

Windows Draw makes it simple to create all kinds of drawings, flyers, brochures, postcards, or whatever else you can think up! All this creativity can be yours in just three basic steps.

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{ewc DIBVIEW, MGXDIBVIEW, !step2.bmp}

{ewc DIBVIEW, MGXDIBVIEW, !step3.bmp}

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There are two ways to begin a drawing in Windows Draw. When you open Windows Draw or click New on the File menu, the Welcome screen opens.

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You can either start with a blank page or start with the Project Wizard.

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If you select Start With Blank Page on the Welcome screen, a selection of blank page types opens from which you can choose.

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Once you select a page type, you are presented with options specific to the page type. For example, if you choose Greeting Card, you must specify the page size and the kind of fold.

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Selecting Start With Project Wizard on the Welcome screen opens a selection of projects from which you can choose.

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A project is a pre-designed drawing that you can use as a starting point. Once you choose a project, you are able to personalize the drawing right from the wizard!

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Once you have a drawing on the page, you can change the drawing in various ways.

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You can draw new objects.

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You can change objects.

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You can delete objects.

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Use the Insert tools to draw or add new objects to your drawing.

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You can draw different shapes, lines, or borders.

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You can add text. Your text can be with or without margins. It can even be attached to objects as label text.

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You can insert clip art, images, or OLE objects.

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You can change objects in your drawing by changing format attributes, size and position, and shape.

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MGXDIBVIEW, !  
gn750.bmp}

Format attributes include color, line style, font, and shadow.

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MGXDIBVIEW, !  
gn751.bmp}

You can change the size of an object, or move the object around the page.

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MGXDIBVIEW, !  
gn752.bmp}

Change the shape of an object by moving anchor points or changing the curvature of lines.

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When you finish your drawing and it looks exactly as you want, you can save the drawing. But, you probably also want to output the drawing so you can show other people your creation!

The Output Wizard provides several ways of outputting your drawing.

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The most obvious way to output your drawing is by printing to paper.

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You can save or e-mail your drawing.

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The Output Wizard also lets you save a drawing as a Web page. You can also save a drawing as an animated GIF, which can be used on a Web page.

In Windows Draw, order refers to the sequence in which objects display on the screen and the order in which they print.

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MGXDIBVIEW, !or150.bmp}

When you create objects in Windows Draw, the default order of objects is the same as the order in which you create them. New objects are placed on top or in front of older objects. This is only apparent when objects overlap.

Objects are ordered from front to back, but you can also think of ordered objects as a stack. You stack new objects on top of existing objects.

When ordering objects, you can use the Send to Back or Bring to Front commands.

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Using the Send to Back command moves the selected object to the back or the bottom of the stack.

The Bring to Front command moves the selected item all the way to the front or top of the stack.

The other ordering commands are Send Backward and Bring Forward.

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Sending an object backward moves it back or down one level in the stack.

Likewise, bringing an object forward moves it one level toward the front or top of the stack.

Layering is similar to ordering, but on a larger scale. Windows Draw lets you create layers on which you can place many objects. Layers help you organize more complex drawings by letting you place similar objects on one layer.

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or450.bmp}

You can create a background on one layer.

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or451.bmp}

Then place objects in the foreground using another layer. You can move and edit these objects without disturbing the background.

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or550.bmp}

Of course, when the layers are viewed together or printed, you see the entire picture. This has the same result as placing a foreground transparency on top of a background transparency on an overhead projector.

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{ewc DIBVIEW, MGXDIBVIEW, !  
or651.bmp}

Click the layer tabs to switch between layers.

To create new layers for a drawing, use the Add Layer command. A dialog box opens letting you give the layer a meaningful name.

You can assign certain attributes to layers using the Layer Manager. You can access the Layer Manager from the Layers option on the Draw menu.

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or750.bmp}

The Layer Manager lets you edit all layers at once, make a layer invisible on screen, and make a layer non-printable. Layers can also be locked. When a layer is locked, you cannot make any changes to objects on the layer.

Remember, object ordering applies only to objects on an individual layer. When you select one of the ordering commands, only the objects on the current layer are affected. The layer on which an object resides takes precedence over the object order.

In Windows Draw...

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```

Objects can be manipulated individually.

Or, objects can be selected together and manipulated all at once.

Windows Draw gives you two methods for manipulating multiple objects. First, you can use one of the Windows-standard methods of selecting multiple objects.

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Click the first object, then hold the **SHIFT** key while clicking the other objects.

Or, block-select by dragging a rectangle completely around the objects.

