










Draw 2

Contents

Welcome to the **CompuWorks Draw™** Help.

From this page you can get Help for any of CompuWorks Draw's procedures, tools and menu options, open a list of keyboard shortcuts, or learn more about the Help system itself.

Click on a button to make your choice.

-  [How To ...](#)
-  [Menus](#)
-  [Toolbars](#)
-  [Keyboard shortcuts](#)
-  [Using Help](#)
-  [About The WizardWork Group](#)
-  [Stop Press!](#)

How to choose an option



Point to your choice and click.



Use **Tab** or **Shift Tab** to highlight your choice, then press **Enter**.

For more information about using help, click on **Using Help** above.



How To ...

Click on a button for more Help with CompuWorks Draw's procedures.

- [!\[\]\(31b03e46ee8a80a1f1467b8c03bd76e8_img.jpg\) Work with pictures](#)
- [!\[\]\(7d9665ff04f9d2270c38081c6215a724_img.jpg\) Use templates](#)
- [!\[\]\(7cea648fec4dfc1e99934873e9173b69_img.jpg\) Draw](#)
- [!\[\]\(48ceb66414885cacc3f139b4fa359213_img.jpg\) Create text](#)
- [!\[\]\(01a1fc700f38e6e09ee62e6a9c54d804_img.jpg\) Arrange objects](#)
- [!\[\]\(833c1865792a2399365d8193854ceab7_img.jpg\) Shape and blend objects](#)
- [!\[\]\(5b4802b5ab32e2afe0a3214e088c55e2_img.jpg\) Transform objects](#)
- [!\[\]\(c1a72aaa635814897c20812b2e4c560c_img.jpg\) Use colors, lines and fills](#)
- [!\[\]\(b89ef0c055b78377f582d5966452ea89_img.jpg\) Use CompuWorks Draw with other applications](#)
- [!\[\]\(843cf0c3ada5c46c853d1230936e9604_img.jpg\) Print pictures](#)



Menus

There are eight menus in the CompuWorks Draw menu bar. Click on one of the options below to see a list of corresponding menu commands.


- [!\[\]\(0551a83d441798e532995956b603f604_img.jpg\) File menu](#)
- [!\[\]\(54ee180c0037b66a36ce2219a481afde_img.jpg\) Edit menu](#)
- [!\[\]\(73ae654e8897db9b21f1bf9d9efc07ef_img.jpg\) View menu](#)
- [!\[\]\(278ecf8622de254ce2917d264729f4b0_img.jpg\) Object menu](#)
- [!\[\]\(3b5d74d5eba68301b1a5c22417b6b52c_img.jpg\) Line menu](#)
- [!\[\]\(95826e66cf958c3135662f918c38faf5_img.jpg\) Fill menu](#)
- [!\[\]\(5561815f7b3c21cd4837848c1b3a53b8_img.jpg\) Window menu](#)
- [!\[\]\(07e9f8bb2d9a8e0c79a2191f366ec50f_img.jpg\) Help menu](#)


Hint: When you highlight a menu command in CompuWorks Draw, the Information Line at the bottom of the desktop indicates how to use that command.



Toolbars

There are three toolbars in CompuWorks Draw. Click on one of the options below to see the corresponding toolbar.

 [Toolbox](#)

 [Shortcuts](#)

 [Text controls](#)

Hint: When you point at a tool with the mouse pointer, the Information Line at the bottom of the desktop indicates how to use that tool.



Keyboard equivalents and shortcuts

If you are familiar with Windows™, you will already know that there are many keyboard equivalents to using the mouse.

CompuWorks Draw provides its own additional equivalents and shortcuts; these are listed below.

Function key shortcuts

F1	Start the on-line Help
Shift F1	Select the Help pointer so that you can ask for help
F2	Save the picture in the active window
F3	Undo the last command
F4	Redo the last Undo command
F5	Repeat the last transformation
F6	Toggle the view of the picture in the active window between outline and preview format
F7	View the picture in the active window at its actual size
Shift F7	View the picture in the active window in whole page view
F8	Enlarge the picture in the active window (to the next standard magnification)
Shift F8	Reduce the picture in the active window (to the next standard magnification)
F9	Select the next tool in the toolbox
Shift F9	Select the previous tool in the toolbox
F10	Pass control to the menu bar

Additional keyboard shortcuts

Return	Select the pointer tool
Space	Cancel the selection of all selected points (leaves paths selected)
Esc	Cancel the selection of all selected objects
Del	Delete all selected objects
Backspace	Delete all selected points on paths
↓ ← →	Scroll the active window: up, down, left or right
PgUp	Scroll the active window up by a screen
PgDn	Scroll the active window down by a screen
Ctrl PgUp	Scroll the active window left by a screen
Ctrl PgDn	Scroll the active window right by a screen
Tab	Select the next object in the stacking order
Shift Tab	Select the previous object in the stacking order

Additional menu command shortcuts

Alt A	Select all the objects in the picture
Ctrl A	Open the Align dialog box
Ctrl B	Move the selected objects to the back of the picture
Ctrl C	Copy the selected objects to the Clipboard <i>without</i> removing them from the picture
Ctrl F	Move the selected objects to the front of the picture
Ctrl G	Group the selected objects
Ctrl H	Hide the selected objects

Ctrl I	Open the information dialog box for the selected object
Ctrl J	Join two end points, or join text to a path
Ctrl L	Lock the selected objects
Ctrl M	Combine the selected paths to create a compound path
Ctrl N	Unlock the selected objects
Ctrl S	Split a path at the selected points, or separate text from a path
Ctrl U	Ungroup the selected group
Ctrl V	Paste the contents of the Clipboard into the picture in the active window
Ctrl W	Show all hidden objects
Ctrl X	Cut the selected objects from the picture to the Clipboard

Text editing shortcuts

These shortcuts are available only when the text tool is selected and the text cursor is put within a text object.

Alt ← →	Rotate the text insertion point clockwise or counterclockwise to enter text at an angle
Return	Insert a line break
Space	Insert a space
Esc	Cancel the selection of any selected text and return the text insertion point to an upright position if it has been rotated
Del	Delete the text selection or the character to the right of the text insertion point
Backspace	Delete the text selection or the character to the left of the text insertion point
← →	Move the text insertion point left or right one character, or when there is a text selection, move the text insertion point to the start or end of the selected text and cancel the selection
↓	Move the text insertion point up or down one line
Shift click	Select the text between the position of the text insertion point and the position of the click



Using Help


On-line Help is a convenient way to obtain information about working with CompuWorks Draw.

You can keep the Help window permanently on-screen while you work by selecting **Always on Top** from the window's **Help** menu.

Moving around Help

As in all Windows™ Help applications, you move around the CompuWorks Draw Help to areas of interest using a system of 'jumps'. You can also 'pop up' definitions of specific words and phrases.

Most other Help systems (including some of those to which the CompuWorks Draw Help is linked) show jumps as green text underlined with solid or dotted lines. In the CompuWorks Draw Help jumps are shown as buttons, and popup definitions are denoted by underlined normal (black) text.

 This button appears throughout Help. It denotes a 'main' topic heading; another subject that may be relevant to the one you are currently reading about; a dialog box description; or more information of related interest. Click on the button, or on its title text, to 'jump' to its topic.

◆ A definition is available for any word or phrase that is underlined. Click on the word(s) to 'pop up' the information.

Additionally, you can click on most of the CompuWorks Draw tools and shortcut buttons shown in the Help to 'pop up' a description of their use.

How to choose a topic

To choose a Help topic, point to the button of the topic you want to read. The mouse pointer changes shape to a pointing finger. Click the mouse button to jump to that Help topic.

Alternately, you can press **Tab** or **Shift Tab** to highlight the button of your choice, then press **Return** to view that Help topic.

Once the topic you want to read appears in the Help window, use the vertical scroll bar to move through the Help.

Searching for Help

You can quickly search the Help for information on a specific subject. To do this

1. Click on the **Search** button in the Help window's button bar. The **Search** dialog box will appear.
2. Scroll through the list of subjects and choose the one you would like to read about.
3. Click on the **Show Topics** button. A list of the topics associated with that subject will appear. Select a topic.
4. Choose the **Go To** button. Information on your selected topic will appear in the CompuWorks Draw Help window.

You can then scroll through the Help as described above.

Browsing and backtracking

Use the **Browse** buttons (<< and >>) at the top of the Help window to browse backwards or forwards through the surrounding Help information. Click on the **Back** button to backtrack through the hierarchy of help topics that you have reviewed in the current Help session.

History

Click on the **History** button to view a list of all the topics you have reviewed in the current Help session. Double-click on a topic to make it appear in the main Help window.

Canceling Help

Select **Close** from the Help window's **Control** menu, or press **Alt F4**.



Glossary

Click on a word or phrase to 'pop up' its definition.

