

2D Objects are two dimensional objects imported in Windows metafile (WMF & EMF) format or Xara WEB & XAR format. Use **Import** on the File menu to import 2D objects

## Creating 3D buttons

You can use Xara3D to produce round and rectangular 3D buttons.

### To create a 3D button

1. Select the design you would like to use as the basis of your button.
2. To change the size of the button change the **Font Size**.
3. To change the width of the button change the **Aspect ratio**.
4. From the View menu choose **Text Texture**.
5. Create a suitable message for your button.
6. If you want to make the wording larger or smaller, click the **X** button on the Xara3D Toolbar. This displays the Texture dialog box.
7. Increase **Size** until the text is the required size. (You will need to change the texture size if you make the button wider or narrower in step 3.)
8. Light 1 sets the basic color for the button. Edit this if required. (Lights 2 & 3 create the shading and highlights.)

If the button doesn't have the right bevel or extrude depth, you can edit these in the regular way.

There's more information on the [on-line web pages](#)  and in the **ReadMe.txt** files in the Buttons and Words folders.

### **Altering the 3D extrude**

Pressing the 'E' button (or ALT+E on the keyboard) displays the **Extrusion Options** dialog box. This lets you change the extrude 3D depth.

[More information](#) on the Extrude Options dialog box.

## Altering the Bevel

**To adjust the bevel** (the type of corner applied to edges):

1. Press the 'B' button to display the Bevel dialog box.
2. Select from the list of bevel types.

Set the bevel size by typing into **Depth**.

Select **Miter** or **Round** (see notes).

### Notes:

- You can also type **ALT+B** to display the Bevel dialog box.
- Bevels go along the sides, not the face. So, for example, selecting the 'Curved' bevel produces a budge effect to the extruded part.
- Beveled objects are slower to display than objects with no bevel.
- The **Miter** and **Round** options affect the corners of objects. Usually text has sharp mitered corners, but you can round the corners by selecting **Round**. This is usually only obvious for fonts that have sharp corners or serifs.

## **Altering the background color or texture**

### **To use a flat color as the background behind the text:**

1. Choose Background Color from the View menu. This displays the [Color Picker](#).

### **To use a bitmap texture as the background:**

1. Choose Background Texture from the View menu.

You can also drag-and-drop textures onto the background.

Bitmap texture backgrounds are useful where you want a 3D text heading to appear on a web page that has a texture background. Using the same bitmap as the web page background ensures that any 3D heading 'fits in' with the whole page background. You can import any BMP, PNG, JPEG or GIF file as a background and Xara3D repeats this (tiles it) in exactly the same way as a Web browser.

### **Note for Version 2 users:**

The texture is now stored in the X3D file. If you give the X3D file to someone, you no longer need to give them the texture file as well.

### **Altering the font**

Use the drop down list on the Text Toolbar (at the bottom of the window) to alter the font. Any installed TrueType font is available in the font list. With Xara3D you may find that some of the more unusual block and 'curvy' fonts work particularly well.

Click **B** (or press CTRL+B) to make the text **bold**.

Click **I** (or press CTRL+I) to make the text *italic*.

**Note:**

- You can also click the "T" button at the top of the window to display the Text options dialog box. This lets you preview the different fonts installed on your computer. Click on a font name and use the up/down cursor (arrow) keys on the keyboard to step up and down the list of fonts.

## **Altering the lights**

Xara3D has three lights shining on the objects. These lights can be any position and color .

### **To view the lights:**

1. Press the 'light bulb' button. (You can also press CTRL+TAB.)

This shows the three lights, represented by colored arrows. A fourth arrow (striped arrow) controls the position of the shadow.

### **To change the color of a light:**

1. Double click the appropriate light arrow. This displays the Color Picker.  
Details of changing the color of the shadow.

### **To reposition a light:**

1. Drag the arrow. This rotates the light around the text object.

To move a light behind the objects, just keep dragging right or left until it rotates behind the objects.

### **Notes:**

- An alternative way to control the light colors is right-click on the window. Or use the **View** menu. Either brings up a pop-up menu that lets you control all three lights as well as colors or bitmap textures.
- You can rotate the lights in animations - see Creating an animation.

## **Altering the Shadow**

Xara 3D version 3 includes an advanced shadow tool that can give a very realistic effect of the object hanging in front of a surface. The position of the shadow is controlled by one of the arrows in the lighting control. The shadow blur and darkness is controlled from the Shadow Dialog Box - click the S button. You can even control the color of the shadow for special effects.

Note: GIFs with shadows are usually larger than with no shadow. Also the further the shadow is away from the text, or the more blurred, the larger the file. To get the most realistic shadow effects on your web page, ensure the Xara3D background matches that of the web page. See the [Shadows and Backgrounds](#) for details.

### **What do you want to do...**

- [adjust the shadow position?](#)
- [blend the shadow into a background?](#)
- [display or remove the shadow?](#)
- [change the shadow style \(type\)?](#)
- [change the shadow color?](#)
- [change the shadow transparency?](#)
- [change the shadow blur?](#)



## **Altering the text**

Maximum number of characters: 80

You can either directly edit the text in the window or use the Text Options dialog box. Text Options is easier to use when editing complex text that is slow to redraw on screen. Click the 'T' button to open the [Text Options dialog box](#) (or press ALT+T.)

### **What do you want to do...**

- add characters to the end of the text?
- delete characters from the end of the text?
- start a new line?
- add or delete characters in the middle of a line??
- change only selected characters?
- change the spacing between characters?
- make characters wider or narrower?
- change the spacing between lines of text?
- change the alignment of lines of text?
- make text hollow (outlined)?
- type in accented (international) characters?

### **Altering the text color**

You can make the text any color. This color is then modified by the three lights shining on the text.

#### **Changing the text color:**

1. Choose **Text Color** on the View menu. This displays the [Color Picker](#).

If you select anything but a very light or pale color you'll find the light colors have relatively little effect.

#### **Shiny or matt text surface**

The surface of the text can be shiny or matt - this alters the reflectivity of the surface. The [Extrude dialog box](#) controls this. Press the 'E' button (or ALT+E on the keyboard) to display this dialog box.

However the difference won't always be obvious unless the lights are at the necessary angle to reflect off the surface. This is usually by moving a light behind the text (keep dragging the light right or left so it goes behind) so it can reflect off the surface of the text.

#### **See also:**

[Coloring the text using a texture](#)

## Animation dialog box

You can create Animated GIFs and AVI movies using Xara3D. You can preview the effect of the current Animation settings by clicking Start/Stop Animation on the Toolbar. [More details](#) of creating animations.

### To display this dialog box:

1. Either click the Animation Options button on the Toolbar at the top of the window or choose **Animate** on the Window menu or press ALT+A.

### Frames per revolution

This is the number of steps in the animation sequence. The greater the number of frames the smoother the animation. The drawback is that the file is bigger - this is a big disadvantage for web graphics. You may need to try different values to get the best results.

### Frames per second

The animation speed. Slow speeds can give jerky movement. High speeds can also give jerky movement as the program displaying the animation may not be able to keep up. Again you may need to try different values.

### Pause

You can only pause animated GIFs not AVI movies.

This pauses the first frame before continuing the rest of the animation. Type in a value in centiseconds (1/100ths of a second) - a 2 second pause is 200 cs. Note that this applies only to the first frame; use **Frames per revolution** and **Frames per second** to control the overall speed of the animation.