Once you have multiple objects selected, any commands you perform apply to all selected objects. However, multiple selection is temporary; it ends once you make another selection.

The second method for manipulating multiple objects involves creating a group. A group is a special type of object, created by combining other objects. To create a group...

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**Step 1:** Select multiple objects as described on page 2.

**Step 2:** On the Tools menu, click Group, or click the Group button on the Drawing toolbar.

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{ewc DIBVIEW, MGXDIBVIEW, ! gr451.bmp}
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The objects look the same whether they are grouped or selected. However, the objects stay together as one and are displayed in the status bar as a grouped object. Groups stay together until you ungroup them.

Groups can be treated as a single object for most purposes. For example...

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You can resize a group just like any other object.

Or, change the fill color of a group and all the objects inside the group acquire the new fill color.

And, since groups become objects like any other Windows Draw object, it is even possible to create groups that contain other groups. Much of the clip art included with Windows Draw is grouped in this manner.

As with all objects in Windows Draw, groups have their own edit actions. Editing individual items within a group is called the group edit mode. To start the group edit mode...

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Click the right mouse button and select Edit Group from the shortcut menu.

Or, simply double-click the group. Hatch marks appear around the group being edited.

While editing a group, you can manipulate objects as if they were individual objects. For example, you can...

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```

Select an individual object and move, resize, or even delete it. Or, insert a new object, which becomes a new element of the group.

To affect the entire group again, or manipulate other objects on the page, you must leave the Edit Group mode. To leave this mode, either press the **ESC** key or double-click outside the group.



In Windows Draw, you can merge information from an address list with a drawing. This is similar to the mail merge function of a word processor.

You create a database of names and addresses and insert placeholders on a drawing for fields in the address list. When you print a drawing containing placeholders, the information from an address list prints instead of the placeholders.

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MGXDIBVIEW, !mg150.bmp}

On the drawing, a  
placeholder for First Name  
appears.

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!mg151.bmp}

When you print the drawing,  
the first name from a record  
in the address list appears.

The Address List is where you enter names and addresses. When you enter information into the Address List dialog box, Windows Draw creates a tab-delimited text (TXT) file. This means a tab separates the information in each field.

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You can use any tab-delimited text file, comma-delimited text file, or Print Shop Address List file. If you want to create your own address text file, you can use a word processor or spreadsheet program. However, you must place the information in the correct order. (See online help for more information.)

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MGXDIBVIEW, !mg350.bmp}

You can specify the sort order of the records in your address list. When you open an address list, it is sorted by the current sort options. To change the sort order, use the Sort Options button.

The records can be sorted by any field in the Address List. The sort options can not be saved for an individual file.

When you create a drawing, you can insert placeholders for field names in your drawing. Use the Field From Address List command on the Insert menu.

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MGXDIBVIEW, !  
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When you select Company from the menu, the Company placeholder appears on the page.

When you print a drawing containing field placeholders, Windows Draw opens a wizard letting you choose the address list you want to use. At this time, you can also choose the names from the list you want to include in the printing.

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A drawing prints with the information from the Address List for each name selected.

Graphics can be stored in two types of files: Images and Drawings.

Images are graphics composed of dots. These dots are called pixels.

{ewc DIBVIEW, MGXDIBVIEW, !Im150.bmp}

Images are stored as a rectangular matrix of pixels. An image can have thousands of pixels, and the size of the image is measured according to the number of pixels wide by the number of pixels high.

When you use a scanner to scan a photograph, you create an image file. Images are used for photographs because images generate a realistic representation of the photo.

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Commonly, image files are identified with a filename extension of BMP, PCX, TIF, GIF, or JPG.

You can create or edit image files using image editing software, such as PhotoMagic.

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Image editing software has a variety of tools associated with painting. You can use paint brushes of various sizes, air brushes, and filters that lighten or darken. You can also automatically apply special effects, such as watercolor or embossing.

When you make changes to pixels, such as changing the color, the original color of the pixel is replaced with the new color. Using this method, you are also able to erase pixels by replacing the pixel color with the background color.

An image can have anywhere from two colors (black and white) to 16 million colors. The resolution of an image is the number of pixels per inch. The more pixels per inch, the sharper the image.

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[Two-color image](#)

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[256-color image](#)

Remember, the number of colors and the resolution affect the size of the image file. A high-color, high-resolution image has a larger file size than a two-color, low-resolution image.

Drawings are composed of straight lines and curves rather than a map of pixels. These lines and curves make up the individual objects contained in a drawing.