- A -

[Active window](#)
[Alignment](#)
[Align to page](#)
[Align to rulers](#)
[Align](#)
[Arc](#)
[Arrowhead](#)
[Auto curvature](#)
[Auto scroll](#)
[Autotrace](#)
[Axis](#)

- B -

[Background](#)
[Baseline](#)
[Basic shape](#)
[Bezier path](#)
[Bevel](#)
[Bitmap](#)
[Blend](#)
[Blend stages](#)
[Bold](#)
[Box](#)
[Butt](#)

- C -

[Cascade](#)
[Character](#)
[Check box](#)
[Clipart](#)
[Clipboard](#)
[Closed path](#)
[CMYK](#)
[Color model](#)
[Color palette](#)
[Command](#)
[Compound path](#)
[Compress](#)
[Connect point](#)
[Container](#)
[Control lines](#)

Control menu
Control points
Convert to path
Copy
Corner point
Corner radius
Crop marks
Curve point
Custom page
Cut
Cylindrical

- D -

Defaults
Dialog box
Directory
Dither
DPI
Duplicate

- E -

Ellipse
Embed
Ends
EPSF
Expand
Export

- F -

File
File extension
File format
Fill style
First point
Fixed point
Floating toolbox
Font
Foreground
Freehand path
Frequency

- G -

Greeking
Grid
Group

- H -

Hairline

Halftone
Handles
Hidden objects
HLS
Hue

- I -

Icon
Import
Information line
In-place editing
Insertion point
Intersection area
Italic

- J -

Join
Join range
Justification

- K -

Kerning
Keyboard equivalents
Keyboard shortcuts

- L -

Landscape
Leading
Letter spacing
Lightness
Line-art
Line style
Linear
Link
List box
Locked objects
Lower
Logarithmic

- M -

Magnification
Menu
Menu bar
Metafile
Miter

- N -

Negative

- O -

Object

OLE

Open path

Outline format

- P -

Page box

Paste

Paste inside

Path

Pattern

PCX

Pica

Picture window

Pie slice

Pixel

Point

Pointer

Polygon

Portrait

PostScript

Preferences

Preview format

Preview box

Printable area

Printing to disk

Process color

- R -

Radial

Raise

Redo

Reflect

Reflection axis

Registration

Registration marks

Reversed

RGB

Rotate

Round box

Round

Ruler

Ruler origin

- S -

Saturation

Scale factor
Scaling (printing)
Scanner
Screen
Scroll bar
Select
Selection frame
Selection range
Shortcuts
Skew
Snap control
Spherical
Split path
Spot color
Square
Standard view size
Star

- T -

Template
Text controls
Text frame
Text object
Text on a path
TIFF
Tiling
Tint
Title bar
Toggle
Toolbox
Trace
Transform
Typeface

- U -

Undo
Ungroup

- V -

Vector font
Vector-based
View size

- W -

Work area

Active window

The window or icon that you are currently using or that is currently selected. Only one window or icon can be active at a time. When a window is active, its title bar is highlighted to differentiate it from other windows; when an icon is active, its label is highlighted.

Alignment

The positioning of text: left aligned, right aligned, centered or justified.

Align to page

A setting that aligns the grid to the top left-hand corner of the page.

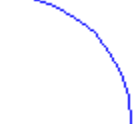
Align to rulers

A setting that aligns the grid to the ruler origin.

Align

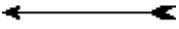
The positioning of objects relative to each other or to the page.

Arc



A curve that is a segment of the circumference of an ellipse.

Arrowhead



An arrow symbol that you can select for each end of a line style.

Auto curvature

The production of a smooth curve through a point that depends on the position of adjacent points. A point has auto curvature when it is created.

Auto scroll

The ability of the picture window to scroll automatically when you drag the pointer beyond the borders.

Autotrace

To trace an outline around an imported bitmap automatically.

Axis

The line in which objects are reflected in a reflect transformation. The reflection axis passes through the fixed point.

Background

The unset bits in a bitmap.

Baseline

An imaginary line on which text rests.

Basic shape



A box, round box, ellipse, arc, pie slice, polygon or star, created with one of the shape tools.

Bezier curve

A smooth curve, defined by control points.

Bevel

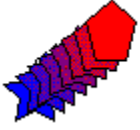


A style of line join in which the corner is cut off.

Bitmap

A picture composed of individual pixels (dots) created with a paint program or with a scanner. In contrast, CompuWorks Draw creates pictures using vector-based graphics.

Blend



The insertion of intermediate paths between two paths or basic shapes, with a transition of line styles and fill styles from one end to the other.

Blend stages

One of the intermediate paths inserted between two paths or basic shapes during a blend operation.

Bold

A weight of text characterized by **thick heavy** lines.

Box



A rectangle or square drawn using the box tool.

Butt



A squared-off end type for a line style, which does not project beyond the end of the line.

Cascade

An overlapping arrangement of windows on the desktop, with the title bar and left-hand edge of each window remaining visible.

Character

Any single letter, number, punctuation mark, or symbol.

Check box

A small, square box in a dialog box that can be selected or cleared. When a check box is selected, an X appears in the box.

A check box represents an option that you can turn on or off.

Clipart

Files imported into CompuWorks Draw to provide convenient, ready-made components of pictures.

Clipboard



A temporary storage location used to transfer data within and between Windows™ applications. The **Cut** and **Copy** commands transfer data to the Clipboard, and the **Paste** command inserts the data at your selected position.

Closed path

A path with no end points. Closed paths can be filled.

CMYK

A color model of subtractive mixing with cyan, magenta, yellow and black used to make any other color. Black is used to replace equal mixtures of the other three colors to produce better dark colors.

Color model

A method of describing a color as a mixture of other colors (e.g. RGB and CMYK) or as properties of the color (e.g. HLS).

Color palette

A set of colors available to your CompuWorks Draw pictures. You can create more colors to add to the color palette, or you can delete colors if you do not want to use them. When you save a picture, the color palette is saved as part of the picture, with any changes that you have made. Each picture can be saved with a different selection of colors in the palette.

Command

A word or phrase - usually found in a menu - that you choose to open a dialog box or carry out an action.

Compound path

A path made by combining a number of closed paths.

Compress

To compress the character width of your text selection, or to preset the width before entering text.

Connect point

The type of point drawn by the connect tool to provide a smooth transition from a straight to a curved line.

Container

A Windows™ application, e.g. Page Magic, that can accept linked or embedded objects from other applications.

Control lines

Lines used to connect control points to points on paths. The length and direction of the control lines control the direction and curvature of the path at the point.

Control menu

A standard Windows™ menu opened by clicking on the bar-shaped icon at the top left-hand corner of any window. The Control menu contains commands you can use to manipulate the window.

Icons and some dialog boxes also have a Control menu.

Control points

+ -shaped handles at the end of control lines. The handles are dragged to change the length and direction of the lines.

Convert to path

A command used to change basic shapes and text objects into paths.

Copy

To put a copy of the selected object(s) onto the Clipboard so that you can transfer it to another location.

Corner point

The type of point drawn by the corner tool used to connect straight sections of a path.

Corner radius

The radius used to create the curvature of a round box.

Crop marks

Hairlines drawn on a printout to mark the edge of the picture when the printout is tiled or printed on paper larger than the picture.

Curve point

The type of point drawn by the curve tool to connect curved sections of a path smoothly without a corner.

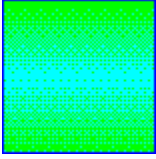
Custom page

A user-defined page size.

Cut

To move the selected object(s) from your picture onto the Clipboard so that you can transfer it to another location.

Cylindrical



A graduated fill style comprising of symmetrical bars fading from one color at each edge of the object to another color in the center.

Defaults

Settings that are supplied with CompuWorks Draw. For example, if you start a new picture without specifying a paper size, CompuWorks Draw uses its default setting, i.e. Letter.

Dialog box

A window that appears temporarily to supply information to CompuWorks Draw. When a dialog box appears, all interaction with CompuWorks Draw must be through the dialog box.

Directory

Part of a structure for organizing your files on disk. A directory can contain files and other directories called sub-directories.

Dither

To create the illusion of a color by placing dots of other colors very close together. In CompuWorks Draw, a color is dithered when the screen device does not support that color.

DPI

The number of dots (pixels) per inch that a printer can produce. Most laser printers print at 300 dpi. High-resolution phototypesetters provide 1270 and 2540 dpi.

The higher the dpi, the sharper the picture.

Duplicate

To make a copy of a CompuWorks Draw object *without* using the Clipboard.

Ellipse



A regular oval drawn using the ellipse tool. The most regular oval is a circle.

Embed

To copy a CompuWorks Draw object into another application, e.g. Page Magic, using OLE. By embedding an object, you gain fast access to the features of CompuWorks Draw *without* having to run CompuWorks Draw each time you want to edit the object.

When you embed an object, a copy of the object file is made and stored within the container application: the original object file is not altered in any way and remains available for future use.

Ends



A component of a line style allowing the ends of an open path to be made round, square or butt.

Expand

To expand the character width of your text selection, or to preset the width before entering text.

EPSF

Encapsulated PostScript Format - a line-art format that can be handled by CompuWorks Draw.

Export

To save all or part of a picture in one of a number of file formats used by other applications.

File

A picture or document stored on a hard or floppy disk, or any other media.

File extension

The period and up to three characters at the end of a filename. An extension usually identifies the kind of information a file contains. For example, files that you create using CompuWorks Draw have the .ART extension.

File format

The way in which information is structured in a file. Applications always store files in a particular format. A format readable by one application may not be readable by another application.

Fill style

The attribute of closed paths, text objects and basic shapes specifying how the space enclosed by their outlines should be filled. Fill styles can have different colors, and can be plain or graduated from one color to another in a number of different styles.

Patterns comprising of tiled groups of objects can be used to define fill styles.

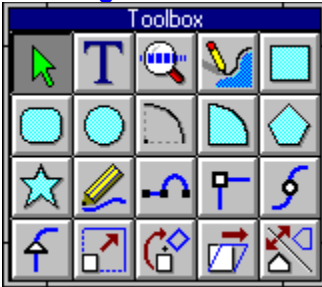
First point

The point on a path or basic shape that is used as the reference point for a blend if no points are selected.

Fixed point

The point around which the scale, rotate, reflect and skew transformations are performed.

Floating toolbox



The optional view of the CompuWorks Draw tools in a moveable window.

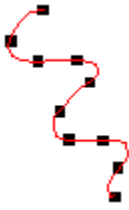
Font

This is used in CompuWorks Draw to mean the style of type e.g. Autumn, Brushwood, or Cambridge. Elsewhere this may be called a typeface, with the term 'font' reserved for a particular weight, size and style of typeface.

Foreground

The set pixels of a bitmap.

Freehand path



A path drawn by dragging the pencil tool.

