linear units are inches, centimeters, millimeters, points, picas, picas and points, and ciceros. The standard radial units are degrees and radians.

Other predefined units include feet, feet and inches, kilometers, meters, miles, weeks and days, yards, and yards and feet.

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

To change the units setting for the page size
To define a scale unit of 5 meters per centimeter
To apply scale units to a dimension line

Changing a Units Setting
Defining Scale Units
Defining Unscaled Units
Updating Unit Settings
Deleting a Defined Unit

Changing a Units Setting

{button Steps...,PI(`',`HT_Using_Units_of_Measure')}

The currently selected units setting for a particular function appears on the appropriate Units button for that function. The following steps apply specifically to changing the units setting of the Page Setup dialog box, but the procedure is virtually identical for other dialog boxes.

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

Using Units of Measure
Defining Scale Units
Defining Unscaled Units
Updating Unit Settings
Deleting a Defined Unit

To change the units setting for the page size

1 On the File menu, click Page Setup. The Page Setup dialog box opens.

2 Click the Paper Size tab.

3 Click the Units button (marked with an abbreviation for a standard unit, such as "in" or "cm"). A menu opens.

4 Choose the desired units setting from the menu.

or

Choose More Units, choose a setting in the Available Units dialog box, and click OK.

5 The menu closes and the Units button in the Page Setup dialog box changes to reflect the new setting.

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

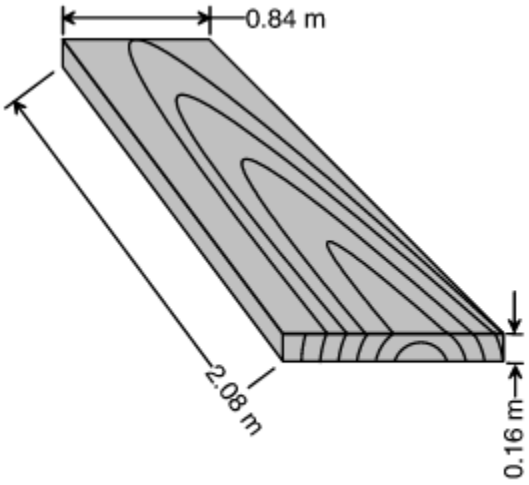
Using Units of Measure
Changing a Units Setting
Defining Scale Units
Defining Unscaled Units
Updating Unit Settings
Deleting a Defined Unit

Defining Scale Units

{button Steps...,PI(`',`HT_Using_Units_of_Measure')}

If you do scale drawings, you can use the Custom Units dialog box to define a scale unit, which is a ratio of one unit of measure to another. For example, you could define a scale of 10 feet per inch and draw a landscape at that scale, or define a scale of 2 weeks per centimeter and draw a timeline chart at that scale.

To show scaled distances in a drawing, use dimension lines with the dimension units set to the scale units. If you also want to see the scale used by the rulers, set the units for the rulers to the scale units. In the following example, the dimension units are set to 5 meters per centimeter.



You define new units using the Custom Units dialog box. You can open the Custom Units dialog box by clicking Custom Units on the Tools menu, or by clicking any Units button and clicking Custom Units.

After defining a new scale unit, you can add it to your current profile, or just save it to the current drawing. If you add it to your profile, the scale units are available in other drawings you make. New units that have been saved to a profile are designated by a plus sign in front of the unit's name in the Defined Units list box.

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

Using Units of Measure
Changing a Units Setting
Defining Unscaled Units
Updating Unit Settings
Deleting a Defined Unit

To define a scale unit of 5 meters per centimeter

1 On the Tools menu, click Custom Units. The Custom Units dialog box opens.

2 Click in the Custom Unit Name field and type the name **METERS (SCALE 5)**. Adding (scale 5) to the name makes it easy to identify the scale in the units list.

3 Press **TAB** and type **M** for the Primary Unit Label.

4 Press **TAB** and type **5** for the Primary Unit Scale value.

5 Click the down arrow in the list box for the Primary base unit and choose centimeters.

6 If you want to save the scale unit to just the current drawing, click Save to Drawing. If you want to save the scale unit to the current profile, click Save to Profile. Your scale unit (with abbreviated label) appears in the list of Defined Units.

Tip

The unit you entered above only defines a primary unit. If needed, you also can specify a secondary unit. Yards and feet, feet and inches, and weeks and days are all examples of definitions with primary and secondary units.

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

To apply scale units to a dimension line

1 Click the Dimension tool .

2 Select the dimension line.

3 Click the Units button in the ribbon. A menu opens.

4 Choose More Units. The Available Units dialog box opens.

5 Highlight the scale units you want to use.

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

Defining Unscaled Units

{button Steps...,PI(`',`HT_Using_Units_of_Measure')}

Besides defining scaled units, the Custom Units dialog box lets you define new unscaled units of measure. The procedure for defining unscaled units is identical to that for defining scaled units (explained in the previous section) except that you do not specify a scaled ratio when you define the unit. Instead, you specify an accurate conversion ratio for the unit, such as 1000 meters per kilometer.

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

Using Units of Measure
Changing a Units Setting
Defining Scale Units
Updating Unit Settings
Deleting a Defined Unit

Updating Unit Settings

{button Steps...,PI(`',`HT_Using_Units_of_Measure')}

Designer gives you exceptional flexibility in defining scale units without causing unwanted changes. Note that changing a unit's values in the Custom Units dialog box does not automatically change the overall units definition for the rulers in the current drawing. To change the ruler unit settings, choose the setting again in the Rulers/Snap tab of the Options dialog box.

In addition, changing a unit's values in the Custom Units dialog box does not automatically change the overall units definition for any other drawings using that unit. This is because the various units set for different functions are saved with each Designer drawing.

For example, suppose that the rulers are set to a custom scale unit called Meters (Scaled), which defines a scale of 5 meters per centimeter. You open the Tools Menu, click Custom Units, and edit this scale unit by changing its scale to 10 meters per centimeter. The ruler unit settings do not change unless you open the Tools Menu, click Options and Rulers/Snap, and deliberately change the Ruler Unit to Meters (Scaled) again.

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

Using Units of Measure
Changing a Units Setting
Defining Scale Units
Defining Unscaled Units
Deleting a Defined Unit

Deleting a Defined Unit

{button Steps...,PI(`',`HT_Using_Units_of_Measure')}

You can delete a defined unit from the list of available units by selecting it in the Defined Units list box and clicking Delete. The defined unit is not deleted from other drawings using that unit. The deleted unit remains in use where you have applied it already, but you can not choose that unit for future uses.

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

Using Units of Measure
Changing a Units Setting
Defining Scale Units
Defining Unscaled Units
Updating Unit Settings

Displaying Coordinates

{button Steps...,PI(`',`HT_Displaying_Coordinates')}

Designer uses coordinates for precise drawing and positioning. You can display coordinates to reference the current mouse position, the origin and size of a selected object, the origin and endpoint of a selected object, or the orientation and rate of expansion during transformations. Coordinates can also be used to draw, move, or resize an object.

Coordinates are displayed in the status bar. When no object is selected, the status bar shows the coordinates of the mouse pointer. When an object is selected, the status bar shows the coordinates of the selected object. During a transformation such as manually resizing an object, the status bar shows the coordinates of the transformation.

You can set the type of coordinates displayed for a selected object with the Coordinates menu. To set the coordinates type, click the Coordinates button in the status bar and choose one of the following.

Choose	**To display**
Width/Height	The object's origin, width, and height.
Length/Angle	The object's origin, length, and angle.
Range	The object's origin and end point.

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

To choose a coordinate system
To draw a rectangle with coordinates

Choosing a Coordinate System
Drawing with Coordinates

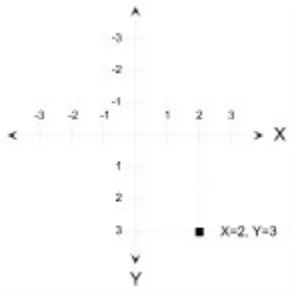
Choosing a Coordinate System

{button Steps...,PI(`',`HT_Displaying_Coordinates')}

Designer can use Cartesian (rectangular) or polar (radial) coordinates. In the polar coordinate system, you can express angles in degrees or radians.

Cartesian Coordinates

Cartesian coordinates use the familiar vertical and horizontal axes. The vertical axis is called Y and the horizontal axis is called X.

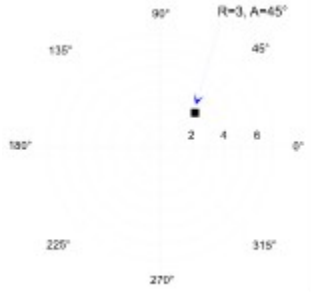


The X and Y axes correspond closely to the rulers in the Designer window. The ruler *origin* is the intersection of the two axes, where X=0, Y=0. If the origin is set at the top left of a page, the values for X go from left to right, and the values for Y go from top to bottom, just like the rulers.

If you drag the ruler origin to the center of the page, the axes and rulers are repositioned with respect to the page.

Polar Coordinates

Polar coordinates use a different method to reference each point on the page. Instead of having two straight axes, polar coordinates measure the distance from the center and the angle from the axis.



The distance from the center is called R (for radius). R is measured in inches, centimeters, or some other linear unit of measure. Angles are called A and are measured in degrees or radians.

To find a point where R equals 3 and A equals 45 degrees, find 3 at zero degrees and then move along that circle until you reach 45 degrees.

Angles can be measured in either degrees or radians. Degrees and radians are both radial, rather than linear, units of measure. One radian is equal to approximately 57.3 degrees.

The zero degree point of the polar coordinate system corresponds to Designer's horizontal ruler. The ruler origin is the center of the polar coordinate model. If the origin is set at the top left of a page, the relationship of the system to the page is as shown in the following diagram.

If you drag the ruler origin to the center of the page, the rulers and system are repositioned with respect to the page.

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

Displaying Coordinates
Drawing with Coordinates

To choose a coordinate system

1 On the Object menu, click Coordinates.

or

Click the Coordinates button in the status bar.

2 Choose Cartesian, Polar (Radians), or Polar (Degrees). The ribbon reflects the new coordinate system.

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

Displaying Coordinates
Choosing a Coordinate System
Drawing with Coordinates

Drawing with Coordinates

{button Steps...,PI(`',`HT_Displaying_Coordinates')}

Coordinates give you a more precise method of drawing than using the mouse. Instead of pointing, clicking, and dragging the mouse, you can enter numbers for coordinates for an object's origin (starting point) and its ending point, or for an object's width and height.

The Coordinates dialog box gives you several methods for specifying the size and position of an object, as well as some actions that let you point and click with the keyboard, without using a mouse or other pointing device.

Click the How To button to see an example that shows how to draw a rectangle by entering coordinates. It is assumed that the rulers are set to centimeters. The upper left corner of the rectangle is positioned at the point (4,6). The rectangle is 10 centimeters wide and 3 centimeters high.

The drawing methods and mouse actions included in the Coordinates dialog box are as follows.

Method	**Description**
Width/Height	Lets you simulate clicking a mouse at a specific point, dragging, and then releasing the mouse button at a specific distance (width and height) from the first point.
Length/Angle	Lets you simulate clicking a mouse at a specific point, dragging, and then releasing the mouse button at a specific distance and angle from the first point.
Range	Lets you simulate clicking a mouse at a specific point, dragging, and then releasing the mouse button at a second specific point.
Current Position	Lets you specify a position for the mouse pointer.
Click	Applies the equivalent of a mouse click at the current position of the mouse pointer.
Double Click	Applies the equivalent of a double mouse click at the current position of the mouse pointer.
Ruler Origin	Lets you specify the exact point for the placement of the ruler origin relative to the current origin.
X Guide	Lets you specify the position on the horizontal ruler (X-axis) to place a vertical guideline.
Y Guide	Lets you specify the position on the vertical ruler (Y-axis) to place a horizontal guideline.

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

Displaying Coordinates
Choosing a Coordinate System

To draw a rectangle with coordinates

1 Click the Draw tool .

2 Click the Rectangle button .

3 On the Object menu, click Coordinates.

or

Click the Coordinates button in the status bar and choose Coordinates.

4 The Coordinates dialog box opens.

5 Click the Coordinates button in the dialog box and choose Cartesian from the menu.

6 Click the down arrow in the Method list box and choose Width/Height, if necessary.

7 Click the Units button and choose centimeters, if it is not already selected.

8 Press **TAB** until the cursor is at the X scroll box. Type **4** and press **TAB**.

9 In the Y scroll box, type **6** and press **TAB**. You have now specified the X and Y coordinates for the starting point of the rectangle.

10 In the W scroll box, type **10** and press **TAB**. The width of the rectangle is 10 centimeters.

11 In the H scroll box, type **3**.

12 Press **ENTER** or click Apply. Designer draws the rectangle on the page with the exact starting point and dimensions that you entered.

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

PRINTING.DOC

This document contains the Printing section of Designer 6.0 Help.

Adding, Removing, and Connecting Printers

Windows uses a software program called a printer driver that communicates with your printer or other output device. Printer drivers are provided with Windows.

The Windows Control Panel lets you add, remove, and set up printer drivers. You can add multiple printer drivers if you use more than one type of printer.

If you want to use a printer that is not connected to your computer, you can force the driver to send its output directly to a file on disk by specifying FILE as the printer port. You then can take the disk to a computer that is connected to the desired printer and copy (using the COPY command in DOS) the output file to the printer.

See your Windows documentation for instructions on adding or removing a printer and connecting a printer to a port.

Selecting and Setting Up Your Printer

{button Steps...,PI(`',`HT_Selecting_and_Setting_Up_Your_Printer')}

After you add a printer, you can select and set up the target (default) printer with the Windows Control Panel, or you can select a printer and change the setup as needed in Designer. Setup choices vary from one printer to another, but common options include changing the orientation (portrait or landscape), paper size, and paper source.

To select a target printer
To set up a target printer

To select a target printer

1 On the File menu, click Print. The Print submenu opens.

2 Click Target Printer. The Target Printer dialog box opens.

3 Select the printer you want to use.

Tip

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

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

Selecting and Setting Up Your Printer

To set up a target printer

1 On the File menu, click Print. The Print submenu opens.

2 Click Target Printer. The Target Printer dialog box opens.

3 Select the printer you want to use.

4 Click Setup. The dialog box for the selected printer driver opens.

5 Select the options you want. Make sure the orientation (portrait or landscape) matches the on-screen orientation.

Tip

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

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

Using a Pen Plotter

If you are using a pen plotter instead of a printer, you should be aware of a few differences.

- Bitmaps and bitmap fill patterns do not plot.
- To avoid plotter pen damage (due to staining), you may want to use the Vector Clipping option in the Print Document dialog box.
- You should create a special color palette that matches the colors of the pens used by your plotter.

Printing with Layers

If you have multiple layers in your drawing, you can choose to make selected layers visible or invisible. You can also choose to make selected layers printable (able to be printed) or non-printable.

Only visible layers will print. To omit certain layers from a printout, you can either make them non-printable or make them invisible.

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

Benefits of Layers

Fonts and Printing

Using scalable, or outline, fonts is the best way to avoid differences between displayed and printed text.

Scalable Fonts

Scalable fonts are fonts that can be sized or rotated as needed. TrueType fonts are an example of scalable fonts. They give you WYSIWYG (what you see is what you get) printed output. Windows handles the tasks of displaying, scaling, and printing TrueType fonts so that separate screen fonts are not necessary.

Adobe Type Manager, if you have it installed, handles the display, scaling, and printing of Type 1 fonts and also ensures that these fonts are treated as scalable fonts and are not limited to PostScript printers.

If, however, you use non-scalable, device-dependent printer fonts (such as cartridge fonts with an HP LaserJet printer), you should read and understand the next section, "Device-Dependent Fonts."

Device-Dependent Fonts

Device-dependent printer fonts, including cartridge fonts and soft fonts, are limited to the set of typefaces, point sizes, and styles supported by your printer. If you create a document with one printer specified, use its printer fonts, and then change to a different target printer, the fonts displayed in the document change. This may not be evident from the on-screen appearance.

For example, suppose you specify a PostScript printer and have 12-point Bookman text with 20-point Avant Garde headlines in your document. If you change to a printer that does not support these fonts, Designer chooses the closest available fonts, which will not display or print as you expect. You can either change back to a PostScript printer or change the fonts in the document to fonts supported by the new printer.

Designer also substitutes the closest available font when you use a device-dependent font and then rotate the text.

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

Choosing and Changing Fonts

Printable and Non-Printable Areas

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

If part of your drawing extends into the nonprinting area, the portion in the nonprinting area is not printed.

Tiling

If the current page size is larger than the paper size of your printer or plotter, the entire drawing page is printed with as many printer pages as needed. This process is called *tiling*.

When the page size is larger than the printer’s paper size, the printer pages can be assembled like individual pieces of tile to compose the entire drawing.

Tiling lets you print proofs of a large drawing, such as a B size (11" x 17"), on a printer that uses a smaller paper size, such as A size (8.5" x 11"). Tiling also lets you print banners that are made up of multiple pages.

Designer automatically tiles to two printer pages when you print an 11" x 17" drawing page to a printer with 8.5" x 11" paper.

Page tiles are numbered top to bottom beginning at the top left of the drawing page.

You can print selected page tiles by entering page and tile numbers in the Page Range box in the Print Document dialog box.

You can show or hide tile lines on the current page by selecting or deselecting Show Printer Page Tiles in the Workspace submenu of the Display menu. You can also display a preview of tile lines if you click Details in the Page Setup dialog box.

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

Setting Options
Setting Up a Page

Basic Printing Methods

{button Steps...,PI(`',`HT_Basic_Printing_Methods')}

You can use Document and the Print Document dialog box to choose printing options. The Print Document dialog box lets you print the document in the active window. You can specify the current page, all pages, or selected pages from the document; the number of copies to be printed; whether to collate the copies; whether to include page labels; and whether to use vector clipping (for use with a pen plotter).

You also can print multiple documents.

To use crop marks, select the Show Page Crop Marks option in the Page Setup dialog box.

You can use Current Page to print only the currently displayed page, no matter how many pages are in your document.

You can use Selection to print only the selected objects on the current page. Selected objects do not change in size or position in the printout.

You can use View to print an area that you define (by dragging a rectangle). The area is scaled to fit the printable area of the printer page.

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

To print the active document
To print the current page
To print a selection
To print a defined area

Printing Page Ranges
Collating Printed Pages
Printing Mirror Images
Vector Clipping
Fitting a document to the Page
Centering a Printout on the Page
Printing Multiple Documents

To print the current page

1 On the File menu, click Print. The Print submenu opens.

2 Click Current Page. All objects on the current page are printed.

Tip

The keyboard shortcut sequence for Current Page is **CTRL+P**.

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

Basic Printing Methods

To print a selection

1 Select the objects on the current page you want to print.

2 On the File menu, click Print. The Print submenu opens.

3 Click Selection. All selected objects are printed.

Tip

The keyboard shortcut sequence for Selection is **CTRL+SHIFT+P**.

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

To print a defined area

1 On the File menu, click Print. The Print submenu opens.

2 Click View. The print view pointer appears.

3 Position the print view pointer at one corner of the area you want to print, and press and hold the left mouse button.

4 Drag a bounding box around the area you want to print. Release the mouse button. The selected area is printed.

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

To print the active document

1 In the File menu, click Print. The Print submenu opens.

2 Click Document. The Print Document dialog box opens.

3 Type the number of copies you want to print.

4 Choose the options you want.

5 If you wish, click Target Printer, choose the printer you want to use, and click OK.

6 If you wish, click Setup, make any changes to printer settings, and click OK.

7 Click Print. The document is printed.

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

Printing Page Ranges

If desired, you can print only the pages or page tiles you need. For example, if you have a ten-page document, you can type **1,3-5,10** to print pages 1, 3, 4, 5, and 10.

In the Print Document dialog box, enter a page number separated by a comma to print a page; enter a range with the first and last pages separated by a hyphen to print a sequence of pages. To specify a page tile, enter a page number, a colon, and a tile number.

Type	**To print**
1,2,6-9	Pages 1, 2, 6, 7, 8, 9
6-	Pages 6, 7, 8, to the end of the document
1:2	Page 1, tile 2
1:4, 2:6	Page 1, tile 4 and page 2, tile 6
3:8-4:5	Page 3, tile 8 through page 4, tile 5

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

Collating Printed Pages

The Collate option in the Print Document dialog box prints a complete copy of a document before printing the next copy. Collate is only available when you print more than one copy of a multiple-page document. Collating can slow the print speed on some printers.

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

Printing Mirror Images

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

The Mirror option is available in the Print Document dialog box only with certain printer drivers. This option is gray if the printer driver does not support mirroring.

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

Vector Clipping

Vector clipping improves the output of drawings on pen plotters by causing the top object of overlapping drawings to completely cover the back object (this is done automatically with non-plotting printers).

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

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

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

Darkening or lightening printed RGB bitmaps

When you print to an EPS file from Designer and select the Output for Separator printing option, you can darken or lighten RGB bitmaps in the EPS file by setting a key value in your registry. For darker RGB bitmaps, set the MGXGRE key name **EnableCMYKBlackOpt** to a value of **1**. For lighter RGB bitmaps, set the key name to a value of **0**.

To set the value from within Designer.

1 On the Tools menu, click Options. Click the Registry tab.

2 In the Key list box, locate and select Mgxgre as the key.

3 Click New Value, and then enter **EnableCMYKBlackOpt** as the Value Name.

4 Click Numeric Value Type.

5. Enter the value (**0** or **1**), and click the Accept entry button.

Fitting a Document to the Page

If the page size is too large for the target printer’s paper size, Designer reduces the drawing proportionally so that all of it fits inside the printable area when Fit to Page in the Print Document dialog box is selected. If this option is not selected, the drawing is tiled on as many pages as necessary to print the drawing.

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

Centering a Printout on the Page

The Center on Page option causes the contents of each page in the document to be aligned to page center and page middle for this printout only. Center on Page in the Print Document dialog box is especially useful if your page size is smaller than your paper size; for example, an on-screen presentation that you want to print out on 8.5" x 11" paper.

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

Choosing and Setting up the Printer

You can select the target printer and change the setup of the printer from the Print Document dialog box.

Selecting the Target Printer

To change the target printer, click the printer name in the Print Document dialog box. The box opens to show the list of installed printers. You can then choose a different target printer.

Setting the Printer’s Properties

To open the property sheet for the selected printer, click Properties in the Print Document dialog box. You can make changes such as changing the orientation (portrait or landscape) and scaling the printout.

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

Printing with the Page Manager

{button Steps...,PI(`',`HT_Printing_with_the_Page_Manager')}

If you prefer to select pages for printing visually rather than by number, you can use the Page Manager. It, with its associated ribbon, lets you print selected pages, sort pages, set up selected pages, and create on-screen presentations.