For example, each balloon is made up of several objects.

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```

Each object has its own attributes, such as color, size, and position.

Since each object in a drawing is maintained as a separate item, you can make changes to an object without affecting other objects in the drawing.

For example, when you move an object, the remaining objects are unaffected. The object you moved still exists; however, the position attribute has changed.

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Windows Draw is software used for creating and editing drawings. Drawing software contains tools for selecting, rotating, positioning, and sizing objects. You can draw objects using line and curve tools. There are also shape tools that let you easily create shapes such as rectangles and circles.

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Select

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Rotate

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Position

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Size

Clip art is commonly stored as a drawing file. Many drawing files can be identified with the filename extensions of DRW, DS4, DXF, and CGM.



When creating a drawing, you often need to line up the edges of objects. This can be difficult. Windows Draw provides a grid to be used as a guide when lining up objects.

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To make lining up objects even easier, objects snap to grid dots. When you move or resize an object where the edge is near a gridline, the line "attracts" the object, snapping it to the line. This ensures objects are aligned properly.

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By default, the grid contains 16 units per inch (10 units per centimeter). This means objects snap every 1/16" (or 1/10 centimeter).

You can change this setting so you have a larger or smaller grid. You can also choose to snap to the grid without showing grid dots, or show grid dots without snapping to the grid.

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You can quickly turn grid snapping on or off by selecting Snap to Grid on the Draw menu or clicking the Snap to Grid button on the toolbar.

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You can also set the scale of a drawing. If you are drawing a map or deciding where to place your furniture in a room, for example, you can set the scale accordingly.

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If you are drawing a map, you can set the scale so that one inch represents one mile on the drawing.

To change the grid and scale of a drawing, click Grid Options from the Draw menu.

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Each object you draw has a set of attributes or properties. These properties include position, size, color, and line style. You can set these properties using the Object Properties dialog box.

There are seven tabs, each displaying a panel on which you set the Fill, Line, Line Ends, Shadow, Text, General, and hyperlinks properties.

There are several fill styles from which you can choose. All options display a sample of your choices.

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An object with no fill is transparent.

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When Pattern is selected, several patterns display from which you can choose. You can also specify the background and foreground colors.

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If you choose Solid, the selected object is filled with the color you specify.

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The gradient option displays several gradient styles from which to choose. You can specify the start and end colors.

The Line and Ends panels lets you set the line style and thickness, line ends, caps and corners for thick lines, and line color.

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Lines can be solid, dotted, or dashed. You can set the size of the line from 0 (hairline) to 72 points.

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Lines can have arrows, squares, triangles, or circles on the ends. You can set the style and size of both the start and end of the line.

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When you have very thick lines, you can select the style of line caps and how corners fit together. The thick

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You can also set the color of the selected line.

line in this example has beveled corners.

You can place a shadow behind an object in your drawing. The Shadow panel lets you set the type, color, position, and depth of the shadow.

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The simple shadow offsets the object.

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The block shadow is connected to the object.

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The soft shadow is a gradient.

You can select a color for the shadow. If the shadow is a soft shadow, you set the color and the blend color. The shadow color fades into the blend color. The shadow position can be either lower left, lower right, upper left, or upper right.

The Text panel lets you select the font, size, style, color, and background color of text.

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The General panel lets you numerically set the location and size of an object. You can also give the object a name, and place the object on a different layer.

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Object properties can be set as defaults to be applied to new objects. You can set new default properties by opening the Object Properties dialog box while no object is selected. Or, you can select Default Properties from the Format menu.

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The status bar displays the default line and fill properties. In this case, the default line is thin and white. The default fill is a blue linear gradient.

Once the properties have been set for one object, you may want to use the same properties on other objects in the drawing. There are two ways to copy styles from one object to another.

**Method 1:**

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Select the object with the properties you want to copy, and click Pick Up Style on the Format menu.

Then, select the object to which you want to apply the styles, and click Apply Style on the Format menu.

**Method 2:**

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To apply styles to multiple objects, you can use the Format Painter. Select the object with the properties you want to copy, and click the Format Painter button.

Then, click the objects to which you want to apply the styles.

To copy the default properties to objects in your drawing, use the Format menu or Format Painter with no object selected.



There are many reasons people create and use graphics. Sometimes, creativity is the motivation for drawing a graphic. Other times, graphics are created as visual aids or to spruce up a text document.

Clever graphics can make information more clear and even more interesting. Windows Draw is an excellent tool for creating graphics for presentations, newsletters, reports, and flyers. You can also use graphics just for fun to create games, banners, cards, or anything imaginable.