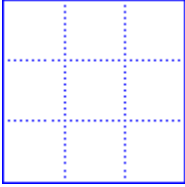
Frequency

The density of dots used to produce a screen for halftone printing.

Greeking

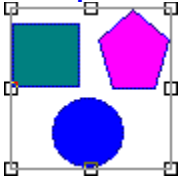
The representation of text by simple strokes.

Grid



An optional overlay of crossed lines to help accurate positioning of an object in a picture. Precise positioning is assisted by the option of making objects snap to the grid when they are created, moved or transformed.

Group



A set of objects grouped together so that they behave as a single object.

Hairline

A line viewed or printed at the finest resolution possible of the particular screen or printer.

Halftone

The printing of shades of gray on a black and white printer, using different densities of black dots.

Handles

Small boxes or circles that appear on selected objects. Handles can be dragged to change the shape of the object.

Hidden objects

Objects that have been hidden using the **Hide** command. You can choose whether or not to print hidden objects.

HLS

A color model using **H**ue, **L**ightness and **S**aturation to specify a color.

Hue

The position of a color along the color spectrum from 0 to 360 degrees where red is 0, yellow is 60, green is 120, cyan is 180, blue is 240, magenta is 300 and red is 360, again.

Icon

A graphical representation of a disk drive, a directory, an application, a picture window or other object that you can select and open.

Imagesetter

An electronic typesetter than can handle graphics as well as type. Imagesetters typically have a resolution of 600 dpi (dots per inch) or better.

Import

To load a graphic into CompuWorks Draw in one of a number of file formats used by other applications, usually to provide convenient, ready-made components of pictures.

Information line

A bar at the foot of the CompuWorks Draw desktop giving information on objects, and the picture's magnification.

In-place editing

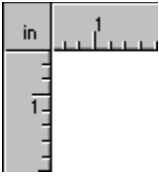
To edit an embedded CompuWorks Draw object *without* having to open CompuWorks Draw. The CompuWorks Draw menus, toolbars, palettes and other controls necessary to edit the object temporarily replace the existing menus and controls of the container application.

Linked CompuWorks Draw objects *cannot* be edited in-place.

Insertion point

The vertical line that indicates where text editing will take place.

Intersection area



The point where the rulers intersect. This intersection area shows the currently selected unit of measurement.

Italic

A style of text characterized by letters *slanting* to the right.

Join



A command joining together the open ends of paths or joining text to a path



A property of a line style specifying how line segments are joined at corner points.

Join range

The distance used to determine whether end points should be joined together by a path using the **Join** command or when using a path tool.

Justification

The layout of text across a text frame or along a path so that it fills the width of the frame or the length of the path. Justified text in a text frame will have straight left- and right-hand edges.

Kerning

Increasing or reducing the space between characters.

Keyboard equivalents

An alternate to using the mouse for selection. Keyboard equivalents are shown on screen by underlining a letter in menu titles, dialog boxes and so on.

Keyboard shortcuts

A means of carrying out a command from the keyboard without opening a menu first. Shortcuts are a replacement for several mouse selection operations. If there is a keyboard shortcut, it is shown after the command in the menu. Not all menu commands have keyboard shortcuts.

Landscape



The orientation of a page in which the horizontal size is greater than the vertical.

Leading

The spacing between lines of text. The name comes from the use of strips of lead to separate lines in traditional printing methods.

Letter spacing

The amount of space automatically inserted between characters to justify lines of text.

Line-art

Pictures defined as a series of straight and curved lines rather than dots. Drawing packages produce line-art. Compare with bitmap.

Lightness

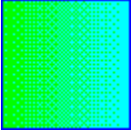
The percentage by which a color approaches black (0 percent) and white (100) percent.

Line style

The attribute of paths, text objects and basic shapes specifying how the line or outline should be drawn. Line styles can have different widths and colors.

Custom line styles can be made up of different patterns of dashes.

Linear



A graduated fill style flowing in a single direction fading from one color to another.

Link

To create a reference in a container application, e.g. Page Magic, to a CompuWorks Draw object.

By creating links between files, you save time and make sure your work is consistent. You can share information from one file with several others, and you need only maintain the original: the others are automatically updated.

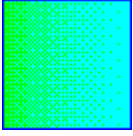
List box

Within an application window or a dialog box, a box that lists available options. If all the options do not fit in the list box, the box becomes scrollable.

Locked objects

Objects that have been locked using the **Lock** command. Locked objects cannot be manipulated in any way, but they can be hidden.

Logarithmic



A graduated fill style where one color fades away quickly and then tapers off to the final color.

Lower

To lower the characters in your text selection below the baseline, or to preset the position before entering.

Magnification

The view size of the picture in the active window.

Menu

A list of available commands in CompuWorks Draw. Menu names appear in the menu bar near the top of the desktop.

Menu bar

The horizontal bar containing the names of the CompuWorks Draw menus. The menu bar appears below the title bar.

Metafile

A type of file format for line-art.

Miter



A style of line-join in which the lines extend to a point at the join.

Negative

A print option interchanging black and white. This may be needed when printing to a file for use by a professional printer.

Object

A basic shape, path, text object, imported bitmap or group.

OLE (Object Linking and Embedding)

A way to transfer and share files between applications. OLE provides a means to create files consisting of multiple sources of information from different applications.

Open path

A path with two separate end points.

Outline format

A simplified picture view allowing rapid redrawing.

Page box

The blue rectangular outline on the work area marking the position of the page, which is specified using the **Page Format** dialog box.

Paste

To insert the contents of the Clipboard into a picture.

Paste inside



To insert the contents of the Clipboard inside a closed path. Paste inside inserts the object in the picture but makes visible only those parts of it lying within the closed path.

Path

A straight or curved line consisting of one or more segments joined together at points.

Pattern

A group of objects tiled to use as a fill style.

PCX

A standard file format for bitmaps.

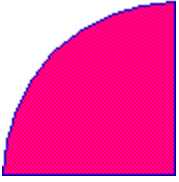
Pica

A typesetting unit, equal to 1/6 inch.

Picture window

A window on the CompuWorks Draw desktop containing a work area for a picture. There can be several picture windows open on the desktop at the same time. These may contain different pictures or different views of the same picture.

Pie slice



A segment of a circle or other ellipse, drawn using the pie tool.

Pixel

One of the dots making up a picture viewed on the screen.

Point



The corner, curve and connector points used to define paths.



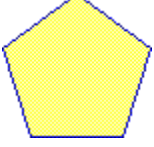
The unit used to measure text: 1 point = 1/72 inch

Pointer

The arrow-shaped cursor on the screen that follows the movement of the mouse and indicates which area of the screen will be affected when you press the mouse button.

The pointer will change shape when performing certain tasks and when changing tools.

Polygon



A regular shape with three or more sides, drawn using the polygon tool.

Portrait



The orientation of a page in which the vertical size is greater than the horizontal.

PostScript

A language used to describe how text and graphics should be printed on a page. PostScript printers are able to interpret the language to produce printed output. The PostScript page description does *not* depend on the resolution or other properties of the printer, so the same PostScript description can be printed out on any PostScript printer, imagesetter or film recorder using its full resolution.

Preferences

A set of values and selections used to configure the desktop when CompuWorks Draw starts up.

Preview format

A view representing the printed form of a picture as closely as possible.

Preview box

A box in some dialog boxes showing the effect of selecting items.

Printable area

The area of the page that the printer can print to, marked by the page box.

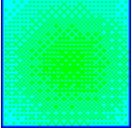
Printing to disk

To send output for printing to a disk instead of a printer so that the picture can be printed at another time or by a professional printer.

Process color

A color model of subtractive mixing with cyan, magenta, yellow and black used to make any other color. Black is used to replace equal mixtures of the other three colors to produce better dark colors.

Radial



A graduated fill style comprising of circles with equal graduation intervals from the center to the circumference.

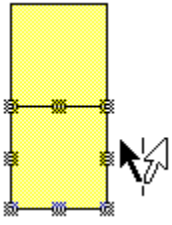
Raise

To raise the characters in your text selection above the baseline, or to preset the position before entering text.

Redo

To redo an edit or transformation that has been undone with the **Undo** command.

Reflect



A transformation performed with the reflect tool.

Reflection axis

The line in which objects are reflected in a reflect transformation. The reflection axis passes through the fixed point.

Registration

The alignment of tiles in a tiled picture to make up the complete picture.

Registration marks

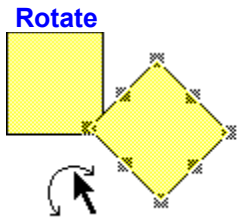
Marks on printouts used to assist registration.

Reversed

An option in printing producing a reversed bitmap. This can be useful when preparing a picture for some kinds of professional printing.

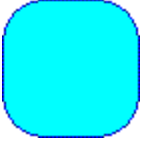
RGB

A color model for additive mixing, in which **R**ed, **G**reen and **B**lue are mixed to produce any color.



A transformation performed with the rotate tool.

Round box



A box with rounded corners.

Round



A type for the **Join** and **Ends** properties of a line style.

Ruler



Optional rules at the top and left-hand side of each picture window.

Ruler origin

The point on the desktop that measures zero on both horizontal and vertical rules.

Saturation

The intensity of a color, or how much hue is present or absent. Completely saturated color is color at its most intense (100 percent). At its least intense, a color is gray (0 percent).

Scale factor

The percentage by which a scaling operation changes the size of a picture or selected objects. There may be different scale factors for the vertical and horizontal directions.

Scaling (printing)

The application of a scale factor to change the size of a picture when it is printed.

Scanner

A device used to convert a picture on paper to a bitmap in a computer.

Screen

Traditional printing technology uses a mesh in a process camera to convert shades of gray to different sized dots. In electronic publishing the screen frequency, angle and type refer to the density, angle and shape of the dot pattern calculated to represent gray shades for black and white printing.