### Style

This controls the type of animation:

#### Rotate options:

**Rotate 1** rotates all the text as one; **Rotate 2** rotates each character.

**Front face only** - normally the animation shows only the front face of the text and not the back. This looks better and makes the exported file smaller (because there's only half the number of frames.)

**Rotate text/Rotate lights** - select whether you want the text to rotate or the lights or both. You cannot rotate the shadow as this would create very large files.

**Direction** - selects the direction of rotation.

Swing options:

**Swing 1** swings all the text as one; **Swing 2** swings each character.

**Angle** - how much you want the text to swing.

**Direction** - selects the plane of rotation. **Clockwise** only has an effect if you **Pause** the animation.

Pulsate options:

**Pulsate 1** pulsates all the text as one; **Pulsate 2** pulsates each character.

**Minimum text size** - how far back to pulsate the text.

**Shrink/Grow** - only has an effect if you **Pause** the animation. These options select the starting point for the animation (maximum or minimum.)

## Bevel dialog box

The bevels are the joins between the face and sides of the 3D objects, [More details](#) on using bevels.

### Bevel types

Select from the list.

### Miter/Round

These affect the corners of the letters. **Miter** gives square edges; **Round** rounded edges. Which you use depends on the effect you want.

### Depth

This is the depth (size) of the bevel.

### **Example 3D graphics**

These are in the Examples folder. You can use these examples as templates for your own heading. Find an example similar to the heading you want to create. Customize it to your requirements and then export it. Simple.

Examples are divided into categories to make navigation easier.

**Textures:**

These can be used either on the face of your headings or as backgrounds behind them. Textures are regular GIF files so you can use them as background on your web pages.

- [Using textures to color headings](#)
- [Using background textures](#)

Textures are divided into Coarse (very large patterning), Medium, and Fine (small patterning.) These are subdivided into high contrast (large color changes), middle, and low contrast (subtle color changes.)

**Wood & Stone** are collections of textures based on wooden or stone/gravel photographs. All these textures are duplicated in the Coarse, Medium, or Fine folders.

**Words** are text messages that you can use to create 3D text buttons - [more details](#).

## **Changing the shortcut**

Installing Xara3D places a shortcut to the program in the top level of the Programs menu.

### **To move the shortcut to a submenu:**

1. Right click on the Start menu on the Taskbar and select **Open**.
2. Double-click on **Programs**. This displays the contents of the top level menu with Xara3D shown at the bottom.
3. To move Xara3D to another folder simply drag-and-drop it over the desired folder.

### **To create a shortcut on the Windows desktop:**

1. You can drag the Xara3D icon onto the Desktop to create a shortcut for launching the program.

## **The Color Picker**

The Color Picker lets you select any hue and any shade of color.

### **To adjust the shade:**

1. Click or drag on the central area of the Color Picker. You'll see the exact color in the top right corner of the dialog box.

### **To alter the hue:**

1. Click or drag on the rainbow strip along the lower part of the dialog box.

## **HSV and RGB**

If you want a exact color type in values:

**HSV** (Hue, Saturation, Value) Hue is a color wheel with values in the range 0-360 degrees. Saturation and Value are percentages.

**RGB** (Red, Green, Blue) Enter values in the range 0-255 or 0-FF (see Hex below.)

You can create the same range of colors using either HSV or RGB - use the one you are familiar with.

## **Hex**

You can define RGB colors as either 0-255 (**Hex** off) or 0-FF (**Hex** on.) These are identical (256 steps), just different ways of showing the same value.

Many color lists show RGB colors as six characters such as FF057F. To use this color R=FF G=05 B=7F.



## Help for Xara3D

Welcome to Xara3D, the ideal program for creating static 3D headings and animated 3D GIFs/AVIs in seconds.

If you enjoy using Xara3D 3 then you might like to give our latest version a try. This covermount CD should contain a free 15 day trial and demo movie, or you can find them on our [website](#) along with a collection of example graphics, customer testimonials and press reviews. And, if you register this version of Xara3D 3, you can upgrade at a special discount price.

You can read more about [what's new in Xara3D 6](#) and how you can [how to register and upgrade](#).

**"I just bought Xara3d and it is so cool. It's so easy to use that I was able to re-design my company logo in just ten minutes. It's worth 10x what you're charging but I'm glad it was so reasonably priced. Keep up the good work." -- Xara3D customer.**

An enhanced version of the user documentation is available on-line at [www.xara.com/support/xara3D/helpv3/](http://www.xara.com/support/xara3D/helpv3/) (Blue text and " denote links to an Internet page; click to go to that page.)

### Getting started:

These pages help you when you first install Xara3D.

[Introduction](#)

[Installing the free fonts](#)

[Moving the Xara3D short-cut](#)

[What's new in version 6](#)

[License terms](#)

### How do I...?

Use [these pages](#) if you want to find out how to do something in Xara3D.

### What does this do?

Use [these pages](#) to find out more about the menu options or the dialog boxes.

### Other information

[Customizing Xara3D](#)

[Direct3D](#)

[Keyboard short cuts](#)

[Hidden and advanced options](#)

[Uninstalling Xara3D](#)

[Technical support](#)

[Other Xara products](#)

### Web links:

[Xara home page](#) "

[Xara3D home page](#) "

[Xara3D support](#) "

Version 3.03cm January 2005

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Geotype, Greek Diner, Russel Write, and Whimsy fonts kindly provided by [Gary David Bouton](#) "

Other fonts are from a collection created by Fontbank Inc., which can be purchased from our web site [www.buyfonts.com](http://www.buyfonts.com/) "

Certain WMF symbols are letters from EFF fonts - Creatures, Chess, Symphony, Picturesque, Birdie and ArrowPi - which are some of the variety of quality fonts from the EFF range which can be purchased from our web site [www.buyfonts.com/](http://www.buyfonts.com/) "

**Correcting mistakes**

You often need to experiment to get the best results. Xara3D makes this easy - if you don't like the result use the Undo button to discard the change. (Undo is also on the Edit menu or press CTRL+Z.) It's not just the last operation you can undo. Xara3D has unlimited undo so you can step all the way back to the beginning.

If you step back too far, click the Redo button (also on the Edit menu or CTRL+Y) to undo an Undo. You can use Redo at any time until you make new changes.

## Creating a movie or Animated GIF

It's incredibly easy to create 3D animations and movies in Xara3D. You can preview an animation by pressing the Start/Stop Animation button. The 3D objects can rotate, swing or pulsate around their center. You can control the animation speed and frame rate using the animation dialog box available from the A button.

For rotating animations Xara3D includes an option to show only the front face of the objects. This restricts the rotation to 180 degrees so that, although it appears to perform a continuous rotation, it actually skips 180 degrees and text is always readable. This has another significant advantage of reducing the file size of the animation, particularly important for Animated GIFs. You can also choose 360 degree revolution if you want to see the back of the objects.

### Steps to producing a movie or animation:

1. Resize the Xara3D window to the required image size. Remember that Animated GIFs need be very small to have an acceptable download time.
2. Select the Animation dialog box (the A button) and choose the number of frames per revolution. Again for Animated GIFs the fewer the better.
3. Choose the number of frames per second (animation speed). A slow animation speed with only a few frames per revolution can give a jerky animation - you may need to experiment to get the best results.
4. Choose the animation style (type.) [More details](#) of the animation styles.
5. Select Export Animation on the File menu. Select AVI or Animated GIF file type. Give the file a name and press Save. This displays the Export quality dialog box where you can select the size, number of colors etc., see [Export options for AVI movies](#) and [Export options for Animated GIFs](#)

When previewing an animation, the program displays a much lower quality to be as fast as possible - however when exporting an Animated GIF or AVI movie Xara3D always renders all frames at the maximum quality. To preview an Animated GIF simply drop the file onto your web browser window.

