# Chapter 1

## Getting Started

# Getting Started

This chapter explains how to install and start Windows Draw, and quickly get help when you need it-whether it be on-line help or technical support service. You will also learn more about program features.

## Let's Get Started

You can run this program simply and quickly by double clicking the Windows Draw icon in Windows 3.0. The Windows Draw installation program creates an icon and an application group for you during the installation process.

**To start Windows Draw:**

● Point to the Windows Draw icon and double click Button 1 (the left mouse button).

An anti-theft message appears on the screen the first time you run Windows Draw. This message is to remind you that you are using Windows Draw under the terms in the Micrografx License Agreement.

## The Windows Draw Window
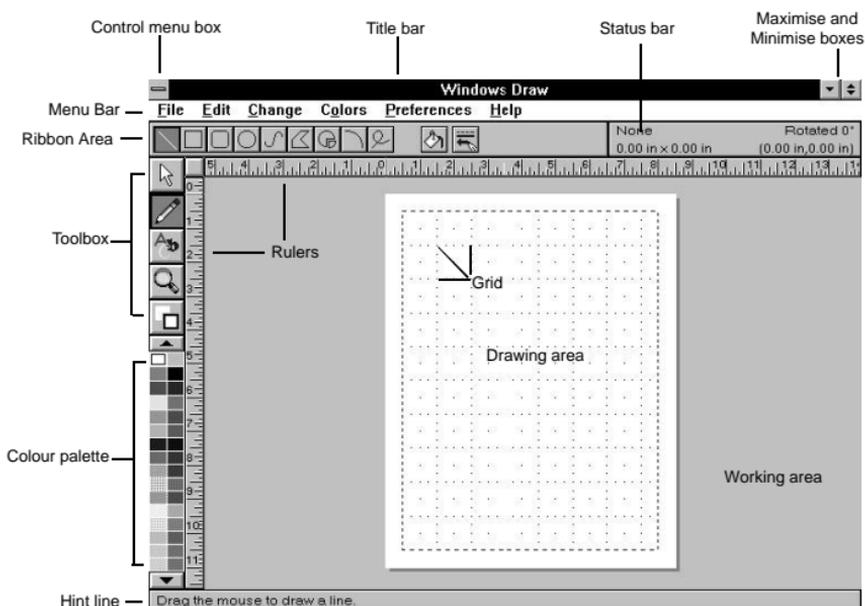
Think of the Windows Draw main window as an electronic canvas with drawing and working areas. You can use the drawing area to create and view drawings and symbols. Outside the drawing area, you will find the working area, a place for storing and editing your designs. The Windows Draw window contains the following elements. See the "Glossary" to learn the definition of each element in the window.

## Using the Status Bar

The Status bar gives you four types of information: the top left corner tells you the type of symbol selected; the top right corner tells you the symbol's degree of rotation and slant; the bottom left corner shows you the symbol size; and the bottom right corner indicates the pointer's position in the window.

## Working with Symbols

The Windows Draw documentation and on-line help system refer to graphics and text (converted to curves) as "symbols."

You can "select" a symbol by pointing to it with the pointer and clicking Button 1. The pointer sometimes changes to indicate the current mode.

Windows Draw provides three ways for you to select symbols.

| To select | Do this |
|-----------|---------|
| A single symbol | Point to the symbol and click Button 1 to select it |
| A group of symbols | Drag a dotted rectangle around the symbols using the pointer |
| All symbols | Open the Edit menu and choose the Select All command (or press F2) |

## Using Handles

Each symbol has an invisible "bounding box" surrounding it. When a symbol is selected, "handles" appear on the corners and in the center of the sides of the bounding box. Handles appear at both ends of a selected line.

You use handles to resize (stretch and shrink) selected symbols.

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When you drag a corner handle, the symbol resizes proportionally. When you drag a side handle, the symbol resizes non-proportionally.
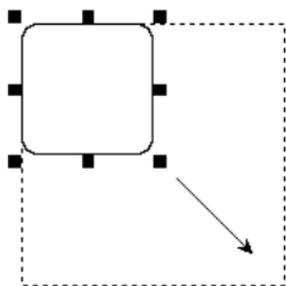
Drag a corner handle to resize a symbol proportionally.
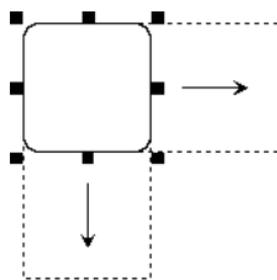
Drag a side handle to resize a symbol non-proportionally.