Scroll bar

A bar at the bottom and/or right edge of a window whose contents is not entirely visible.

Select



Choose an object on which your next action will be carried out



Choose a command, option button or check box.

Selection frame

A rectangle dragged out with the pointer tool to select any item in the rectangle when the mouse button is released.

Selection range

The distance around the pointer tool within which an object will be selected if the mouse button is clicked.

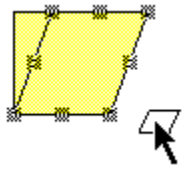
Shortcuts



Buttons that perform common commands such as **Cut**, **Copy**, **Paste** and **Transform Again**. Click on a shortcut button to perform the command.

The shortcut buttons can be snapped to any edge of the desktop, or they can appear in a floating box.

Skew

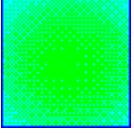


A transformation performed using the skew tool.

Snap control

Force objects to align to the grid.

Spherical



A graduated fill style comprising of circles with increasing graduation intervals from the center to the circumference.

Split path

Break a path at a selected point. An open path is split into two shorter open paths; a closed path becomes an open path; a compound path cannot be split until it has been ungrouped into separate paths; text on a path is separated from the path.

Spot color

A color specified as a spot color can have its own separation when it is printed instead of being made up of a mixture of process colors.

Square



One of the types for the **Ends** property of a line style. Unlike the butt end style, square line ends project half the line's width beyond the end of the line.

Standard view size

One of 25%, 50%, 100%, 2x, 4x, 8x, 16x, or whole page.

Star

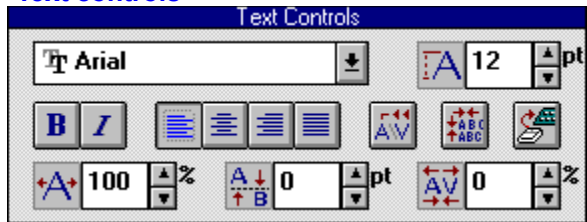


A regular shape with three or more radiating points, drawn using the star tool.

Template

A file type for storing pictures used as a basis for other pictures.

Text controls



A set of text functions that appear when the text tool is selected. Use the text controls to set the font, size, style and alignment of text, to adjust the width and kerning, to raise or lower the text, and to turn autokerning on or off.

The text controls can be snapped to the top or bottom of the desktop, or they can appear in a floating box.

Text frame

A box marking the boundary of a text object.

Text object

A text item in a picture. A text object can be manipulated in the same way as any other object.

Text on a path

ABCDEFGHIJ

Text flowing along a path.

TIFF

Tagged Image File Format - a standard file format, often used to store scanned bitmaps.

Tiling

Placing shapes adjacent to each other. In CompuWorks Draw objects can be tiled to make pattern fill styles, printouts can be tiled to produce a picture larger than the size of the paper, and picture windows can be tiled so that they are all visible on the desktop.

Tint

The proportion of hue in a defined object. The remaining portion is white.

Title bar

The horizontal bar that contains the title of the window or dialog box.

Toggle

A command that is turned on or off using the same action. For example, you can turn the information line on and off by selecting **Info Line** from the **View** menu.

Toolbox



The view of the CompuWorks Draw tools at the edge of the work area, or in a floating toolbox.

Trace

To construct a path around a bitmap, either manually or automatically.

Transform

To edit an object by moving, scaling, skewing, rotating or reflecting it.

Typeface

The style of type e.g. Brushwood. CompuWorks Draw more commonly uses the term font to refer to the style of type.

Undo

To undo the last edit or transformation and restore the picture to its former state.

Ungroup



Separate a group into individual objects



Change a basic shape into a path.

Vector font

A font using lines instead of filled outlines.

Vector-based

Describing a drawing as a series of lines and arcs instead of as a bitmap.

View size

The magnification of a CompuWorks Draw picture.

Work area

The area within which a CompuWorks Draw picture is created.



Edit Colors

This is the shortcut button for the **Edit Colors** command in the **Edit** menu.

Click on it to open the **Colors** dialog box where you can add, modify or delete named colors.



Popup Fills

This is the shortcut button for the **Popup Fills** command in the **Fill** menu.
Click on it to turn the **Fill Style** popup on or off.



Popup Lines

This is the shortcut button for the **Popup Lines** command in the **Line** menu.
Click on it to turn the **Line Style** popup on or off.



Cut

This is the shortcut button for the **Cut** command in the **Edit** menu.

Click on it to remove selected objects from your picture and put them on the Clipboard, ready for pasting.

Keyboard shortcut: *Ctrl X*



Copy

This is the shortcut button for the **Copy** command in the **Edit** menu.

Click on it to copy selected objects from your picture and put them on the Clipboard, ready for pasting.

Keyboard shortcut: *Ctrl C*



Paste

This is the shortcut button for the **Paste** command in the **Edit** menu.
Click on it to paste the contents of the Clipboard into your picture.

Keyboard shortcut: *Ctrl V*



Undo

This is the shortcut button for the **Undo** command in the **Edit** menu.

Click on it to undo the last command. You can undo up to the last fifty commands.

Keyboard shortcut: *F3*



Redo

This is the shortcut button for the **Redo** command in the **Edit** menu.
Click on it to redo the last command that was undone.

Keyboard shortcut: *F4*



Transform Again

This is the shortcut button for the **Transform Again** command in the **Edit** menu. Click on it to repeat the last transformation on the selected object.

Keyboard shortcut: *F5*



Preview

This is the shortcut button for the **Preview** command in the **View** menu.

Click on it toggle between viewing the picture in the active window in preview or outline format.

Keyboard shortcut: *F6*



Actual Size

This is the shortcut button for the **Actual Size** command in the **View** menu. Click on it to view the picture in the active window at its actual size.

Keyboard shortcut: *F7*



Whole Page

This is the shortcut button for the **Whole Page** command in the **View** menu. Click on it to view the whole page of the picture in the active window.

Keyboard shortcut: *Shift F7*



Show Grid

This is the shortcut button for the **Show Grid** check box in the **Grid** dialog box. Click on it to turn the grid on or off for the picture in the active window.



Snap to Grid

This is the shortcut button for the **Snap to Grid** check box in the **Grid** dialog box. Click on it to turn snap control on or off for the picture in the active window.



To Front

This is the shortcut button for the **To Front** command in the **Object** menu. Click on it to move the selected object(s) to the front of the picture.

Keyboard shortcut: *Ctrl F*



To Back

This is the shortcut button for the **To Back** command in the **Object** menu. Click on it to move the selected object(s) to the back of the picture.

Keyboard shortcut: *Ctrl B*



Group

This is the shortcut button for the **Group** command in the **Object** menu.
Click on it to group the selected objects together.

Keyboard shortcut: *Ctrl G*



Ungroup

This is the shortcut button for the **Ungroup** command in the **Object** menu.
Click on it to ungroup the selected group.

Keyboard shortcut: *Ctrl U*



Join

This is the shortcut button for the **Join** command in the **Object** menu. Click on it to join two paths together or to join text to a path.

Keyboard shortcut: *Ctrl J*



Split

This is the shortcut button for the **Split** command in the **Object** menu.
Click on it to split a path at the selected point or to split text from a path.

Keyboard shortcut: *Ctrl S*



Padlock

This is the shortcut button for the **Lock** and **Unlock** commands in the **Object** menu.

Click on it to lock objects so that they cannot be manipulated; click on it again to unlock the selected objects.

This is the same as clicking on the padlock in the information line.

Keyboard shortcuts: Ctrl L and Ctrl N



Align

This is the shortcut button for the **Align** command in the **Object** menu.

Click on it to open the **Align** dialog box for adjusting the alignment of the selected object(s).

Keyboard shortcut: *Ctrl A*



Utilities

Click on this button to drop-down a list of the utilities that you installed with CompuWorks Draw. You can then select the utility that you want to use.



Info

This is the shortcut button for the **Info** command in the **Object** menu.

Click on it to open the **Info** dialog box for the selected object; the options on this dialog box vary depending on the type of object selected. If more than one object is selected the **Multiple Objects** dialog box appears informing you how many objects are currently selected.

Keyboard shortcut: *Ctrl I*



Pointer

This is the shortcut button for the **Pointer** command in the **Help** menu.

Click on it to select the help pointer. Position the pointer over an item in the CompuWorks Draw window, e.g. a tool or the information line, and click the mouse button. A window of help information about the item you selected is opened.

Keyboard shortcut: Shift F1

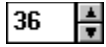


Font

Choose a different font for your text selection, or preset the font before entering text.

Click on the arrow next to the Font box to drop-down a list of the fonts that are available to your setup.

Click on the font that you want to use.



Size

Choose a different point size for your text selection, or preset the point size before entering text. Click on the arrows next to the Size box to increase or decrease the point size by one point; alternately, enter the size directly.



Bold

This text control is used to style your text selection in bold, or to preset the style of text before entering. Click on it to turn bold text styling on or off.



Italic

This text control is used to italicize your text, or to preset the style of text before entering. Click on it to turn italic text styling on or off.



Autokern

This text control is used to automatically kern your text selection.
Click on it to turn autokerning on or off.



Flushed Left

This text control is used to align the selected text object to the left, or to preset the alignment to the left before entering text.

Click on it to give your text a flushed left alignment.



Centered

This text control is used to align the selected text object to the center, or to preset the alignment to centered before entering text.

Click on it to give your text a centered alignment.



Flushed Right

This text control is used to align the selected object to the right, or to preset the alignment to the right before entering text.

Click on it to give your text a flushed right alignment.



Justified

This text control is used to align the selected object to the left and right, or to preset the alignment to the left and right before entering text.

Click on it to give your text a fully justified alignment.



Expand

This text control is used to expand the characters in your text selection, or to preset the width before entering text.

Click on it to expand the characters by 10%.