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

To print selected pages with the Page Manager

Setting up a page
Setting Up Multiple Pages
Sorting Pages
Using Designer for Presentations

To print selected pages with the Page Manager

1 Open a document.

2 Click the Page Manager tool in the toolbox. Thumbnail images are displayed for each page in the document.

3 Select the thumbnail of each page you want to print. A rectangle appears around each selected page. Press and hold **CTRL** to select more than one page; press and hold **SHIFT** to select more than one consecutive page.

4 Click the Print button in the ribbon. The Print Document dialog box opens. The range of pages you selected is automatically entered.

5 Type the number of copies you want to print.

6 Choose the options you want.

7 Click Print. The selected pages are sent to the target printer.

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

Printing with the Page Manager

Printing Multiple Documents

{button Steps...,PI(`',`HT_Printing_Multiple_Documents')}

If you need to print more than one document, but you do not want to open all the document files at once, you can specify which documents to print.

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

To print multiple documents
To remove files from the print queue

To print multiple documents

1 In the File menu, click Print. The Print submenu opens.

2 Click Multiple Files. The Print Multiple Files dialog box opens.

3 If necessary, change to the desired drive and directory.

4 Choose the name of a document you want to print.

5 Click Print. The selected document is sent to the printer.

6 Repeat steps 4 and 5 until you have chosen all the documents you want to print.

Tip

While you are printing multiple documents, all commands in the Print submenu are gray.

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

Printing Multiple Documents

To remove files from the print queue

1 On the View menu, click Show Tasks.

2 Click the name of the file (or files) you want to remove from the queue.

3 Click the Stop button .

Note

You can use this method only if you are printing multiple files.

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

Printing Multiple Documents

Keyboard shortcuts in Designer

Help	Context-sensitive help	**F1**
	Floating hint window	**CTRL+F1**
File Operations	Close drawing window	**CTRL+F4**
	Exit Designer	**ALT+F4**
	Export	**CTRL+2**
	Import	**CTRL+1**
	Next drawing window	**CTRL+F6**
	New document	**CTRL+N**
	Open document	**CTRL+O**
	Print page	**CTRL+P**
	Print selected objects	**CTRL+SHIFT+P**
	Redo	**CTRL+Y**
	Save	**CTRL+S**
	Save as	**CTRL+SHIFT+S**
	Undo	**CTRL+Z**
Ribbons and Dialog Boxes	Align dialog box	**ALT+1**
	Bitmap ribbon	**CTRL+W**
	Coordinates dialog box	**CTRL+Q**
	Dimension ribbon	**CTRL+0 (ZERO)**
	Draw ribbon	**CTRL+D**
	Edit ribbon	**CTRL+E**
	Floating Color Palette	**CTRL+F**
	Page Manager	**CTRL+G**
	Properties dialog box	**F12**
	Select dialog box	**CTRL+SHIFT+F2**
	Style ribbon	**CTRL+L**
	Text dialog box	**CTRL+SHIFT+T**
	Text ribbon	**CTRL+T**
Clipboard	Copy	**CTRL+C**
	Cut	**CTRL+X**
	Delete	**DELETE**
	Paste	**CTRL+V**
Alignment	Align dialog box	**ALT+1**
	Align bottom	**ALT+8**
	Align center	**ALT+5**
	Align left	**ALT+3**
	Align middle	**ALT+6**
	Align right	**ALT+7**
	Align to rulers	**ALT+2**
	Align top	**ALT+4**
	Justify horizontally	**ALT+9**

	Justify vertically	**ALT+0 (ZERO)**
	Align to page center	**CTRL+SHIFT+5**
	Align to page middle	**CTRL+SHIFT+6**
	Align to page left	**CTRL+SHIFT+3**
	Align to page top	**CTRL+SHIFT+4**
	Align to page right	**CTRL+SHIFT+7**
	Align to page bottom	**CTRL+SHIFT+8**
	Justify to page horizontally	**CTRL+SHIFT+9**
	Justify to page vertically	**CTRL+SHIFT+0 (ZERO)**
Viewing	Add view	**SHIFT+F4**
	Crosshairs	**CTRL+H**
	Move down one layer	**SHIFT+PAGE DOWN**
	Move up one layer	**SHIFT+PAGE UP**
	Refresh the screen	**F3**
	Scroll down	**PAGE DOWN**
	Scroll up	**PAGE UP**
	View actual size	**CTRL+F8**
	View all pages (Page Manager)	**CTRL+G**
	View first page	**CTRL+HOME**
	View full screen	**F4**
	View last page	**CTRL+END**
	View next page	**CTRL+PAGE UP**
	View page	**SHIFT+F6**
	View previous	**SHIFT+F3**
	View previous page	**CTRL+PAGE DOWN**
	View used area	**CTRL+SHIFT+F3**
	Zoom in	**F6**
	Zoom out	**CTRL+SHIFT+F6**
Text	Align to bottom	**CTRL+SHIFT+B**
	Align to center	**CTRL+SHIFT+C**
	Align to left	**CTRL+SHIFT+L**
	Align to middle	**CTRL+SHIFT+M**
	Align to right	**CTRL+SHIFT+R**
	Align to top	**CTRL+SHIFT+O**
	Bold	**CTRL+B**
	Force justify horizontal	**CTRL+SHIFT+F**
	Full justify horizontal	**CTRL+SHIFT+J**
	Italics	**CTRL+I**
	Move to beginning of line	**HOME**
	Move to end of line	**END**
	Small caps	**CTRL+M**
	Subscript	**CTRL+SHIFT+K**

	Superscript	**CTRL+K**
	Text dialog box	**CTRL+SHIFT+T**
	Underline	**CTRL+U**
Object Options	Corner	**CTRL+5**
	Symmetrical curve	**CTRL+7**
	Unlocked cusp	**CTRL+6**
	Locked cusp	**CTRL+4**
	Convert to curves	**CTRL+R**
	Cusp	**CTRL+6**
	Connect closed	**F11**
	Connect open	**CTRL+F11**
	Disconnect closed	**SHIFT+F11**
	Flip horizontal	**F7**
	Flip vertical	**SHIFT+F7**
	Group objects	**F5**
	Move to bottom	**F9**
	Move to top	**F10**
	Reverse order	**CTRL+SHIFT+F9**
	Rotate preset amount	**F8**
	Select all objects (current page)	**CTRL+A (OR F2)**
	Select all objects (except currently selected)	**CTRL+SHIFT+A (OR SHIFT+F2)**
	Select dialog box	**CTRL+SHIFT+F2**
	Snap points on	**CTRL+F7**
	Snap points off	**CTRL+SHIFT+F7**
	Step down	**SHIFT+F9**
	Step up	**SHIFT+F10**
	Ungroup objects	**SHIFT+F5**

Glossary

To scroll quickly to a term in this glossary, click the applicable letter.

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Window

Active window

The window in which you work is the active window. The active window receives the next action. Generally, the active window has a different title bar color than other windows. A window can be an application's main window, a dialog box, a floating window (like the Hint window), or the ClipArt Manager or Floating Color Palette.

Anchor point

A point through which a line or curve passes. Anchors define the shape of an object. An anchor can form a corner, a curve, or a cusp along the edge of an object. You can view and drag anchors during Point or Curve Reshaping.

Back up

To make a duplicate of a file before saving it, ensuring that the previous version of the file is not overwritten by the newer version.

Bézier curve

A curve that can be reshaped with control points.

Bitmap

An image composed of individual pixels (dots) on the screen.

Bleed

An image that extends beyond the edge of the paper (bleeds off) after the final trim.

Blend

Transforming one object into another object by averaging the shapes, sizes, and colors of the two objects.

Bounding box

The invisible rectangle that encloses a selected object. When you move, resize, or duplicate an object, the bounding box appears as a dashed blue box around the object.

Byte

A common unit of computer measurement consisting of eight bits.

Cancel

A command button used to close a dialog box without making any changes. The **Esc** key also closes a dialog box.

Cartesian coordinates

A coordinate system based on the familiar vertical and horizontal axes. The vertical axis is Y, and the horizontal axis is X.

Cartridge

A small box you can plug into some printers to provide them with additional fonts.

Cascade windows

A command that diagonally stacks windows so that the title bars show.

Chaining

Also called Connect-A-Draw. A drawing method that joins the ends of objects even if you choose another drawing method.

Chaining is also sometimes used to described linked text containers through which text flows.

Check box

A square box in a dialog box that can be toggled on or off.

Cicero

A typography measuring unit used mostly in non-English speaking countries. There are 12 didots per cicero. There are approximately 5.63 ciceros per inch and approximately 67.553 didots per inch.

Click

To quickly press and release the left mouse button. When you click the mouse button, you should hear and feel a click.

ClipArt

A collection of already drawn objects. These objects are available using the ClipArt Manager in Designer. You can also create objects and add them to new or existing catalogs in the ClipArt Manager.

ClipArt Manager

Designer's organizer for all picture files including ClipArt and photographic images.

Clipboard

Designer uses the Windows clipboard, which is a data exchange storage area for objects that are cut or copied from Designer or another Windows application.

CMYK

Cyan, magenta, yellow, black. *See also* Color model.

Color correction

Any process that compensates for deficiencies in the color separation process and process inks.

Color model

A method of representing the color spectrum. Two of the most common primary color models are the RGB (red, green, and blue) and CMYK (cyan, magenta, yellow, and black) models.

Color palette

A collection of commonly used colors, similar to an artist's palette.

Command

A word or phrase usually found in a menu that opens a dialog box, enters a mode, or carries out an action.

Container

An invisible boundary surrounding container (block) text and text in an object.

Continuous tone

Images, such as color or black-and-white photographs, where the colors and shades flow continuously from one to another. Continuous-tone images cannot be printed in the conventional offset printing process; they must first be converted to halftones or some other black-and-white format.

Control menu

A menu common to most windows. You use the Control menu to resize, move, minimize, maximize, or close Designer's windows. Some of Designer's windows, such as the Color Palette have other commands in the Control menu.

Control menu box

The box, located in the upper left corner of a window, that opens the Control menu.

Control panel (Slideshow)

A panel you can display during a slideshow that allows you to jump to any page or change the slideshow preferences.

Control panel (Windows)

A Windows tool containing commands for installing printers and fonts, setting up printers and ports, and choosing program options.

Control points

Pairs of points attached to each anchor along the edge of an object. Control points act like magnets, influencing the curve of the object’s edge where it passes through the anchor. You can view and drag control points only during Curve Reshaping.

Copy

An Edit menu command that copies the selected objects to the Windows Clipboard. Copy does not change the appearance of the drawing.

Crop

To define part of a bitmap you want to keep and remove the rest of the bitmap.

Crop marks

Marks on film or paper that indicate the page size and trim boundaries to the printer. Also called trim marks.

Cursor

The entry point for placing text. Sometimes used to describe any mouse pointer.

Cusp

An anchor point where two Bézier curves intersect at different angles. The result is an elbow shape or corner.

Cut

A command in the Edit menu that removes a selected object and moves it to the Windows Clipboard.

Default settings

The preset options built into a program. Use the Preferences command in the Edit menu to change many of Designer's default settings.

Deselect

To move the pointer away from all selected objects and click the left mouse button so that the surrounding handles disappear. Commands and tools no longer affect the objects because the objects are not selected.

Dialog box

A window that appears when the program needs information from you before it can carry out an action.

Didot point

A typography measuring unit used mostly in non-English speaking countries. There are 12 didots per cicero. There are approximately 5.63 ciceros per inch and approximately 67.553 didots per inch.

Disabled

An option or command that appears in gray type and is not available.

Direction keys

The **Arrow** keys (**Up**, **Down**, **Right**, and **Left**) and the **Home**, **End**, **Page Up**, and **Page Down** keys. When used alone, the arrow keys move the mouse pointer across the image on the screen in the direction indicated.

Dither

To create the illusion of a color by placing dots of other colors very close together.

Technically, on palette-based devices, such as 256-color displays, colors are dithered using a sweeping palette (a palette of colors evenly spaced through the color spectrum). Only colors that are in the sweeping palette are not dithered.

Dot gain

An increase in the size of halftone dots when they print. Dot gain produces unwanted shadows and colors.

Double click

To rapidly press and release the mouse button twice without moving the mouse.

DPI

The number of dots (pixels) per inch on the display or hard copy. Most laser printers print at 300 dpi. High-resolution phototypesetters provide 1270 and 2540 dpi.

Drag

To point with the mouse, press and hold the left mouse button, and move the mouse. For example, you drag to move an object, select a range, and move ClipArt from the ClipArt Manager into your document.

Driver

A program that translates data from software for use with a specific hardware device.

End style

The marker at the ends of lines and open objects. For example, arrowheads and lines are end styles.

Extension

The period and one to three characters at the end of a filename that identify the kind of information in the file. For example, DS4 is the extension for Designer drawing files.

Also, the lines in dimension lines that are drawn from the object being measured to the line showing the dimension.

File type

A format used to define an image file. Designer recognizes different file types such as text, Windows Metafile (WMF), Computer Graphics Metafile (CGM), TIFF, BMP, Targa (TGA), GIF, and EPS.

Font

A specific set of characters in a specific typeface design.

Freeform text

A text object that has no container. Freeform text cannot flow from one container to another, nor does it use margins, word-wrap, or indents. Resizing a freeform text object changes the size of the text.

Gradient

A gradual fade in color intensity or a gradual fade from one color to another.

Gray value

The amount of gray in an image, where a gray value of 100% is black and a gray value of 0% is white.

Grayscale

An image having multiple shades of gray. Also, the ability of a scanner to capture more than just the values of white and black.

Grid

A series of horizontal and vertical dots that criss-cross the drawing area. You can snap objects to the grid for more exact placement.

Guides

The horizontal line and vertical line that you can drag onto the screen but not print. You can use guides as cues for where to place objects, or you can snap objects to guides for more exact placement.

Halftone

An image made of tiny dots of different sizes (like a photograph in a newspaper). The dots in a halftone are equally spaced, so larger dots compose the shadows and smaller dots create the highlights. Halftones can be color or black and white.

Handles

Square boxes that appear on the corners and sides of the bounding box of an object when in edit mode. You use handles to resize an object.

Hatch pattern

A fill pattern composed of lines occurring at regular intervals. Hatch patterns can be output to a plotter.

Highlight

The brightest value in a continuous-tone or halftone image.

Hint line

A one-line message that provides information about a feature. Hint lines are in a floating window or at the bottom of the main Designer window. You control their location with the Hint Line command in the Display menu.

HLS

Hue, lightness, saturation. *See also* Color model.

Hourglass cursor

The pointer changes to an hourglass symbol to indicate that the program is performing an operation, such as saving a file. Sometimes Designer displays a compass with a spinning ball rather than the hourglass cursor. When the cursor returns to a pointer, you can continue working.

Hue

The quality of a color that makes it different from other colors. For example, an apple's hue is red even though its color value might not be 100% red. The color you use to describe an object is its hue. Lightness and saturation, the two other components of color, do not affect the hue. *See also* Lightness and Saturation.

Icon

A small graphic symbol that represents a software program. You open the program by double clicking the icon.

Image

Also called a bitmap or bitmap image. Images are composed of thousands of tiny dots called pixels. Picture Publisher edits and creates images.

Irregular polygon

A closed object composed of straight lines of different lengths.

Kern

To adjust the spacing between text characters.

Layer

A plane of a drawing that can be stacked on other planes. A drawing with three layers is like three overhead transparencies stacked on one another.

Drawing window

A window that displays your drawing. Drawing windows are displayed in the working area of the Designer window and can be manipulated like any window.

Lightness

The amount of white or black in a color. Lightness of 100% and 0% creates white and black, respectively. Lightness is one of the three components of perceived color. Hue and saturation are the others. *See also* Hue and Saturation.

Line art

Images with only two gray values: black and white. If you save a continuous-tone image as line art, the colors in the image are reduced to black and white.

Line screen

Also known as screen ruling. This is a measure of the distance between the centers of halftone dots as they repeat along the screen angle. For example, in a 65-line screen at a 45° angle (a typical line screen, or *screen ruling*, for a black-and-white halftone in a newspaper), there are 65 halftone dots in an inch. Low (coarse) line screens, from 65 to 85, do not produce an illusion of grayscale as successfully as medium screens, from 100 to 120, or high screens, from 133 to 150.

Line style

The pattern used to draw a line. For example, solid and dashed.

Linear gradient

A gradual fade or color transition in a single direction from one side of an object to the other side.

List box

A box containing a list of names. List boxes usually appear in dialog boxes or windows within a program.

Map

A graph representing the mapping of color values in an image. A map changes the input values to new output values. If unedited, the graph represents a mapping of 1:1 (an input of 50% gray is output at 50% gray, for example). You can alter values by manipulating points on the curve (so that an input of 50% gray is output at 75% gray, for example).

Master page

A special page whose contents appear on every page of the document. Master page objects appear both on screen and when printed.

Menu

A list of commands organized under a title in the menu bar. For example, the Help menu lists commands that provide on-line help.

Menu bar

The bar at the top of the Designer window (under the title bar) containing menu titles.

Midtones

The middle values, between the highlights and the shadows, in an image.

Minimize and maximize boxes

The boxes located in the upper right corner of each window that are used to reduce or enlarge the window. The frame around the window also is used to resize the window.

Monochrome

A single color. Monochrome typically refers to the color black on a white background.

Non-proportional resize

To resize an object using the side handles so that the original proportions change.

Oblique

An extrusion effect that extends an object backward.

Original file

A file containing the source (original) object created with the server application. The original object can be linked to or embedded into a document.

Outline fonts

Fonts that produce text on the screen as it appears when printed (WYSIWYG, or What You See Is What You Get).

Output device

Any device that accepts a printed document from Designer. For example, a printer, plotter, and imagesetter.

Page orientation

The position of an image on paper. Portrait (vertical) orientation displays a page taller than it is wide. Landscape (horizontal) orientation displays a page wider than it is tall.

Paper size

The physical size of the paper in a printing device.

Parallel

Two straight lines at the same angle that do not intersect.

Paste

A command in the Edit menu to insert an image stored in the Windows Clipboard into an image window.

Paste link

A command used by the receiving program to paste and link an object at the same time.

Perpendicular

Two lines that intersect at 90 degrees.

Pica

A measurement of line length. There are six picas in one inch.

Pivot point

The point around which an object is rotated. In Designer, the pivot point can be moved or changed.

Pixel

A picture element. The smallest unit (dot) of a bitmapped image.

Point size

A measurement of the height of characters in a font. There are approximately 72 points in an inch.

Pointer

A graphic symbol used to show the current screen location of the mouse. You move the pointer by moving the mouse. The pointer's appearance changes depending on the action being performed.

Polar coordinates

A coordinate system defining each point by its distance from the origin, and its angle from the horizontal axis.

Polygon

A closed object made of straight lines, such as a square, triangle, or star.

Press

To press and hold the mouse button momentarily.

Print area

The area that can be printed.

Print spooler

A Windows accessory that creates a print file before printing begins.

Process color

Also called full color. The type of printing that uses four different printing plates (cyan, magenta, yellow, and black) which, when combined, produce a color image.

Property

An attribute of objects such as size, color, or weight. You can assign any property you wish to objects. The default property is "Name." You can create other properties and assign values to them. *See also* Value.

Proportional resize

To resize an object using the corner handles so that the object's proportions do not change.

Proportional typeface

A typeface in which the widths vary from character to character. For example, a w is wider than an l.

Radial gradient

A gradual fade or color transition in all directions, from a central point to the outer edges of an object. The result is a concentric, circular pattern.

Refresh

To redraw the current page. This lets you clear the screen of unwanted fragments that can result from manipulating objects.

Regular polygon

A closed object composed of straight lines of equal length

Repel Text

An object attribute that forces text to automatically warp around that object.

Resize

To change the size of an object. Dragging a corner handle changes the size proportionally, while dragging a side handle changes the size non-proportionally. Dragging a handle into an object makes it smaller; dragging a handle away from an object makes it larger.

Resolution

A measurement of data for monitors (usually expressed as pixels per square inch) and printers (dots per square inch).

RGB

Red, green, and blue. *See also* Color model.

Ribbon

The area at the top of the window that displays options associated with the current tool.

Rulers

Measuring guides at the top and left of the Designer window that allow precise placement of objects.

Saturation

The intensity or purity of a color. For example, a "reddish" apple is not as saturated as a "red" apple. Zero saturation means that the color has been replaced by its corresponding gray value (black-and-white television images are good examples of colors with zero saturation). Pure saturation (100%) means the color contains no gray. Saturation is one of the three components of color; hue and lightness are the others. *See also* Hue and Lightness.

Scanner

A device that transfers images from video or paper into the digital format used by computers.

Screen fonts

Fonts specially created to appear correctly on screen.

Scroll

To move the visible portion of the drawing area.

Scroll bars and scroll arrows

The bars and arrows at the right side and bottom of windows that allow you to travel vertically and horizontally across the window.

Select

To choose an object. A selected object displays handles.

Keyboard shortcuts

A function key or a mnemonic key, often used with **Alt**, **Ctrl**, or **Shift**, that executes a command quickly. Keyboard shortcuts appear in the Hint window or in the hint line at the bottom of the Designer window.

Simple line

A linear object made of only one line or curve.

Skew

To slant a selected object horizontally or vertically.

Snap points

Points on an object that attract endpoints as you draw or move an object.

Snap to rulers

An option that causes the increments of the rulers to attract the mouse and the bounding box of selected objects that you drag close to the increment. The grid corresponds to these points. The bounding box is attracted to ruler increments only if you select Dragging Snap in the Options-Rulers/Snap dialog box.

Spline

A type of smooth curve based on at least three points. The curve touches the first and last points and is pulled by the middle point.

Slider

A bar in a dialog box that you can move to change an option.

Spool

To send a page to a file before printing. When spooling is complete, the page begins to print and you may work in the image window again or select another print operation.

Square gradient

A gradual fade or color transition in all directions, from a specified central point to the object's outer edges. The result is a concentric, rectangular pattern.

Status bar

Provides current information about your drawing and quick access to various commands such as line weight, object fill, and coordinates.

Choose Status Bar on the View menu and choose Single to display the single-line status bar. Choose Double from the Status Bar submenu to display the double-line status bar.

Submenu

A submenu opens when you choose a command with an arrow opposite it. Submenus provide additional commands related to the desired task you want to accomplish.

Tangent

A straight line that touches a curve at only one point and does not intersect the curve.

Text block

Text in a container or object.

Text cursor

A blinking vertical bar that indicates where to begin entering or editing text.

Threshold

The cutoff point at which the overall color values are either shown or deleted.

Title bar

The bar across the top of a window that contains the program name (Designer) and the filename. The title bar also contains the window's Control menu box and maximize and minimize boxes.

Toggle

To alternately turn a function on and off.

Toolbox

The area of the main Designer window containing the eight Designer tools: Edit, Draw, Dimension, Text, Bitmap, Style, Page Manager, and View. The toolbox also displays any tools you add to the default toolbox.