Xara3D can produce, in minutes, top quality Animated GIFs and movies that would take hours using traditional 3D design programs.

### See also

[Previewing AVI movies](#)

[Tips for reducing the size of Animated GIFs](#)

## **Customizing Xara3D**

### **Displaying Toolbars**

The Window menu lets you control display of:

- the main Toolbar at the top of the window
- the Text Toolbar at the bottom of the window
- the Status Bar, also at the bottom of the window

### **Docking dialog boxes**

The Extrude, Bevel, Shadow, Texture, and Animate options dialog boxes can be either free-floating (you can move them independently of the main window) or docked (attached to the side of the window.)

#### **To dock a dialog box:**

1. Drag the dialog box over either the left hand edge or right hand edge of the window. The dialog box outline changes to a thin line when it can be docked.

#### **To undock a dialog box:**

1. Drag the dialog box away from the window. The outline changes to a thick line when undocked.

**Direct3D**

Xara3D doesn't use Direct3D as the Xara3D engine is more advanced in many ways than the Microsoft Direct3D software solution (for example, the anti-aliasing). Obviously having a hardware accelerator would be faster; however these are also usually inferior and unpredictable quality and would not support the advanced features of Xara3D such as soft shadows.

## **Edit Menu**

### **Edit**

Display the text caret ready for on-screen editing of the text. [More details](#) of editing text.

### **Undo**

Undo the last edit. [More details](#) of Undo & Redo.

### **Redo**

Undo the last Undo operation. [More details](#) of Undo & Redo.

### **Cut**

Delete the selected text and put it on the clipboard. You can then paste it as plain text into other applications. Note that this loses all lighting and 3D effects.

### **Copy**

Similar to **Cut** except that this doesn't delete the text.

### **Paste**

Paste the clipboard contents into Xara3D. This option is dimmed if Xara3D cannot interpret the clipboard contents. (For example, if the clipboard contains a bitmap.)

### **Delete**

Discard the selected text.

### **Select All**

Select all the 3D objects ready for editing.

### **Select Line**

Select the line containing the text cursor. (By default the bottom line.) For a single line of text this is the same as **Select All**.

### **Export options for AVI movies**

Experimentation has shown that exporting AVIs as 24-bit produces the smallest file size. Perhaps surprisingly, exporting as 256 color (8-bit) produces larger files but usually higher quality. This is because it uses a different compression system.

**Current Window Size** lets you export just the area surrounding the text (**Crop** on) or the entire window area (**Crop** off.)

**User Defined** lets you specify the dimensions of the bitmap. With **Fit to Width** (on the Text Toolbar) selected, the text and the background scales to suit the values you type in. If you specified a font size, the size of the text does not change but the background scales to the values you type in. This is useful if you want to create several headings, all the same height and width.

**Note.** It's very important to make sure the compression option is switched on. Even at 100% quality, compression makes the file up to 10 times smaller.

#### **See also:**

[Creating a movie or Animated GIF](#)

[Previewing AVI movies](#)

## Export options for Animated GIFs

To learn more about exporting animated GIFs see [Creating a movie or Animated GIF](#)

Because Animated GIFs can be quite large, you may find that a 16 or 32 color, optimized palette per frame, produces the best results for the smallest file size. However you might need to experiment.

Dithering always makes GIFs look better, but also makes them larger. When outputting at 256 colors you may find that there is no need to turn dithering on.

**Current Window Size** lets you export just the area surrounding the text (Crop on) or the entire window area (Crop off.)

**User Defined** lets you specify the dimensions of the bitmap. With **Fit to Width** (on the Text Toolbar) selected, the text and the background scales to suit the values you type in. If you specified a font size, the size of the text does not change but the background scales to the values you type in. This is useful if you want to create several headings, all the same height and width.

**Pause** lets the animation wait before starting each rotation. (The animation shows the first frame during the pause.) Pause applies only to the first frame; use **Frames per Revolution** and **Frames per second** in the Animation Options dialog box to control the speed of animation. Enter values in centiseconds (1/100ths of a second) - a 2 second delay is 200 centiseconds. Note that you can pause only animated GIFs, not AVIs.

### Note:

There is an issue with 'optimized palette per frame' with Macintosh web browsers. Unfortunately they all seem to have a serious bug that prevents per frame optimization working. If you know your audience consists of Apple Mac viewers then we advise you **not** to use per frame palette optimization.

### See also

[Tips for reducing the size of Animated GIF files](#)



## Export options for GIF, PNG or BMP

GIF export is the most common and probably the best format for use on the Web. GIF images can have no more than 256 colors, which you might think is a limitation. However, using Xara3D's advanced dithering and palette optimization features, you can get near perfect quality images using only 256 colors. Indeed you'll be surprised at how good GIFs with just 16 colors can be.

For all export formats you have control over not only the number of colors but also whether the image is dithered and has an optimized palette. These are techniques to improve the image quality while using a reduced number of colors. For example using only 16 color GIF nearly always produces the smallest file size, but with no dithering the shading can be poor. By using an optimized palette and diffusion dithering you can substantially increase the quality of the result.

There are no hard and fast rules as to which combination of export options is best - it depends on the image and your requirements. Therefore we recommend exporting in a number of different formats to see which is the best and has the smallest file size. Typical options to try include 16 color with diffusion dithering, or 256 color with no dithering.

For examples of the different quality settings see the web page [GIF quality settings](#) ▪

When exporting as a GIF or PNG you have the option of making it interlaced (progressive rendering as it's downloaded) and whether the image is transparent. For more details on the transparent options see the web page [GIF & PNG transparency](#) ▪

**Current Window Size** lets you export just the area surrounding the text (**Crop** on) or the entire window area (**Crop** off.)

**User Defined** lets you specify the dimensions of the bitmap. With **Fit to Width** (on the Text Toolbar) selected, the text and the background scales to suit the values you type in. If you specified a font size, the size of the text does not change but the background scales to the values you type in. This is useful if you want to create several headings, all the same height and width.

### **Additional quality control:**

Also available from Xara is **Xara Webster**, which you receive a free copy of when you purchase Xara3D5. Webster provides even more advanced color reduction facilities and can be used to further reduce the size of files by selecting intermediate numbers of colors. To do this, export the image as a True color 24-bit BMP image and use Webster to color reduce the file to a specific number of colors.

Also available from Xara is **Xara X**, the 'big brother' of Webster, with even more tools and features.

[More details on Xara X](#) ▪

### **Export options for JPG**

JPEG bitmaps are always 24-bit, true color, but the JPEG compression system means that the quality is often not as good as a GIF. The **Quality** setting determines how small the resultant file is - the higher the quality, the larger the file. Quality settings less than 80% usually produce inferior images to those available from using palette optimized GIFs.

**Current Window Size** lets you export just the area surrounding the 3D objects (**Crop** on) or the entire window area (**Crop** off.)

**User Defined** lets you specify the dimensions of the bitmap. With **Fit to Width** (on the Text Toolbar) selected, the 3D objects and the background scale to suit the values you type in. If you specified a font size, the size of the objects does not change but the background scales to the values you type in. This is useful if you want to create several headings, all the same height and width.