When you have the text controls shown as a floating box, you can enter the exact percentage by which you want to expand your text.



Compress

This text control is used to compress the characters in your text selection, or to preset the width before entering text.

Click on it to compress the characters by 10%.

When you have the text controls shown as a floating box, you can enter the precise percentage by which you want to compress your text.



Raise

This text control is used to raise the characters in your text selection above the baseline, or to preset the position before entering text.

Click on it to raise the characters by 1 point.

When you have the text controls shown as a floating box, you can enter the precise number of points by which you want to raise your text.



Lower

This text control is used to lower the characters in your text selection below the baseline, or to preset the position before entering text.

Click on it to lower the characters by 1 point.

When you have the text controls shown as a floating box, you can enter the precise number of points by which you want to lower your text.



Kern together

This text control is used to reduce the space between the characters in your text selection, moving them closer together.

Click on it to reduce the space by 1%.

When you have the text controls shown as a floating box, you can enter the precise percentage by which you want to reduce the space.



Kern apart

This text control is used to increase the space between the characters in your text selection, moving them wider apart.

Click on it to increase the space by 1%.

When you have the text controls shown as a floating box, you can enter the precise percentage by which you want to increase the space.



Spacing

This text control opens the **Spacing** dialog box. From this dialog box you can set parameters controlling the spacing of letters, words and lines of a text object.



Pointer tool

Use the pointer tool to select objects and points on paths, and to manipulate objects by, for example, moving or stretching them.

Whichever tool is selected, if you click or drag using the right mouse button, you will be able to select and drag objects as though you had temporarily switched to the pointer tool.



Text tool

Use the text tool to create and style text. You can then manipulate text objects like any other object in your picture, for example, skew, blend, color them etc. When you select the text tool, the text controls appear.



Box tool

Use the box tool to draw squares and rectangles.



Round box tool

Use the round box tool to draw squares and rectangles with round corners. The curvature of a round box can be increased to make the shape more circular, or decreased to make the shape more square.



Ellipse tool

Use the ellipse tool to draw ellipses such as ovals and circles.



Arc tool

Use the arc tool to draw arcs. The direction in which you drag the mouse determines whether the arc is drawn clockwise or counterclockwise.

Arcs are quarter-ellipses when you first draw them. You can adjust the start and end angles of an arc, making it more acute or obtuse.



Pie tool

Use the pie tool to draw pie slices. The direction in which you drag the mouse determines whether the pie slice is drawn clockwise or counterclockwise.

Pie slices are quarter-ellipses when you first draw them. You can adjust the start and end angles of a pie slice, making it more acute or obtuse.



Polygon tool

Use the polygon tool to draw polygons. When you draw a polygon it is automatically given five sides. You can change the number of sides on a polygon before or after you draw it to give it a different shape.

Note: The minimum number of sides is 3 and the maximum is 100.



Star tool

Use the star tool to draw stars. When you draw a star it is automatically given five points. You can change the number of points and the star's inner radius before or after you draw it to give it a different shape.

Note: The minimum number of points is 3 and the maximum is 100.



Pencil tool

The pencil tool is like the pencil on your desk. As you drag the pencil around the desktop, a freehand path is drawn following the movements of the tool.



Bezier tool

The bezier tool combines the functions of the corner, curve and connect tools in one tool. Use the bezier tool to draw straight lines and curves connecting smoothly without having to change tools. By adjusting the points and control points you can change the shape of a bezier path.

You can join the two ends of a bezier path to create a closed path that can then be given a fill style.



Corner tool

Use the corner tool to draw angular paths. By adjusting the points you can change the shape of a path. You can join the two ends of a path to create a closed path that can then be given a fill style.



Curve tool

Use the curve tool to draw smoothly curved paths. By adjusting the points and control points you can change the shape of the path.

You can join the two ends of a path to create a closed path that can then be given a fill style.



Connect tool

Use the connect tool to make smooth connections between corner and curve points. Normally, when you insert a curve point after a connect point, the line between them will be angular instead of a smooth progression from a straight to a curved line, but if you insert a connect point between a corner and a curve point, the three points will be joined smoothly.

You can join the two ends of a path to create a closed path that can then be given a fill style.



Scale tool

Use the scale tool to distort the objects in your picture by stretching or squeezing them.

You can preserve the aspect ratio of an object that you scale and you can copy an object as you scale it.



Rotate tool

Use the rotate tool to move an object around the fixed point. Rotating paths, text and other objects can create interesting effects.

You can set the angle of rotation to a multiple of 45 degrees, and you can copy an object as you rotate it.



Skew tool

Use the skew tool to create three dimensional or shadow effects that look especially interesting when skewing text objects.

You can set the angle that you skew an object to a multiple of 45 degrees, and you can copy an object as you skew it.



Reflect tool

Use the reflect tool to produce mirror images of objects. Interesting effects can be achieved by reflecting text, paths, shapes and other objects.

You can set the angle of reflection to a multiple of 45 degrees, and you can copy an object as you reflect it.



Autotrace tool

Use the autotrace tool to automatically trace a path around the outline of an imported bitmap.



Magnifier tool

Use the magnifier tool to magnify selected areas of your picture.









File menu

File menu

-  New
-  Open
-  Save
-  Save As
-  Close
-  Import File
-  Export to File
-  Page Format
-  Print
-  Print Setup
-  Preferences
-  1, 2, 3, 4
-  Exit Draw



File menu: New

Select **New** to create a new picture based on the default template. An untitled picture window is opened on the CompuWorks Draw desktop overlapping any existing picture windows.

When you load CompuWorks Draw, a new picture window opens automatically.



File menu: Open

Select **Open** to open a picture that you have previously saved. The **Open dialog box** appears.

Select the picture that you want to open. After a few moments the picture is opened in a picture window and you can resume work on it.

See also:



Open dialog box



File menu: Save

Select **Save** to save the picture in the active window with its current filename. If the picture is untitled, the **Save As** dialog box appears and you must enter a name for the picture. The picture remains open on the desktop for further editing.

Shortcut:

F2

See also:



Save As dialog box



File menu: **Save As**

Select **Save As** to name a new picture or to save the picture in the active window under a different filename. The **Save As dialog box** appears.

Choose a drive and directory in which to save the picture and enter a filename.

See also:



Save As dialog box



File menu: Close

Select **Close** to close the picture in the active window. If there are any unsaved changes, a message appears asking if you want to save the changes. Click on **Yes** or **No** as appropriate, or **Cancel** to abandon the **Close** command.

If you have several windows open on one picture, selecting **Close** from the **File** menu will close all the windows open on that picture.



File menu: Import File

Select **Import File** to import a graphic file into your picture. The **Import from File dialog box** appears. Select the format of the graphic that you want to import then select the filename.

See also:



[Import from File dialog box](#)



File menu: Export to File

Select **Export to File** to save all or part of a picture in a variety of formats. The **Export to File dialog box** appears. Select the format in which you want to save the picture then enter a filename. You can then import the file into other pictures or applications.

The quickest way to transfer an object from CompuWorks Draw to another Windows™ application is to link or embed it using OLE. Refer to the documentation of your other Windows™ applications to establish their level of OLE support.

See also:



Export to File dialog box



File menu: Page Format

Select **Page Format** to set the page format for the picture in the active window. The **Page Format dialog box** appears.

Choose the page size and orientation that you want to use.

See also:



Page Format dialog box



File menu: Print

Select **Print** to print the picture in the active window. The **Print Options dialog box** appears from where you can make several choices about how your picture is printed, e.g. number of copies to print, crop and registration marks, etc.

If you want to print to a printer other than the one named in the **Output** group box, click on the **Print Setup** button to select the printer you want.

See also:



Print Options dialog box



File menu: Print Setup

Select **Print Setup** to choose which printer your picture is printed to and to control the printer's settings. The **Print Setup dialog box** appears.

You can set up any of the printers listed on this dialog box to print your CompuWorks Draw pictures.

See also:



Print Setup dialog box



File menu: Preferences

Select **Preferences** to specify options that include the way in which CompuWorks Draw starts up, the appearance of each new picture window opened, the quality of a picture in preview format, and so on. The **Preferences dialog box** appears.

See also:



Preferences dialog box



File menu: 1, 2, 3, 4

These four commands are the filenames of the four most recently opened pictures. Select the command that is associated to the picture that you want to open. The picture will open in a window on the CompuWorks Draw desktop.



File menu: Exit Draw


Select **Exit Draw** to close CompuWorks Draw. If there are any open pictures with unsaved changes, a message appears giving you the option of saving the pictures before CompuWorks Draw is closed. Click on **Yes** or **No** as appropriate, or click on **Cancel** to abandon the **Exit Draw** command.



Edit menu


Edit menu


 Undo


 Redo


 Cut


 Copy


 Paste

 Cut + Paste Special

 Edit Colors

 Select All

 Transform Again

 Blend



Edit menu: Undo

Select **Undo** to abandon the last command. You can undo up to fifty commands.

You cannot undo commands that do not change your pictures' content, e.g. opening a picture, scrolling the window, changing view size or making selections on a dialog box.

Shortcut:





Edit menu: Redo

Select **Redo** to abandon the previous **Undo** command. You can redo up to fifty **Undo** commands.

Shortcut:





Edit menu: Cut

Select **C**ut to remove the selected objects from the picture and put them on the Clipboard ready to be pasted to another location. **C**ut is available only when there are unlocked objects selected.

Shortcut:





Edit menu: Copy

Select **C**opy to copy the selected objects to the Clipboard without removing them from the picture. **C**opy is available only when there are unlocked objects selected.

Shortcut:





Edit menu: Paste

Select **Paste** to insert the contents of the Clipboard into the active window. You can repeatedly paste the contents of the Clipboard until you cut or copy another object. **Paste** is available only when there is something on the Clipboard to be pasted.