Trapping

The intentional overlapping of two adjoining colors to minimize the effects or poor registration and to cause inks to transfer properly to the paper in conventional offset printing. Evidence of poor trapping is a small margin of white space where one color ends and another begins. Techniques of trapping include overprinting, choking, and spreading.

TrueType font

An outline font that displays correctly and prints on almost any printer.

Type 1 font

An outline font designed specifically for PostScript printers.

Type style

A standard variation within a typeface family. Common styles include roman (also called plain, normal, or regular), italic, bold, and bold italic. Each style within a typeface family is a unique typeface design of its own.

Typeface

The design of a set of characters. Bitstream Charter Roman and Bitstream Charter Italic are examples of typefaces. They share a common *typeface family*: Bitstream Charter; and they each have a particular *style*: roman (also called plain, normal, or regular) and italic.

UCR

Undercolor removal. An option used when equal amounts of CMY values appear together, creating a brown hue. UCR replaces the brown with black to reduce the amount of ink used in printing and increase details in shadows.

Value

A word or number assigned to one of an object's properties. A value can be different for different properties. For example, a drawing of an elephant has the value "Elephant" when the property Name is selected; has the value "African" when the property Type is selected; and has the value "2500" when the property "Weight" is selected.

Vector-based drawing

A type of drawing that uses lines and mathematical calculations to create drawings. Vector drawings are more precise, usually create smaller file sizes, and are generally better for computer-based drawing because they always appear (in print and on screen) at the highest possible resolution.

Window

A rectangular area on the screen that displays the Designer program. The Designer window can contain several different drawing windows within its working area.

WYSIWYG

A close similarity between the screen image and the printed output of that image. WYSIWYG is an acronym for What You See Is What You Get.

Client application

An application capable of accepting objects from OLE-compatible server applications

Compound document

A document containing multiple objects created with different OLE-compatible server applications

Embedded object

An object containing a graphic representation of the object and all the information required by the server application to re-create the original object

Linked object

An object containing a graphic representation of the object and information identifying the original server data file and application

Server application

An application capable of copying OLE-compatible objects to the Clipboard.

Path object

An object (opened or closed) that has more than one line segment.

Dimension line

A line that measures the distance of an object or some part of the object. Dimension lines can be aligned to the object, or can measure the horizontal or vertical component of the object.

Designer 6.0 registry keys and values

{button Steps...,PI(`',`HT_Registry_settings')}

Designer lets you change these entries in the system registry.

Key name: Process

Registry location: HKEY_CURRENT_USER\Software\Micrografx\Designer\6.0

PrintingGradientStep=4

The lower the number, the smaller the gradient step becomes on output devices. The default is 4. You should consider the resolution of the output device. For example, with an output device with 2500 lines per inch and a PrintingGradientStep setting of 4, you get a large file with a very fine-resolution gradient. You should experiment with this setting to find an appropriate setting.

Key name: Preferences

Registry location: HKEY_CURRENT_USER\Software\Micrografx\Designer\6.0

InitialEmbeddedWidth=5080
InitialEmbeddedHeight=7620

Describes the default width and height of a new Designer 6.0 embedded OLE object. Specifically, these values govern the initial size of an object when you choose to Edit/Insert Object a “Micrografx Designer 6.0 Drawing” from another OLE container. These units are in HIMETRIC, where 1in=2540. Therefore, the default size is 2in x 3in.

Key name: MGX Font Adjust

Registry location: HKEY_LOCAL_MACHINE\Software\Micrografx\Designer\6.0

ATF Century Schoolbook=1.13,0.0

The value is a width and height value for character spacing. The first value is inter-character spacing. The second value is paragraph/line spacing.

Key name: MGX Font Aliases

Registry location: HKEY_LOCAL_MACHINE\Software\Micrografx\Designer\6.0

ATF Century Schoolbook=CenturySchbk SWA

The value is a font name to replace the MGX font name from Designer 3.x. If you prefer a different font than that supplied, you can change to a font already on your system. Generally, however, it is not advisable to use this option.

Key name: Mgxgre

Registry location: HKEY_CURRENT_USER\Software\Micrografx\Designer\6.0

EnablePSAdapt=1

This entry lets you disable PSAdapt. With a value of 1, the default, Designer writes PostScript printer output directly. A value of 0 uses the PostScript driver to generate the PostScript output.

PSBinaryBmp=0

This entry lets you create smaller PostScript files by using binary bitmaps. One-bit bitmaps and EPS files will always use HEX-ASCII. A value of 0, the default, outputs all bitmaps as HEX-ASCII. A value of 1 outputs 8, 24, or 32 bit bitmaps as binary.

PSBmpThreshold=635

The value can be any printer resolution, in dots per inch. Color bitmaps will be sent to monochrome printers with this dpi or higher. If you have a 300 dpi monochrome printer but want to send color bitmaps to it for color separations, set this value to 300. If you have an 800 dpi monochrome printer, you can set this value to 801 to force monochrome bitmaps to be sent to the printer instead of color. Color bitmaps are always sent to color printers and EPS files. The default value is 635.

UseGDIForBLTPrinting=1

This entry was added to fix problems with printing bitmaps imported into Designer 6.0. A value of 1, the default, causes GDI to be used to dither printed images. A value of 0 causes the internal MGXFRAME bitmap code to do the dithering itself. GDI dithering appears to produce results that are identical to printing the same bitmap after importing it into Designer 3.1.

This setting only applies to bitmaps printed through GDI and does not affect either screen or Postscript Adaptation Layer

processing.

WMFGradientRes=40

Valid options are any desired gradient-step size. This option sets the gradient step size for metafiles like PrintingGradientStep does for print output. The default is 100.

WMFImageFill=1

This entry specifies whether image fills will be retained in metafiles. A value of 0 substitutes the image fill with a solid gray color. A value of 1, the default, retains bitmap fills in metafiles.

PCLBorderTextAsCurves=1

Value is 0 or 1. Most PCL printers will not clip text characters across a page border; if the character is partly off the page, it does not print at all. Therefore, Designer's default behavior is now to send lines of text that cross the physical page border to non-postscript printers as curves. Set this value to 0 if you are using a non-postscript printer that does not have this character-clipping problem, or if you are using your printer driver's "Print True Type as Graphics" option. This option, found on many drivers, solves the clipping problem for TrueType fonts and can produce slightly higher-quality output.

DoNotInvertMonoBmps=0

Certain PCL drivers erroneously invert monochrome bitmaps when they are printed from Designer. When Designer detects that the driver may not support the correct processing of foreground and background colors for monochrome bitmaps, it promotes the bitmap to a color bitmap, and its color table is adjusted so that the device can dither the desired foreground and background colors appropriately. This is the default behavior of Designer. Set the value to 1 to turn the modification off and obtain the old behavior.

PrintColorTextAsCurves=0

Many GDI printer drivers can only output text in pure colors: white, black, red, green, blue, cyan, magenta, and yellow. Setting this value to 1 causes text which is not one of the above colors to be output to GDI devices as curves so that the correct color will be used. This functionality only works to GDI printers for non-printer fonts. Default to 0 (do not convert to curves in any case) for backwards compatibility.

EnableCMYKBlackOpt = 0

The existing RGB to CMYK color conversion model makes no use of the K component unless the color is a shade of gray. Setting value of the EnableCMYKBlackOpt flag to 1 causes K to be set to the minimum of C, M, & Y and the CMY values to be adjusted correspondingly. Setting this switch on (to 1) should improve the quality of output to EPS and other CMYK devices.

Defaults to 0 (signifying no use of K component) for backwards compatibility.

CMYKUndercolor = -15
CMYKBlackGeneration = 25

You can now control the degree of undercolor removal and black generation performed as colors are converted from RGB to CMYK for Separator/EPS output. The basic formula for RGB to CMYK translation goes like this:

```
c = 1 - r;
m = 1 - g;
y = 1 - b;
k = min(c,m,y);
```

Then, undercolor removal is performed to modify the amount of black subtracted from each of c, m & y:

```
c = min (1, max (0, c - UCR(k));
m = min (1, max (0, m - UCR(k));
y = min (1, max (0, y - UCR(k));
```

Finally, the black component of the color is adjusted via a black generation function:

```
k = min (1, max (0, BG(k));
```

For DS60, both the UCR(k) and the BG(k) functions are defined as user supplied percentages of k. You supply a percentage from -100 to 100 for both the CMYKUndercolorRemoval and CMYKBlackGeneration registry keys, and the functions are defined as:

```
UCR(k) = k + ((CMYKUndercolorRemoval * k) / 100);
BG(k) = k + ((CMYKBlackGeneration * k) / 100);
```

This allows you to modify the amount of black subtracted from the c, m, & y components and the amount of black assigned to the k component.

Positive CMYKUndercolor values increase the amount of black subtracted from the c, m, & y components, while negative values decrease the amount of black subtracted. The default value for CMYKUndercolor is -15, to lessen the amount of black removed from the c, m, & y components by 15%.

Positive CMYKBlackGeneration values increase the amount of black added to the k component, while negative values decrease the amount of black generated. The default value for CMYKBlackGeneration is 25, to increase the amount of black added to the k component by 25%.

The defaults chosen were taken from PP and its interface to bitmap separation. Both of these registry keys must be specified in the [Mgxgre] section of the registry. In addition, EnableCMYKBlackOpt must be set to 1 for these two values to be used.

Key name: Translation

Registry location: HKEY_CURRENT_USER\Software\Micrografx\Designer\6.0

ExportPageFill=0

If this entry is 1 then the page fill will be exported along with the other selected symbols. The default is 0.

GDSFDoIntercharSpacing=1

By default, GDSF outputs an intercharacter spacing attribute along with text. Setting the value to 0 turns the output of the spacing attribute off. The default value is 1 which causes the spacing attribute to be output.

Key name: Import

Registry location: HKEY_CURRENT_USER\Software\Micrografx\Designer\6.0

CenterSymbols=1

If the option is set to 1, the default, all imported symbols are centered on the current page in the same way as they were in Designer 4.0. If the imported file contains layers and CollapseLayers is set to 0, then this behavior is overridden and the imported symbols retain their original positioning.

If the option is set to 0, the imported symbols appear at the origin for formats that do not save page information and are properly placed on the page for formats that do (such as DRW, DS4, and DSF).

CollapseLayers=0

If the option is set to 1, then Designer 6.0 duplicates Designer 4.0's behavior by collapsing all the layers and putting the symbols on the current layer.

If the option is set to 0, the default, Designer reacts according to the answer to the question, "Does the imported file contain only one layer?"

If yes, Designer puts the symbols on the current layer, even if the current layer already contains symbols. If no, Designer appends the new layers following the existing layers.

Note that if the imported file is a DS4 file and the first page references a master page, then the master page is treated as a separate layer when importing the file.

The filters that support layers on import are IGS, DRW, DXF, and DS4.

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

Introduction to Reshaping

{button Steps...,PI(`',`HT_Introduction_to_Reshaping')}

You can change the shape of text, ClipArt, imported objects, and objects you have drawn. You cannot reshape bitmaps.

Think of an object as a piece of string lying flat on a table. You can change the shape of the string by pulling it, or even cutting it and pulling one of the cut ends.

An object's edge has just enough points to retain the original shape. If you remove even one point, the shape will change. Complicated shapes, such as letters of the alphabet, can have hundreds of points.

The biggest difference between reshaping string and a Designer object is the way Designer handles curved edges. If you move a point that is on a curve, the curve is retained; if you move a point that is on a straight line, the adjoining lines remain straight.

If you are new to reshaping objects, take some time to experiment and practice. Start with straight lines and move to curves. After a little practice, you'll find reshaping is one of the most valuable features in Designer.

Two Reshaping Modes

An object must be in Point or Curve Reshape mode before you can reshape it. The mode you should use depends upon the results you want.

Point Reshaping

When you select an object for point reshaping, you can drag its anchors.

You can reshape any object using this method, but rectangles, ellipses, and arcs reshape in predefined ways when you drag their anchors.

Curve Reshaping

When you select an object for curve reshaping, you can drag its control points.

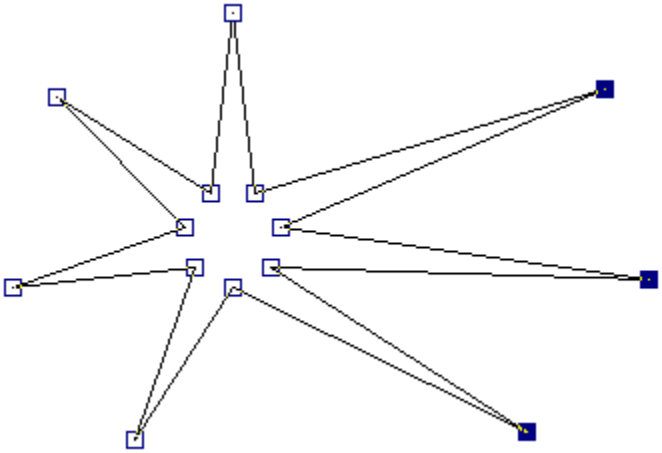
To use curve reshaping on special objects such as text, rectangles, ellipses, or arcs, you must first convert them to curves.

Moving a single anchor

Moving an anchor is the simplest way to reshape an object. As you drag an anchor, the lines connecting it to other anchors change.

Moving multiple anchors

You can move several anchors simultaneously by selecting the anchors and dragging one of them.



To select:	Do this:
One anchor	Click the anchor.
Multiple anchors	Drag a box around the anchors. *or* Press and hold **SHIFT** and click the anchors.
All anchors	On the Edit menu, click Select All. *or* Press **CTRL+A**.
All except currently selected	Press and hold **SHIFT** and click Select All on the Edit menu. *or* Press **CTRL+SHIFT+A**.

Tip

If you start to drag a box around anchors and then change your mind, press **ESC** to cancel the box.

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

To select an object for Point Reshaping
To select an object for Curve Reshaping
To reshape by moving an anchor
To reshape by moving multiple anchors

Wireframe-Reshape View
Point Reshaping
Curve Reshaping
Special objects

To select an object for Point Reshaping

1 Select the object.

2 In the Toolbox, click the Edit tool .

3 On the Ribbon, click the Point Reshape button .

or

double click the object

or

select the object, press and hold **CTRL**, and click.

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

To select an object for Curve Reshaping
Introduction to Reshaping
Overview of Point Reshaping

To select an object for Curve Reshaping

1 Select the object.

2 In the Toolbox, click the Edit tool .

3 On the Ribbon, click the Curve Reshape button .

or select the object, press and hold **CTRL+SHIFT**, and click.

Tip

Anchors appear on an object when the object is in a reshape mode. If you are not certain which reshape mode the object is in, check the pointer. The pointer is shaped like an anchor in Point Reshape mode and a control point in Curve Reshape mode.

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

To select an object for Point Reshaping
Introduction to Reshaping
Overview of Point Reshaping

To reshape by moving an anchor

1 Select the object that you want to reshape.

2 In the Toolbox, click the Edit tool .

3 On the ribbon, click the Point Reshape button .

or

double click the object

or

hold **CTRL** and click the object.

If the object shows a solid anchor (indicating a special Point Reshape case), click the right mouse button and click To Curves. This cancels the special reshape definition and displays the object's hollow anchors.

4 Click an anchor to select it. It turns solid.

5 Drag the anchor to a new location. The object's shape changes.

Tips

To create a copy of an anchor, press and hold **SHIFT** as you drag it.

To constrain an anchor's angular movement to 15-degree increments, press and hold **CTRL** as you drag it.

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

To move multiple anchors
To select an object for Curve Reshaping
Introduction to Reshaping
Overview of Point Reshaping

To move multiple anchors

1 Select the object that you want to reshape.

2 In the Toolbox, click the Edit tool .

3 On the ribbon, click the Point Reshape button *or* double click the object *or* hold **CTRL** and click the object.

If the object shows a solid anchor (indicating a special Point Reshape case), click the right mouse button and click To Curves. This cancels the special reshape definition and displays the object's hollow anchors.

4 Drag a box around the anchors you want to select.

or

Click the first anchor you want to select

5 Press and hold **SHIFT**, and click the other anchors you want to select. Selected anchors become solid.

6 Drag any selected anchor. All anchors follow the movement.

Tip

If you start to drag a box around anchors and then change your mind, press **ESC** to cancel the box.

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

Introduction to Reshaping
Overview of Point Reshaping

Wireframe-Reshape View

{button Steps...,PI(`',`HT_Wireframe_Reshape_View')}

The Wireframe button turns the wireframe-reshape view on and off. This view shows only the outline of an object you are reshaping, not its fill or color. Using the wireframe view, the default setting, can speed the display of objects that have many anchors.

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

To change the wireframe-reshape view setting

Curve Reshaping
Point Reshaping

To change the wireframe-reshape view setting

1 Select the object.

2 In the Toolbox, click the Edit tool .

3 On the ribbon, click either the Point Reshape or Curve Reshape button.

4 Click the Wireframe button .

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

Introduction to Reshaping

Overview of Point Reshaping

{button Steps...,PI(`',`HT_Overview_of_Point_Reshaping')}

The Point Reshape mode lets you change the shape of an object by dragging one or more of its anchors.

Note

Special objects can be reshaped only in specific ways in Point Reshape mode. You can identify these special cases because they show solid anchors when selected for Point Reshaping.

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

To select an object for Point Reshaping
To reshape by moving an anchor
To reshape by moving multiple anchors

Wireframe-Reshape View
Curve Reshaping
Special objects

Reshaping Curves and Corners

{button Steps...,PI(`',`HT_Reshaping_Curves_and_Corners')}

Converting a corner to a curve

You can produce symmetrical curves in Point Reshape mode by converting an anchor to a symmetrical curve point. After you convert an anchor to a symmetrical curve point, dragging the point reshapes the connected edges as curves.

Converting a curve to a corner

You can remove the curve from an object where it passes through an anchor by converting the anchor from a curve to a corner. The corner anchor acts like a hinge.

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

To select an object for Point Reshaping
To convert a corner to a symmetrical curve
To convert a curve to a corner
To convert a special object to curves
To smooth an object

Adding and Deleting Anchors
Converting Special Objects to Curves
Creating a Corner
Creating a Cusp
Introduction to Reshaping

To convert a corner to a symmetrical curve

1 Select the object that you want to reshape.

2 In the Toolbox, click the Edit tool .

If the object shows a solid anchor (indicating a special Point-Reshape case), click the right mouse button and click To Curves. This cancels the special reshape definition and displays the object's hollow anchors.

3 On the ribbon, select the Point Reshape button *or* double click the object *or* hold **CTRL** and click the object.

4 Click an anchor to select it. It turns solid.

5 On the ribbon, click the Symmetrical Curve button . The lines touching the anchor become symmetrical curves.

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

Adding and Deleting Anchors
Converting Special Objects to Curves
Creating a Corner
Creating a Cusp
Introduction to Reshaping

To convert a curve to a corner

1 Select the object that you want to reshape.

2 In the Toolbox, click the Edit tool .

If the object shows a solid anchor (indicating a special Point-Reshape case), click the right mouse button and click To Curves. This cancels the special reshape definition and displays the object’s hollow anchors.

3 Select the anchor.

4 Click the Corner button on the Ribbon.

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

Adding and Deleting Anchors
Converting Special Objects to Curves
Creating a Corner
Creating a Cusp
Introduction to Reshaping

Overview of Special Objects

{button Steps...,PI(`',`HT_Overview_of_Special_Objects')}

Rectangles, ellipses, and arcs can be reshaped only in specific ways in Point Reshape mode. You can identify these special cases because they show solid anchors when selected for Point Reshaping.

The special Point Reshape mode for rectangles lets you round or sharpen the corners of a rectangle by dragging the solid anchor toward the center of the rectangle.

The special Point Reshape mode for ellipses lets you change an ellipse into a pie-shaped wedge or an arc. To change the ellipse into a pie-shaped wedge, drag the solid anchor toward the center of the ellipse. To change the ellipse into an arc, drag the solid anchor around the outside of the ellipse.

The special Point Reshape mode for arcs lets you change an arc into a pie-shaped wedge by dragging either of the two solid anchors toward the inside of the arc.

To reshape a rectangle, ellipse, or arc in other ways, you must first convert it to a curve.

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

To convert a special object to curves
To select an object for Curve Reshaping
To select an object for Point Reshaping

Converting Special Objects to Curves

To convert a special object to curves

Select the object, click the Edit tool , and click the Curve Reshape buttonl .

or

Select the object, click the Edit tool , click the Point Reshape button , and click the To Curves button .

or

Double click the object to put it in reshape mode, click the right mouse button, and click To Curves on the mouse menu.

or

Select the object. On the Change menu, click Convert To Curves *or* select the object and press **CTRL+R** (keyboard shortcut).

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

To select an object for Curve Reshaping
Converting Special Objects to Curves
Introduction to Reshaping

Converting Special Objects to Curves

{button Steps...,PI(`',`HT_Converting_Special_Objects_to_Curves')}

The Convert To Curves command (keyboard shortcut **CTRL+R**) and Convert to Curves button convert an object such as text, a rectangle, or an ellipse into a conventional object. This lets you edit the object with reshape points. It also does the following.

Converts dimension lines to groups.

Converts a Windows metafile to Designer objects.

Converts other shapes to path objects and changes them so that Designer does not remember any previous transforms done to them.

Note

You cannot convert an object back into a special object, except by using Undo.

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

To convert a special object to curves
To select an object for Curve Reshaping
To select an object for Point Reshaping

Overview of Special Objects

Overview of Curve Reshaping

{button Steps...,PI(`',`HT_Overview_of_Curve_Reshaping')}

The Curve Reshape mode lets you change the shape of an object by dragging its Bézier control points. This type of reshaping creates curved edges. The further you drag a Bézier control point, the more you curve an edge.

Take some time to practice reshaping Bézier curves. It’s a skill that’s worth learning if you plan to draw and edit curved objects.

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

To select an object for Curve Reshaping
To convert a corner to a symmetrical curve
To convert a curve to a corner
To convert a special object to curves
To join endpoints of an open object
To reshape a curve

Converting Special Objects to Curves
Creating Symmetrical Curves
Displaying an Anchor’s Control Points
Smoothing an Object

Displaying an Anchor’s Control Points

{button Steps...,PI(`',`HT_Displaying_an_Anchor_s_Control_Points')}

An anchor’s control points are visible only during curve reshaping. If an object is not in Curve Reshape mode, you can put it in Curve Reshape mode by selecting the object, clicking the Edit tooL , and clicking the Curve Reshape button .

To display an edge’s control points, click one of the edge’s anchors. Because there are Bézier control points for each anchor on a edge, you must decide which anchor’s control points you want to use to reshape the edge. After a little experience with control-point reshaping, this choice will usually be obvious.

Bézier control points look like small checkerboards. Dragging a control point changes the shape of the edge associated with the point. Control points are always connected to anchors. Think of a control point as a magnet that attracts the edge. When you drag a control point, its anchor does not change position.

