Chapter

Working
with
Files

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Working with Files

This chapter describes how to work with files in Windows Draw. This includes clearing the window; opening, saving, and printing drawings; and closing Windows Draw.

Clearing the Window

When you want to clear the drawing and working areas in Windows Draw, use the New command in the File menu. The New command "clears" everything from the window.

To clear the window:

● Open the File menu and choose the New command. Windows Draw clears the window.

If the file you are working with has changed, and you did not save it before choosing the New command, the Save Changes dialog box opens and requests that you select one of three choices: Yes, No, or Cancel.

● Yes saves the current changes before clearing the window. If you have not previously saved the drawing, the Save File dialog box opens. Type a name in the text box and press ENTER.
● No clears the window without saving any changes.
● Cancel cancels the New command and returns you to the current drawing.

Opening a File

To edit, view, or print a file in Windows Draw, you first open (or load) the file using the Open command in the File menu.

When you choose the Open command in the File menu, the Open File dialog box opens, and files appear in the Open File list box. The list box contains files with DRW extensions.

Locating a File

Directories and disk drives are shown in brackets in the Directories list box. If you choose [-A-], the directories and filenames on the diskette in drive A appear in the list box. To see the filenames in another directory, choose the directory name or type the directory name separated with backslashes. For example, type c:\draw\tutorial,

and press ENTER. The filenames associated with the specified drive and directory appear in the list box.

Changing Directories

To change directories, point to the directory containing the files that you want to open and double click Button 1. The list box changes to the directory you selected.
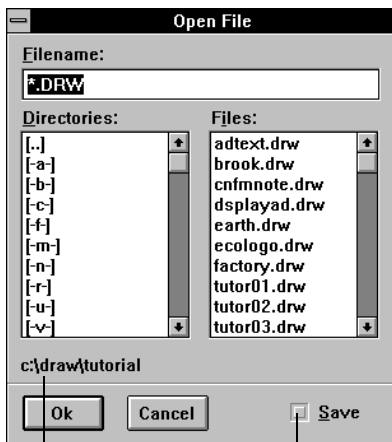
In the Fles list box, type the first letter of a filename to highlight the first file begining with that letter.

Save Option

The Save option saves the current drive and directory as the new default. Each time you open a file, Windows Draw defaults to this drive and directory.

To open a file:

1. Open the File menu and choose the Open command. The Open File dialog box opens.

```
┌─────────────────────────────────────┐
│ ─                Open File           │
│ Filename:                            │
│ ┌─────────────────────────────────┐ │
│ │ *.DRW                           │ │
│ └─────────────────────────────────┘ │
│ Directories:          Files:         │
│ ┌──────────────┐ ↑   ┌────────────┐ ↑│
│ │ [..]         │     │ adtext.drw │  │
│ │ [-a-]        │     │ brook.drw  │  │
│ │ [-b-]        │     │ cnfmnote.drw│ │
│ │ [-c-]        │     │ dsplayad.drw│ │
│ │ [-f-]        │     │ earth.drw  │  │
│ │ [-m-]        │     │ ecologo.drw│  │
│ │ [-n-]        │     │ factory.drw│  │
│ │ [-r-]        │     │ tutor01.drw│  │
│ │ [-u-]        │     │ tutor02.drw│  │
│ │ [-v-]        │ ↓   │ tutor03.drw│ ↓│
│ └──────────────┘     └────────────┘  │
│ c:\draw\tutorial                     │
│ ┌──────┐  ┌────────┐                 │
│ │  Ok  │  │ Cancel │      ☐ Save     │
│ └──────┘  └────────┘                 │
└─────────────────────────────────────┘
```

Double click to change to a different directory.

Click to save the current directory as the default directory.

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If the file you are working with has changed, and you did not save it before choosing the Open command, the Save Changes dialog box opens and requests that you select one of three choices: Yes, No, or Cancel.

- Yes saves the changes to your drawing before opening the Open File dialog box. If you have not previously saved the drawing, the Save File dialog box opens. Type a name in the text box and press ENTER.
- No does not save changes to the current file and opens the Open File dialog box.
- Cancel cancels the Open command and returns you to the current drawing.