Shortcut:





Edit menu: Cut + Paste Special

Select **Cut + Paste Special** to open a submenu that allows you to cut and paste objects relative to other objects, e.g. inside a closed path, in front of selected objects, or behind selected objects.

The **Paste Inside** command inserts the contents of the Clipboard inside the selected closed path. The pasted objects will be clipped by the shape of the path.

The **Cut Contents** command removes the objects that were pasted inside the selected closed path and puts them on the Clipboard.

The **Paste in Front** command inserts the contents of the Clipboard in front of the selected object, but behind any objects that are already in front of the selected object.

The **Paste Behind** command inserts the contents of the Clipboard behind the selected object, but in front of any objects that are already behind the selected object.

The **Clear Clipboard** command deletes the contents of the Clipboard.



Edit menu: Edit Colors

Select **Edit Colors** to add, modify or delete the colors in your picture. The **Colors** dialog box appears. You can save color palettes that you can later load into new pictures that you create.

Shortcut:



See also:



Colors dialog box



Edit menu: Select All

Select **Select All** to select all the objects in the active window except hidden objects.

Shortcut:

Alt A



Edit menu: Transform Again

Select **Transform Again** to repeat the last transformation that you carried out. The transformation is performed on the currently selected objects. If the original transformation created a copy of the object while transforming, repeating it will also create a copy.

Shortcut:





Edit menu: Blend

Select **Blend** to blend two selected objects together. The **Blend dialog box** appears. Enter the number of blend stages you want to determine the number of intermediate paths drawn between the two objects. Any applied line styles, fill styles and colors will be blended.

See also:








Blend dialog box



View menu

View menu

-  Preview
-  Monochrome
-  Actual Size
-  Whole Page
-  Enlarge
-  Reduce
-  Color Palette
-  Info Line
-  Rulers
-  Grid



View menu: **Preview**

Select **Preview** to toggle between preview format and outline format for the picture in the active window. A picture viewed in preview format will show all applied line styles, fill styles and colors; a picture viewed in outline format will represent all objects in the same thin line style without any applied line styles, fill styles or colors. When the command is checked, the picture is viewed in preview format.

Shortcut:





View menu: Monochrome

Select **Monochrome** to convert a picture's colors to shades of gray when viewing the picture in preview format. This lets you see what the picture will look like when printed on a monochrome printer. When the command is checked, the colors are shown as shades of gray.

A picture will be redrawn more quickly if the **Monochrome** command is selected.



View menu: Actual Size

Select **Actual Size** to view the picture in the active window at its actual view size.

Shortcut:





View Menu: Whole Page

Select **Whole Page** to view the picture in the active window so that its whole page is in view.

Shortcut:





View menu: Enlarge

Select **Enlarge** to increase the view size of the picture in the active window to the next standard view size.

The command is disabled if the picture is already viewed at the largest available view size.

Shortcut:

F8



View menu: Reduce

Select **Reduce** to decrease the view size of the picture in the active window to the next standard view size.

The command is disabled if the picture is already viewed at the smallest available view size.

Shortcut:

Shift F8



View menu: Color Palette

Select **Color Palette** to turn the view of the color palette on or off. When the command is checked, the color palette appears at the bottom of the CompuWorks Draw desktop.



View menu: Info Line

Select **Info Line** to turn the view of the information line on or off. When the command is checked, the information line appears at the bottom of the CompuWorks Draw desktop.



View menu: Rulers

Select **Rulers** to turn the view of the rulers on or off for the picture in the active window. When the command is checked, the rulers are positioned at the top and down the left-hand side of the picture window.



View menu: Grid

Select **Grid** to open the **Grid dialog box**. A grid will help you align objects and judge their size. Any grid settings that you select apply to the picture in the active window only, you can have different settings for each picture window. The grid does *not* form part of your picture and is not printed.

Shortcuts:



See also:

 **Grid dialog box**



Object menu

Object menu

-  To Front
-  To Back
-  Group
-  Ungroup
-  Join
-  Split
-  Combine
-  Lock
-  Unlock
-  Hide
-  Show All
-  Align
-  Info



Object menu: To Front

Select **To Front** to move the selected objects to the front of the picture.

Shortcut:





Object menu: To Back

Select **To Back** to move the selected objects to the back of the picture.

Shortcut:





Object menu: Group

Select **Group** to merge the selected objects into a group. You can then manipulate all the objects together as a single object.

Locked objects *cannot* be grouped.

Shortcut:





Object menu: Ungroup

Select **Ungroup** to separate a group of objects into its components. The **Ungroup** command has different effects depending on the type of object that you have selected:

- Ungrouping a group separates it into its constituent objects.
- Ungrouping a shape converts it into a path.
- Ungrouping a text object converts each character into a path.
- Ungrouping a compound path converts it into a number of simple paths.

Shortcut:





Object menu: Join

Select **Join** to join two objects together. The **Join** command has different effects depending on the type of objects you have selected:

- When the end points of open paths are selected and within the join range, the **Join** command joins the end points together. When you join together the end points of an open path, it becomes a closed path. The **Join** command will only work when you have two points selected that are within the join range.
- When a text object and a path are selected, the **Join** command flows the text along the path.

Shortcut:





Object menu: Split

Select **Split** to break a path at the selected point or points. An open path will be split into two shorter paths, while a closed path will become an open path. You *cannot* split a compound path.

If you have text on a path selected, the **Split** command separates the text from the path.

Shortcut:





Object menu: **Combine**

Select **Combine** to combine two or more paths into a compound path, i.e. a path consisting of more than one contour. The area that can be filled depends on the combination of subpaths.

Shortcut:

Ctrl M



Object menu: Lock

Select **Lock** to lock the selected objects in position. A locked object cannot be moved, transformed or included in a group. When you lock an object the color of its handles change to indicate that the object is locked.

Locked objects will remain locked when you save your picture.

Shortcut:





Object menu: **Unlock**

Select **Unlock** to unlock the selected objects.

Shortcut:





Object menu: Hide

Select **Hide** to hide the selected objects from view, making it easier to edit the picture behind and around the object. Hidden objects *cannot* be selected.

When you save your picture the hide attribute is lost: when you next open the picture, the previously hidden objects will reappear.

Shortcut:

Ctrl H



Object menu: Show All

Select **Show All** to show all the hidden objects in your picture.

Shortcut:

Ctrl W



Object menu: **Align**

Select **Align** to align the selected objects to each other or to the page. The **Align dialog box** appears.

If one of the selected objects is locked when you align objects to each other, all the objects will align to the locked object. If one of the selected objects is locked when you align objects to the page, the locked object will *not* be realigned.

Shortcut:



See also:



Align dialog box



Object menu: Info

Select **Info** to open a dialog box providing information about the selected objects. The information in this dialog box varies depending on the objects that are selected.

Shortcut:



See also:



Shape Info dialog box



Path Info dialog box



Text Info dialog box



Text on a Path dialog box



Element Info - Bitmap Image dialog box



Element Info - PostScript dialog box



Multiple Objects dialog box





Group of Objects dialog box





Line menu


Line menu


 Popup Lines


 None


 Solid


 Dashed


 Hairline

 1pt

 Width

 Color

 Ends

 Named Style



Line menu: Popup Lines

Select **Popup Lines** to open the **Line Style** popup. This allows you to create, modify or delete line styles and apply them to selected objects.

The **Line Style** popup can be resized, allowing you to view more line styles simultaneously. To close the popup, click on the Control-menu bar.

Shortcut:



See also:



Line Style popup



Line menu: None

Select **None** to turn the line style off for the selected object, or for objects that you are about to draw. The command is checked when there is no line style selected.



Line menu: **Solid**

Select **Solid** to apply a solid line style to the selected object, or to objects that you are about to draw. The command is checked when a solid line style is selected.



Line menu: Dashed

Select **Dashed** to apply a dashed line style to the selected object, or to objects that you are about to draw. Select one of four dashed styles from the submenu that appears. The command is checked when a dashed line style is selected.



Line menu: Hairline

Select **Hairline** to apply a very fine line style to the selected object, or to objects that you are about to draw. The command is checked when a hairline line style is selected.



Line menu: 1pt

Select **1pt** to apply a line style with a 1pt width to the selected object, or to objects that you are about to draw. The command is checked when a 1pt line style is selected.



Line menu: **Width**

Select **Width** to apply a different width to the line style of the selected object, or to objects that you are about to draw. Select one of six widths from the submenu that appears. The command is checked when one of these widths is selected.



Line menu: **Color**

Select **Color** to open the drop-down color palette. Click on a color within the palette to apply that color to the line style of the selected object, or to objects that you are about to draw.

When you want to create a new color, click on the + button. The **New Color** dialog box appears from where you can mix the color that you want to add to your picture.

See also:



New Color dialog box



Line menu: Ends

Select **Ends** to open the **Line Ends dialog box**. Choose the type of arrowhead design you want (if any) for each end of the line, and the shape of the line ends and joins. Arrowheads are not applied to closed paths and shapes.

See also:



Line Ends dialog box
















Line menu: **Named Style**

Select **Named Style** to view a list of all the named line styles for the picture in the active window. Click on a line style within that list to apply it to the selected object, or to objects that you are about to draw.



Fill menu

Fill menu

-  Popup Fills
-  None
-  Plain
-  Linear
-  Logarithmic
-  Cylindrical
-  Radial
-  Spherical
-  Random
-  Pattern
-  Color
-  To Color
-  Named Style



Fill menu: Popup Fills

Select **Popup Fills** to open the **Fill Style** popup. This allows you to create, modify or delete fill styles and apply them to selected objects.

The **Fill Style** popup can be resized, allowing you to view more fill styles simultaneously. To close the popup, click on the Control-menu bar.

Shortcut:



See also:



Fill Style popup



Fill menu: **None**

Select **None** to turn the fill style off for the selected object, or for objects that you are about to draw. The command is checked when there is no fill style selected.