Tip

When you move the mouse pointer over a control point, Designer draws a preview line between the control point and its anchor. This lets you quickly identify the anchor to which a control point is connected.

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

To select an object for Curve Reshaping
To smooth an object
To reshape a curve symmetrically
To reshape a curve
To reshape a warped object

Converting Special Objects to Curves
Creating Symmetrical Curves
Curve Reshaping
Introduction to Reshaping

To reshape a curve

1 Select the object that you want to reshape.

2 In the Toolbox, click the Edit tool .

3 On the Ribbon click the Curve Reshape button *or* Hold **CTRL+SHIFT** and click the object.

4 Select an anchor on the edge that you want to reshape. Checkerboard-shaped control points appear near the anchor.

5 Drag the control points to change the edge's shape.

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

To select an object for Curve Reshaping
Curve Reshaping
Introduction to Reshaping

Creating Symmetrical Curves

{button Steps...,PI(`',`HT_Creating_Symmetrical_Curves')}

An anchor on a curve has two control points. The Symmetrical Curve button (keyboard shortcut **CTRL+7**) causes the second control point to mirror the movement of the first. You can use the Symmetrical Curve button to help maintain the curve of an object.

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

To select an object for Curve Reshaping
To reshape a curve
To reshape a curve symmetrically
To smooth an object

Curve Reshaping
Displaying an Anchor’s Control Points
Introduction to Reshaping
Smoothing an Object

To reshape a curve symmetrically

1 Select the object that you want to reshape.

2 In the Toolbox, click the Edit tool .

3 On the Ribbon, click the Curve Reshape button *or* Hold **CTRL+SHIFT** and click the object.

4 Select an anchor through which the curve passes.

5 Click the Symmetrical Curve button .

When you drag one of the control points, the other control point mirrors the movement.

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

Introduction to Reshaping
To select an object for Curve Reshaping
To convert a corner to a symmetrical curve
To convert a curve to a corner
To convert a special object to curves

Creating a Corner

{button Steps...,PI(`',`HT_Creating_a_Corner')}

You can create a corner, or non-curving anchor, at any point on a curve with the Corner button (keyboard shortcut **Ctrl+5**). Lines that pass through non-curving anchors lose their curvature.

You can also create a corner at the end of a line to remove a curve on a line.

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

To create a corner
To create a cusp
To select an object for Point Reshaping
To convert a curve to a corner
To convert a special object to curves
To add a new anchor to an object

Adding and Deleting Anchors
Creating a Cusp
Curve Reshaping
Displaying an Anchor’s Control Points

To create a corner

1 Select the object that you want to reshape.

2 In the Toolbox, click the Edit tool .

3 On the ribbon, click the Curve Reshape button *or* hold **CTRL+SHIFT** and click the object.

4 Select an anchor on the curve.

5 Click the Corner button . The lines touching the anchor become straight so that a corner is formed at the anchor.

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

To select an object for Point Reshaping
Creating a Corner
Creating a Cusp

Creating a Cusp

{button Steps...,PI(`',`HT_Creating_a_Cusp')}

A cusp is an anchor where two Bézier curves intersect at different angles, resulting in an elbow shape. Cusps are created by moving one control point independently of the second control point. You can unlock an anchor's control points so you can move them independently using the Unlocked Cusp button (keyboard shortcut **Ctrl+6**).

After creating the shape that you want by moving the control points independently, you can re-lock the control points using the Locked Cusp button (keyboard shortcut **CTRL+4**). Locking control points locks the angular relationship between the points so that when you drag one of the points, the opposite moves also as required to keep the angle between the two points the same. An anchor's control points are locked automatically by converting the anchor to a symmetrical curve or corner.

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

To select an object for Point Reshaping
To reshape a curve
To add a new anchor to an object
To delete an anchor
To create a corner
To create a cusp

Converting Special Objects to Curves
Creating a Corner
Creating a Cusp
Introduction to Reshaping
Curve Reshaping

To create a cusp

1 Select the object that you want to reshape.

2 In the Toolbox, click the Edit tool .

3 On the ribbon, click the Curve Reshape button *or* Hold **CTRL+SHIFT** and click the object.

4 Select an anchor on the curve.

5 Click the Unlocked Cusp button .

6 Drag one of the control points. Half of the cusp is formed.

7 Drag the second control point to create the second half of the cusp.

Tip

To lock or unlock a control point, press and hold **SHIFT** while dragging the point. The locked or unlocked status of the point switches while the **SHIFT** key is pressed.

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

To select an object for Curve Reshaping
Introduction to Reshaping
Creating Symmetrical Curves
Curve Reshaping

Reshaping Text

{button Steps...,PI(`',`HT_Reshaping_Text1')}

You can convert text to curves to reshape it like a non-text object. To convert text to curves, select the text object, open the Change Menu, and click Convert To Curves.

Note

After you convert text to curves, you cannot convert it back to text.

{button Related Topics,PI(`',`RT_Reshaping_Text1')}

To convert a special object to curves

Special Objects
Introduction to Reshaping

To reshape a warped object

1 Select the object.

2 In the Toolbox, click the Edit tool .

3 Click the Warp button .

4 Click the Warp Type button .

5 Click the Bézier Warp button .

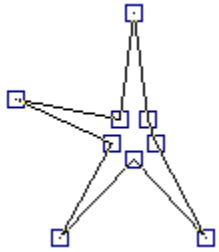
{button Related Topics,PI(`',`RT_To_reshape_a_warped_object')}

To select an object for Curve Reshaping
Warping Effects
Introduction to Reshaping
Overview of Point Reshaping

Adding and Deleting Anchors

{button Steps...,PI(`',`HT_Adding_and_Deleting_Anchors')}

You can add new or delete existing anchors to help in reshaping. Use the Add Point and Remove Point buttons on the Edit ribbon to add and delete anchors. You can add and remove anchors in either Point or Curve Reshape modes.



Anchor deleted

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

To add a new anchor to an object
To delete an anchor
To create a corner
To create a cusp
To select an object for Point Reshaping
To change the wireframe-reshape view setting

Breaking Apart at an Anchor
Wireframe-Reshape View
Converting Special Objects to Curves
Displaying an Anchor’s Control Points
Introduction to Reshaping

To add a new anchor to an object

1 Select the object.

2 In the Toolbox, click the Edit tool .

3 On the ribbon, click the Point Reshape or Curve Reshape button .

   If the object shows a solid anchor (indicating a special Point Reshape case), click the right mouse button and click To Curves. This cancels the special reshape definition and displays the object's hollow anchors.

4 Click the Add Point button .

5 Click where you want to add anchor.

You also can add anchors to an object by pointing where you want an anchor, holding **CTRL**, and clicking the left mouse button.

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

To select an object for Curve Reshaping
To delete an anchor
Introduction to Reshaping

To delete an anchor

1 If necessary, double-click the object to allow point reshaping.

2 Click the anchor you want to delete.

3 On the ribbon, click the Remove Point button . Only the selected anchors are deleted.

Tip

Select the anchor and press the **DEL** key.

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

To select an object for Curve Reshaping
Introduction to Reshaping
To add a new anchor to an object

Slicing an Object

{button Steps...,PI(`',`HT_Slicing_an_object')}

Slicing opens a closed object and creates two endpoints wherever the slice occurs. You can slice a line in either Point or Curve Reshape modes.

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

To select an object for Point Reshaping
To add a new anchor to an object
To delete an anchor

Breaking Apart at an Anchor
Adding and Deleting Anchors
Introduction to Reshaping

To slice an object

1 Select the object.

2 In the Toolbox, click the Edit tool .

3 On the ribbon, click the Point Reshape or Curve Reshape button .

If the object shows a solid anchor (indicating a special Point Reshape case), click the right mouse button and click To Curves. This cancels the special reshape definition and displays the object's hollow anchors.

4 Click the Slice button .

5 Drag across the line to be sliced. A new, solid anchor appears at the sliced location.

Note

You can slice only one line at a time. Make sure you click the Slice button before making each slice.

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

To break apart an object at an anchor
Breaking Apart at an Anchor
Adding and Deleting Anchors

Breaking Apart at an Anchor

{button Steps...,PI(`',`HT_Breaking_Apart_at_an_Anchor')}

You can slice an object at an anchor. After you slice the object, the single anchor becomes two anchors that you can move separately.

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

To break apart an object at an anchor
To slice an object
To delete an anchor

Slicing an Object
Adding and Deleting Anchors
Introduction to Reshaping

To break apart an object at an anchor

1 Select the object you want to slice.

2 In the Toolbox, click the Edit tool .

3 On the ribbon, click the Point Reshape or Curve Reshape button .

If the object shows a solid anchor (indicating a special Point-Reshape case), click the right mouse button and click To Curves. This converts the special object to curves and displays the object's hollow anchors.

4 Select the anchor to break apart.

5 Click the Slice button . The line is now severed at the anchor.

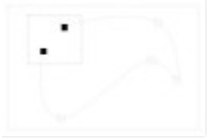
{button Related Topics,PI(`',`RT_To_break_apart_an_object_at_an_Anchor')}

To slice an object
To delete an anchor
Breaking Apart at an Anchor
Slicing an Object
Introduction to Reshaping

Joining Endpoints of an Open Object

{button Steps...,PI(`',`HT_Joining_Endpoints_of_an_Open_Object')}

You can join the two endpoints of an open object by using the Join Points button . The two points are joined with a straight line.



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

To join endpoints of an open object
To break apart an object at an anchor
To slice an object
To add a new anchor to an object

Introduction to Reshaping
Breaking Apart at an Anchor
Slicing an Object

To join endpoints of an open object

1 Select the object that you want to join.

2 In the Toolbox, click the Edit tool .

3 On the ribbon, click the Point Reshape or Curve Reshape button .

4 Select one of the endpoints. It turns solid.

5 Press and hold **SHIFT**, and select the other endpoint. It turns solid.

6 Click the Join Points button . The object is now closed and filled with the default interior fill.

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

To select an object for Curve Reshaping
To break apart an object at an anchor
To slice an object
Introduction to Reshaping

Smoothing an Object

{button Steps...,PI(`',`HT_Smoothing_an_Object')}

If an object or curve contains many twists and turns, you can smooth its appearance by eliminating some of its anchors.

Objects produced by tracing bitmaps sometimes have an undesirably large number of anchors. By reducing the number of anchors in a traced object, you often can improve the object’s appearance. Reducing the number of anchors in an object also can improve its printing speed.

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

To smooth an object
To convert a corner to a symmetrical curve
To select an object for Curve Reshaping
To convert a special object to curves

Converting Special Objects to Curves
Creating Symmetrical Curves
Curve Reshaping

To smooth an object

1 Select the object.

2 On the Change menu, click Reduce Points.

3 In the Reduce Points dialog box, drag the sliding bar toward Fewer Points. The further you drag the sliding bar, the more points Designer tries to eliminate.

The Adjusted Number of Points value shows the effect of the point reduction. If the original and adjusted point counts do not change, even when you slide the bar all of the way to Fewer Points, then Designer cannot reduce the number of points in the object.

Tip

If you don’t like the effect of the point reduction, You can restore the original shape. On the Edit menu, click Undo Reduce Points.

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

To reshape a curve symmetrically
To reshape a curve
Introduction to Reshaping

How To's from this file (in alphabetical order)

To add a new anchor to an object
To break apart an object at an anchor
To change the wireframe-reshape view setting
To convert a corner to a symmetrical curve
To convert a curve to a corner
To convert a special object to curves
To create a corner
To create a cusp
To delete an anchor
To join endpoints of an open object
To move multiple anchors
To reshape a curve symmetrically
To reshape a curve
To reshape a warped object
To reshape by moving an anchor
To select an object for Curve Reshaping
To select an object for Point Reshaping
To slice an object
To smooth an object

Concept Topics from this file (in alphabetical order)

Adding and Deleting Anchors
Breaking Apart at an Anchor
Converting Special Objects to Curves
Creating a Corner
Creating a Cusp
Creating Symmetrical Curves
Curve Reshaping
Displaying an Anchor's Control Points
Introduction to Reshaping
Joining Endpoints of an Open Object
Point Reshaping
Reshaping Curves and Corners
Reshaping Text
Slicing an Object
Smoothing an Object
Special objects
Wireframe-Reshape View

TEXT.DOC

This document contains the Text section of Designer 6.0 Help.

Using Text

Designer’s text features are easy to use and give you a high degree of flexibility. For example, you can design brochures, logos, charts, slides, posters, technical illustrations, scale drawings, product specs, schematics, blueprints, and even newsletters with Designer.

Fonts Defined

Designer uses scaleable fonts, the highest-quality fonts available. They display as WYSIWYG (what you see is what you get) and print exactly as they appear on the screen, regardless of the printer you use.

A font is a collection of letters, numerals, punctuation marks, and special characters that make up a complete character set of a given size and style of typeface.

For example, 10-point Garamond Bold is a font, where "10 points" is the size, "Garamond" is the typeface, and "Bold" is the style. 10-point Garamond Bold-Italic is considered a different font.

A typewriter is a good example of a font. The letters, numbers, and symbols on a typewriter are one font.

A typeface is a collection of fonts of the same type. Traditionally, typefaces were available in sizes of 6 to 72 points. For example, the typeface "Garamond" might contain 12 different fonts.

Conventions for Font and Typeface

Now that computers are commonly used for typesetting, the meaning of the words "font" and "typeface" has become so blurred that the words are now virtually interchangeable. For example, typefaces that accompany many computer programs are commonly called "fonts."

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

Choosing and Changing Fonts
Using TrueType Fonts
Types of Fonts
Using an Unavailable Font
Typeface Tips
Text Pointer and Text Cursor
Changing Units of Measure
To change the units of measure

Choosing and Changing Fonts

{button Steps...,PI(`',`HT_Choosing_and_Changing_Fonts')}

Designer recognizes fonts that are loaded with the ABC Graphics Suite installer, fonts installed with Adobe Type Manager, and TrueType fonts installed with the Windows Control Panel.

In addition to being used by Designer, the fonts you add with any of these methods are used by other Windows applications such as Microsoft Word and Wordpad.

Adding many fonts gives you more choices, but a large number of fonts uses more memory and increases the time needed to load Designer and other Windows programs.

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

To add typefaces with the ABC Graphics Suite installer

Using TrueType Fonts
Types of Fonts
Using an Unavailable Font

Using TrueType Fonts

You can use TrueType fonts with Designer. See the Windows documentation for more information about installing and removing TrueType fonts.

Types of Fonts

{button Steps...,PI(`',`HT_Choosing_and_Changing_Fonts')}

Designer works with two different types of fonts: scaleable outline fonts and device fonts.

Outline Fonts

Outline fonts are composed of curves much like the curves of other Designer objects. Outline fonts can be resized to any shape or size. They are the highest-quality fonts available and print just as you see them on screen. Outline fonts print more slowly and require more memory than cartridge or device fonts. Designer's fonts are in TrueType format.

TrueType fonts (that accompanied Windows 95, for example) are scaleable outline fonts that display correctly and print on any supported printer.

Device Fonts

Device fonts are fonts stored in your printer's memory or plug-in cartridge. They are very fast and sometimes scaleable. Device fonts are loaded when you load the device driver. Device fonts might appear differently on screen than they do when you print.

Designer uses Arial as the default font, but you can change the default by modifying an entry in your system registry. On the Registry tab of the Options dialog box, add the Value Name **DefaultFont** to the **Mgxgre** key, and set its value to the name of the font you want to use (for example, Times New Roman).

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

Choosing and Changing Fonts
Using TrueType Fonts
Using an Unavailable Font
Typeface Tips
Registry settings

Using an Unavailable Font

If you open or import a document containing a font that is not installed on your system, Designer substitutes a similar font that is available. If you edit the text, the original name of the font appears in the Font list box with a question mark beside it to remind you that Designer is substituting a different font. For more information, see Font Mapping.

Typeface Tips

Choosing a typeface depends largely on the subject matter and your individual tastes. Here are a few basic principles for you to follow.

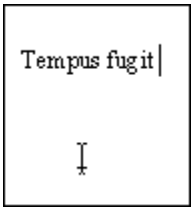
- Don’t use too many typefaces and font sizes in a design. Three or four typefaces are enough.
- Don’t use all capital letters for large blocks of text.
- Never set black letters (Old English), scripts, or cursives in all capitals.
- Use decorative fonts such as Marriage or Uncial to convey short, informal, or specialized messages. Use decorative fonts sparingly.
- Use sans serif fonts such as Helvetica or Swiss for on-screen presentations.
- Roman typefaces such as Times and Century Schoolbook suggest dignity and integrity.
- Sans serif typefaces such as Optimum and Helvetica have a modern, contemporary flavor.

Text Pointer and Text Cursor

The I-beam *text pointer* is used for text actions such as drawing a text container, positioning the text cursor, and highlighting text.

When no objects are selected, simply clicking the Text tool (or pressing the keyboard shortcut **CTRL+T**) displays the text pointer. When an object is selected, you must click the Text tool and then click the Text Mode button to display the text pointer.

The *text cursor,* which you use to enter and edit text, is a blinking vertical line. The text cursor is displayed by clicking in the drawing area with the text pointer.



Changing Units of Measure

{button Steps...,PI(`',`HT_Changing_Units_of_Measure')}

You can change typographical units of measure to suit your needs. Changing the units does not change the appearance of the text, only the measuring system.

To change the units of measure

To change the units of measure

1 Click the Text tool in the Toolbox.

2 On the Ribbon toolbar, click the Text Attributes button .

3 In the dialog box, click the Units button .

4 Select the desired unit.

Tip

After you make the change, every panel of the Text dialog box reflects the new unit.

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

Changing Units of Measure

Entering and Editing Text

{button Steps...,PI(`',`HT_Entering_and_Editing_Text')}

There are two types of text in Designer: freeform text and block text.

Freeform and block text let you create text objects (any object composed of text) in slightly different ways. Block text is created inside a container, while freeform text has no container.

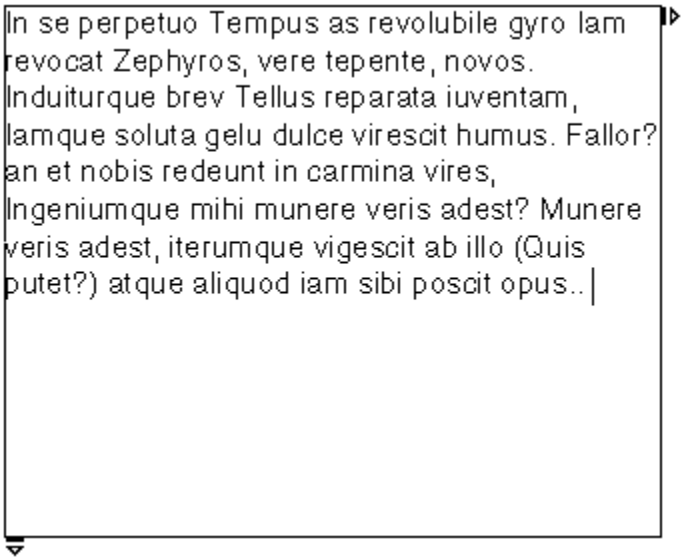
Freeform Text

Use freeform text when you want to create titles, short sentences, or labels, for example. To create freeform text, click the Text tool, click the Text Mode button (if necessary to display the text pointer), click in the drawing area to insert the text cursor, and type the text.

Freeform text cannot flow from one text object to another, nor does it use margins, "word wrap," or indents. Resizing a freeform text object changes the size of the text. You cannot wrap freeform text around an object (repel text).

Block Text

Block text is useful when you want to create large blocks of text. To create block text, click the Text tool, click the Text Mode button (if necessary to display the text pointer), draw a box to contain the text, and type the text.



You can connect text blocks so that the text flows from one container to another, and you can assign margins. Resizing block text changes the size of the container, but not the text.

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

Wrapping Text around an Object

To add freeform text

To add a text block

To add freeform text

1 Click the Text tool in the Toolbox.

2 Click the Text Mode button to display the text pointer, if necessary.

3 Point where you want the text to begin. Click the left mouse button to display the text cursor.

4 Type the text. If you make a mistake, press **BACKSPACE** to erase it.

5 Press **ESC** or double click the left mouse button away from the text when you finish entering the text.

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

Entering and Editing Text
Adding Block Text
To add a text block
Converting between Block and Freeform Text
To convert between block text and freeform text

Adding Block Text

{button Steps...,PI(`',`HT_Entering_and_Editing_Text')}

You add block text by creating a container and typing text inside it. If you add more text than can fit in the text container, it extends below the box and is invisible. Enlarge the container or flow the extra text to another container to see it. See Flowing Text for more information.

You can enter or edit text only when the text cursor is visible. All text is entered in the drawing area. Zoom in to view and edit the characters, if necessary (or use the Edit Text window as described in Editing Text in a Window.

The appearance of the text depends on the font, size, and style settings. To set new defaults for text attributes, deselect all objects and then choose the desired font, size, style, and so on.

To add a text block

1 Click the Text tool in the Toolbox.

2 Click the Text Mode button to display the text pointer, if necessary.

3 Point where you want the text to begin.

4 Press and hold the left mouse button, and drag the pointer to create a box with dashed lines. The box is the text container.

5 Release the mouse button when you finish the box. The text cursor appears inside the container.

6 Type the text.

7 Press **ESC** when you finish entering the text.

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

Entering and Editing Text
Adding Block Text
To add freeform text
Converting between Block and Freeform Text
To convert between block text and freeform text

Converting between Block and Freeform Text

{button Steps...,PI(`',`HT_Converting_between_Block_and_Freeform_Text')}

You can use the Clipboard to convert block text to freeform text and freeform text to block text. Each paragraph of block text converts to a single line of freeform text.

To convert between block text and freeform text
To add a text block

To convert between block text and freeform text

1 Highlight the text you want to convert.

2 On the Edit menu, click Copy (or Cut) to place the text on the Clipboard.

3 Double click anywhere outside the text area to deselect all text.

4 Click the Text tool in the Toolbox.

5 Move the text pointer where you want to place the freeform text, and click the left mouse button to place the text cursor.

6 On the Edit menu, click Paste. The text appears in the new format.

7 Press **ESC** when you finish editing.

Tip

In step 5, you can draw a container to contain the text. Press and hold the left mouse button, and drag a container in which to place block text. Release the mouse button.

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

Converting between Block and Freeform Text
Entering and Editing Text
Adding Block Text
To add freeform text
To add a text block

Selecting Text

{button Steps...,PI(`',`HT_Selecting_Text')}

You can select text so that it can be modified. There are two ways to select text: select a text object as you would any object in Designer or highlight a portion of the text.