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ex150.bmp}

Often you use software, such as a word processor, to create newsletters or presentations. Word processing, desktop publishing, and presentation software have limited drawing tools compared to drawing software.

When you insert a graphic into another application, you must use a file format the application can accept. Therefore, when you save the graphic in Windows Draw, you must save in the file format needed.

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Windows Draw files are saved with the filename extension DRW. Some applications accept this format. When you need to use a different format, select the format in the Save as Type box.

Besides saving a drawing in a different file format, you can get drawings out of Windows Draw by printing, copying and pasting, dragging and dropping, and Object Linking and Embedding (OLE).

## Printing

You can print drawings and images from Windows Draw. You can print both color and grayscale (shades of gray).

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Color

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Grayscale

## Copying and Pasting

Copying and pasting uses the Windows Clipboard. The Clipboard is temporary storage for anything you copy using the Copy command. When you copy to the Clipboard, the contents can be pasted to the same or a different document. The contents remain on the Clipboard until a new item is copied.

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To copy an object to the Clipboard, select the object, then click Copy on the Edit menu. Or, click the Copy button on the toolbar.

To paste the contents of the Clipboard into another application, open the application and click Paste on the Edit menu. Or, click the Paste button on the toolbar.

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Copy

Paste

## Dragging and Dropping

Dragging and dropping lets you use the mouse to move an object from Windows Draw to another application.

To drag, select an object with the left mouse button and, without releasing the mouse button, move the object to the application. To drop the object, release the mouse button.

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## OLE

With OLE, you have the ability to edit the graphic without closing the program in which the graphic was inserted. For example, if you insert a graphic into word processing software using OLE, you can double-click the graphic

The word processor is open, and Windows Draw tools display for

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ex650.bmp}

to make changes on the spot.

Windows Draw accepts objects from other programs, as well as place objects into other programs. However, some applications have limited or no OLE capabilities.

Use either Paste Special on the Edit menu or Object on the Insert menu to place an OLE object into another application.

editing the  
graphic.

In Windows Draw, there are three modes to use when drawing objects: Insert, Select, and Edit.  
{ewc Mvmci, mvmci, [autostart][noframe] edit0001.avi}

You are in the Insert mode when you have nothing on the page selected. You are able to insert objects using the Insert tools.

The Select mode lets you choose objects on the page. To make a change to an object, you must first select it.

To make changes to the shape of an object, you must use the Edit mode. You can modify the shape of a curve or angle of a line using the Edit mode.

The Insert mode has many tools for creating drawings. You can draw lines, shapes, borders, and add text to a drawing. These tools can be found on either the Insert menu or the Insert toolbar.

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There are two types of shapes in Windows Draw: Shapes and CoolShapes. There are also two types of lines: Lines and Connector Lines.

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When drawing basic lines, you can choose from straight, jointed, right-angle, arc, curve, or free-hand lines.

Connector lines are just like basic lines except these lines connect to objects. Connector lines snap to connector points on objects and remain connected even if the object is moved.

You can draw basic shapes, such as circles and rectangles. These shapes can easily be drawn by clicking and dragging the mouse.

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CoolShapes are more complex shapes such as stars, pyramids, and arrows. When drawing polygons and stars, you can indicate the number of sides you want the shape to have.

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With the Borders tool, you can draw fancy lines, frames, and borders. There are several different styles of lines and frames from which you can choose.

Use the ArrowShape tool to draw different kinds of arrows by just clicking and dragging. You can choose from shaded arrows or plain arrows.

Use the Calendar tool to draw a calendar for any month of any year.

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Text can be placed on a drawing as a text object, label text, or label text on a curve.

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A text box forms boundaries for the text. Therefore, the text wraps to fit within the boundary.

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Label text is an attribute of an object. If you move the object, the text remains part of the object. To attach label text to an object, just select the object and begin typing.

Label text can be made to fit the shape of the object. You have several options for placing text on a curve.

The Select tool and the Rotate/Slant tool both let you select, resize, move, and change attributes. However, the Rotate/Slant tool goes a step further.

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When an object is selected with the Select tool, square handles appear around the object. You can drag these handles to resize the object.

An object selected with the Rotate/Slant tool has a rotate handle, a pivot point, and slant handles. Drag the rotate handle or a slant handle to rotate or slant the object. You can move the pivot point to allow rotation from a point other than the center.