**Note:** You can choose the Handles command in the Preferences menu to change the default handle size from medium to small or large.

## About On-line Help

On-line help messages provide detailed information about commands, dialog boxes, buttons, and tools; techniques for drawing and editing; and additional concepts specific to Windows Draw and the Windows environment. Using on-line help is more convenient than using a manual because getting information is as easy as pressing a button.

You can access help one of two ways. The first way involves pressing F1 to access "context-sensitive" help. When you press F1, you receive a help message specific to the command, dialog box, button, tool, or symbol you choose or open.

**To access context-sensitive help:**

1. Highlight a command, open a dialog box, select a symbol, or choose a tool or button.
2. Press F1. A context-sensitive message appears in the help window.

The second way involves using the Help menu. The Help menu lets

you access information about Windows Draw commands, terms and phrases, error messages and solutions, shortcut keys, and topics specific to Windows Draw and the Windows environment.

A list of commands appears when you open the Help menu. These commands provide ways for you to access help, verify which version of Windows Draw you are using, and learn about features added after the documentation was printed.

| Command | Displays |
| --- | --- |
| Current Topic (F1) | Help specific to the selected symbol, open dialog box, or highlighted command, tool, or button |
| Index | A list of topics |
| Using Draw | Information about ways you can use Windows Draw |
| Read Me | Information that became available after the documentation was printed |
| Using Help | On-line instructions for using the Windows Draw help system |
| About Draw | A dialog box with the version number and version date of Windows Draw |

Each help message in the Windows Draw help system can also be located using the alphabetized on-line subject index.

**To access the alphabetized subject index:**

1. Open the Help menu and choose the Index command. A help window appears with a list of topics.
2. Click the Subject Index. An alphabetized list of help topics appears.

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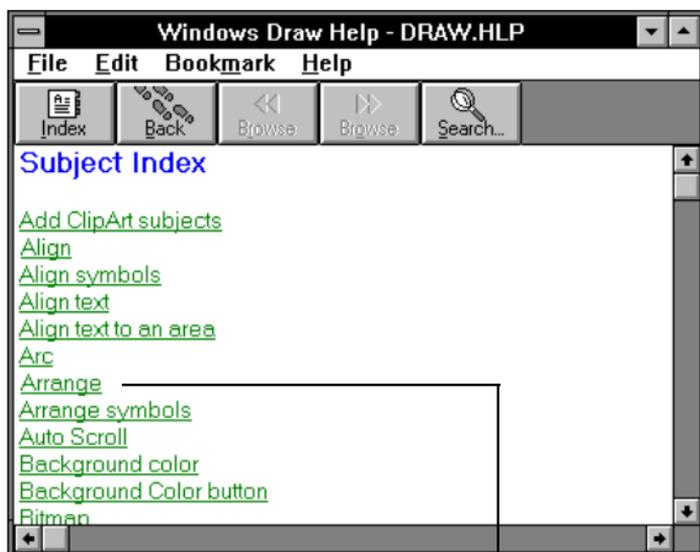


Click to display the help message.

**3.** Locate and click the desired entry.
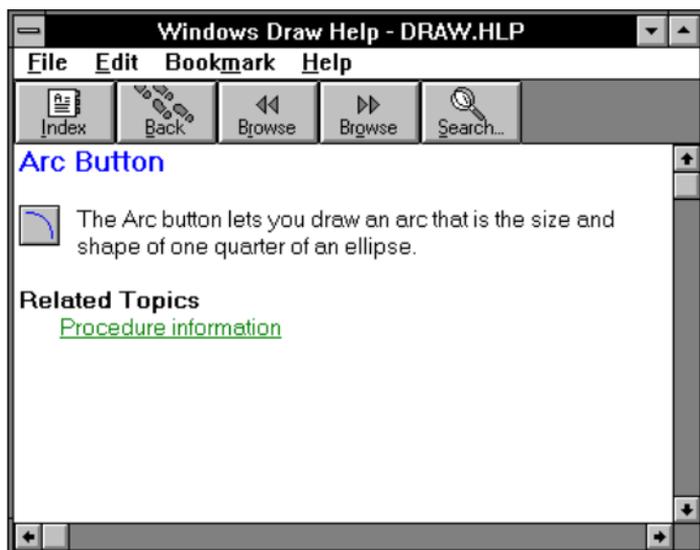
## How Help Messages are Organized

Finding information in the Windows Draw help system is easy-it is much like using a roadmap. Help provides landmarks (related topics) and pointers (jump terms) to easily get you where you want to go.

Help messages are organized hierarchically. Topics are "linked" to subtopics by jump terms.