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

To highlight text

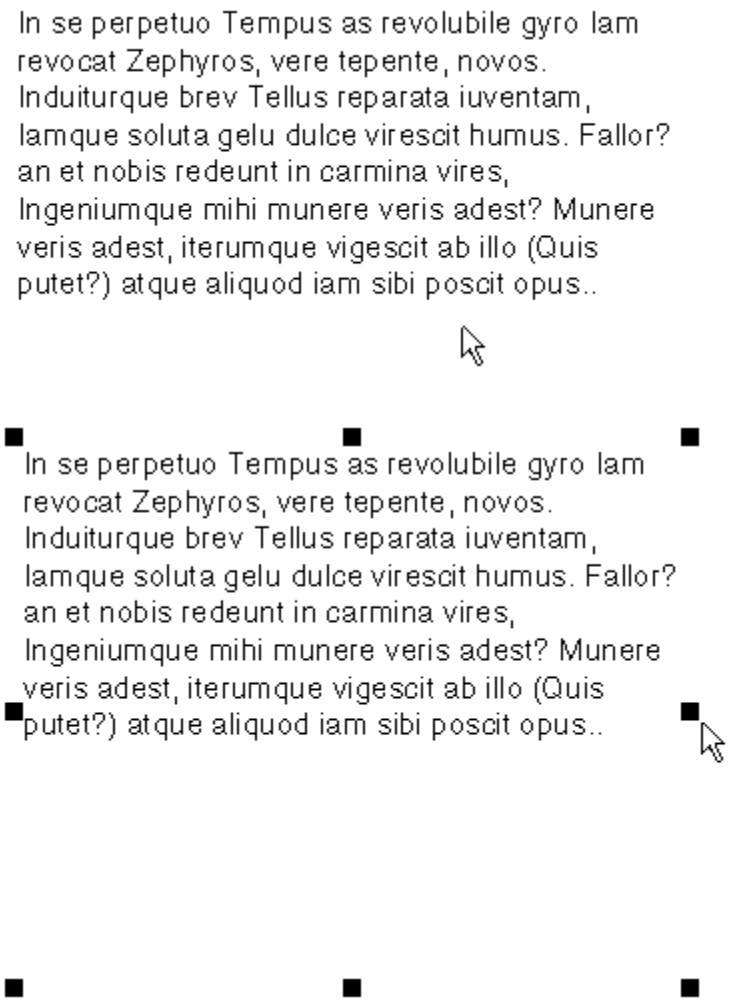
Selecting a Text Object
Highlighting a Portion of Text

Selecting a Text Object

{button Steps...,PI(`',`HT_Selecting_Text')}

To select a text object, you must be in select mode. You are in select mode when the pointer is a select pointer. To switch from the text pointer to the select pointer, press **ESC**.

To select a text object, point to the text with the select pointer and click the left mouse button. Eight blue handles appear around a text object when it is selected. Select a text object when you want to change *all* of the text in a text object, or when you want to move the block. For example, if you select a text object and click the Bold button, all of the text is bolded.



Highlighting a Portion of Text

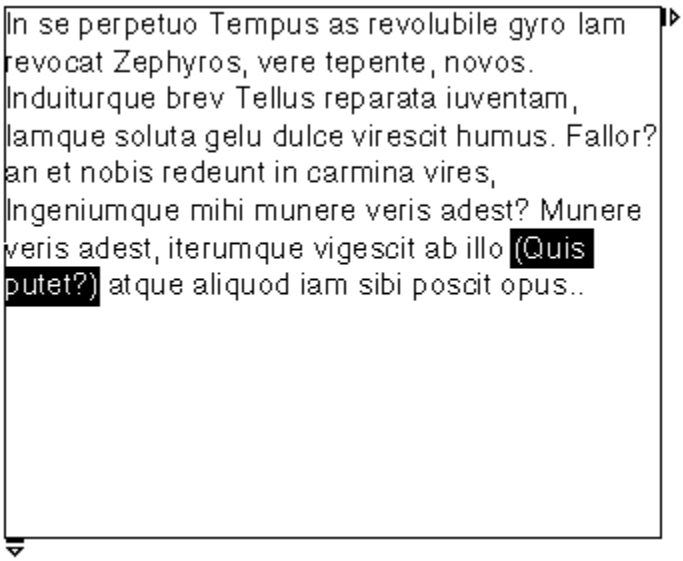
{button Steps...,PI(`',`HT_Selecting_Text')}

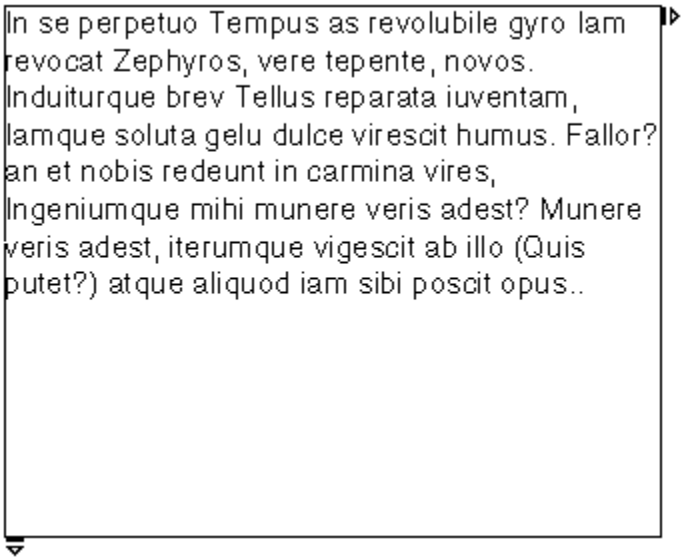
To highlight text, the pointer must be a text pointer. To display the text pointer, click the Text tool and then click the Text Mode button

(if necessary).

Highlight text when you want to change only part of the text in a text block. Only the highlighted text is affected so, for example, you can replace the highlighted text (by typing new text), delete the highlighted text, or italicize one word in a block.

You can highlight text and change its size, font, color, style (italics or bold, for example), alignment, or letter spacing.





To highlight text

1 Click the Text tool in the Toolbox.

2 Click the Text Mode button to display the text pointer, if necessary.

3 Click the text in the drawing area to insert the text cursor and point where you want to begin highlighting.

4 Press and hold the left mouse button and drag the text cursor to the right (and down if you want to highlight text on another line). The text is highlighted as you drag.

5 Release the left mouse button.

6 Make the desired changes to the highlighted text or press **DEL** to delete it.

7 Press **ESC** when you finish editing the text.

Tips

If you type while text is highlighted, the highlighted text is deleted and replaced with the new text.

To highlight all text in a block, click to position the text cursor in the block and press **CTRL+A**.

You can also use the arrow keys to highlight text. Click to position the text cursor in the text and use the following keys to highlight portions of the text.

Press	To Highlight
SHIFT+LEFT ARROW	To the left of the text cursor
SHIFT+RIGHT ARROW	To the right of the text cursor
SHIFT+HOME	To the beginning of the line
SHIFT+END	To the end of the line
SHIFT+UP ARROW or **SHIFT+DOWN ARROW**	Multiple lines

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

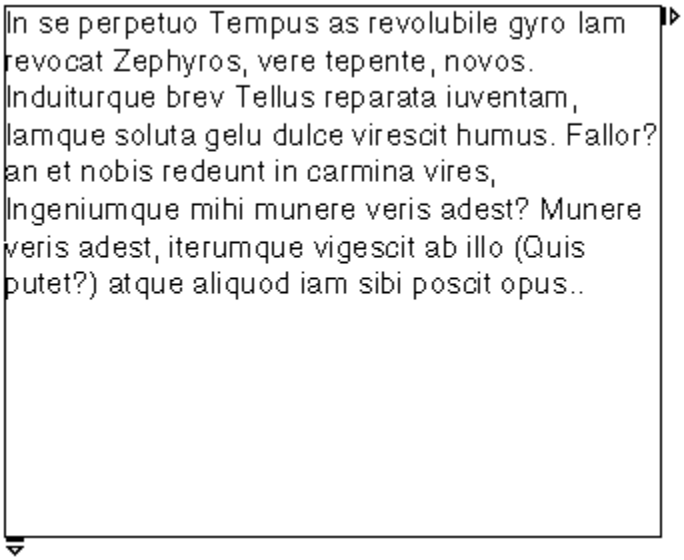
Selecting Text
Selecting a Text Object
Highlighting a Portion of Text

Resizing a Text Container

{button Steps...,PI(`',`HT_Resizing_a_Text_Container')}

You can resize the text container around block text to change the text flow. Resizing a text container does not otherwise change the appearance of the text.

To display the text container around block text so that you can resize it, click the text block once with the text pointer, or double click the text block with the select pointer.



Dragging a container handle resizes the container. The text reflows to accommodate the new container size, but the text size and style attributes do not change.

To resize a text container

To resize a text container

1 Display the text container, if necessary.

2 Move the pointer to a container handle.

3 Drag the handle to a new position.

4 Release the mouse button.

5 Repeat steps 2 through 4 to adjust the other handle, if desired.

6 Press **ESC** when you finish resizing the container.

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

Resizing a Text Container

Inserting and Deleting Text

{button Steps...,PI(`',`HT_Inserting_and_Deleting_Text')}

Use the text cursor as a guide when inserting or deleting text. To position the text cursor, click in the text where you want the cursor. You can reposition the cursor in the text by pressing the arrow keys or by clicking at another point in the text.

Tip

Press **HOME** to position the text cursor at the beginning of a line. Press **END** to position the text cursor at the end of a line.

To insert text
To delete text

To insert text

1 Click the Text tool in the Toolbox.

2 Click the Text Mode button to display the text pointer, if necessary.

3 Point where you want to insert text and click the left mouse button. The text cursor is positioned in the text.

4 Type the new text.

5 Press **ESC** when you finish editing the text.

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

Inserting and Deleting Text

To delete text

1 Click the Text tool in the Toolbox.

2 Click the Text Mode button to display the text pointer, if necessary.

3 Point to the right of the text to delete and click the left mouse button. The text cursor is positioned in the text.

4 Press **BACKSPACE** to delete the text to the left of the text cursor.

5 Press **ESC** when you finish editing the text.

Tip

You can press **DEL** to delete text to the right of the text cursor.

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

Editing Text in a Window

{button Steps...,PI(`',`HT_Editing_Text_in_a_Window')}

The Edit Text window provides a method of editing text that can be quicker and more convenient than editing text in the drawing area. The Edit Text window makes it easy to edit text to which you have applied graphic effects such as warping, because it displays the text without those effects. You can also use the Edit Text window to edit text that is too small to view without zooming in.

The Edit Text window shows and lets you apply style attributes such as bold and italic.

You can edit both freeform and block text in the Edit Text window. To open the Edit Text window for all text except warped text, press and hold **SHIFT** and click the text with the text pointer. To open the Edit Text window for warped text, just click the text with the text pointer (without pressing **SHIFT**).

Using the Edit Text Window

Use the text cursor as a guide when adding, changing, or deleting text in the Edit Text window. Position the cursor by pressing the **HOME**, **END**, and arrow keys, or by clicking in the text where you want the cursor.

Highlight text in the Edit Text window as you would in the drawing area: position the text pointer at the beginning of the text and drag it over the text you want to highlight.

To open the Edit Text window
To apply style attributes to text in the Edit Text window

To open the Edit Text window

1 Click the Text tool in the Toolbox.

2 Click the Text Mode button to display the text pointer, if necessary.

3 Point to the text with the text pointer.

4 Press and hold **SHIFT**, and click with the left mouse button. The Edit Text window opens.

5 Edit the text in the window.

Tip

If the text cursor is positioned within text, press **ESC** before following the procedure given above.

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

Editing Text in a Window

To apply style attributes to text in the Edit Text window

To apply style attributes to text in the Edit Text window

1 Highlight the text you want to change.

2 Click the right mouse button. A shortcut menu opens.

3 Choose the desired style from the menu.

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

Editing Text in a Window
To open the Edit Text window
Selecting Fonts, Sizes, and Styles

Importing Text

{button Steps...,PI(`',`HT_Importing_Text')}

You can compose text in a word processing or other Windows program and import it into your Designer drawing.

There are two ways to bring text into Designer. You can paste text into Designer from the Clipboard, or you can import text as a plain (ASCII) or Rich Text Format (RTF) text file.

Text can be imported as freeform or block text. If you import ASCII text (for example, a TXT file), it appears in the current font and style. If you import RTF text, it appears in the font and style in which it was originally created.

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

To import text from a text file
To paste text as freeform text
To paste text as block text
To paste text inside of an object

Pasting Text
Pasting Text inside an Object

To import text from a text file

1 Click the Text tool in the Toolbox.

2 Click the Text Mode button to display the text pointer, if necessary.

3 Click a text object to insert the text cursor.

or

Begin a new text object (click for freeform, drag for block text).

4 On the Tools menu, click Import. The Import dialog box opens.

5 Select Files of type ASCII Text (*.TXT) to import regular ASCII text or select Rich Text Format (*.RTF) to import RTF text.

6 Highlight the file to import and click Import. The text appears.

7 Press **ESC** when you finish editing.

Tip

You can press **CTRL+1** to open the Import dialog box quickly.

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

Importing Text
Pasting Text
To apply style attributes to text in the Edit Text window

Pasting Text

{button Steps...,PI(`',`HT_Importing_Text')}

You can copy text from another program and paste it into Designer as freeform or block text.

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

Pasting Text inside an Object
Importing Text

To paste text as freeform text

1 Copy the text you want in another program.

2 Change to Designer.

3 Press **CTRL+V** to paste the text into Designer

4 Press **ESC** when you finish editing the text.

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

To paste text as block text

1 Copy the text you want in another program.

2 Change to Designer.

3 Click the Text tool in the Toolbox.

4 Click the Text Mode button to display the text pointer, if necessary.

5 Point where you want the text to begin.

6 Press and hold the left mouse button, and drag the pointer to create a box with dashed lines. The box is the text container.

7 Release the mouse button when you finish the box. The text cursor appears inside the container.

8 Press **CTRL+V** to paste the text into Designer

9 Press **ESC** when you finish editing the text.

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

Pasting Text inside an Object

{button Steps...,PI(`',`HT_Importing_Text')}

You can paste text inside a container that matches a closed object’s outline. See "Text Inside of an Object" for more information on text inside of object outlines.

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

Pasting Text
Importing Text

To paste text inside an object

1 Copy or cut text to the Clipboard.

2 Select a closed object.

3 Click the Text tool in the Toolbox.

4 Click the Shape Text button on the Ribbon toolbar.

5 On the Edit menu, click Paste.

6 Press **ESC** when you finish editing the text.

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

Pasting Text
Pasting Text inside an Object
Importing Text

Selecting Fonts, Sizes, and Styles

{button Steps...,PI(`',`HT_Selecting_Fonts_Sizes_and_Styles')}

You can specify type characteristics before you enter text, or you can change them for existing text. A text object can contain any combination of fonts, font sizes, and styles.

You can select fonts, font sizes, and styles with the Text Ribbon toolbar, the Text dialog box, or the shortcut menu.

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

To apply text attributes with the Text Ribbon toolbar
To select type attributes with the Text dialog box
To apply a text attribute using the shortcut menu
To change text line and interior color
To change text background color

Fonts
Font Sizes
Font Styles
Two Types of Background Colors

Fonts

{button Steps...,PI(`',`HT_Selecting_Fonts_Sizes_and_Styles')}

The available fonts are listed in the Font List box. The icon preceding the font name describes the type of font.

Icon	Type of font
	TrueType font
	Adobe Type 1 font
	Printer (device) font

Notes

If a blue question mark icon appears, it indicates that selected text saved in the document is in a font that is not currently installed on your computer.

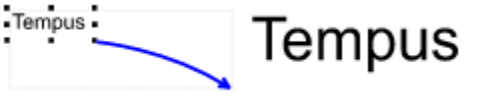
To locate a font in the Font list box quickly, open the list box and type the first letter of the font name.

Font Sizes

{button Steps...,PI(`',`HT_Selecting_Fonts_Sizes_and_Styles')}

You select the size of the font in the Font Size list box. You can select a size from 2 to 3,000 points by clicking the arrows beside the box, or you can type a custom size (10.5, for example).

You also can resize a selected text object using the corner handles, or stretch it with the middle or side handles. The new size appears in the Font Size list box.



Tip

You can also click the Font Recall button and select one of the last ten fonts used.

Font Styles

{button Steps...,PI(`',`HT_Selecting_Fonts_Sizes_and_Styles')}

The following styles are available in Designer.

bold	underline	superscript
italic	SMALL CAPS	subscript

To apply text attributes with the Text Ribbon toolbar

1 Click the Text tool in the Toolbox.

2 Select the text object or highlight the text you want to change.

3 Click the attribute in the Text Ribbon toolbar that you want to apply. The changes are made to the selected text.

Tip

You can use keyboard shortcuts for applying attributes to selected and highlighted text. Press the keyboard shortcut once to apply the style. Press it again to remove the style.

Action	Keyboard shortcut
Bold	**CTRL+B**
Italic	**CTRL+I**
Underline	**CTRL+U**
Small Caps	**CTRL+M**
Superscript	**CTRL+K**
Subscript	**CTRL+SHIFT+K**

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

Fonts
Font Sizes
Font Styles
Two Types of Background Colors
To select type attributes with the Text dialog box
To apply a text attribute using the shortcut menu
To change text line and interior color
To change text background color

To select type attributes with the Text dialog box

1 Click the Text tool in the Toolbox.

2 Select the text object or highlight the text you want to change.

3 Click the Text Attributes button in the Ribbon toolbar. The Text dialog box opens.

4 Click the Fonts button to display the Fonts panel, if necessary.

5 Choose the attributes you want to apply and click Apply. The changes are made to the selected text.

Tips

Press **CTRL+SHIFT+T** to open the Text dialog box quickly.

You do not need to close the dialog box to apply the changes.

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

Fonts
Font Sizes
Font Styles
Two Types of Background Colors
To apply text attributes with the Text Ribbon toolbar
To apply a text attribute using the shortcut menu
To change text line and interior color
To change text background color

To apply a text attribute using the shortcut menu

1 Select the text object or highlight the text you want to change.

2 Click the right mouse button. The shortcut menu appears.

3 Choose the attribute you want to apply on the shortcut menu. The changes are made to the selected text.

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

Fonts
Font Sizes
Font Styles
Two Types of Background Colors
To apply text attributes with the Text Ribbon toolbar
To select type attributes with the Text dialog box
To change text line and interior color
To change text background color

To change text line and interior color

1 Select or highlight the text you want to change.

2 Click the Style tool in the Toolbox.

3 Point to a color in the Color Palette and click the left mouse button to change the interior color.

4 Point to a color in the Color Palette and click the right mouse button to change the line color.

Tip

To set a color to invisible or unfilled, click the X in the Color Palette toolbar.

You can use the Fonts panel of the Text dialog box to set the text foreground color (fill color) and background color (color outside the text itself) of a selected text object, but not of text you have highlighted.

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

Fonts
Font Sizes
Font Styles
Two Types of Background Colors
To apply text attributes with the Text Ribbon toolbar
To select type attributes with the Text dialog box
To apply a text attribute using the shortcut menu
To change text background color

To change text background color

1 Select or highlight the text you want to change.

2 Click the Text Attributes button on the Text Ribbon toolbar. The Text dialog box opens.

3 Click the Fonts button to display the Fonts panel, if necessary.

4 Click the Background Color box. A palette displays.

5 Point to a color in the palette and click the left mouse button.

6 Click Apply.

Tip

You do not need to close the dialog box to apply the changes.

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

Fonts
Font Sizes
Font Styles
Two Types of Background Colors
To apply text attributes with the Text Ribbon toolbar
To select type attributes with the Text dialog box
To apply a text attribute using the shortcut menu
To change text line and interior color

Two Types of Background Colors

{button Steps...,PI(`',`HT_Two_Types_of_Background_Colors')}

Some interior fills, such as hatch fills and object fills, have both a foreground and background color. Don’t confuse this type of background color with the text background color that you set in Fonts panel of the Text dialog box.

If you have applied a hatch fill or object fill to text, clicking a color in the Color Palette with the left mouse button alone sets the foreground interior color. To set the background interior color, point to a color, press and hold **SHIFT**, and click the left mouse button.

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

To change text background color
To select type attributes with the Text dialog box
To apply a text attribute using the shortcut menu
To change text line and interior color
To apply text attributes with the Text Ribbon toolbar

Selecting Fonts, Sizes, and Styles
Font Sizes
Font Styles
Fonts

Setting Margins

{button Steps...,PI(`',`HT_Setting_Margins')}

You can add margins to paragraphs in block text. Margins determine the distance between block text and its bounding box. You can highlight paragraphs to give different paragraphs in the same block different margins. The default margin is none.

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

To adjust the margins
To indent the first line of a paragraph

Setting Indents

To adjust the margins

1. Click the Text tool in the Toolbox.
2. Select or highlight the text you want to change.
3. Click the Text Attributes button in the Text Ribbon toolbar. The Text dialog box opens.
4. Click the Margins button to display the Margins panel, if necessary.
5. Type new numbers in the Left and Right Margin boxes.
6. Click Apply. The text block changes to reflect the new margin settings.

Tip

You do not need to close the dialog box to apply the changes.

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

Setting Indents
Setting Margins
To indent the first line of a paragraph

Setting Indents

{button Steps...,PI(`',`HT_Setting_Margins')}

You can move the first line of selected paragraphs in block text to the left or right of the left margin by changing the first line indent. If you select a text object, the first line of each paragraph separated by a return is indented. If you highlight a portion of one or more paragraphs, only the first lines of those paragraphs are indented.

A positive indent moves the text toward the right (away from the left margin); a negative indent moves the text toward the left (inside of the left margin).

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

Setting Margins

To indent the first line of a paragraph

1 Click the Text tool in the Toolbox.

2 Select or highlight the text you want to change.

3 Click the Text Attributes button in the Text Ribbon toolbar. The Text dialog box opens.

4 Click the Margins button to display the Margins panel, if necessary.

5 Type a positive number in the First Indent box to indent the first line of each paragraph to the right; type a negative number to indent to the left.

6 Click Apply to indent the text.

Tip

In step 3, if you prefer you can open the Text dialog box by clicking Margins in the Format menu.

You do not need to close the dialog box to apply the changes.

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

Setting Indents
Setting Margins
To adjust the margins

Changing Line and Character Spacing

{button Steps...,PI(`',`HT_Changing_Line_and_Character_Spacing')}

Each font in designer has its own default line and character spacing. You can change the spacing between characters, words, lines, and paragraphs.

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

To change text leading
To change word and character spacing
To kern text

Line Spacing
Paragraph Spacing
Character and Word Spacing
Kerning
Using Automatic Hyphenation

Line Spacing

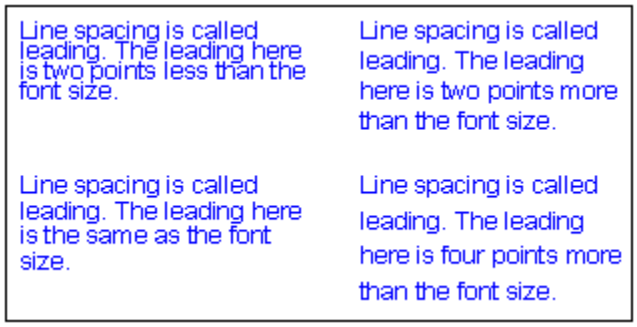
{button Steps...,PI(`',`HT_Changing_Line_and_Character_Spacing')}

The space between lines of text is called *leading*. Leading is measured (in points) from baseline to baseline. The default is the current font size plus approximately 15% of the font size (the percent may vary from font to font). For example, if the current font is 10 points, then the default leading is approximately 11.5 points.