With an object selected, you can edit the shape of the object with the Edit mode. An Edit menu opens when you click the Edit button on the toolbar. The options in the menu change depending on the selected object.

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Each object has a unique editing method. When you edit a rectangle, edit points appear. The corner point lets you round the corners.

When you edit points, a set of points appear, letting you change the angle of lines. You can also add or subtract points and edit multiple points at once.

When you edit curves, you see the same points as when editing points. However, when you click on a point, you can change the curvature of the line.

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**Windows Draw Basics**

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**Images and Drawings**

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**Selecting and Grouping Multiple Objects**

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**Using the View Tools**

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**Using Grid Dots**

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**Ordering and Layering**

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**Reshaping Lines and Curves**

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**Using Graphics in Other Applications**

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**Merging Names and Addresses with a Drawing**

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**Slice and Join**



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{ew/ **Formatting Objects**

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{ew/ **Drawing Modes: Inserting,  
Selecting, and Editing**

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{ew/ **Web Pages and Animations**

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{ew/ **Power-User Tips**

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In Windows Draw, you can reshape objects by changing the angle and curvature of lines. Each object has points that can be manipulated.

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The Edit Points command lets you  
change the position of points.

The Edit Curves command lets you  
reshape the curvature of a line.

You can access the Edit Points and Edit Curves commands from the Edit menu, the shortcut menu (click the right mouse button on the object), or the Edit button on the Insert toolbar.

When you choose one of these commands, the Reshape toolbar opens.

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When you edit points, default points appear on the object.

To reshape the object, click a point. The point changes colors to indicate it is selected. Then, drag the point to a different location.

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You can select and edit multiple points at once. To select multiple points, hold down the **SHIFT** key while clicking the points. When you drag one point, all selected points move together.

When you edit curves, the same default points appear on the object as when you edit points. However, when you select a point and drag it, a line and control points appear that let you shape the curve.

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The Smooth and Unsmooth buttons on the Reshape toolbar let you automatically create a smoothed or sharp point.

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Smooth                               Unsmooth
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When editing the angles and curves of an object, you may need to change the number of points on the object. You can add and delete points as necessary.

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To add a point, click the Add Point button. Then, click the edge of the object where you want the point. Edit the point as necessary.

To delete a point, click the point you want to delete. Then, click the Delete Point button.

You can add or delete multiple points in sequence by pressing the **CTRL** key while adding and deleting points.

The Slice tool lets you separate a point into two points. The Join tool lets you connect end points.

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Click the Slice button, then click a point. The point becomes two separate end points. If the object is filled, the fill color is removed because the object has unconnected points.

If you click the Join button, the end points of the selected object are joined together.

If you want to slice a line somewhere other than an existing point, you can click anywhere on the line and two end points are created.

As you become more familiar with the features of Windows Draw, you will want to use special features that make you a more efficient user.

### **Shortcut Menus**

The shortcut menu is an easy way to access commonly used features. Access the shortcut menu by clicking the right mouse button on an object or area of the Windows Draw window.

Right-clicking an object displays a menu containing editing, ordering, and properties options.

You can hide or show toolbars by right-clicking the toolbar area. You can display layer options by right-clicking the layer tabs. Right-clicking a blank area of the drawing page displays a menu of general options.

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### **Default Editing Mode**

If you want to access the default editing mode, you can double-click an object.

For example, double-clicking objects that are grouped accesses the Edit Group mode.

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When you click the Edit tool on the Insert toolbar or when you display the shortcut menu, the first mode listed is the default editing mode.



## Detaching Toolbars

To work more efficiently, you may need to move a toolbar closer to your work area. You can detach and move toolbars around the Windows Draw window. You can detach the Insert, Standard, and Formatting toolbars. You can also detach the View, CoolShapes, Borders, Shapes, Lines, and Connector Lines tool palettes.

To detach a toolbar, click the toolbar and drag. When a toolbar is anchored along the top or side, you must click and drag the area around the buttons.	{ewc DIBVIEW, MGXDIBVIEW, !tp350.bmp}	{ewc DIBVIEW, MGXDIBVIE W, ! tp351.bmp}
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To reattach toolbars, click and drag the toolbar back to the top or side of the Windows Draw window. If you do not need a floating tool palette, just close it using the Close button. The tool palette is still attached to the original location.

You can also attach tool palettes in the same way you reattach toolbars. For example, you may want the Shapes tools more readily available.

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## Keyboard Keys

Keyboard keys can be used instead of the mouse to move and change objects in your drawing.

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To select an  
object, use the  
spacebar.