Fill menu: Plain

Select **Plain** to apply a plain fill style to the selected object, or to objects that you are about to draw. The command is checked when a plain fill style is selected.



Fill menu: Linear

Select **Linear** to apply a linear fill style to the selected object, or to objects that you are about to draw. The command is checked when a linear fill style is selected.



Fill menu: **Logarithmic**

Select **Logarithmic** to apply a logarithmic fill style to the selected object, or to objects that you are about to draw. The command is checked when a logarithmic fill style is selected.



Fill menu: **Cylindrical**

Select **Cylindrical** to apply a cylindrical fill style to the selected object, or to objects that you are about to draw. The command is checked when a cylindrical fill style is selected.



Fill menu: Radial

Select **Radial** to apply a radial fill style to the selected object, or to objects that you are about to draw. The command is checked when a radial fill style is selected.



Fill menu: Spherical

Select **Spherical** to apply a spherical fill style to the selected object, or to objects that you are about to draw. The command is checked when a spherical fill style is selected.



Fill menu: **Random**

Select **Random** to apply a random fill style to the selected object, or to objects that you are about to draw. The command is checked when a random fill style is selected.



Fill menu: **Pattern**

Select **Pattern** to tile a selected group of objects and save them as a fill style. The **Tile Pattern dialog** box appears. Enter a name for the pattern and adjust the **Scale** and **Angle** values if necessary. The pattern will be added to the list of fill styles and can be applied to a selected object in the same way as a fill style.

The command is disabled until you have selected one or more objects and grouped them.

See also:



Tile Pattern dialog box



Fill menu: Color

Select **Color** to open the drop-down color palette. Click on a color within the palette to apply that color to the fill style of the selected object, or to objects that you are about to draw.

When you want to create a new color, click on the + button. The **New Color** dialog box appears from where you can mix the color that you want to add to your picture.

When applying a color to a graduated fill style, this is the 'from' color, i.e. the color of the fill style will fade 'from' this one to the next.

See also:



[**New Color** dialog box](#)



Fill menu: To Color

Select **To Color** when applying a 'to' color to a graduated fill style. The drop-down color palette appears. Click on a color within the palette to apply that color to the fill style of the selected object, or to objects that you are about to draw. The fill style will fade to this color according to your chosen graduation.

When you want to create a new color, click on the + button. The **New Color** dialog box appears from where you can mix the color that you want to add to your picture.

The command is disabled if you have not selected a graduated fill style.

See also:



New Color dialog box



Fill menu: Named Style


Select **Named Style** to view a list of all the named fill styles for the picture in the active window. Click on a fill style within that list to apply it to the selected object, or to objects that you are about to draw.




Window menu

Window menu

 New Window

 Cascade

 Tile

 1, 2, 3, ..., 9



Window menu: New Window

Select **New Window** to open a new window on the current picture.

You can have up to eight windows open on any one picture.



Window menu: Cascade

Select **Cascade** to arrange the picture windows so that they overlap, with the title bar and left-hand edge of each window remaining visible.



Window menu: Tile

Select **Tile** to arrange the picture windows so that they are all visible on the desktop and do *not* overlap.



Window menu: 1, 2, 3,9

CompuWorks Draw shows a listing of currently open picture windows at the bottom of the **Window** menu. Select one of these windows to make that window active. The currently active window is marked with a check.

If you have more than nine picture windows open at a time, the **More Windows** command appears at the bottom of the **Window** menu. Select this command to open a dialog box from where you can select the window that you want to make active.


You can have up to twenty pictures, or twenty windows, open at any one time.




Help menu


Help menu

 [Contents](#)

 [Search](#)

 [Using Help](#)

 [Pointer](#)

 [About Draw](#)



Help menu: Contents

Select **Contents** to open the Contents page of the CompuWorks Draw Help. From the Contents page you can choose on which area of CompuWorks Draw you want help.



Help menu: Search

Select **Search** to open the **Search** dialog box. From this dialog box you can search for and select the specific subject on which you want help.



Help menu: Using Help

Select **Using Help** to show information about using the CompuWorks Draw Help and learn how to navigate your way around the Help information available.



Help menu: **Pointer**

Select **Pointer** to activate the Help pointer. Position the pointer over an item on the CompuWorks Draw desktop, for example, a tool or menu command, and click the mouse button. Help appears about the item you select.

Shortcut:

















Help menu: **About Draw**

Select **About Draw** to view the CompuWorks Draw billboard. This shows the version number of your copy of CompuWorks Draw and a copyright notice.



How To...

Work with pictures

-  [Start a new picture](#)
-  [Open an existing picture](#)
-  [Change the page format](#)
-  [View your picture](#)
-  [Use preview and outline format](#)
-  [View your picture in multiple windows](#)
-  [Work with multiple pictures](#)
-  [Rearrange windows](#)
-  [Switch between windows](#)
-  [Reduce a window to an icon](#)
-  [Save a picture](#)
-  [Close a picture](#)
-  [Exit Draw](#)



Starting a new picture

You can start a new picture from a blank page, then specify the picture's page size, orientation and attributes using the **Page Format dialog box**.

How to start a new picture

Select **New** from the **File** menu. A new picture window is opened with the name "Untitledn" in the title bar, where **n** is a number.

■ The new picture has the default page format. You can change the page format using the **Page Format** dialog box. (If you have set the preferences to open this dialog box each time you start a new picture, it will appear automatically.)

■ If the picture window hides other pictures that you already have open, select **Tile** or **Cascade** from the **Window** menu to bring these pictures back into view.

See also:



Page Format dialog box



Preferences dialog box



How to change the page format



How to rearrange windows



Opening an existing picture

A picture that has already been created in Draw can be reopened so that you can continue work on it.

How to open an existing picture

1. Select **Open** from the **File** menu. The **Open dialog box** appears.
2. From the **Directories** list box, select the directory that contains the picture you want to open.
3. Select the type of file you want to open by clicking on **Picture** or **Template** in the **List Files of Type** drop-down list box. Files of that type are listed in the **File Name** list box.
4. Select the file you want to open by clicking on its filename. A preview of the file appears in the preview box.
5. Click on **OK**. The picture is opened in a new picture window.
 - If there is an empty picture window selected when you open a file, the picture is put in the window.
 - The appearance of the picture window is determined by your preferences. You can change the preferences using the **Preferences** dialog box.
 - If the picture window hides other pictures that you already have open, select **Tile** or **Cascade** from the **Window** menu to bring these pictures back into view.

See also:



[Open dialog box](#)



[Preferences dialog box](#)



[How to use templates](#)



[How to rearrange windows](#)



Changing the page format

You can change the page format of a picture while you are working on it, but you may have to reposition objects on the page. We recommend that you decide which page format to use before you begin a picture.

How to change the page format

1. Select **Page Format** from the **File** menu. The **Page Format dialog box** appears.
2. The **Page Sizes** box lists the page sizes available. Click on the page size that you want.
3. Select the picture orientation you want by clicking on the **Portrait** or **Landscape** option as appropriate.
4. Click on **OK** to confirm your choices and return to the picture window.

■ You can make the **Page Format** dialog box appear each time you start a new picture by setting your preferences to do so.

How to create a custom page size

If you do *not* want to use any of the predefined page sizes you can create a custom page size by following the steps below:

1. Select **Page Format** from the **File** menu. The **Page Format** dialog box appears.
 2. Enter a name for the new page size in the **Page Sizes** box.
 3. Enter the dimensions you want in the **Height** and **Width** boxes in the **Custom Page** group box. You can change the current unit of measurement by selecting a different unit from the **Units** drop-down list box.
 4. Click on the **Add** button to add the new page size to the list.
- The maximum page size you can create is 29 inches square.

How to delete a custom page size

You can delete custom page sizes by following the steps below.

1. From the **Page Sizes** list box, select the custom page size that you want to delete.
2. Click on the **Delete** button to delete the page size from the list.
3. Click on **OK** to close the dialog box. If you click on **Cancel**, the custom page size will *not* be deleted.



You *cannot* delete the predefined page sizes; only custom page sizes can be deleted.

See also:



Page Format dialog box



Preferences dialog box



Viewing your picture

CompuWorks Draw can view your picture in a wide range of view sizes. When you want to do close-up work on a detail in your picture, you can magnify the detail and later zoom back out to view the whole picture.



How to magnify the view of your picture

1. Select the magnifier tool from the toolbox.
2. Click on the point of your picture that you want to appear at the center of the window. Your picture is then magnified to the next standard view size. Each subsequent click will increase the view size to twice the previous size. The information line indicates the current view size as a percentage.



To magnify a specific *area* of the picture, select the magnifier tool and drag the mouse pointer over the area that you want to magnify.



The maximum magnification is 1600%.

How to reduce the view of your picture

1. Select the magnifier tool from the toolbox.
2. Hold down **Shift** and click on the point of your picture that you want to appear at the center of the window. Your picture is then reduced to the next standard view size. Each subsequent click will view your picture at half its previous size.



The minimum magnification is 12%.

Alternate methods to view your picture

The magnifier on the information line allows you to change the view size of your whole picture. Click on the information line magnifier and select one of the view sizes from the popup. The view sizes available are: 25%, 50%, 100%, 2x, 4x, 8x, 16x and Whole Page.

There are also four commands in the **View** menu that allow you to enlarge and reduce your whole picture. Selecting **Actual Size** will view your picture at its actual size, while **Whole Page** will view the whole page. Selecting **Enlarge** or **Reduce** will view your picture at twice or half its original size respectively.



Double-clicking on the magnifier tool in the toolbox will view the whole page of your picture.

Shortcuts:



See also:





How to view your picture in multiple windows



Using preview and outline format

You can view your picture in either preview format or outline.

 When a picture is viewed in outline format, all the objects in the picture are drawn with the same thin line style, and *without* their colors, patterns, fill styles or other line styles. This lets the screen redraw quickly to update any edits that you make.