You can change the leading in selected block text or specify leading for block text you are going to enter. If a selected block text contains different sizes of text, Designer displays leading for the largest font.

Note

You cannot change the leading of freeform text.



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

Changing Line and Character Spacing
Paragraph Spacing
Character and Word Spacing
Kerning
Using Automatic Hyphenation

To change text leading

1 Click the Text tool in the Toolbox.

2 Select or highlight the text you want to change.

3 Click the Text Attributes button in the Text Ribbon toolbar. The Text dialog box opens.

4 Click the Spacing button to display the Spacing panel, if necessary.

5 Click the button beside the line leading box and type a new number for the amount of leading.

6 Click Apply to change the leading.

Tips

You do not need to close the dialog box to apply the changes.

You also can change block text leading manually. Insert the text cursor into the block and press and hold **SHIFT** while dragging the bottom container handle up or down. Press **CTRL** while dragging to change the spacing between paragraphs.

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

Line Spacing
Paragraph Spacing
Character and Word Spacing
Kerning
Using Automatic Hyphenation
To change word and character spacing
To kern text

Paragraph Spacing

{button Steps...,PI(`',`HT_Changing_Line_and_Character_Spacing')}

You can change the amount of space between paragraphs with the paragraph spacing options in the Spacing panel of the Text dialog box. Spacing is measured in the currently selected unit (points, for example).

Note

If Before Paragraph or After Paragraph is set to zero, Designer automatically uses the current leading for the paragraph, which results in no extra space before or after the paragraph.

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

Changing Line and Character Spacing
Line Spacing
Character and Word Spacing
Kerning
Using Automatic Hyphenation

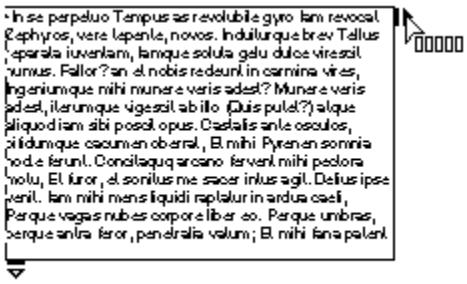
Character and Word Spacing

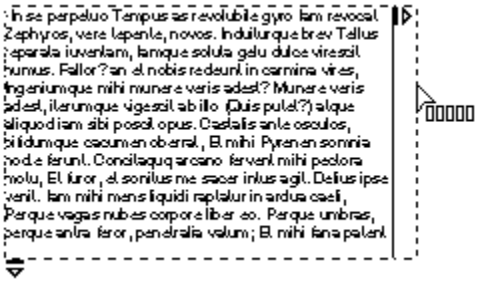
{button Steps...,PI(`',`HT_Changing_Line_and_Character_Spacing')}

You can increase or decrease the spacing between words and characters by changing the "normal" spacing percentage. The default for words is 100% spacing; the default for characters is 100% spacing. Decreasing the percentage decreases the spacing between letters or words; increasing the percentage increases the spacing.

Tip

You can also manually change character spacing in block text. Insert the text cursor into the block and press and hold **SHIFT** while dragging the right container handle left or right. Press **CTRL** while dragging to change the spacing between words.





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

Changing Line and Character Spacing
Line Spacing
Paragraph Spacing
Kerning
Using Automatic Hyphenation

To change word and character spacing

1. Click the Text tool in the Toolbox.
2. Select or highlight the text you want to change.
3. Click the Text Attributes button in the Text Ribbon toolbar. The Text dialog box opens.
4. Click the Spacing button to display the Spacing panel, if necessary.
5. Type a new number in the Inter Word or Inter Character spacing box.
6. Click Apply to change the spacing.

Tips

You do not need to close the dialog box to apply the changes.

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

Line Spacing
Paragraph Spacing
Character and Word Spacing
Kerning
Using Automatic Hyphenation
To change text leading
To kern text

Kerning

{button Steps...,PI(`',`HT_Changing_Line_and_Character_Spacing')}

Changing the spacing between certain pairs of characters is called *kerning*. Kerning adjusts the spacing between particular characters that look better when they are closer together. The illustration below shows characters that are commonly kerned.

To	Yo	PA
Ta	Wo	TA
Tr	Wa	we
Pr	P.	yo

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

Changing Line and Character Spacing
Line Spacing
Paragraph Spacing
Character and Word Spacing
Using Automatic Hyphenation

To kern text

1 Click the Text tool in the Toolbox.

2 Click the Text Mode button to display the text pointer, if necessary.

3 Point to the characters to kern, and press the left mouse button to place the text cursor between them.

4 Press and hold **CTRL** and press the **LEFT ARROW** or **RIGHT ARROW** to move the characters closer together or farther apart, respectively.

Tip

Use the View tool to zoom in on the text you want to kern. The closer you zoom, the easier it is to see the kerning effect.

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

Line Spacing
Paragraph Spacing
Character and Word Spacing
Kerning
Using Automatic Hyphenation
To change text leading
To change word and character spacing

Using Automatic Hyphenation

{button Steps...,PI(`',`HT_Using_Automatic_Hyphenation')}

Designer can automatically hyphenate words to help decrease the raggedness of left justified text, and to help maintain character and word spacing in justified text.

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

To use automatic hyphenation

Changing Line and Character Spacing
Line Spacing
Paragraph Spacing
Character and Word Spacing
Kerning

To use automatic hyphenation

1. Click the Text tool in the Toolbox.
2. Select or highlight the text you want to hyphenate.
3. Click the Text Attributes button in the Text Ribbon toolbar. The Text dialog box opens.
4. Click the Spacing button to display the Spacing panel, if necessary.
5. Select the Use Automatic Hyphenation option.
6. Click Apply to change the spacing.

Tip

You do not need to close the dialog box to apply the changes.

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

Using Automatic Hyphenation

Setting Tabs

{button Steps...,PI(`',`HT_Setting_Tabs')}

Tab stops are relative to the text object. For example, if the first tab stop is .5 picas, the first tab is .5 picas from the left margin. If the second tab stop is 1.0 picas, it is 1.0 picas from the left margin, and so on. Text objects maintain their original tab positions even if you move the object.

Apples	28	112.98
Oranges	12	23.80
Bananas	34	5.99

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

To set tab stops
To set leaders

Setting Leaders

To set tab stops

1 Click the Text tool in the Toolbox.

2 Click the Text Attributes button in the Text Ribbon toolbar to open the Text dialog box.

3 Click the Tab Stops button to display the Tab Stops panel, if necessary.

4 Select the type of tab stop, if you want.

5 Type a position for the tab stop in the Position box.

6 Click the Add Tab button to add a single tab stop, or click the Repeat Tab button to add repeating tab stops.

7 Click Apply to enter the tab stops.

Tip

You do not need to close the dialog box to apply the changes.

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

Setting Tabs
Setting Leaders
To set leaders

Setting Leaders

{button Steps...,PI(`',`HT_Setting_Tabs')}

Leaders are characters such as periods (.), hyphens (-), and underscores (_) that appear to the left of tabulated text.

```
Apples.........28 ..............112.98
Oranges .......12 ..............23.80
Bananas.......34 ...............5.99
```

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

Setting Tabs

To set leaders

1 Click the Text tool in the Toolbox.

2 Click the Text Attributes button in the Text Ribbon toolbar to open the Text dialog box.

3 Click the Tab Stops button to display the Tab Stops panel, if necessary.

4 Select a current tab in the Current Tabs area.

5 Select a leader in the Leader box.

6 Click the Add Tab button . A dialog box appears asking if you want to overwrite the existing tab.

7 Click Yes. The previous tab is replaced with the new one with the leaders you chose associated with it

8 Click Apply to put the new tab stops in selected text.

Tip

You do not need to close the dialog box to apply the changes.

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

Setting Tabs
Setting Leaders
To set tab stops

Using Drop Caps

{button Steps...,PI(`',`HT_Using_Drop_Caps')}

A drop cap is an enlarged first capital letter in a selection of text. A drop cap is created by lowering the baseline of the first character in a paragraph so that it aligns with the baseline of the last indented line.

You create drop caps by increasing the percentage of the current font height. For example, 200% doubles the size of the first letter of the paragraph.

To create an initial drop cap

To create an initial drop cap

1 Click the Text tool in the Toolbox.

2 Select or highlight the text you want to change.

3 Click the Text Attributes button to open the Text dialog box.

4 Click the Spacing button to display the Spacing panel, if necessary.

5 Select the Use Drop Caps option.

5 Change the percentage for the drop cap size.

6 Click Apply.

Tip

You do not need to close the dialog box to apply the changes.

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

Using Drop Caps

Aligning Text

{button Steps...,PI(`',`HT_Aligning_Text')}

You can align both freeform and block text. You can also align text that is inside of a container or along a path.

You can use the text alignment options in the Text Ribbon toolbar or in the Margins panel of the Text dialog box.

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

To set text alignment

Aligning Freeform Text
Aligning within a Text Block
Alignment Options

To set text alignment

1 Select the text you want to align or deselect all text if you want to set the alignment for subsequent text.

2 Click the Text tool in the Toolbox.

3 Click the Text Attributes button in the Text Ribbon toolbar.

4 Click the Margins button in the dialog box.

5 Click a horizontal alignment button.

6 Click a vertical alignment button.

7 Click Apply to apply your choices to selected text.

Tip

You do not need to close the dialog box to apply the changes.

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

Aligning Text
Aligning Freeform Text
Aligning within a Text Block
Alignment Options

Aligning Freeform Text

You can choose an alignment option before or after you enter freeform text. If you select an alignment option before entering text, the text is aligned to the cursor's position. For example, if the text is aligned at the right, the cursor does not move and text appears to the left of the cursor as you type.

If you select a freeform text object or highlight only the text you want to align, the alignment is based on the bounding box that surrounds the text. The bounding box is as wide as the longest line of text and as tall as the number of lines of text.

Note

Freeform text cannot be justified vertically or horizontally.

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

Aligning Text
Aligning within a Text Block
Alignment Options

Aligning within a Text Block

You can choose an alignment option before or after you enter block text. You can set the alignment option before entering text or select a text block and change the alignment of the entire block. You also can highlight only the paragraphs you want to align. Text is aligned to the container.

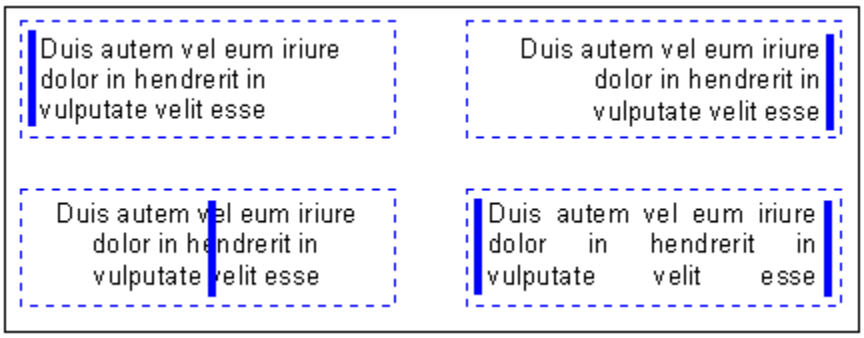
Text in a shape is aligned after it is pasted into the shape. The text is aligned within the edges of the shape.

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

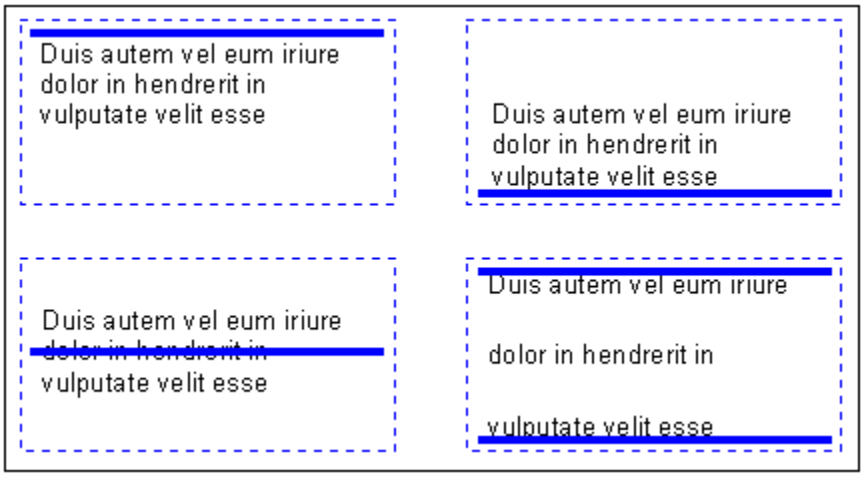
Aligning Text
Aligning Freeform Text
Alignment Options

Alignment Options

You can align text horizontally or vertically. Horizontal text alignment aligns text from left to right and vertical alignment aligns text from top to bottom.



Horizontal alignment options



Vertical alignment options

The keyboard shortcuts for aligning text are listed in the table below.

Action	Keyboard shortcut
Align to left	**CTRL+SHIFT+L**
Align to center	**CTRL+SHIFT+C**
Align to right	**CTRL+SHIFT+R**
Align to top	**CTRL+SHIFT+O**
Align to middle	**CTRL+SHIFT+M**
Align to bottom	**CTRL+SHIFT+B**
Full justify horizontal	**CTRL+SHIFT+J**
Force justify horizontal	**CTRL+SHIFT+F**

Note

Vertically justified text ignores previous leading settings.

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

Aligning Text
Aligning Freeform Text
Aligning within a Text Block

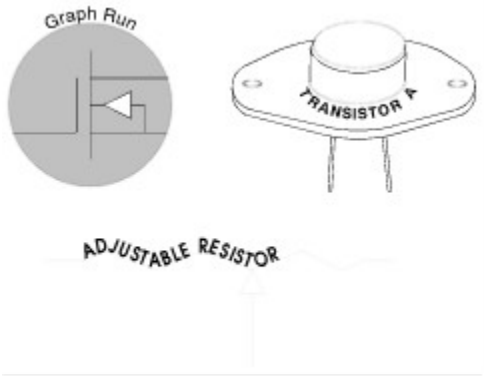
Fitting Text to a Path

{button Steps...,PI(`',`HT_Fitting_Text_to_a_Path')}

Designer’s fit-to-path features let you align text to any shape, including curves, circles, and angles to create complex effects. You can either enter the text directly onto a path or fit existing freeform text to a path. After fitting text to a path, you can still edit the text and change text attributes.

It is easy to get the text fit that you want because Designer previews on your page the effect of alignment settings as you choose or change them.

Because Designer remembers the path that you used to align the text, you can reshape the path object, or even delete it, without affecting the aligned text.



You can edit text on a path just as you would any other text. For example, you can change the path alignment, color, font, or kerning of the text. You can also delete the shape used to arrange the text if you do not want the object to be visible.

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

To enter text directly along an object's path
To set text alignment for text on a path
To set text position for text on a path
To change the offset of text on a path
To change the direction of text on a path
To change the alignment pitch of text on a path
To reposition the alignment point of text on a path
To remove text from a path
To place existing freeform text along an existing object's path

Entering Text along a Path
The Path Fit Palette
The Choose Position Ribbon Toolbar

Entering Text along a Path

{button Steps...,PI(`',`HT_Fitting_Text_to_a_Path')}

The Path Text button lets you type text directly onto an object’s path. The text is fitted to the path using the current settings. After entering text, you can easily change the fitting options to get the text alignment that you want.

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

Fitting Text to a Path
The Path Fit Palette
The Choose Position Ribbon Toolbar

To enter text directly along an object's path

1 Select the object along which you want to place the text.

2 Click the Text tool in the Toolbox.

3 Click the Path Text button . The text cursor appears on the path.

4 Type the text, which appears along the object as you type.

5 Press **ESC** when you finish.

Tip

You can use the Edit Text window rather than typing directly on the screen. That can make it easier and faster to enter and edit text.

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

Fitting Text to a Path
Entering Text along a Path
The Path Fit Palette
The Choose Position Ribbon Toolbar
To set text alignment for text on a path
To set text position for text on a path
To change the offset of text on a path
To change the direction of text on a path
To change the alignment pitch of text on a path
To reposition the alignment point of text on a path
To remove text from a path
To place existing freeform text along an existing object's path

The Path Fit Palette

{button Steps...,PI(`',`HT_Fitting_Text_to_a_Path')}

The Path Fit palette makes it easy to produce quickly the text effects that you want when aligning existing text to a path or when editing the alignment of text already fit to a path. The Path Fit palette provides "quick choice" buttons that let you specify combinations of the following.

Text alignment: left, right, or center

Text position: above (outside) or below (inside) the path

Text orientation: normal or upside down

If you are fitting freeform text to a path, you must select both the freeform text and the path object to enable the Path Fit button. If you are editing the alignment of text already fit to a path, you can enable the Path Fit button either by selecting the fitted text or by selecting the fitted text and path object.

The quick choice buttons show a sample path and an arrow to indicate the text arrangement. The location of the arrow in relation to the sample path indicates the text alignment and position. The direction of the arrow indicates the text orientation (which side is up).

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

Fitting Text to a Path
Entering Text along a Path
The Choose Position Ribbon Toolbar

The Choose Position Ribbon Toolbar

{button Steps...,PI(`',`HT_Fitting_Text_to_a_Path')}

If the quick choice buttons do not provide the text alignment that you want, you can custom align the text with the buttons in the Choose Position Ribbon toolbar. The buttons in the Ribbon let you set separately the alignment, position, offset, direction, and pitch of the text. The Choose Position button also lets you manually adjust the alignment point by dragging it along the path.

Click Choose Position in the Path Fit palette to display the Choose Position Ribbon toolbar. After creating the path fit that you want, double click the left mouse button or press **ESC** to clear the Choose Position Ribbon toolbar.

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

Fitting Text to a Path
Entering Text along a Path
The Path Fit Palette

To set text alignment for text on a path

1 Select the text you want to align.

2 Click the Text tool in the Toolbox.

3 Click the Path Fit button . A palette opens.

4 Click Choose Position. The Choose Position Ribbon toolbar opens.

5 Click an alignment button for the alignment you want.

6 Press **ESC** when you finish.

Tips

The Left Align button positions text so the left edge of the text aligns to the alignment point.

The Center Align button centers text around the alignment point.

The Right Align button positions text so the right edge of the text aligns to the alignment point.

You can press **TAB** to cycle through the Left, Center, and Right alignment settings.

You can click Choose Position in the Path Fit palette and click to specify a custom alignment point.

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

Fitting Text to a Path
Entering Text along a Path
The Path Fit Palette
The Choose Position Ribbon Toolbar
To enter text directly along an object's path
To set text position for text on a path
To change the offset of text on a path
To change the direction of text on a path
To change the alignment pitch of text on a path
To reposition the alignment point of text on a path
To remove text from a path
To place existing freeform text along an existing object's path

To set text position for text on a path

1 Select the text you want to change the position of.

2 Click the Text tool in the Toolbox.

3 Click the Path Fit button . A palette opens.

4 Click Choose Position. The Choose Position Ribbon toolbar opens.

5 Click the Above Path button or Below Path button to specify the position for the text.

Tips

The Above button positions the text above an open path object or outside of a closed path object.

The Below button positions the text below an open path object or inside of a closed path object.

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

Fitting Text to a Path
Entering Text along a Path
The Path Fit Palette
The Choose Position Ribbon Toolbar
To enter text directly along an object's path
To set text alignment for text on a path
To change the offset of text on a path
To change the direction of text on a path
To change the alignment pitch of text on a path
To reposition the alignment point of text on a path
To remove text from a path
To place existing freeform text along an existing object's path

To change the offset of text on a path

1 Select the text you want to change the offset of.

2 Click the Text tool in the Toolbox.

3 Click the Path Fit button . A palette opens.

4 Click Choose Position. The Choose Position Ribbon toolbar opens.

5 Enter the offset percentage you want in the Offset Percentage box.

Tips

An offset of 0% aligns the text on the path.

The alignment offset is relative to whether the text is positioned above or below the path. A positive offset (to the limit of 500%) shifts the text away from the path. A negative offset 0% (to the limit of -50%) shifts the text past the path.

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

Fitting Text to a Path
Entering Text along a Path
The Path Fit Palette
The Choose Position Ribbon Toolbar
To enter text directly along an object's path
To set text alignment for text on a path
To set text position for text on a path
To change the direction of text on a path
To change the alignment pitch of text on a path
To reposition the alignment point of text on a path
To remove text from a path
To place existing freeform text along an existing object's path

To change the direction of text on a path

1 Select the text you want to change the offset of.

2 Click the Text tool in the Toolbox.

3 Click the Path Fit button . A palette opens.

4 Click Choose Position. The Choose Position Ribbon toolbar opens.

5 Click the Reverse button or Forward button to set the direction you want.

Tips

The Reverse button aligns text in a counter clockwise direction for most simple paths. This generally displays the text upside down in relation to the top of the path.

The Forward button aligns text in a clockwise direction for most simple paths. This generally displays the text upright in relation to the top of the path.

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

Fitting Text to a Path
Entering Text along a Path
The Path Fit Palette
The Choose Position Ribbon Toolbar
To enter text directly along an object's path
To set text alignment for text on a path
To set text position for text on a path
To change the offset of text on a path
To change the alignment pitch of text on a path
To reposition the alignment point of text on a path
To remove text from a path
To place existing freeform text along an existing object's path

To change the alignment pitch of text on a path

1 Select the text you want to change the alignment pitch of.

2 Click the Text tool in the Toolbox.

3 Click the Path Fit button . A palette opens.

4 Click Choose Position. The Choose Position Ribbon toolbar opens.

5 Click the alignment button to set the alignment you want.

Tips

The Rotate button aligns the text by rotating the characters along the path.

The Skew Vert button aligns the text by skewing the characters vertically.

The Skew Horz button aligns the text by skewing the characters horizontally.

The No Rotation button aligns the text without skewing or rotating the characters. This produces the fastest redraw. Use this pitch as a draft mode while you are modifying the alignment point. After the alignment point is set correctly, choose the pitch setting you want.