Use the arrow  
keys to move the  
pointer.

With the pointer on a handle, such as the slant or resize handle, press the spacebar while using the arrow keys to slant or resize the object. You can also move an object in this manner while the move pointer is displayed.

## **Moving Objects While Drawing**

You can draw and move objects simultaneously.

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By pressing the right mouse button while drawing, you can move the object to a new location. Release the right mouse button (without releasing the left) and complete the object.

## Object Selection Option

There may be times when you want to select several objects by drawing a bounding box, but another object is in the way.

For example, suppose you have several objects on top of a large object. When you attempt to draw a bounding box around the top objects, the bottom object is selected and moved unintentionally.

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To prevent this problem, you can set an option on the General panel of the Options dialog box.

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To set this option, choose Options from the Tools menu. Click the General tab and click the box for this setting. With this option turned on, the object on the bottom does not move when you try to block-select the objects on top.

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When working with small objects, you may need a closer look to see the detail. The View tools let you magnify objects to any level.

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In Windows Draw, there are six tools, located on the Standard toolbar, that let you change the view of your drawing.

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### **Zoom In**

The Zoom In tool lets you zoom in for a closer look at your drawing. Select the object, then click the Zoom In button. You can zoom in as many times as necessary.

### **Zoom Out**

The Zoom Out tool lets you zoom out for a more distant view. Click the Zoom Out button as many times as necessary.

### **View Previous**

To go back to the view you were previously using, click the View Previous button.

**Zoom Area**

The Zoom Area tool lets you define the area you want to view. When you click the Zoom Area button, the pointer changes to a magnifying glass. Draw a bounding box around the area you want to view.

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**View Page**

Use the View Page tool to view the entire page in the Windows Draw window.

**View Actual Size**

This tool lets you view the object one-to-one.

You can zoom in on a specific object by selecting the object and choosing Selection from the View menu.

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The selected object  
is magnified to a  
level that fills the  
Windows Draw  
window.



In Windows Draw, you can create some interesting shapes using the Slice and Join commands.

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Slice lets you cut one object with another. It is like using a cookie cutter to shape cookie dough.

Join unites overlapping objects into one object. The objects are joined at the overlapping areas.

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The Slice command is also very useful for cutting objects in half. Draw a line across an object, select both the line and the object, then use the Slice command.

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You can use Slice with more than two objects. The object on top of the stack slices into all objects below.

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Images can be sliced in the same manner as other objects.

Place an object on top of an image and use the Slice command to create interesting effects.

**Note:** Slice does not work with grouped objects.

Join two or more objects into one object. The objects must overlap before you can use the Join command.

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The Internet has many spectacular Web sites. These Web pages are created by using HyperText Markup Language (HTML). With Windows Draw, you can create a Web page without knowing anything about HTML.

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To create a Web page, select the Web Page project, then draw objects, use clip art, or add text to the page.

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To create a page background, use the Page Background wizard. You can create a gradient, pattern, texture, or custom background.

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When you save a Web page, Windows Draw creates a single graphic from objects that touch. For efficiency, avoid having objects touch unnecessarily.

You should use common fonts for your text, such as Times New Roman. If you want fancy fonts for headings, you can convert the heading text to an image or to curves.

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To create multiple pages, use the page tabs at the lower left corner of the screen. These tabs appear when you choose a Web Page project.

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Web pages can contain links to other places. When text or an object contains a link, the pointer changes to a pointing hand when you move the pointer over the link.

A link can jump to another page in your Web site, to a different section of a page, to another Web site, to an email address, or to a file that can be downloaded by the user.

Set up links using the Hyperlinks tab of the Object properties dialog box.

You can create animations and place them on your Web page. To create an animation, choose Animation in the Blank Page wizard.

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Each page is called a cell. When creating animations, each cell should contain the same graphic as the previous cell, but with a slight change. For example, to create a bouncing ball animation, move the ball to a different location on each cell. The location of the ball on each cell should mimic the path of a bouncing ball.

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WEB650.bmp}

To add cells, click the Add Cell page tab in the lower left of the screen.

When you add a cell, the drawing on the previous cell is duplicated on the new cell. This is so you can easily change an object based on its previous state.

When you are ready to create the Web page or animation, you can either preview, or save. Use the Output Wizard to save your Web page or animation. After you save an animated GIF, you can insert it on your Web page with the Insert Picture command.

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You must have a Web browser installed to view your Web pages. When you are satisfied with your Web pages, you must contact your Internet provider for information on publishing your Web pages on the Internet.