All Windows Draw messages contain a Related Topics section that points you to additional information about the following: command information, dialog box information, and procedure information.

### Command Information

Command messages define and describe commands in Windows Draw. For example, if you choose the Name command in the Change menu and press F1, the following window appears.



Click to see the instructions.
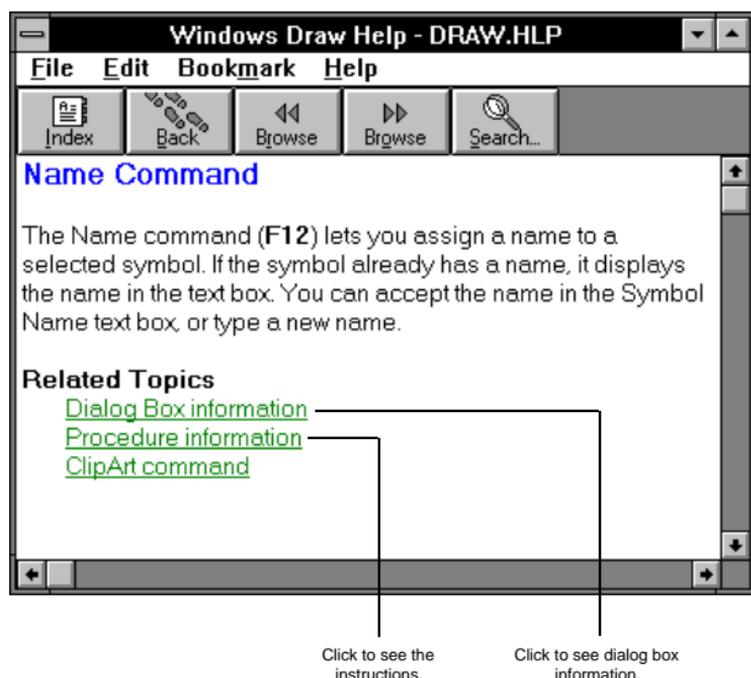
Click to see dialog box information.

### Dialog Box Information

Dialog Box messages list and explain the areas of a dialog box. If you click the icon in the Dialog Box message, a picture of the dialog box appears. For example, the Dialog Box message for the Name command looks like this.



Click to see a picture of the dialog box.
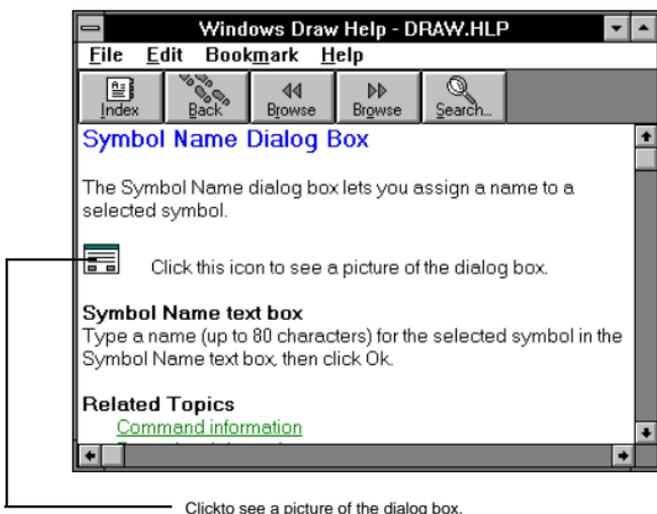
### Procedure Information

The Procedure message contains step-by-step instructions for performing a particular task. For example, the Procedure message for the Name command appears in the following window.
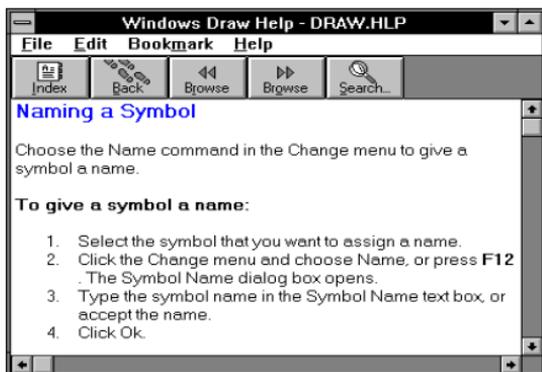
**Jump Terms**

Some help messages contain underlined words and phrases called "jump" terms. A jump term takes you to a related message for that term. Jump terms let you move throughout the help system without returning to the Help menu. After reading this message, simply click the Back button in the Help window to return to the previous message.