## Extrusion Options dialog box

### Color

The opens the [Color Picker](#) ready to change the color of the 3D objects. [More details](#) of changing object color.

### Gloss/Matt

Gloss make the object surface reflective, Matt non-reflective. The best results with Glossy requires careful positioning of the lights. See [Altering the text color](#) for more details.

### Front Face

Switching off display of the front face creates hollow objects and can give interesting effects. See [Hollow text](#) for more details.

### Back Face

Similar to front face but controls display of the back of the objects. This has no effect unless you also turn off **Front Face** or rotate animated text through 360 degrees

### Outline

Produces outline objects. This is different to switching off face display. See [Hollow text](#) for more details.

### Outline Width

Controls the thickness of the outline. See [Hollow text](#) for more details.

### Depth

Controls the extrude depth. See [Extruding](#) for more details.

## **File menu**

### **New**

Open a new document. You are warned if the existing document has unsaved changes.

### **Open**

Open (reload) an existing Xara3D .X3D file. (A file previously saved using **Save** or **Save as**.) You cannot reload GIFs, JPEGs, AVIs, or PNGs exported from Xara3D.

### **Save**

Save the document as an .X3D file. This lets you reload it back into Xara3D in the future.

### **Save as**

Save the document under a different name.

### **Import**

Lets you import a 2D object (Windows metafile.) Xara3D can then turn it into a 3D heading ([more details](#).)

### **Export bitmap**

Create a GIF, JPEG, or PNG bitmap file of the current document. Note that you cannot reload bitmaps back into Xara3D (except as background or text textures) so if you want to make further edits in the future, save the document as an .X3D file. (See **Save** and **Save as** above.)

### **Export animation**

Create an Animated GIF or AVI movie of the current document.

### **Recent file list**

A list of the last few documents edited.

### **Quit**

Exit Xara3D

## **Hidden or advanced options**

### **Wire-frame mode:**

You can turn on a wire-frame mode that can speed up the moving and positioning. To do this press CTRL+SHIFT+W. Press it again to turn wire-frame off.

### **Perspective:**

You can adjust the Z distance of the objects using CTRL and + or - keys on the numeric keypad. Note that at maximum zoom you get a rather unrealistic perspective, as if the image were very close to the eye, causing a fish-eye lens effect. This exaggerates the perspective. The default perspective is about right for the typical distance these images will be viewed on screen.

To cancel any changes to perspective hold down CTRL and click \* on the numeric keypad.

The following options are Registry entry changes. **Do not** attempt these changes unless you fully understand editing the Registry.

### **Editing mode**

Registry key: Software, Xara, X3D3, Settings, Edit mode

**0** - apply any changes (such as font or size) to the selected region or (if there is no selected region) to all text.

**1** - apply any changes to the selected region or to new characters you type in.

### **Compact save**

Registry key: Software, Xara, X3D3, Settings, Save compact

**0** - save text and background textures as part of the X3D file. If you use textures, this creates larger files but is often more convenient.

**1** - do not save textures in the X3D file. (This is how Xara3D release 2 worked.)

## Creating hollow text

You can turn off display of the faces of the text (show only the sides) to create interesting effects. There are two options:

- as outlined text with thick sides. Both the inside and outside edges show a bevel.
- turn off display of either the front or back face. This creates totally hollow text - the sides are wafer thin and you can see inside the text. Only the outer bevel is shown.

The two options are illustrated on the web help pages - [click here to view them](#) ▪

### To create outlined text:

1. Click **Outline** on the Text Toolbar.

Or, for more control, display the **Extrusion Options** dialog box. (Click the 'E' button.) This duplicates the **Outline** button and also lets you control the width of the outline.

### To turn off display of the faces:

1. Display the **Extrusion Options** dialog box. (Click the 'E' button.)
2. Deselect **Outline**.
3. Deselect **Front Face** and **Back Face** for the result you want.

# How do I...?

Use these pages if you want to find out how to do something in Xara3D.

## The basics

### **Text & 2D objects:**

- [positioning & rotating](#)
- [changing the size](#)
- [changing the wording](#)
- [changing text spacing](#)
- [changing the font](#)
- [changing the color](#)
- [changing the bevel \(edges\)](#)
- [changing the 3D extrude \(depth\)](#)
- [changing the lighting](#)
- [creating hollow text](#)
- [shiny & matt surfaces](#)
- [selecting text](#)
- [typing international \(accented\) characters](#)
- [importing 2D objects](#)
- [creating 3D buttons](#)

### **Colors**

- [changing the text color](#)
- [changing the background color](#)
- [changing the colors of the lights](#)
- [changing the shadow color](#)

### **Shadows**

- [general information](#)
- [adjusting the shadow position](#)
- [creating and deleting shadows](#)
- [changing the shadow color](#)
- [changing the shadow transparency](#)
- [changing the shadow blur](#)
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### **Textures**

- [and text](#)
- [and the background](#)

### **The lights**

- [changing their color](#)
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### **Animation**

- [creating an animation/movie](#)
- [previewing an AVI movie](#)

### **Saving**

- [saving for reloading later](#)
- [saving as a bitmap](#)
- [graphics for the Internet](#)
- [creating an animation/movie](#)
- [previewing an AVI movie](#)

### **Correcting mistakes**

- [Undo & Redo](#)

## Installing the fonts

Included with Xara3D are some free fonts in a Font folder inside the Xara3D folder. You can preview the fonts by double clicking on them in this folder.

To use these fonts in Xara3D or other Windows programs, you need to install them using the Fonts Control Panel.

### To install the fonts:

1. Open the Control Panel by double-clicking on **Control Panel** in My Computer.
2. Open the **Fonts** Control Panel by double clicking on its name. This shows all the TrueType fonts installed on your system.
3. Drag the fonts over the Fonts Control Panel window.

### Notes:

- In step (1) you can also click **Start** on the Taskbar then choose Settings, Control Panel.
- In step (3) you can also select **Install New Font** on the File menu of the Font Control Panel, and then locate the fonts where Xara3D was installed.
- Two of the fonts downloaded with Xara3D are from the large range of fonts available for individual download at [www.buyfonts.com](http://www.buyfonts.com)

The download fonts are:

- Balthazar - an unusual old fashioned 'pen' font
- Dayton - a modern blocky font



## **Introduction**

Xara3D is a 'slimware' program as opposed to the increasingly complex 'bloatware' that is released from the major software developers nowadays. This does not mean that Xara3D is low quality or produces inferior results compared to more complex 3D programs; on the contrary, it produces better output, and faster than just about anything else.

'Bloatware', while often very capable, includes so many features that most people never get to use more than 10% of the functionality. It's often huge, impractical to download over the Internet, requires huge amounts of disc space, and is nearly always so complex that to use its advanced features takes a considerable learning effort.

Xara3D is designed to be a program that does one thing, and does it supremely well, that is dead simple to use, and costs very little. It's designed to be small enough to be easily downloaded from the Internet.

Xara3D produces high quality three-dimensional images and nothing else. These images would typically be used on Web pages although they can be used anywhere. Xara3D can create animated rotating 3D images with absolute ease (AVI movie or GIF). You have control over the text, the font, the depth of the 3D extrude, the type of the bevel on the edges and the lighting. You can position and rotate the 3D objects just by dragging, and it updates the image in real-time, interactively. You resize the image just by resizing the window. It couldn't be easier.