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

Fitting Text to a Path
Entering Text along a Path
The Path Fit Palette
The Choose Position Ribbon Toolbar
To enter text directly along an object's path
To set text alignment for text on a path
To set text position for text on a path
To change the offset of text on a path
To change the direction of text on a path
To reposition the alignment point of text on a path
To remove text from a path
To place existing freeform text along an existing object's path

To reposition the alignment point of text on a path

1 Select the text you want to change the alignment pitch of.

2 Click the Text tool in the Toolbox.

3 Click the Path Fit button . A palette opens.

4 Click Choose Position. The Choose Position Ribbon toolbar opens.

5 Drag the alignment point to a new location or click any point along the path.

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

Fitting Text to a Path
Entering Text along a Path
The Path Fit Palette
The Choose Position Ribbon Toolbar
To enter text directly along an object's path
To set text alignment for text on a path
To set text position for text on a path
To change the offset of text on a path
To change the direction of text on a path
To change the alignment pitch of text on a path
To remove text from a path
To place existing freeform text along an existing object's path

To remove text from a path

1 Select the text you want to remove from a path.

2 Click the Text tool in the Toolbox.

3 Click the Path Fit button . A palette opens.

4 Click Remove Curve. The text is removed from the path. It is now freeform text.

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

Fitting Text to a Path
Entering Text along a Path
The Path Fit Palette
The Choose Position Ribbon Toolbar
To enter text directly along an object's path
To set text alignment for text on a path
To set text position for text on a path
To change the offset of text on a path
To change the direction of text on a path
To change the alignment pitch of text on a path
To reposition the alignment point of text on a path
To place existing freeform text along an existing object's path

To place existing freeform text along an existing object's path

1 Select both the freeform text and the object to which you want to align it.

2 Click the Text tool in the Toolbox.

3 Click the Path Fit button . The Path Fit palette opens.

4 Click the desired quick choice button. The text is put along the path.

Tips

You can click Choose Position and specify a custom alignment.

Subscripts, superscripts, and small caps are not retained in text that is fit to a path.

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

Fitting Text to a Path
Entering Text along a Path
The Path Fit Palette
The Choose Position Ribbon Toolbar
To enter text directly along an object's path
To set text alignment for text on a path
To set text position for text on a path
To change the offset of text on a path
To change the direction of text on a path
To change the alignment pitch of text on a path
To reposition the alignment point of text on a path
To remove text from a path

Text Inside of an Object

{button Steps...,PI(`',`HT_Text_Inside_of_an_Object')}

Text inside of an object is a form of block text. A container is created that matches the edges of the object. You can create margins based on the distance of the text from the container.

You can flow text inside of an object from one container to another. For example, you can flow a block of text inside an object to a block of text outside the object. See "Flowing Text" for more information.

To place text inside of an object

To place text inside of an object

1 Select a closed object.

2 Click the Text tool in the Toolbox.

3 Click the Shape Text button in the Ribbon toolbar. The text cursor appears inside the selected object.

4 Type, paste, or import the text.

5 Press **ESC** when you finish.

Tip

After you place text inside of an object, you can move or delete the object without affecting the text. Point inside the object, press **ALT** and click the left mouse button. *Text Object* appears in the status bar at the bottom of the Designer window when the text is selected; the type of object (shape) appears when the object is selected. Press **DEL** to delete the object when it is selected.

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

Text Inside of an Object

Splitting and Joining Text

{button Steps...,PI(`',`HT_Splitting_and_Joining_Text')}

You can break multi-line text objects into individual objects, or join multiple text objects into a single, multi-line object.

Splitting and joining text is useful when you want to quickly enter or import several lines of text and position them later. For example, if your drawing has a dozen labels, it is easier to enter the labels as a single object, and then split it and move the labels individually.

Splitting Text

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

Joining Text

Text blocks and freeform text can be joined into a single text object. When you join text blocks, all text conforms to the shape of the first selected text block (or the first *created* text block, if they are selected at the same time).

To split a multi-line text object
To join text objects

To split a multi-line text object

1 Select the text object.

2 On the Change menu, point to Text and click Split Text. Each line of text becomes a separate text object.

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

Splitting and Joining Text
To join text objects

To join text objects

1 Select the text objects to join.

2 On the Change menu, point to Text and click Join Text. The text becomes one object based on the location of the first text object.

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

Splitting and Joining Text

To split a multi-line text object

Rotating and Skewing Text

{button Steps...,PI(`',`HT_Rotating_and_Skewing_Text')}

You can rotate and skew a text object as you would any other object. Rotating or skewing a text object does not change the text size or style.

Rotating Text

You manually rotate a text object by displaying the object’s rotating/skew handles and dragging a corner handle.

Skewing Text

You manually skew a text object by displaying the object’s rotating/skew handles and dragging a side handle.

To rotate a text object manually
To skew a text object manually

To rotate a text object manually

1. Select the freeform or block text you want to rotate. Then click it again (that is, click the currently selected text object).
2. Drag the pivot point to a new location, even outside the object, if you want.
3. Point to a corner handle of the object.
4. Drag the handle in a circular motion around the object.

Tip

Alternatively, to prepare text to be rotated, you can select the text, click the Edit tool, and click the Rotate/Skew button in the Ribbon toolbar.

See Rotating Manually and Skewing Manually for addition information, including details on numerically rotating objects.

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

Rotating and Skewing Text

To skew a text object manually

To skew a text object manually

1 Select the freeform or block text you want to skew. Then click it again (that is, click the currently selected text object).

2 Point to a side handle of the object.

3 Drag the handle to skew the object.

Tip

Alternatively, to prepare text to be rotated, you can select the text, click the Edit tool , and click the Rotate/Skew button in the Ribbon toolbar.

See Rotating Manually and Skewing Manually for addition information, including details on numerically rotating objects.

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

Rotating and Skewing Text

To rotate a text object manually

Reshaping Block Text

{button Steps...,PI(`',`HT_Reshaping_Block_Text')}

You can reshape a block text container to change its text flow. Text containers are reshaped as curved objects using the Curve Reshape button in the Edit Ribbon toolbar. The options available for reshaping a text container include adding and deleting anchors, creating corners and symmetrical curves, and creating locked or unlocked cusps.

See Overview of Curve Reshaping for full details on reshaping curved objects.

Reshaping a text container does not change the size or style of the text in the container.

To reshape a block text object with anchors
To reshape a block text object with control points

To reshape a block text object with anchors

1 Select the block text you want to reshape.

2 Click the Edit tool in the Toolbox and click the Curve Reshape button in the Ribbon toolbar.

3 Point to an unselected anchor.

4 Press the left mouse button and drag the point to a new location. The text container’s shape changes.

5 Release the mouse button when you finish. The text reflows to maintain its margins.

6 Repeat steps 3 through 5 to reshape other edges of the container.

Tip

You can also reshape a text container by dragging its control points.

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

Reshaping Block Text

To reshape a block text object with control points

To reshape a block text object with control points

1 Select the block text you want to reshape.

2 Click the Edit tool in the Toolbox and click the Curve Reshape button in the Ribbon toolbar.

3 Click an anchor to select it. It turns solid.

4 Drag a control point. The text container’s shape changes.

5 Release the mouse button when you finish. The text reflows to maintain its margins.

6 Repeat steps 3 through 5 to reshape other edges of the container.

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

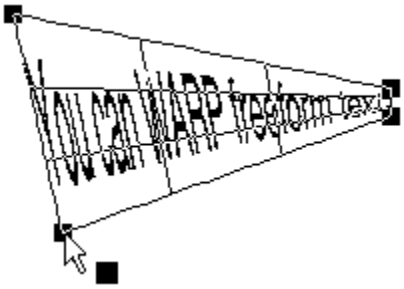
Reshaping Block Text

To reshape a block text object with anchors

Warping Text

{button Steps...,PI(`',`HT_Warping_Text')}

You can warp freeform text to manipulate the text graphically.



For full details on warping objects, see Warping Effects.

To warp freeform text

To warp freeform text

1 Select the freeform text that you want to warp.

2 Click the Edit tool in the Toolbox and click the Warp button in the Ribbon toolbar. A blue warp envelope appears over the text.

3 Point to a handle and drag it to change the envelope.

4 Repeat step 3 to create the desired warp.

5 Press **ESC** to remove the envelope when you finish.

Tip

To open the Edit Text window to edit warped text, click the text with the text pointer.

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

Warping Text

Special Text Effects

{button Steps...,PI(`',`HT_Special_Text_Effects')}

Designer lets you create a variety of special effects, including wrapping text around an object and flowing text from one container to another.

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

To repel text
To create a new flowing text container
To flow text from one container to another

Wrapping Text around an Object
Flowing Text
Flowing Text between Current Containers

Wrapping Text around an Object

{button Steps...,PI(`',`HT_Special_Text_Effects')}

You can force block text to automatically wrap around an object.

An object can be made to repel block text so that the object is not overwritten by text. This forces the text to wrap around an object.

To repel text

1 Select the object for the text to wrap around.

2 On the Change menu, point to Text and click Repel Text. The text wraps around the object.

Tips

Objects repel text *regardless of the layer*. For example, an object on layer one repels text on layer two. Even objects on layers that are not visible repel text.

You cannot repel freeform text or text inside an object. Also, you cannot repel text from grouped objects or bitmaps.

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

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

Wrapping Text around an Object
Flowing Text
Flowing Text between Current Containers
To create a new flowing text container
To flow text from one container to another

Flowing Text

{button Steps...,PI(`',`HT_Special_Text_Effects')}

Block text is always surrounded by an invisible boundary called a container. You can connect text containers so that block text flows from one container to another. You can flow text among any number of text containers (including text in shapes). You can either connect existing text containers or create a new text container that flows from an existing one. You cannot flow to a different page.

Text overflows a container when there is more text than can fit into the container. When you edit text, an overflow handle (a small "+") appears at the lower right border of the container to show that there is overflowing text. Text flows from the back object to the front object. If you don’t reorder the objects, text flows from the first drawn to the last drawn object.

To create a new flowing text container

1 Click the Text tool in the Toolbox.

2 Click the Text Mode button to display the text pointer, if necessary.

3 Click the text with the text pointer.

4 Click the overflow handle to create a second block of the same size near the original.

Tip

If you wish, you can point to the overflow handle, press and hold the left mouse button, and drag a second block of the same size to a new location.

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

Wrapping Text around an Object
Flowing Text
Flowing Text between Current Containers
To repel text
To flow text from one container to another

Flowing Text between Current Containers

{button Steps...,PI(`',`HT_Special_Text_Effects')}

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

To flow text from one container to another

1 Select the text containers to connect.

2 On the Change menu, point to Text and click Flow Text. The text containers are connected.

Tip

You can flow text through any number of text containers at the same time. Text flows from the back container (the one drawn first) to the front container.

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

Wrapping Text around an Object
Flowing Text
Flowing Text between Current Containers
To repel text
To create a new flowing text container

Checking Spelling

{button Steps...,PI(`',`HT_Checking_Spelling')}

You can check the spelling in all of your drawings and documents created in Designer.

Designer can check the spelling of all the text in the document, or just the text you select. For example, if you want to check one word, highlight the word and click the Spelling button.

Designer checks spelling by comparing words in your document with words in a dictionary. The default dictionary is a file containing thousands of words. If Designer finds a word in your drawing that is not in the dictionary, the word is displayed as a possible misspelling.

There are many types of words that are not in the dictionary. Proper names, words with numbers, foreign words, and some abbreviations are commonly displayed as possible misspellings. You can use the Add button to add a displayed word to the dictionary so that it will not be considered a misspelling in the future.

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

To check spelling in a drawing
To ignore misspelled words
To change the misspelled word
To add the misspelled word to the dictionary
To create a new custom dictionary
To use a custom dictionary

Using Dictionaries

To check spelling in a drawing

1 Select the text you want to check.

2 Click the Text tool in the Toolbox.

3 Click the Spelling button in the Ribbon toolbar. If a misspelled word is found, Designer opens the Spelling dialog box.

4 Type the correct spelling for the word in the Change To box and click Change.

or

Click Ignore or Ignore All to ignore the word or every instance of the word, respectively.

Select one of the words in the Suggestions box and click Change or Change All.

Click Add to add the word to the dictionary and continue.

Tips

Designer checks the spelling of text objects only. Text that has been converted to curves is not checked.

To check the entire document, leave all text unselected.

As a shortcut for steps 2 and 3, click the Spelling button on the Standard toolbar.

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

Checking Spelling
Using Dictionaries
To ignore misspelled words
To change the misspelled word
To add the misspelled word to the dictionary
To create a new custom dictionary
To use a custom dictionary

To ignore misspelled words

Click Ignore to skip the word in the Not in Dictionary area without changing it.
or
Click Ignore All to ignore the current word and all other occurrences of the word without prompting you.

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

Checking Spelling
Using Dictionaries
To check spelling in a drawing
To change the misspelled word
To add the misspelled word to the dictionary
To create a new custom dictionary
To use a custom dictionary

To change the misspelled word

Click the Change button to change the highlighted word in your document to the word in the Change To box.

or

Click Change All to make the same change to all subsequent occurrences of the word without prompting you.

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

Checking Spelling
Using Dictionaries
To check spelling in a drawing
To ignore misspelled words
To add the misspelled word to the dictionary
To create a new custom dictionary
To use a custom dictionary

To add the misspelled word to the dictionary

Click Add to add the word in the Change To box to the currently selected dictionary.

Tip

The currently selected dictionary appears in the Add Words to list box.

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

Checking Spelling
Using Dictionaries
To check spelling in a drawing
To ignore misspelled words
To change the misspelled word
To create a new custom dictionary
To use a custom dictionary

Using Dictionaries

{button Steps...,PI(`',`HT_Checking_Spelling')}

The default dictionary is called the standard dictionary. You can enlarge the standard dictionary by adding words with the Add option.

You can create additional dictionaries, or *custom dictionaries*, to use with the standard dictionary. For example, if you are working on a drawing containing chemical names and abbreviations, you can create a custom dictionary called "CHEMICAL.DIC" to use in addition to the standard dictionary.

To create a new custom dictionary

1 Click the Text tool in the Toolbox.

2 Click the Spelling button in the Ribbon toolbar. The Spelling dialog box opens.

3 Click the Options button to open the Options - Spelling dialog box.

4 Click New. The Save As dialog box opens.

5 Type a name for the dictionary. (Designer automatically adds the "dic" extension.)

6 Click Save. Designer adds the dictionary to the list of Custom Dictionaries.

Tip

If someone has given you a custom dictionary with their words in it, you can add it using the Add button in the Options - Spelling dialog box, selecting the dictionary, and choosing Open. Designer adds the dictionary to the list of Custom Dictionaries.

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

Checking Spelling
Using Dictionaries
To check spelling in a drawing
To ignore misspelled words
To change the misspelled word
To add the misspelled word to the dictionary
To use a custom dictionary

To use a custom dictionary

1 Click the Text tool in the Toolbox.

2 Click the Spelling button in the Ribbon toolbar. The Spelling dialog box opens.

3 Click the Options button to open the Options - Spelling dialog box.

4 Click the check box in front of the dictionary you want to use.

Tip

Designer consults *all* dictionaries in the Add Words to list box.

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

Checking Spelling
Using Dictionaries
To check spelling in a drawing
To ignore misspelled words
To change the misspelled word
To add the misspelled word to the dictionary
To create a new custom dictionary

Using Special Characters

{button Steps...,PI(`',`HT_Using_Special_Characters')}

Special characters such as umlauts, trademark symbols, fractions, and open and close quotation marks do not appear on most keyboards. When you want to use a special character, you either must insert them by entering their code on the numeric keypad or by using the program called Character Map that accompanies Windows.

Although most fonts contain a complete set of special characters, some fonts do not. For example, if you are using a font that does not contain the special symbol "µ," you must change to a font that does contain it in order to insert that object.

Using the Keypad

Each character in a font is associated with a number. For example, "µ" has the number 0181, regardless of the font. The number is called an ANSI (American National Standards Institute) character code.

Dingbats

Text fonts use the standard ANSI character codes. Non-text fonts such as dingbats are assigned character codes, but there is no standard. You must use either the keypad or the Windows Character Map to insert non-text characters.

The Windows Character Map

The Windows Character Map is a program included with Windows 3.1. You can use it to select characters to copy to the Clipboard and paste into your text. Consult your Windows documentation for more information.

To insert a character with the keypad

To insert a character with the keypad

1 Select the font to use.

2 Place the text cursor where you want the special character.

3 Turn on **NUM LOCK** on the keypad, if necessary.

4 Press and hold **ALT** and type **0** (zero) and the three digit character code. For example, to insert the copyright symbol, press and hold **ALT** and type **0169** on the keypad.

5 Release **ALT**. The special character is inserted in the text.

Tip

You must use the numeric keypad in step 4. You cannot use the number keys that are above the letters on your keyboard.

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

Using Special Characters

Converting Text to Curves

{button Steps...,PI(`',`HT_Converting_Text_to_Curves')}

You can convert outline fonts into standard Designer objects. This lets you reshape text just as you would any other Designer object.

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

All fonts included with Designer are scaleable outline fonts. The most common outline fonts are TrueType and Type 1. If you try to convert a non-outline font, Designer substitutes the default font before converting it.

You can change the default font by modifying an entry in your system registry. On the Registry tab of the Options dialog box, add the Value Name **DefaultFont** to the **Mgxgre** key, and set its value to the name of the font you want to use (for example, Times New Roman).

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

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

To convert text to object outlines

Registry settings

To convert text to object outlines

1 Select the text to convert.

2 On the Change menu, click Convert to Curves.

3 On the Change menu, point to Combine and click Disconnect. You can now click individual characters to select them. The text converts to an object outline.

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

Converting Text to Curves

Warping Effects

{button Steps...,PI(`',`HT_Warping_Effects')}

Warping lets you distort an object by changing the surface on which it was drawn. For example, if you write your name on a deflated balloon and then inflate the balloon, your name becomes warped.

You can use warping to create effects that are difficult to draw, such as a water droplet or a hilly surface. You can also use warping to create unusual text effects, such as text being pulled down a drain. A warped effect can be edited like any two-dimensional object. You can warp grouped or connected objects.

When you warp an object, Designer places a warp envelope over it. The envelope appears as a blue warping grid. As you change the envelope, the object changes underneath.

You can reshape the warp envelope with lines, curves, or Bézier control points. The default reshape method is the last one used.

You can add an unwarped, rectangular envelope to an object. The previous, warped envelope is replaced with a new envelope. The object underneath is unchanged.

You can use the Remove Warp button to remove the last warp envelope you added. Removing a warp envelope restores the object underneath to its previous shape. If you have applied a series of warp envelopes to an object, you can remove them one at a time in reverse order with the Remove Warp button.

You can increase the number of horizontal and vertical lines in a warp envelope to give you more control over the warp.

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

To warp an object
To reshape the warp envelope
To add a new warp envelope
To remove a warp envelope
To increase the density of a warp envelope

Blending Effects

To warp an object

1 Select the object to warp.

2 Click the Edit tool in the toolbox.

3 Click the Warp button in the ribbon. A blue warp envelope appears over the object.

4 Point to a handle and drag it to change the envelope.

5 Repeat step 4 to create the desired warp.

6 Double click or press **ESC** when you finish to remove the envelope.

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

Warping Effects
Selecting an Object

To reshape the warp envelope

1 Select the object to warp.

2 Click the Edit tool in the toolbox.

3 Click the Warp button in the ribbon. A blue warp envelope appears over the object.

4 Click the Warp Type button and choose how you want to reshape the warp envelope.

Click the Line Warp button to reshape the envelope with lines and no curves.

Click the Curve Warp button to create curving lines when you reshape points on the envelope.

Click the Bézier Warp button to reshape the envelope with Bézier control points. You can use the Cusp, Curve, and Symmetrical Curve buttons to modify the control points' movements, if you want.

5 Point to a handle and drag it to change the envelope.

6 Repeat steps 4 and 5 to create the desired warp.

7 Double click or press **ESC** when you finish to remove the envelope.

Tip

Editing an object, including using Bézier curves, is described in Introduction to Reshaping.

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

To add a new warp envelope

1 Select the object to warp.

2 Click the Edit tool in the toolbox.

3 Click the Warp button in the ribbon. A blue warp envelope appears over the object.

4 Point to a handle and drag it to change the envelope.

5 Repeat step 4 to create the desired warp.

6 Click the Add Warp button . The previous, warped envelope is replaced with a new envelope. The object underneath is unchanged.

7 Repeat steps 4 through 6 to create the desired warp.

8 Double click or press **ESC** when you finish to remove the envelope.

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

To remove a warp envelope

1 Select the object to warp.

2 Click the Edit tool in the toolbox.

3 Click the Warp button in the ribbon. A blue warp envelope appears over the object.

4 Point to a handle and drag it to change the envelope.

5 Click the Remove Warp button . The object is restored to its previous shape.

6 Double click or press **ESC** when you finish to remove the envelope.

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

To increasing the density of a warp envelope

1 Select the object to warp.

2 Click the Edit tool in the toolbox.

3 Click the Warp button in the ribbon. A blue warp envelope appears over the object.

4 Click the Add Horizontal Lines button to double the number of horizontal envelope grid lines.

   Or

   Click the Add Vertical Lines button to double the number of vertical grid lines.

5 Point to a handle and drag it to change the envelope.

6 Repeat step 5 to create the desired warp.

7 Double click or press **ESC** when you finish to remove the envelope.

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

WhatsNew section of Designer 6.0 Help

Note: Though included in this section's table of contents, the Office Compatibility topic resides in a separate help file (Microsoft requirement).

ABC Media Manager support

Designer 6.0 uses ABC Media Manager instead of a built-in utility for managing ClipArt and other graphic-image formats. When you use ABC Media Manager to move Designer objects to other applications, all properties of the objects are retained.

To use ABC Media Manager with Designer

Click ClipArt on the Tools menu, or click the ClipArt Manager button

on the Standard toolbar.

Microsoft Office Binder support

Designer 6.0 supports Microsoft’s Office Binder. Office Binder uses the metaphor of a loose-leaf binder to let you combine documents from several different Office 95 applications into a single project.

For example, let's say that you have two Designer drawings, a three-page Word for Windows document, and a single-page Excel spreadsheet. You have been asked to create a book that contains a cover page and all of the documents, in the following order:

Page 1	The cover page
Page 2	The first Designer drawing
Pages 3-5	The Word for Windows document
Page 6	The second Designer drawing
Page 7	The Excel spreadsheet

Using Office Binder, you can build your book and print it with all the pages numbered sequentially.

To create a blank binder

1 On the Windows Start menu, click New Office Document.

2 Double-click the Blank Binder icon.

Note

The New Office Document item is added to the Start menu when you install Office 95.

To include a Designer document in a binder you are building

1 Open the folder containing the Designer document.

2 Drag the document to the left edge of the binder. You can edit the document by double-clicking it in the binder.

Quick Viewer support

After installing Designer 6.0, you can use the Windows 95 Quick View feature to view Designer 6.0 documents contained in a folder or an Explorer window. You also can view drawings made with earlier versions of Micrografx Designer.

To view a Designer drawing

1 Open the folder containing the Designer drawing.

2 Click the right mouse button on the icon of the drawing.

3 On the shortcut menu, click Quick View.

Tips

To select several drawings for viewing at the same time (each in a separate viewing window), hold down **CTRL** while clicking each document' icon.

