Using Windows Draw! Efficiently

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In this chapter, you discover ways to work more efficiently with Windows Draw. You learn about power and shortcut keys, mouse buttons, and a time-saving option.

Power Keys

This section provides quick information on how to use power keys. Power keys help you to increase your productivity.

The ALT Key

The ALT key (used with other keys) lets you open menus in the main Windows Draw window, undo changes to your work (before using the Save command), and close the current window.

To	Do this
Open a menu	Press and hold ALT, then press the key that corresponds to the underlined letter in the menu name (for example, ALT+F opens the File menu)
Undo the most recent action	Press ALT+BKSP
Close current window	Press ALT+F4

The CTRL Key

The CTRL key (used with other keys) lets you choose commands or buttons, constrain symbols, and copy selected symbols to the Clipboard.

To	Do this
Choose a command or button using a shortcut key	Press and hold CTRL, then press the corresponding key to choose the command or button (for example, CTRL+S

	chooses the Save command)
Constrain square proportions when rubberbanding symbols	Press CTRL
Constrain a horizontal or vertical move	Press CTRL
Constrain a horizontal, vertical, or diagonal line	Press CTRL
Copy a selected symbol to the Clipboard	Press CTRL+INS

The ESC Key

The ESC key lets you cancel actions such as moving, resizing, and creating symbols; close menus and dialog boxes; and end text and reshape modes.

To	Do this
Cancel actions such as block selecting, moving, resizing, or creating symbol	Press ESC
Close a menu or dialog box	Press ESC
End reshape mode	Press ESC
End text mode	Press ESC

The SHIFT Key

The SHIFT key (used with other keys) lets you choose a command or a button; duplicate, cut, and paste symbols; select several symbols at once; and remove the proportional constraints on symbols.
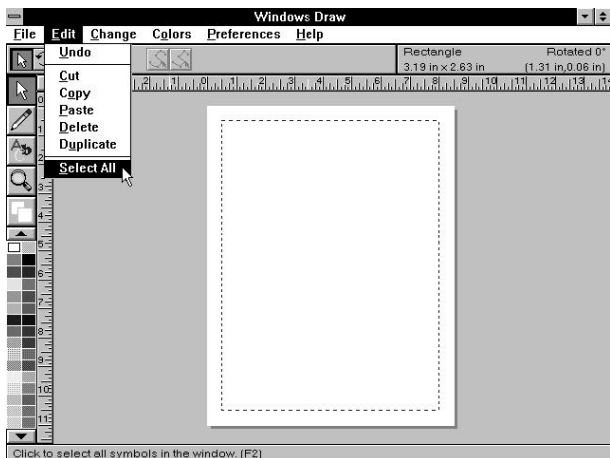
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To	Do this
Choose a command or button using a shortcut key	Press and hold SHIFT, then press the corresponding key to choose the command or button (for example, SHIFT+F9 chooses the Move to Front command)
Duplicate a symbol	Press and hold SHIFT while dragging a selected symbol
Cut a symbol to the Clipboard	Press SHIFT+DEL
Paste a symbol from the Clipboard	Press SHIFT+INS
Remove proportional constraint of a symbol	Press SHIFT while rubberbanding a proportional symbol
Select several symbols at once	Press and hold SHIFT while pointing and clicking individual symbols you want to select, in addition to those already selected
Select several points at once	Press and hold SHIFT (in reshape mode) while pointing and clicking individual points you want to select, in addition to those already selected

Shortcut Keys

This section lists all shortcut keys in Windows Draw. Pressing a shortcut key is the same as choosing the command or button.

The most commonly used commands or buttons in Windows Draw have shortcut keys. The shortcut key for a command or button appears in the hint line at the bottom of the window. When you open a menu and highlight a command (do not choose the command) or click a button, a one-line message containing the shortcut key appears in the hint line.

The hint line displays the shortcut key for a
highlighted command or button.