## Keyboard short cuts

Open new document CTRL+N  
Open existing document CTRL+O  
Save document CTRL+S  
Export image CTRL+SHIFT+E  
Export animation CTRL+SHIFT+X  
Import 2D object CTRL+SHIFT+I  
Undo last operation CTRL+Z  
Redo (cancel Undo) CTRL+Y  
Open Animation Options ALT+A  
Open Bevel Options ALT+B  
Open Extrude Options ALT+E  
Open Shadow Options ALT+S  
Open Text Options ALT+T  
Open Textures Options ALT+X  
Display text bar CTRL+T  
Display lights CTRL+TAB  
Start/stop animation CTRL+SPACE  
Cancel rotation ALT+HOME  
1 degree rotation ALT+arrow keys  
15 degree rotation CTRL+ALT+arrow keys  
Change color of text ALT+C  
Apply texture to text CTRL+SHIFT+C  
Change color of background ALT+G  
Apply texture to background CTRL+SHIFT+G  
Edit light 1 color ALT+1  
Edit light 2 color ALT+2  
Edit light 3 color ALT+3  
Edit Shadow color CTRL+SHIFT+S  
Make text bold CTRL+B  
Make text italic CTRL+I  
Make character to right of cursor upper case  
CTRL+U  
Make character to right of cursor lower case  
CTRL+SHIFT+U  
Swap case of character to right of cursor  
CTRL+W  
Negative kerning F5  
Positive kerning F6  
Shift selected text up F7  
Shift selected text down F8  
Outline text CTRL+SHIFT+O  
Display text cursor CTRL+E  
Select all text CTRL+A  
Select line of text CTRL+L  
Display as wireframe CTRL+SHIFT+W  
Copy text to clipboard CTRL+C  
Paste clipboard contents CTRL+V  
Change Quality settings ALT+Q

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Nothing in this Agreement shall affect your statutory rights as a consumer .

#### **LAW**

This Agreement shall be governed by English law.

**If you have any questions concerning this Agreement please write to Xara Limited, Gaddesden Place, Hemel Hempstead, Herts, HP2 6EX, United Kingdom.**

The bundled fonts and textures cannot be redistributed, sold or published in any form, commercial or otherwise. In all cases copyright is reserved by Xara or its licensors and is protected by international copyright law.

### Notes on metafiles

- Very complex shapes can take a long time to process. Some metafiles may be too complex for Xara3D to translate; in this case, only part of the shape is imported into Xara3D. If this happens, simplify the original shape and create a new metafile.
- If the imported file contains
  - only filled objects (for example, colored circles): these are imported.
  - only lines (also known as stroked paths) or unfilled objects: these are imported as outlines.
  - a mixture of filled objects and lines/unfilled objects: only the filled objects are imported.
  - bitmaps: these are not imported. Some packages such as Paint Shop Pro create metafiles that contain only a bitmap.
- Some drawing packages convert curves to a series of polygons in the metafile. This is a feature of the drawing package. These polygons can be noticeable in Xara3D because the light catches the faces of the polygons. To reduce the effect, create the original drawing larger than required, then scale it down in Xara3D. A [web page](#) shows this.
- Some drawing packages can export both WMF & EMF format files. We recommend using EMF.

## Other Xara products

Xara has a range of other products for web and general illustration work.

### **Xara Webstyle**

Based on an easy-to-use template system, Webstyle lets you create a entire website designs and a wide range of graphics, including 2D & 3D headings, animated banner ads, NavBars, buttons, bullets and backgrounds. You can also 3, you can import and enhance your photos and create thumbnails, ideal for the Web. For full details see [Webstyle web page](#)."

### **Xara Menu Maker**

The "little sister" of Xara Webstyle, Menu Maker lets you easily create multibutton, multi-state NavBars, with optional DHTML menus. Menu Maker automatically creates the HTML and JavaScript snippets needed for displaying the NavBars and menus. For full details see [Menu Maker web page](#)."

### **Xara X<sup>1</sup>**

Xara X<sup>1</sup> is drawing and illustration software, favored by some of the world's best artists for its speed, versatility and ease of use. It's great for web graphics as well as incredibly detailed illustrations. For full details see [Xara X web page](#)."

### **ScreenMaker 3D**

A 3D screensaver maker that's fast, fun and easy to use. Create animated 3D text message screensavers with your own personalized message. Or put any images of your choice onto the sides of a 3D, tumbling cubes screensaver. For full details see [ScreenMaker 3D](#)."

### **BuyFonts.com**

Different fonts allow you to create different designs. With prices starting at \$2, BuyFonts.com meets all your font needs. For full details see [BuyFonts.com web site](#)."

### **Xara Online**

Xara Online offers a range of online Web Services from animated photo and text effects to complete email, form and database management solutions. Add just a single line of HTML to your page, all the hard work is done on Xara Online's servers. For full details see [Xara Online web site](#)."

## **Positioning & rotating**

### **To position or rotate the objects:**

1. Drag on the window. The operation of this has been made as intuitive as possible.

Hold down CTRL to move only horizontally.

Hold down SHIFT to move only vertically.

Alternatively you can use the vertical and horizontal scroll bars to rotate the objects vertically or horizontally.

If you want a precise rotation, hold down ALT and use the cursor (arrow) keys on the keyboard to change the rotation in 1 degree steps. SHIFT+ALT+ the cursor keys gives 15 degree steps.

## **Previewing AVI movies**

### **To preview a movie:**

1. Double-click on the movie file icon in a folder window.

However this uses the standard Windows 95 AVI player which plays the movie once and then closes the window. If you want to keep the movie on screen, right-click on the AVI file icon and select Open. When the movie player has opened, you can select the 'Auto-repeat' option that allows the AVI movie to cycle continuously.

Microsoft have a newer and more advanced movie playing solution, called ActiveMovie. This is available for free download on the Web. See [www.microsoft.com/ie/download/](http://www.microsoft.com/ie/download/) ■

You will need to select the OS type (Windows 95 and NT4) and then proceed to select ActiveMovie 1.0 for Windows 95 and NT4.



## **Previewing GIF and JPEG files**

The easiest way to see how your saved GIF or JPEG files will appear on the web is to preview using your web browser.

### **To preview GIF and JPEG files:**

1. Drag the file from the folder in which you saved the file and drop it over your web browser window. This works for both Netscape and Microsoft Internet Explorer. The same applies to animated GIFs.

Note that Netscape versions prior to Navigator 4 do not get the timing right for animated GIFs - they always ran about half the speed they should. Navigator version 4 and Internet Explorer display animation with the correct inter-frame timing.

### **See also**

[Previewing AVI movies](#)

## Quality Settings

This option on the Window menu lets you alter the quality settings for display and export. (Keyboard short cut ALT+Q.) Usually the default settings give excellent results, but you may wish to try different settings to fine-tune Xara3D to your requirements.

**Screen Quality** controls the quality of the on-screen display. Increasing the quality setting means that the preview takes longer to redraw on screen. Static and moving images have separate controls: animations can use a lower setting.

**Anti-aliasing** is a technique of blurring the edges between color transitions. Turning anti-aliasing on gives better results but takes longer to redraw.

**Export Quality** controls images exported as static bitmaps. Increasing the quality may give better results for some graphics in shadow or highlight areas. The drawback is that graphics may take longer to display on screen.