**Glossary Terms**

Words underlined with a dashed line have definitions attached to them. To view a definition for a word, point tot he word, and press and hold Button 1. After reading the definition, release Button 1 to close the definition.
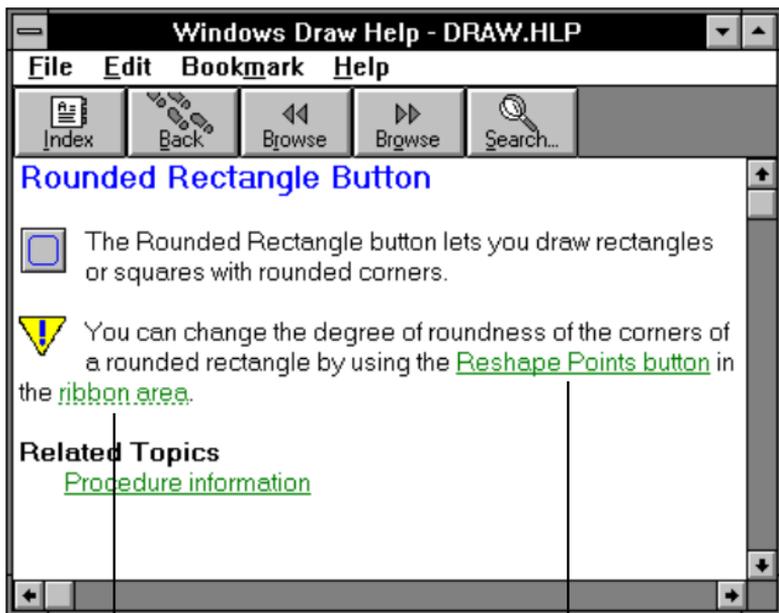


Glossary term                                    Jump term

## About the Help Window

All help messages appear in the default Help window. This window contains four menus and five buttons that are Windows specific.

You can maximize the window to view all of the information that may not initially appear in the window, as in the example below.
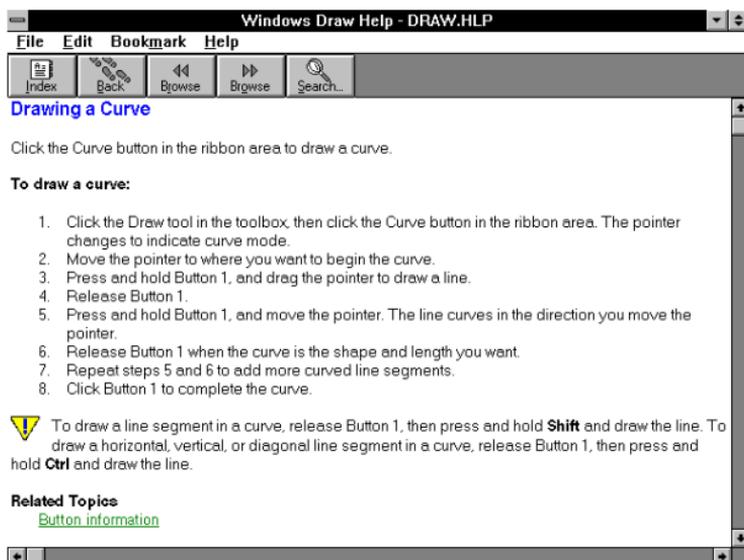


**Menus**

The menus in the Help window let you perform functions in the help system such as printing and copying a help message, and defining a bookmark.

| This menu | Lets you |
| --- | --- |
| File | Open a help file (HLP), print a help message, and setup a printer |
| Edit | Copy a help message to the Clipboard |
| Bookmark | Define a bookmark to a topic or remove a book-mark from a topic |
| Help | Learn how to use on-line help |

**Buttons**

The buttons in the Help window provide quick ways for you to maneuver through the help system.

| This button | Lets you |
|---|---|
| Index | Look up reference information |
| Back | Move backward, one message at a time, until you reach the first message you opened |
| Browse forward | Move forward to a related topic |
| Browse backward | Move backward to a related topic |
| Search | Search for topics by keyword (for example, if you want help on opening a drawing, type Open) |

## Getting Help on Help

Follow these instructions to review on-line messages that describe how the help system works.

● Open the Help menu and choose the Using Help command.

## Printing Help

You can print a help message using the Print Topic command in the File menu of the Help window.

**To print a help message:**

● Choose the Print Topic command in the File menu of the Help window.

## Closing Help

You can close help and return to the drawing window in one of three ways.

● Double click the Control menu box in the Help window.

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- ● Choose the Exit command in the File menu of the Help window.
- ● Choose the Close command in the Control menu of the Help