You can use Windows Draw shortcut keys to execute a command
immediately without opening a menu. For example, pressing F2
chooses the Select All command in the Edit menu and selects all
symbols in the drawing and working areas.

The list below and on the next page contains all of the shortcut
keys in Windows Draw.

To select this command	Press
Align Bottom	CTRL+F8
Align Center	CTRL+F5
Align Left	CTRL+F3
Align Middle	CTRL+F6
Align Page Center	CTRL+F9
Align Page Middle	CTRL+F10
Align Right	CTRL+F7
Align Top	CTRL+F4

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Align To Ruler	CTRL+F2
Connect	F11
Copy	CTRL+INS
Current Topic	F1
Cut	SHIFT+DEL
Delete	DEL
Disconnect	SHIFT+F11
Duplicate	CTRL+D
Exit	ALT+F4
Flip Horizontally	F7
Flip Vertically	SHIFT+F7
Group	F5
Move to Back	F9
Move to Front	SHIFT+F9
Name	F12
Paste	SHIFT+INS
Print Page	SHIFT+F4
Print View	F4
Redraw	F3
Save	CTRL+S
Select All	F2
Undo	ALT+BKSP
Ungroup	SHIFT+F5
View Previous	CTRL+V
Zoom	CTRL+Z

Using the Mouse

Using the mouse is the preferred way to work with Windows Draw. If you have never used a mouse, expect to take a short time to become comfortable with it. Soon you will find the mouse both convenient and efficient.
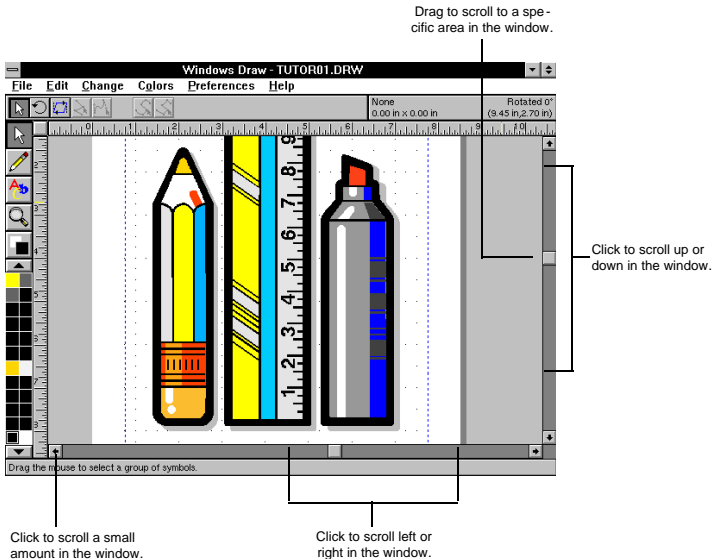
The mouse, a small device designed to fit under your hand, moves the pointer on the screen as you move it across a flat surface. Use the mouse to draw and move symbols; open menus and choose commands, buttons, and tools; restore icons; and move and resize windows.

You can perform many Windows Draw functions faster using a multiple-button mouse. On this type of mouse, the left button is called

Button 1, and the right button is called Button 2.

The Windows Draw window automatically scrolls when you drag the mouse beyond the borders of the main window (in zoom mode). You may deactivate the Auto Scroll option in the Preferences menu.

Drag to scroll to a specific area in the window.

Click to scroll up or down in the window.

Click to scroll a small amount in the window.

Click to scroll left or right in the window.

The following terms describe actions you can perform with the mouse.

Term	Action
Click	Quickly press and release the mouse button
Double click	Click the mouse button twice in rapid succession
Drag mouse button	Move the mouse while you press and hold the

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Point	Move the mouse until the tip of the pointer rests where you want to point
Press	Hold down the mouse button momentarily
Press and hold	Hold down the mouse button until you complete an action, then release the mouse button
Rubberband	Resize a symbol or define a block select (or zoom) area while you press and hold the mouse button and drag to draw a dotted rectangle

The Changing Pointer

The arrow pointer moves on the screen as you move the mouse (or press the arrow keys).