**Animation Quality** controls images exported as animated GIFs and AVIs. As the viewer sees each frame only briefly, the quality is less important than for static bitmaps. Note that increasing the quality too much can cause jerky animation on slow computers.

## **Saving an image**

When you've positioned and sized the objects as required you will need to export the image as a bitmap. Xara3D can export the image as: BMP, PNG, GIF or JPEG static bitmap images, or either of two animating types - AVI movie and Animated GIF.

If you want to make future edits, make sure you also save the file in X3D format - [more details](#).

### **To save an image:**

1. For static bitmaps choose Export Bitmap on the File menu.  
For animations choose Export Animation on the File menu.  
(Or click the Export button on the Toolbar. This exports an animation if the image is rotating otherwise a static image.)
2. Select the appropriate type from the drop down "Save as type" list on the export dialog box
3. Enter the required name.
4. Press OK. This displays the export options dialog box which provides all the control over the quality of image.

Depending on which bitmap export type you've chosen you'll get a number of different export options:

[Export options for GIF, PNG, or BMP](#)

[Export options for Animated GIF](#)

[Export options for JPG](#)

[Export options for AVI movies](#)

### **Hint**

While there are no hard and fast rules as to which file type, JPEG or GIF, is best for the web, we suggest trying GIF format first as this can produce higher quality images than JPEG.

### **See also**

[Previewing GIF and JPEG files](#)

**Screen Saver**

Not implemented in this release

### **Moving the shadow**

You can move the shadow relative to the 3D objects. You can also move it closer to the objects or away from them.

#### **To move the shadow:**

The shadow is cast by a special light which does not affect the color of the 3D objects.

1. Select the **Show Lighting** light bulb on the Toolbar. This displays the three colored lights and the shadow light (striped arrow.)
2. Drag the shadow light. Shadows look "right" if they are slightly below and to the left or right of the text.

#### **To move the shadow closer:**

1. Hold down the ALT key and press the + (plus) key on the numeric keypad.

#### **To move the shadow away:**

1. Hold down the ALT key and press the - (minus) key on the numeric keypad.

#### **To cancel any movement of the shadow:**

1. Hold down the ALT key and press the \* (asterisk) key on the numeric keypad.

## Shadow dialog box

[More information on using shadows.](#)

### Shadow

Select this to display a shadow.

### Style

- 1** is a blurred copy of the objects. Artistically this is not a true shadow but it looks "correct" for simple drop shadows (the most common type on web pages.)
- 2** is a true shadow, thrown by the Shadow Light. This type looks best in animations where the eye is more aware of the shape of a shadow.

### Color

Displays the [Color Picker](#) ready to change the shadow color. Normally the shadow is gray and shows some of the [background color](#) through.

### Transparency

Controls how much of the background color or texture shows through the shadow. Semitransparent shadows are more realistic than solid shadows.

### Blur

This can give the effect of either a pin-point light source (little blur) or diffuse light source (greater blur.) For best results we suggest always blurring the shadow slightly - in real-life shadows don't have sharp edges.

**Technical support**

We hope you don't have any problems with Webstyle but if you do, you will find a helpful list of FAQs on our web site on [www.xara.com/support/Xara3D](http://www.xara.com/support/Xara3D). These support pages are available 24 hours and can provide immediate answers to common questions.

If the answer isn't on these support pages, you can contact our support department directly using the form on those pages.

### **To control the size of the 3D objects:**

You can control the size of the objects in two ways:

- resizing the Xara3D window by dragging the bottom right corner, as you would normal windows
- or specifying a size in points. Change the size using the Text Size field on the Text toolbar. Either type in a new value or select one from the drop down list.

To switch between the sizing options:

1. If the Text toolbar is not displayed at the bottom of the window choose **Text Toolbar** on the View menu.
2. In Font Size select **Fit to Width** to resize the text as you resize the window. Alternatively specify the text size in points.

Everything in Xara3D is WYSIWYG - so with either method, the size you see in the window will be the size of the resultant image on your Web page. (Although you can override the size setting when you export the image.)

Xara3D uses one of the most advanced 3D rendering engines around. For instance, it automatically anti-aliases the image to produce the highest quality jaggy-free image. However as the anti-aliasing process can take a second or two, when you are 'interacting' with Xara3D (that is when you are dragging the text or altering other aspects in real time, such as the lighting) the program produces a lower-quality non anti-aliased display. When you stop moving or altering things, the program automatically redisplay the top quality version. (You can use Quality on the Window menu to select on-screen quality.)



## Text dialog box

If you have some text selected, any changes you make apply only to the selection. Otherwise changes apply to all text.

**Bold** - make the text **bold**. This button duplicates the Bold button on the Text Toolbar. Has no effect on 2D objects.

**Italic** - make the text *italic*. This button duplicates the Italic button on the Text Toolbar. Also slants any 2D objects.

**Outline** - select for outline text. This button duplicates the Outline button on the Text Toolbar.

**Size** - this lets you make 3D objects larger or smaller. Its main use is to change the size of selected characters. Size is relative so if you change **Font Size** (on the Text Toolbar) the characters scale in proportion.

**Aspect Ratio** - change the width relative to the height. This duplicates Aspect Ratio on the Text Toolbar.

**Alignment** - change the alignment (justification) of two or more lines of text. Has no effect for a single line of text. Duplicates the Alignment button on the Text Toolbar.

**Line Spacing** - changes the vertical space between lines of text (more details). This duplicates Line Spacing on the Text Toolbar.

**Tracking** - changes the horizontal space between characters (more details). This duplicates Tracking on the Text Toolbar.

**Baseline Shift** - move the selected text vertically. Keyboard short cuts: F7 shift up; F8 shift down.

**Kerning** - change the horizontal space between two characters. Dimmed if there is selected text. Keyboard short cuts: F5 reduce spacing; F6 increase spacing.

Note the difference between Kerning (which affects a pair of characters) and Tracking (which affects several characters.)

**Font list** - this lets you select the font (typeface). If you click on a font name, you can then scroll up and down the list using the arrow keys on the keyboard. The preview (on the right) then shows you how the text looks in the current font.

**Preview window** - shows you the text. You can select text in this preview (by dragging or using the arrow keys) and then apply any of the options in this dialog box to just the selection.

## Texture dialog box

[More information on using textures.](#)

### **Size**

Scales the texture bitmap. Only you know the best size for a particular heading. At large scalings, the individual pixels that make up the bitmap may become noticeable - this can create interesting effects. At smaller scalings you see multiple copies of the bitmap.

### **X**

Move the bitmap sideways. This lets you position the bitmap precisely on the heading. Movement is relative to the bitmap size - for a small bitmap (as you get with low values of **Size**), movement is less noticeable. Note that if you rotate the texture, you also rotate the angle of X movement.

### **Y**

Move the bitmap vertically. Similar to **X**.

### **Angle**

Rotate the texture.

### **Load texture**

Opens the Load Text Texture dialog box. This duplicates **Text Texture** on the View menu.

## **The basics**

To create a 3D heading you just enter the text and the font for the heading, then adjust the bevel and extrude if you wish (using the B and E buttons). Finally drag the text and resize the image window so that you've got it to be the right size and angle. Then just select the Export menu option to save the image as a PNG, GIF, animated GIF, AVI or JPEG.