When the Quick Viewer window is open, you can drag Designer drawings and drop them on the window to view them.

The Designer Quick Viewer lets you:

View drawings one at a time in a single window. On the View menu, click Replace Window to turn on the checkmark.

View each drawing in a separate viewing window. On the View menu, click Replace Window to turn off the checkmark.

Show or hide the viewer's toolbar. On the viewer's View menu, click Toolbar.

Open the currently displayed drawing in Designer so you can make changes. On the viewer's File menu, click Open As Designer File, or click the Open button on the viewer's toolbar.

View multiple-page drawings. To move through the pages, click the Previous Page button or next page button on the viewer's toolbar.

Terminology changes from earlier versions

- Designer's Button Hints are now referred to as Tool Tips.
- "Preferences" are now referred to as "Options." (The Options dialog box is accessible from the Tools menu.)
- The term "Symbol" is now "Object."
- The Ribbon is now an Office-style toolbar. For brevity, Designer Help sometimes calls the Ribbon toolbar "the Ribbon."
- The Toolbox is now an Office-style toolbar. Designer Help still calls it "the Toolbox."
- The Status bar is now an Office-style toolbar. Designer Help still calls it "the Status bar."
- Designer’s Button Hints are now referred to as Tool Tips.

Menu changes from earilier versions

The Edit menu has new options for inserting, editing, and managing OLE objects.

The Display menu has been renamed as the View menu. The View menu contains some zoom options, and it lets you show or hide specific toolbars.

A new Format menu lets you change object attributes such as line weight and fill type.

The Symbol menu has been renamed as the Object menu.

A new Tools menu lets you check spelling, change option settings, customize toolbars, manage ClipArt, and import and export files.

The Snap to Ruler and Snap to Guides commands have been moved from the View menu to the Tools menu.

Keyboard changes from earlier versions

- Duplication has been changed from **SHIFT+DRAG** to **CTRL+DRAG**, except when duplicating anchors.
- Constraint has been changed from **CTRL+DRAG** to **SHIFT+DRAG**, except when constraining anchors.
- Add Snap Points has been changed from **CTRL+N** to **CTRL+F7**.
- Remove Snap Points has been changed from **SHIFT+CTRL+N** to **CTRL+ SHIFT+F7**.
- The Redo command is now **CTRL+Y**.
- The keyboard shortcut to activate the Style ribbon is now **CTRL+L**.
- New document has been added (**CTRL+N**).

New color-separation options for PostScript printing

Offers a Color Separation option (in the Print Document dialog box) so that color-separation utilities can separate colors in Designer's PostScript output. You can use this option when printing to an EPS file.

Other Designer 6.0 updates

Version 6.0 has these additional changes from earlier versions.

The progress indicator that was displayed in the Ribbon in Designer 4.1 has been replaced by a Task Manager dialog box. The Task Manager lets you monitor and control background tasks. To display the Task Manager, click the Task Manager button

or click Show Tasks on the View menu.

You can now restrict the number of colors when tracing a bitmap, and a new Noise option helps eliminate stray pixels introduced by a poor-quality bitmap image.

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

Read Me file for ABC Graphics Suite

Updating Embedded Objects in PageMaker 5

If you add fill colors or resize an embedded Designer OLE object in PageMaker 5, and then choose Update or Exit and Return, only the fill color is updated in PageMaker 5. This is only a problem with PageMaker 5.

Printing Embedded or Linked Objects in WordPerfect for Windows 5.2

You may experience printing problems in WordPerfect for Windows 5.2 if you are

- Using the WordPerfect printer driver, **and**
- Printing an embedded or linked Designer 4.x object with a solid color other than black, **and**
  Using a 256-color video driver

You may be able to print the object using a standard VGA driver.

Gradient and Hatch Export Problems

If you experience problems exporting certain gradients to the DRW format:

On the Registry tab of the Options dialog box, add the Value Name **SimulateDRWGradient** to the **Translation** key, and give it a numeric value of **1**. Gradients will be simulated, which will take longer and result in a larger output file, but it will correct the appearance of any gradients that do not export properly.

If you experience problems exporting certain hatches to the WMF format:

On the Registry tab of the Options dialog box, add the Value Name **SimulateWMFHatch** to the **Translation** key, and give it a numeric value of **1**. Hatches will be simulated, which will take longer and result in a larger output file, but it will correct the appearance of any hatches that do not export properly.

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

Underlines Disappearing

Text underlines may disappear if you apply some attributes, such as italic, or convert the text to curves, rotate it, or change the color of an edge.

Font mapping

There are several instances where a font used in a document may not be available.

- Documents might be opened or imported on a computer that does not have the fonts used in the document
- The current printer might not support the fonts used in the document
- Operations such as warping or changing fill and line styles might cause text to be converted to curves, but the font does not support curve manipulation.

Any time a font is not available or cannot be used, Designer substitutes Arial as the default font. If you edit the text, the original name of the font appears in the Font list box with a "?" beside it to remind you that Designer is substituting a different font.

You can change the default by modifying an entry in your system registry. On the Registry tab of the Options dialog box, add the Value Name **DefaultFont** to the **Mgxgre** key, and set its value to the name of the font you want to use (for example, **Times New Roman**).

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

3-D objects from Designer 4.0 documents

Designer 6.0 displays a message when you open a Designer 4.0 file that contains one or more 3-D objects. The 3-D objects are changed into a 2-D representation that Designer 6.0 can use. The 3-D data is not retained in the Designer 6.0 file, but the appearance of the 3-D objects is maintained by the representation. The title of the opened document in Designer 6.0 is changed to Untitled to prevent accidental erasure of the original Designer 4.0 file.

Using Designer for Presentations

{button Steps...,PI(`',`HT_Using_Designer_for_Presentations')}

You can make any presentation an on-screen presentation, or slideshow. Designer uses the full screen to display a slideshow.

You can assign different effects, called transitions, that control how one slide replaces another in the slideshow. You can run a slideshow within Designer, or you can create a standalone slideshow to run on any computer that has Windows installed.

The Page Manager ribbon provides the tools you need to modify and produce a slideshow.

When viewing a single page, you can click the Page Manager tool (keyboard shortcut **CTRL+G**) to display reduced "thumbnail" images of all the pages in your document. From the reduced view, you can double click on any page to display that page in the page view.

To create a presentation, you put all the pages, or slides, in one document, and sort them into the correct order. Then you add transition effects and run the presentation.

To fill the screen with your slide, use the screen size as your page size (usually a landscape orientation). To make all the slides in your document a consistent size and orientation, use the Master Page.

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

To set up your document for an on-screen slideshow

Selecting Pages
Assigning Transition Effects
Running a Slideshow
Setting Slideshow Options
Creating a Standalone Slideshow

To set up your document for an on-screen slideshow

1 Create a new document.

2 Click the Page button at the bottom left of the window and choose Master Page. The Master Page displays.

3 On the File menu, click Page Setup. The Page Setup dialog box opens.

4 Choose Screen Size in the Page Size list box.

5 Adjust the margins, if desired.

6 If you want a background color or fill, choose the Page Fill option and click the Page Fill button . The Solid tab of the Fill dialog box opens. Choose any fill style and click OK to close the Solid tab.

7 Click OK to close the Page Setup dialog box.

8 Place any items on the Master Page that you want repeated on every slide, such as a title, border, or logo.

9 When you finish defining the Master Page, click the Page button at the bottom left of the window and choose Page 1. You are now ready to build the slideshow. Place each drawing or image that you want to appear as a slide on a different page of the document.

Tip

After you have your slides defined, you can add transition effects and control the speed and direction of the transition for each slide. You also can choose whether the presentation advances manually or automatically.

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

Using Designer for Presentations

Selecting Pages

{button Steps...,PI(`',`HT_Selecting_Pages2')}

To select a single page in Page Manager, click the desired page.

{button Related Topics,PI(`',`RT_Selecting_Pages2')}

To select multiple pages in Page Manager
To select multiple pages that are not next to each other
To sort the pages

Setting Options

To select multiple pages in Page Manager

1 Click the first page you want to select.

2 Press and hold **SHIFT** and click the last page you want to select. Designer selects every page between the two pages you selected.

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

Selecting Pages
Setting Options

To select multiple pages that are not next to each other

1 Click the first page you want to select.

2 Press and hold **CTRL** and click the other pages you want to select. Only the pages you click are selected.

Tip

To deselect a page in Page Manager, press **CTRL** and click the page you want to deselect.

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

To sort the pages

Select and drag to move a page to the beginning, end, or middle of the sequence. A vertical cursor bar displays as you drag the page to a different point in the sequence, indicating the position to which it will be moved. As you sort slides, they are automatically renumbered.

Tips

If your document has more slides than fit on the Page Manager screen, use the scroll bar to display the other slides.

To insert a slide between two existing slides, you can add a new slide and then drag to move the new blank slide into the correct sequence.

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

Setting Slideshow Preferences

{button Steps...,PI(`',`HT_Selecting_Pages2')}

The Page Manager Preferences button lets you choose overall options that affect all slides in the presentation. Click the button to open the Slideshow Preferences dialog box. This dialog box lets you:

- Select whether or not to use a pointer icon, and select the pointer you want to use
- Select a visible or audible cue for the next advancing slide
- Speed up or slow down overall transition speeds between slides
- Override automatic advancing in your presentation

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

Selecting Pages
Setting Slideshow Options

Assigning Transition Effects

{button Steps...,PI(`',`HT_Assigning_Transition_Effects')}

Transition effects add energy and excitement to the way slides replace one another during a slideshow.

You can set transition effects with the transition buttons in the Page Manager ribbon or with the Transitions Effects dialog box. If you are unfamiliar with creating slideshows with Designer, use the Transition Effects dialog box to set transitions. The Transition Effects dialog box provides a preview window that shows how the transition looks.

Transition List Box

The Transition list box shows the transition effect assigned to a selected slide. You can select one or more slides and then choose a different transition effect by clicking the arrow beside the list box and highlighting the new transition effect.

Directions

The Directions button shows the direction in which a selected transition moves. The direction is not relevant for some transition effects; in such cases, the button does not appear.

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

To set transition effects using the Page Manager ribbon
To open the Transition Effects dialog box
To assign a transition effect to selected slides with the dialog box
To assign a transition effect to all slides with the dialog box
To assign a transition effect to a group of slides with the dialog box

Setting the Speed
Using the Transition Effects Dialog Box

To set transition effects using the Page Manager ribbon

1 Select the slide or slides to which you want an effect to apply

2 Click the appropriate buttons in the ribbon.

Tip

To find out what effect is already assigned to a slide, select the slide and examine the settings in the ribbon.

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

Assigning Transition Effects
Setting the Speed
Using the Transition Effects Dialog Box

Setting the Speed

{button Steps...,PI(`',`HT_Assigning_Transition_Effects')}

The Speed list box shows the current speed of a selected transition effect. You can change the speed of the transition for selected slides by choosing the speed you want from the Speed list box.

Manual or Timed

When you click the Timed button , the number value for Duration specifies the time in seconds that each slide is to be displayed in a slideshow that advances automatically. Different slides can have different durations. If you want to advance the slides manually, click the Manual button

.

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

Assigning Transition Effects
Using the Transition Effects Dialog Box

Using the Transition Effects Dialog Box

{button Steps...,PI(`',`HT_Assigning_Transition_Effects')}

You also can apply transition effects with the Transition Effects dialog box. The dialog box lets you assign an effect to all slides, to selected slides, or to a specified group of slides. The preview window of the dialog box shows how the transition effect looks.

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

Assigning Transition Effects
Setting the Speed

To open the Transition Effects dialog box

In the Page Manager ribbon, click the Transition button .

Tip

You can expand or contract the Transition Effects dialog box by clicking the Details button at the top right of the box. The expanded view shows the sequence number, title of the slide (page name), and the assigned effect, including speed and duration. The expanded view lets you review the current transition effects for all slides at once, and you can choose multiple slide titles and assign transition effects to them.

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

To assign a transition effect to selected slides with the dialog box

1 Select the slides to which you want to assign the transition effect.

2 Click the Transition button in the ribbon. The Transition Effects dialog box opens.

3 Choose the transition settings that you want.

4 Click Apply to assign your transition choice to the selected slides.

5 Click Close to close the dialog box.

Tip

The effect, direction, and speed you choose are demonstrated in the preview.

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

To assign a transition effect to all slides with the dialog box

1 Click the Transition button in the ribbon. The Transition Effects dialog box opens.

2 Choose the transition settings that you want.

3 Select Apply Effect to All Slides.

4 Click Apply to assign your transition choice to the slides.

5 Click Close to close the dialog box.

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

To assign a transition effect to a group of slides with the dialog box

1 Click the Transition button in the ribbon. The Transition Effects dialog box opens.

2 Click the Details button to expand the dialog box.

3 Choose the transition settings that you want.

4 Select the slides to which you want to assign the transition effect by holding **CTRL** and clicking the entries in the slide title list box.

5 Click Apply to assign your transition choice to the selected slides.

6 Click Close to close the dialog box.

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

Running a Slideshow

{button Steps...,PI(`',`HT_Running_a_Slideshow')}

You can review the sequence of slides and the transition effects on each one. After running the slideshow to review it, you can make changes to the order and to the transition effects and then run it again to review the changes. To stop a slideshow, press **ESC**.

If you want to view only a particular portion, select the range of slides you want to view and click the Run Slideshow button .

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

To run the presentation

To play an embedded object while running a slideshow

Chalkboard Scribble Feature
Playing an Embedded OLE Object
Controlling a Slideshow
Using the Slideshow Control Panel

To run the presentation

1 Click the Run Slideshow button in the ribbon. Designer runs a slideshow of the current document, starting with the first slide.

2 Use the **RIGHT ARROW** key or right mouse button to advance slides forward and the **LEFT ARROW** key or left mouse button to move backward.

3 Press **ESC** to return to Designer.

Tip

Press **SHIFT** and click the Run SlideShow button to start the show from the selected slide.

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

Running a Slideshow
Chalkboard Scribble Feature
Playing an Embedded OLE Object
Controlling a Slideshow
Using the Slideshow Control Panel

Chalkboard Scribble Feature

{button Steps...,PI(`',`HT_Running_a_Slideshow')}

When a slideshow is running, you can use the mouse to paint freehand lines on the screen to highlight, underline, circle, or otherwise emphasize something in your presentation. Your scribbles appear in bright green.

The scribbles are temporary; they do not change your document. To erase the scribbles from the screen, press the **DEL** key.

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

Running a Slideshow
Playing an Embedded OLE Object
Controlling a Slideshow
Using the Slideshow Control Panel

Playing an Embedded OLE Object

{button Steps...,PI(`',`HT_Running_a_Slideshow')}

You can insert OLE (object linking and embedding) objects into your slides that can be played as a part of your presentation. Examples of objects that can be played are sound, video, animation, or background music.

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

Running a Slideshow
Chalkboard Scribble Feature
Controlling a Slideshow
Using the Slideshow Control Panel

To play an embedded object while running a slideshow

Click the object.

Tip

To play an embedded object that is displayed on the current page (not during a slideshow), you can double click the object.

For more information on object linking and embedding, see OLE (Object Linking and Embedding).

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

Controlling a Slideshow

{button Steps...,PI(`',`HT_Running_a_Slideshow')}

You can use the following keys to control an on-screen slideshow.

To do this:	Press this:
Advance to the next slide	**RIGHT ARROW** or right mouse button
Return to the previous slide	**LEFT ARROW** or left mouse button
Pause a slideshow	**PAUSE** (press again to resume)
Return to first slide	**HOME**
Advance to last slide	**END**
Stop a slideshow or close the Slideshow Control Panel	**ESC**
Open the Slideshow Control Panel	**F1**
Erase scribbles	**DEL**

Tip

If you want to use the above keys when the Slideshow Control Panel is open, click away from the Slideshow Control Panel to make it inactive.

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

Running a Slideshow
Chalkboard Scribble Feature
Playing an Embedded OLE Object
Using the Slideshow Control Panel

Using the Slideshow Control Panel

{button Steps...,PI(`',`HT_Running_a_Slideshow')}

Whether you choose to run your slideshow with the Run Slideshow button or as a standalone executable file, you can open the Slideshow Control Panel by pressing **F1** while a slideshow is running. To close the Slideshow Control Panel, press **ESC** or double click the Control menu box.

You can use the following buttons in the Slideshow Control Panel to control a slideshow (if the title bar is highlighted to show that it is active).

Click this:	**To do this:**
Home	Display the first slide
Rewind	Display the previous slide with a single click, or rewind when you press and hold the left mouse button
Fast Forward	Display the next slide with a single click, or fast forward when you press and hold the left mouse button
End	Display the last slide
Stop	Stop the slideshow
Play (or press **ENTER**)	Restart from the slide number and title displayed in the list box
Pause	Pause a timed advanced slideshow (press again to resume)

The list box opens when you click the down arrow to show the titles and sequence numbers of the slides. You can display a different slide in the slideshow by choosing the title of the slide you want and pressing Play. The Slideshow Control Panel also shows the number of the current slide and the total number of slides in the slideshow.

Options

The Options button in the Slideshow Control Panel works just like the Options button in the Page Manager ribbon.

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

Running a Slideshow
Chalkboard Scribble Feature
Playing an Embedded OLE Object
Controlling a Slideshow

Setting Slideshow Options

{button Steps...,PI(`',`HT_Setting_Slideshow_Options')}

Slideshows have their own set of options. To set the slideshow options, click the Options button in the ribbon or the Options button

in the Slideshow Control Panel.

Designer provides the same options for standalone slideshows. When you create a standalone slideshow, you can click Options in the Create Standalone dialog box.

Show Pointer

Shows or hides the pointer. You can choose from several pointer images.

Next Slide Ready

Each time Designer displays a slide, it is preparing the next slide to display. If you have complex drawings on a slide, it may not be ready to display when you go to that slide.

Designer can alert you when the next slide is ready by displaying a small arrow in the lower right corner, by making an audible sound, or by giving both signals.

Change Transitions

If you are creating a standalone slideshow to take to another computer, you may want to adjust the transition speed for all the slides at once.

If you plan to create the slideshow on one computer and present it on another computer with performance that is much faster or slower, the transition speed may be too fast or too slow.

Automatic Advancement Override

While you are working on your slideshow, you can choose to always advance slides manually. This option overrides any automatic advance options you set in the Transition Effects dialog box.

Run Continuously

Select Run Continuously to set the slideshow so that it repeats until interrupted manually.

To show a pointer during a slideshow

To show a pointer during a slideshow

Select the Show Pointer option in the Slideshow Options dialog box. Then choose the pointer shape that you want by displaying that shape in the pointer box. Click the arrows beside the box to scroll the slideshow pointer choices.

Tip

As you move the mouse during the slideshow, the pointer moves on the screen. You can use the mouse to point out key ideas to your audience.

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

Setting Slideshow Options

Creating a Standalone Slideshow

{button Steps...,PI(`',`HT_Creating_a_Standalone_Slideshow')}

Designer lets you create a single executable file that contains your entire slideshow, complete with all options and transition effects. After this file is created, you can take your slideshow to any computer that has Windows installed and run the standalone slideshow, even if Designer is not installed on the computer.

When you create a standalone slideshow, all slides are converted to bitmap images. While bitmap images generally require more disk space, they are much faster to display on your screen, and they eliminate the potential problem of having the necessary fonts installed on another computer. You can improve a slideshow's performance on your own computer by creating a standalone slideshow to play outside of Designer.

The Create Standalone dialog box includes the Setup button and the Options button .

Setup

Click the Setup button if you want to open the Standalone Setup dialog box and change the screen resolution.

Designer creates standalone slideshows with the same number of colors currently displayed by your graphics board and monitor in Windows. If you install the slideshow on a computer that displays fewer colors, the colors are dithered.

Designer gives you the option of changing the slideshow's resolution for the target screen (on which you will be playing the slideshow). The default resolution is the resolution currently displayed. If you change the resolution, make sure it is supported by the target screen.

If you create your standalone slideshow at a lower resolution than the target screen (for example, created at 640x480 and played at 800x600), the slideshow is centered on the screen. If, however, you do the opposite (for example, create the slideshow at 800x600 but play it at 640x480), the edges of your slides will be clipped.

Options

The Options button in the Create Standalone Slideshow dialog box works just like the Options button in the Page Manager ribbon, except that any changes apply only to the standalone slideshow.

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

To create a standalone slideshow
To copy a slideshow file to diskettes
To install a slideshow file from diskettes
To run a standalone slideshow

Copying a Standalone Slideshow to Diskettes
Running a Standalone Slideshow

To create a standalone slideshow

1 Click the Create Standalone button in the ribbon. The Create Standalone dialog box opens.

2 Type a filename for the standalone slideshow. The extension EXE is added to the filename.

3 Choose the drive and directory in which you want to store the file. The file is stored in the current directory if you do not make a choice.

4 Click the Options button , if desired, to change the options for the standalone slideshow.

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

Creating a Standalone Slideshow
Copying a Standalone Slideshow to Diskettes
Running a Standalone Slideshow

Copying a Standalone Slideshow to Diskettes

{button Steps...,PI(`',`HT_Creating_a_Standalone_Slideshow')}

You can copy your standalone slideshow to diskettes so that you can easily carry a copy of the file with you and install it on another computer. If you find that the file is too large to fit on just one diskette, Designer provides a way to take one slideshow file and split it across several diskettes.

Before copying a slideshow file to diskettes, you must create the file on your hard drive (see Creating a Standalone Slideshow). Use the Windows Explorer to find out how large the executable file is so that you can have enough diskettes on hand.

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

Creating a Standalone Slideshow
Running a Standalone Slideshow

To copy a slideshow file to diskettes

1 Click the Copy to Diskette button . The Copy to Diskette dialog box opens.

2 Highlight the EXE file that contains your standalone slideshow. Choose a different drive and directory if necessary.

3 Choose a target diskette drive to which you want to copy.

Tip

If more than one diskette is necessary, you are prompted to remove one diskette and insert another as needed. Designer copies a file called LOADSHOW.EXE to the first diskette.

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

To install a slideshow file from diskettes

1 Insert the first diskette with the file LOADSHOW.EXE.

2 On the Windows Start menu, click Run.

3 Type the name of the diskette drive followed by **LOADSHOW.EXE**. For example, **A:\LOADSHOW.EXE** or **B:\LOADSHOW.EXE**.

4 Click OK to run the installer program. Follow the instructions on the screen.

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

Running a Standalone Slideshow

{button Steps...,PI(`',`HT_Creating_a_Standalone_Slideshow')}

A standalone slideshow requires Windows to run.

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

Creating a Standalone Slideshow
Copying a Standalone Slideshow to Diskettes

To run a standalone slideshow

1 On the Windows Start menu, click Run.

2 Type the path and the name of the slideshow file.

or

Click the Browse button. Locate the slideshow file and click OK.

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