You use the arrow pointer to "point" to menus, commands, tools, buttons, and symbols.

The pointer changes to reflect a chosen command or button. For example, when you choose the Slant button, the pointer changes to indicate slant mode. You can click the Select button in the ribbon area to leave this mode.

Ways to Use Button 1

Here are ways to use Button 1 efficiently.

● Click while pointing to a symbol to select it.
● Click while pointing to a blank area in the window to deselect a symbol.
● Click while drawing a polyline, freehand symbol, or curve to finish the symbol.
● Click while pointing to overlapping symbols to alternately select each one.
● Click while pointing to a tool in the toolbox or to a button in the ribbon area to select it.
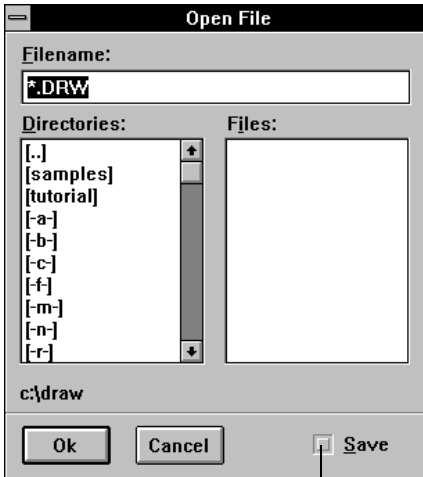
Ways to Use Button 2

Here are ways to use Button 2 efficiently.

● Press and hold Button 2 while creating or resizing a symbol (without releasing Button 1) to freeze the symbol and move it to a new location; release Button 2 to continue rubberbanding (resizing).

Using the Save Option

Windows Draw provides the Save option in some dialog boxes. You will find this option extremely helpful when working with Windows Draw.

You use the Save option in many dialog boxes to save the selected drive and directory as the new default drive and directory. Here is an example of the Save option in the Open File dialog box.
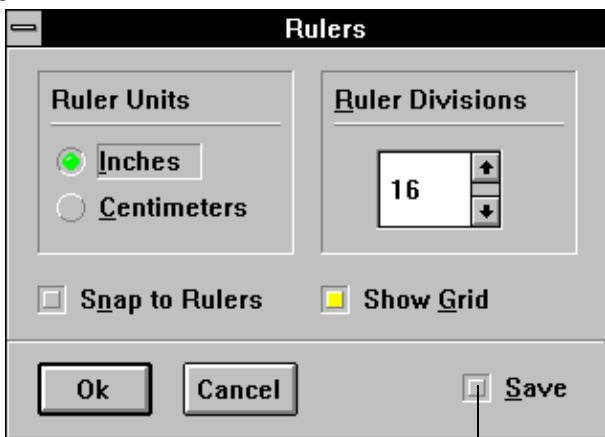

Click to save the current directory as the default directory.

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If you want the Open File dialog box to always default to a particular directory, display the directory, check the Save option, and click Ok. Thereafter, when you start Windows Draw, the default directory is the one you selected. If you decide to change it, do so, and deselect the Save option or save the new setting.

The Save option in other dialog boxes lets you save settings as the new default. Here is an example of the Save option in the Rulers dialog box.

Click to save the settings
as the new default.

Note: You can also change other default settings in Windows Draw using the Preferences menu.

Interrupting a Screen Redraw

You don't have to wait for Windows Draw to redraw symbols before you start another task.

You can choose a different tool, command, or button before Windows Draw finishes redrawing, regardless of the size or complexity of the drawing.

The screen interrupt feature also applies when you mistakenly choose the wrong button. Suppose you choose the View Actual Size button, rather than the View Page button. You can immediately choose the correct button without waiting for the screen to finish redrawing.

You may also perform additional tasks during a screen interrupt, such as select, block select, draw, duplicate, and zoom.