### **Tips for reducing the size of Animated GIF files**

- Images of any type that are larger than, say, 50K are not really welcomed by Web users.
- Make the image as small as possible by selecting the **Crop** option on export.
- Select 'Front face only' and have no more than about 20 frames per revolution.
- When exporting try selecting 16 colors (4-bit) with no dithering and optimized palette. When images are animating, the banding is far less obvious than with a static image.
- When exporting GIFs (animated or static) that have a complex background, try exporting them as transparent GIFs.
- Rotating the lights changes the file size only slightly.

## Uninstalling Xara3D

To keep the download size small Xara3D doesn't include an uninstall option. However uninstalling is simple:

1. delete the folder containing Xara3D
2. right-click on the Start menu on the Taskbar, and select **Open**
3. double-click on **Programs**. This displays the contents of the top level menu with Xara3D shown at the bottom
4. delete the Xara3D shortcut

**Upgrading to Xara3D 6 will give you many great new features.**

Find out more about [what's new in Xara3D 6](#). You can also download a free 15 day trial of Xara3D 6 at our website at [xara.com/xara3d](http://xara.com/xara3d) and see examples of what can be achieved with this new version, or use the copy that is on this CD. There is also a movie to introduce you to Xara3D 6, which you can access from the Xara3D 3 splash screen on startup.

As a registered owner of this covermount version of Xara3D 3, you are entitled to a significant discount on Xara3D 6. It will only take a couple of minutes to register this copy, simply select the register option on the starting splash panel of this version of Xara3D 3, making a note of the email address and password you choose during registration.

You can purchase Xara3D 6 by either clicking the Upgrade option on the starting splash panel of this version of Xara3D 3, or the purchase links within the Xara3D 6 trial. As soon as you enter your email address and password during the purchase process, the price will be adjusted to the discount price.

**Using a texture to color the objects:**

You can use a bitmap texture to color the objects. Use **Text Texture** on the View menu to select a bitmap. You can also drag-and-drop textures onto the objects. You can use any BMP, PNG, JPEG or GIF file. For light colored textures you can use the normal lighting. Darker textures need bright lights (white or pale colors) to give the best results.

You can change the size, position and angle of the texture from the Texture dialog box. (**Texture** on the Window menu or ALT+X.) If you make the bitmap smaller than the heading, you see multiple copies of the bitmap. This dialog box lets you create a wide range of effects.

**Note for Version 2 users:**

The texture is now stored in the X3D file. If you give the X3D file to someone, you no longer need to give them the texture file as well.

**See also:**

[Altering the text color](#)

## View menu

### **Text Color**

Display the [Color Picker](#) ready to edit the color of the text. [More details](#) of coloring text.

### **Text Texture**

Select a bitmap texture to display on the surface of the text. [More details](#) of using textures.

### **Background Color**

Display the [Color Picker](#) ready to edit the color of the background. [More details](#) of changing the background color.

### **Background Texture**

Select a bitmap texture to display as the background. [More details](#) of using textures.

### **Display Lighting**

Show the three colored lights. You can then change their positions or, by double-clicking, their color. [More details](#) on the lights.

### **Light Source 1**

Display the [Color Picker](#) ready to edit the color of Light 1. [More details](#) on the lights.

### **Light Source 2**

Display the [Color Picker](#) ready to edit the color of Light 2. [More details](#) on the lights.

### **Light Source 3**

Display the [Color Picker](#) ready to edit the color of Light 3. [More details](#) on the lights.

### **Shadow Color**

Display the [Color Picker](#) ready to edit the color of the shadow. [More details](#) on shadows.

### **Start/Stop Animation**

Start or stop the on-screen animation. [More details](#) on animation options.



# What does this do...?

Use these pages to find out more about the menu options or the dialog boxes.

## **The menus**

[File menu](#)

[Edit menu](#)

[View menu](#)

[Window menu](#)

## **Dialog boxes**

[Animation dialog box](#)

[Bevel dialog box](#)

[Extrusion dialog box](#)

[Shadows dialog box](#)

[Text dialog box](#)

[Texture dialog box](#)

## **The Color Picker**

Use this to change colors in Xara3D.

## **What's new in Xara3D 6**

### **[Upgrade to Xara3D 6](#)**

The latest version of Xara3D has many great new features and if you register this version of Xara3D3 you can upgrade at a discounted price. These are just some of the benefits of the upgrading:

- A completely revised user interface that makes Xara3D 6 even easier to use, including interactive on-screen dragging of the extrude and bevel, and docking toolbars
- some great animation enhancements including wave effects, multi-page animations, loop control, many new animation types and an animation timeline
- export as Flash
- save any 3D animation as a screensaver
- a free copy of our illustration software Webster 2 (sold for \$49) which can export directly into Xara3D. Which means you can now freely create your own 2D shapes and extrude them into 3D!
- easily copy the attributes of any existing file to your current heading using the new animation and style pickers
- apply animation types, textures, colour, extrusion and bevel type to individual characters
- an easy to use design tool which converts your heading into buttons, or adds a border or background board with a single click
- separate control over the front and side colours or textures of a graphic
- many new bevel types
- a CD with over 700 example images, 400+ textures, 60 fonts and a tutorial movie

You can also download a free 15 day trial of Xara3D 6 at our website at [xara.com/xara3d](http://xara.com/xara3d) and see examples of what can be achieved with this new version, or use the copy that is on this CD. There is also a movie to introduce you to Xara3D 6, which you can access from the Xara3D 3 splash screen on startup.

**[More on Xara3D 6](#)**

## Window menu

### **Text**

Open the Text Options dialog box. This dialog box provides a range of options for changing the appearance of text. [More details](#) on this dialog box.

### **Extrude**

Open the Extrusion Options dialog box. This lets you change the depth of the 3D extrude. [More details](#) on this dialog box. [More details](#) on extruding.

### **Bevels**

Open the Bevel Options dialog box. [More details](#) on this dialog box. [More details](#) on changing the bevels.

### **Shadow**

Open the Shadow Options dialog box. [More details](#) on this dialog box. [More details](#) on shadows.

### **Texture**

Open the Texture dialog box. [More details](#) on this dialog box. More details on textures.

### **Animate**

Open the Animation Options dialog box. [More details](#) on this dialog box. [More details](#) on creating animations.

### **Quality Settings**

Change the on-screen viewing quality. [More details](#).

### **Toolbar**

Display the Toolbar at the top of the window.

### **Text Toolbar**

Display the Text Toolbar at the bottom of the window.

### **Status Bar**

Display the Status Bar at the bottom of the window.

### **Notes on Xara WEB/XAR files**

These are produced by [Xara X](#) and [Webster 2](#)

(Webster 2 is free to purchasers of Xara3D5.)

- When you purchase Xara3D5, you receive a CD. Installing from the CD automatically installs the Xara file importer.

- To keep the download small, the file importer is not included with the trial version of Xara3D. You can download it separately from

[www.xara.com/xara3d/plugin.html](http://www.xara.com/xara3d/plugin.html)

### **Notes on imported files:**

- Line widths are ignored.
- Dash patterns, joins, end caps, and arrows on lines are ignored.
- Objects on all visible layers are imported.
- Objects on the current frame are imported; other frames are ignored.
- Bitmaps are ignored.
- If the imported file contains
  - only filled objects (for example, colored circles) or text: these are imported.
  - only lines or unfilled objects: these are imported.
  - a mixture of filled objects/text and lines/unfilled objects: only the filled objects/text are imported.