2. Double click the drive and directory that contains the file you want to open.

3. Double click the file you want to open. The drawing appears in the drawing area.

Saving a Drawing
When you save a drawing with the Save As command in the File menu, Windows Draw stores the current version of the drawing. This command also lets you rename a drawing, so that you have the original drawing and a new version.
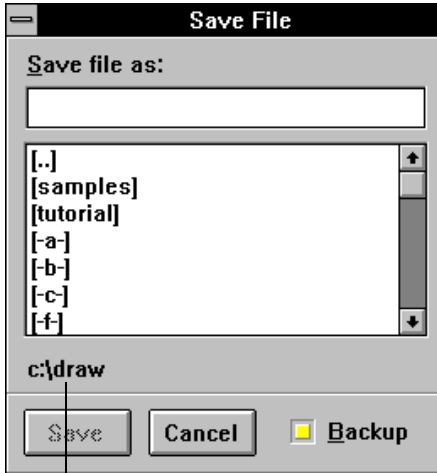
Why Save Frequently
You should get into the habit of saving your work frequently. This action will help to ensure that your files are saved in the event of a power interruption or outage.

Backup Option
Use the Backup option in the Save As dialog box to retain a copy of the previous version of the drawing. Windows Draw appends the extension BAK to the filename. As long as the Backup option is checked, you have two copies of the saved drawing on disk-the current version and the previously saved version. The backup version is overwritten each time you save the drawing.

To save a drawing:

1. Open the File menu and choose the Save As command. The Save File dialog box opens.

```
┌─────────────────────────────────────┐
│ ─            Save File               │
│                                      │
│ Save file as:                        │
│ ┌──────────────────────────────────┐ │
│ │                                  │ │
│ └──────────────────────────────────┘ │
│ ┌──────────────────────────────┐ ┌─┐ │
│ │[..]                          │ │▲│ │
│ │[samples]                     │ │ │ │
│ │[tutorial]                    │ │ │ │
│ │[-a-]                         │ │ │ │
│ │[-b-]                         │ │ │ │
│ │[-c-]                         │ │ │ │
│ │[-f-]                         │ │▼│ │
│ └──────────────────────────────┘ └─┘ │
│ c:\draw                              │
│ ┌──────┐  ┌────────┐                 │
│ │ Save │  │ Cancel │   ☐ Backup      │
│ └──────┘  └────────┘                 │
└─────────────────────────────────────┘
```

Double click to change
to a different directory.

2. Type a filename for the drawing, or accept the name in the text box.
3. Press ENTER to save the drawing.

When you type an existing filename, the message "Replace existing (filename)?" appears. Windows Draw defaults to No. Respond to this message in one of two ways.

● Press N to assign another name to the current drawing. Type a different name in the Save file as text box and press ENTER.
● Press Y to replace the existing drawing with the current drawing.

Note: Pressing a character key when a filename is highlighted in

the text box makes the name disappear. To edit the filename, press the RIGHT ARROW to remove the highlight. Then press the RIGHT or LEFT ARROW to move the text cursor. To delete characters to the left of the text cursor, press BACKSPACE.

Doing a Quick Save

After you name a drawing with the Save As command, save changes to it quickly using the Save command in the File menu.
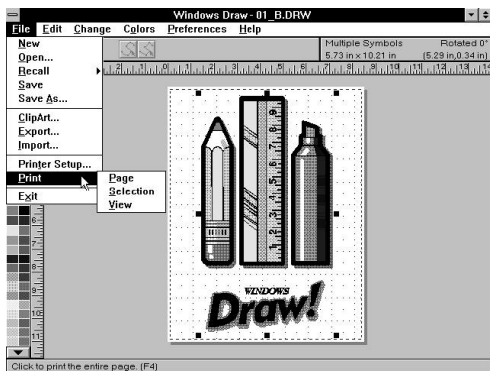
Press CTRL+S to choose the Save command.

Printing a Drawing

When you choose the Print command in the File menu, the Print submenu opens. It contains three commands you can use for printing from Windows Draw.

● Page prints the entire page.
● Selection prints symbols that you have selected in the drawing area.
● View prints the area that you select in the drawing area.

To print a drawing:

1. Open the File menu and choose the Print command. The Print submenu opens.

2. Choose the print command that you want to use.

Closing Windows Draw

The Exit command in the File menu closes Windows Draw. Use this command when you finish working with the program, or when you want to free memory to work in another application.

You can close Windows Draw in one of three ways.

● Choose the Exit command in the File menu.
● Double click the Control menu box.
● Choose the Close command in the Control menu.

If the file you are working with has changed, and you did not save it before closing Windows Draw, the Save Changes dialog box opens and requests that you select one of three choices: Yes, No, or Cancel.

● Yes saves changes to the current drawing before closing Windows Draw. If you have not previously saved the drawing, the Save File dialog box opens. Type a name in the text box and press ENTER.
● No does not save changes to your drawing and closes Windows Draw.
● Cancel cancels the Exit command and returns you to the current drawing.

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