### **Saving for reloading later**

You can save Xara3D graphics in two types of format:

- as Xara3D X3D files. You can reload these into Xara3D for further editing but cannot use them on web pages.
- as bitmaps (PNG, GIF, JPEG, or AVI.) You cannot edit these in Xara3D. Saving in these formats. GIF or JPEG are best for static images on the web, Animated GIF for animated buttons.

So if you want make future changes to a graphic, make sure you save it in X3D format.

#### **To save in X3D format:**

1. Click the Save icon on the Toolbar. For a new graphic, you are prompted to type in a name.

You can also use **Save** on the File menu. Or **Save As** to save under a different name.

## Changing the blur of the shadow

This can give the effect of either a pin-point light source (little blur) or diffuse light source (greater blur.) For best results we suggest always blurring the shadow slightly - in real-life shadows don't have sharp edges.

1. Click the **Shadow Options** button on the Toolbar.
2. Type a value into **Blur**.

### See also:

- [displaying or removing the shadow](#)
- [changing the shadow style](#)
- [changing the shadow color](#)
- [changing the shadow transparency](#)
- [moving the shadow relative to the 3D objects](#)

### **Changing the color of the shadow**

1. Double-click on the shadow. This displays the [Color Picker](#).
2. Edit the color.

Note: you can also click the **Shadow Options** button then click **Color**.

#### **See also:**

- [displaying or removing the shadow](#)
- [changing the shadow style](#)
- [changing the shadow transparency](#)
- [changing the shadow blur](#)
- [moving the shadow relative to the 3D objects](#)

### **Displaying/removing a shadow**

1. Click the **Shadow Options** button on the Toolbar.
2. Select **Shadow** to display a shadow.

### **See also:**

- [changing the shadow style](#)
- [changing the shadow color](#)
- [changing the shadow transparency](#)
- [changing the shadow blur](#)
- [moving the shadow relative to the 3D objects](#)



## **Changing the transparency of the shadow**

This controls how much of the background color or texture shows through the shadow. Semitransparent shadows are more realistic than solid shadows.

1. Click the **Shadow Options** button on the Toolbar.
2. Type a percentage into **Transparency**.

### **See also:**

- [displaying or removing the shadow](#)
- [changing the shadow style](#)
- [changing the shadow color](#)
- [changing the shadow blur](#)
- [moving the shadow relative to the 3D objects](#)

## Changing the shadow style (type)

This controls the angle of the background.

1. Click the **Shadow Options** button on the Toolbar.
2. Select **1** or **2**.

**1** is a blurred copy of the objects. Artistically this is not a true shadow but it looks "correct" for simple drop shadows (the most common type on web pages.)

**2** is a true shadow, thrown by the Shadow Light. This type looks best in animations where the eye is more aware of the shape of a shadow.

### See also:

- [displaying or removing the shadow](#)
- [changing the shadow color](#)
- [changing the shadow transparency](#)
- [changing the shadow blur](#)

### **Shadows and Backgrounds**

Because Xara3D shadows are semi-transparent, to ensure the best, most effective results on web pages make sure Xara3D is using the same background GIF or JPG file as your web page. You can save a web page background to your local disc by using the right mouse button. Click over a part of the background in a browser window and select **Save Background As**. You can then just drag and drop the file onto the Xara3D background.

GIF files (especially animated GIF files) with soft shadows over background textures are larger than those with no soft shadow.

## Typing international (accented) characters

Xara3D lets you enter a wide range of accented characters using "dead keys". These work by:

1. pressing CTRL+the accent character then
2. typing the regular character.

So, for example, to enter è (e grave) you first type **CTRL+' (single quote)** then type **e**. Common accent characters are

' ` , ^ " ~ / for **è é ç ê ë ã Ø**

- Not all fonts include a full set of accented characters. This is a feature of the font and beyond the control of Xara3D.
- If you know their number, you can enter characters by holding down ALT and typing the number on the numeric keypad. For example **ALT+0233** gives **é**.

There's more details on a [web page](#).

Typing characters as normal adds them to the end of the text. Or you can Import a 2D object.

BACKSPACE deletes characters from the end of the line.

**To change the alignment of two or more lines of text**

(Also known as **Justification**.)

Click the three align buttons on the Text Toolbar at the bottom of the window. These buttons have no effect for a single line of text.

### **To change spacing between lines of text**

Change Line Spacing on the Text Toolbar (displayed at the bottom of the window.) This value is a percentage of the regular line spacing. 100% is regular spacing. Less than 100% moves the lines closer together. Line spacing has no effect for a single line of text.

This always affects the entire line. To move selected characters vertically, use **Baseline Shift** on the Text dialog box. Or use F7 to move the selection upwards; F8 downwards.



**Editing text in the middle of a line**

1. Click the Show/Hide Cursor button (the I-beam) on the Text Toolbar to select it. This displays a vertical cursor.
2. Use the arrow keys on the keyboard to move the cursor.
3. You can then type in new text or delete existing text using BACKSPACE or DELETE.

Press ENTER to start a new line.

### **To change selected characters**

(For example to a different font.)

The first step is to select the characters you want to change:

1. Click the Show/Hide Cursor button (the I-beam) on the Toolbar to select it. This displays a vertical cursor.
2. Using the arrow keys on the keyboard to move the cursor to where you want the selection to start.
3. Use SHIFT+arrow keys to select characters.

Any options you change on the Text Toolbar or Text dialog box then apply to the selected characters only.

## Changing the spacing between characters

### To change the spacing between several or all characters:

1. Change the value in **Tracking** on the Text Toolbar (displayed at the bottom of the window.) Tracking is measured in **ems**. One em is the width of the letter 'M' in the current font.

If there is some text selected, the tracking change applies just to the selection. (See [Selecting text](#).) Otherwise the change applies to all characters.

You can also use the [Text dialog box](#).

### To change the space between two characters:

1. Open the [Text dialog box](#).
2. In the dialog box move the cursor between the two characters.
3. Change the value in **Kerning**. Positive values increase the space between characters; negative decreases the space.

### Keyboard short cut:

- F5 reduce spacing
- F6 increase spacing

**To make the objects wider or narrower**

Change Aspect Ratio on the Text Toolbar (displayed at the bottom of the window.) 100% is regular width. Less than 100% compresses the characters. Note the difference between Aspect Ratio (change the width of characters) and Tracking (change the space between characters.)

## Importing 2D objects

As well as using regular text in Xara3D, you can also import 2D objects and extrude them. 2D objects can be in Windows metafile .EMF or WMF format or Xara .XAR or .WEB format.

After importing you can recolor, scale, and extrude 2D objects in exactly the same way as text. You can even slant the text using the Italic option on the Text Toolbar.

### To import a 2D object (add to the existing heading):

1. Choose **Import** on the File menu.
2. Select Windows Metafile or Xara filter as the file type.
3. Browse to the folder containing the EMF, WEB, WMF, or XAR file.
4. Click **Open** to import. This adds the 2D object to the end of any existing text or 2D objects.

### To open a new document showing only a 2D object:

1. Choose **Open** on the File menu.
2. Select Windows Metafile or Xara filter as the file type.
3. Browse to the folder containing the EMF, WEB, WMF, or XAR file.
4. Click **Open** to import. This opens a new document containing only the 2D object.

### Notes:

- Simple shapes work best. Complex shapes often lose detail when converted to 3D.
- Any color information in the imported file is discarded. The 2D objects take the current text color.
- [More information on XAR/WEB files](#)
- [More information on metafiles](#)

See this [web page](#) for the latest information on importing 2D objects.