 When a picture is viewed in preview format, all colors, patterns, fill styles and line styles applied to objects *will* be drawn. This gives you a WYSIWYG view (**W**hat **Y**ou **S**ee on the screen **I**s **W**hat **Y**ou **G**et on the printed page).

We recommend that you view your picture in outline format as much as possible and only use preview format when it is essential that you see all the colors, patterns, fill styles and line styles.

How to toggle between preview and outline format

Select **Preview** from the **View** menu. The command is checked when the picture is viewed in preview format.


Shortcut:







Viewing your picture in multiple windows

You can have more than one window open on a picture. For example, you could:

 Highly magnify one window to make detailed changes, and view the effect of the changes on the whole picture in another window.


 Work with a grid in one window, and without it in another.


 Work in outline format in one window to edit your picture quickly, and in preview format in the other window to give you a WYSIWYG view (**What You See on the screen Is What You Get** on the printed page).

How to open a new window on your picture

Select **New Window** from the **Window** menu. The picture appears in the new window, overlapping the original.

The title bar of the new window indicates which view of the picture it is. For example, if the title of the original picture window is POSTER.ART, the new window is POSTER.ART:2, the next window POSTER.ART:3, and so on.

 If the picture window hides other pictures that you already have open, select **Tile** or **Cascade** from the **Window** menu to bring these pictures back into view.


 You can have up to eight windows open on any one picture.


See also:


 [How to rearrange windows](#)

 [How to switch between windows](#)

 [How to view your picture](#)

 [How to use the grid and snap control](#)

 [How to use preview and outline format](#)

 [How to reduce a window to an icon](#)





Working with multiple pictures


You can have more than one picture open at once. Having multiple pictures open allows you to cut, copy and paste objects between pictures with ease. You can also drag an object from one picture, and drop it into another.

How to open multiple pictures

Open the picture that you want to work on. A new picture window is opened and becomes the active window.


 If the picture window hides other pictures that you already have open, select **Tile** or **Cascade** from the **Window** menu to bring these pictures back into view.

 The current preferences determine the appearance of the new window.


 You can have up to twenty windows or twenty pictures open at once; you can only have eight windows open on any one picture.

See also:

 [How to open an existing picture](#)

 [How to rearrange windows](#)

 [How to switch between windows](#)

 [How to reduce a window to an icon](#)



Rearranging windows

When you open several picture windows at a time, some windows overlap or hide others. You can use the **Cascade** and **Tile** commands in the **Window** menu to rearrange all the windows so that some part of each window is visible.

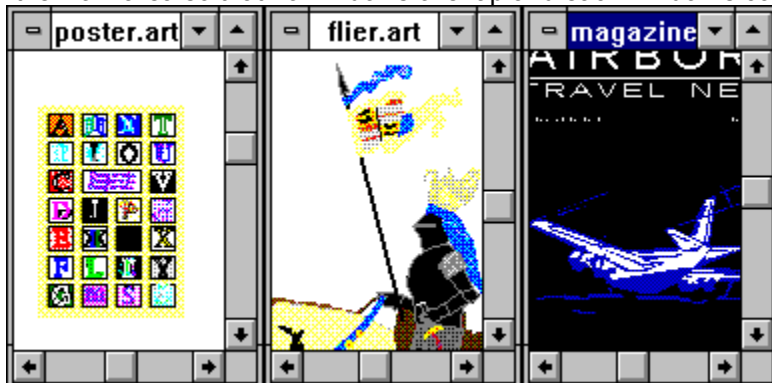
How to cascade windows

Select **Cascade** from the **Window** menu. All the picture windows are resized and layered within the work area so that each title bar is visible, making it easy for you to select any of the windows:



How to tile windows

Select **Tile** from the **Window** menu. All the picture windows are resized and arranged side-by-side in the work area so that no windows overlap and each window's contents are visible:



If you open another picture window after you use the **Cascade** or **Tile** command, it overlaps the rearranged windows. To include it among the rearranged windows, select the **Cascade** or **Tile** command again.

See also:



[How to open an existing picture](#)



[How to switch between windows](#)




[How to reduce a window to an icon](#)





Switching between windows

CompuWorks Draw commands apply only to the picture in the active window, so you need to be able to move from one window to another when you have multiple windows open. There are several ways to do this, the easiest method depends on how the windows are arranged.

How to switch between windows


 When the windows are tiled, click anywhere in the window that you want to make active. The title bar of the previous window is disabled and the selected window is highlighted to show it is now the active window.


 When the windows are cascaded, either click on the title bar of the window that you want to bring to the front, or press **Ctrl Tab** to switch between windows.

 When the windows take up the full screen, use the **Window** menu to select the window you want to view.


When you move from one window to another:

 The tool that is currently selected does *not* change.


 The current line, fill and color attributes are specific to a picture, so they may change from window to window if the window contains a different picture.

 The information line changes to show information about the active window.

See also:

 [How to view your picture in multiple windows](#)

 [How to work with multiple pictures](#)

 [How to rearrange windows](#)




Reducing a window to an icon



The desktop can become cluttered and unmanageable if there are too many windows open. CompuWorks Draw allows you to reduce a picture window to an icon to keep your desktop 'tidy'.


How to reduce a window to an icon.

Click on the **Minimize** box, or select **Minimize** from the **Control** menu of the window that you want to iconize. The window is iconized and put at the bottom of the CompuWorks Draw desktop.

 Icons can be dragged around the desktop. If the icon *cannot* be seen, it is likely hidden behind one of the open windows.

How to restore a window from an icon.

Click on the icon and select **Restore** from the **Control** menu, or double-click on the icon. The window opens in the same position it was in before it was minimized.

 Changes made to the picture while the window was reduced will also appear, e.g. if you have edited another window on the same picture.



Saving a picture

Saving a picture makes a permanent record of the picture on your hard disk. None of the changes you make to a picture are recorded on disk until the picture is saved. It is sensible to save your pictures regularly.

How to save a picture

Select **Save** from the **File** menu. The picture in the active window is saved and remains open for editing.



If the picture is untitled when you try to save it, Draw prompts you to specify a name for the picture by opening the **Save As dialog box**.

How to save a picture to a new file

1. Select **Save As** from the **File** menu. The **Save As** dialog box appears.
2. Select the file format in which you want to save the picture by selecting **Picture** or **Template** from the **Save File as Type** drop-down list box.
3. From the **Directories** list box, select the directory in which you want to save the picture.
4. Enter a name for the picture in the **File Name** box. The file extension is added if you do not enter it.
5. Click on **OK**. The picture is saved to the file of that name and the file name appears in the title bar.

If you enter a file name that already exists, you will be asked if you want to overwrite the existing file. Click on **Yes** or **No** as appropriate.

Shortcut:

F2 is the keyboard shortcut for the **Save** command in the **File** menu.

See also:



[Save As dialog box](#)



[How to use templates](#)



Closing a picture

When you have finished working on a picture you can close it.

How to close a picture

1. Select the window containing the picture that you want to close.
2. Select **Close** from the **File** menu or from the picture window's **Control** menu. The window is removed from the desktop.



If the picture has been changed since it was last saved you are given the option to save your changes. Clicking on **Yes** to save your changes will open the **Save As** dialog box if the picture has not been saved before.



When there is more than one window open on a picture, **Close** from the **File** menu will close all the windows open the picture; **Close** from the picture window's **Control** menu will close the current window only.

Shortcut:

Ctrl F4 closes the active window.

See also:



Save As dialog box



How to view your picture in multiple windows



How to work with multiple pictures




How to reduce a window to an icon





Exiting Draw

How to exit CompuWorks Draw

Select **Exit Draw** from the **File** menu.

 If there are any open pictures with unsaved changes, a message will appear giving you the option to save the pictures before you exit Draw.

 You can also exit Draw by selecting **Close** from the **Control** menu.

 The layout of the desktop will be saved until you next run CompuWorks Draw, e.g. the position of the toolbox and text controls will be remembered.

Shortcut:

Alt F4 exits Draw.



Using templates

A template is a file that contains information about the page size and format you have chosen; any line styles, fill styles, patterns and colors that you have designed; and any objects that you have saved for printing.

Use a template to save time and effort if you regularly create pictures that are similar, e.g. using similar line styles, fill styles, patterns and colors, or using the same graphic as a logo.

How to save a template

1. Select **Save As** from the **File** menu. The **Save As dialog box** appears.
2. Select **Template (*.tem)** from the **Save File as Type** drop-down list box.
3. Select a disk drive and directory in which to save the template and enter a name for the template in the **File Name** box. The template will automatically be given the **.TEM file extension**, unless you specify an alternate.
4. Click on **OK** to save the template. A message appears asking if you want to make this template into the default template, which will then be loaded automatically whenever you start CompuWorks Draw or open a new picture.
5. Click on **Yes** if you want to save the template as the default template, or **No** if you do not.

How to open a template

1. Select **Open** from the **File** menu. The **Open** dialog box appears.
2. Select **Template (*.tem)** from the **List Files of Type** drop-down list box.
3. Select the disk drive and directory in which you previously saved the template. The templates in the selected directory will be listed in the **File Name** list box.
4. Select the name of the template that you want to open. The template appears in the preview box.
5. Click on **OK** to open the template. A message appears giving you the chance to make this the default template. Click on **Yes** or **No** as appropriate.

The template appears in the active window and you can now begin creating a new picture based upon this template.



The original default template (DEFAULT.TEM) is saved in the CWDRAW2\SAMPLES sub-directory. You can load this template again if you want to continue working with the original default template.



When you open a template, its filename remains "Untitled" until you save the picture.

See also:



Save As dialog box



Open dialog box



How To...

Draw



Draw a shape



Use the pencil tool



Use the corner tool



Use the curve tool



Use the connect tool



Use the bezier tool



Draw multiple paths



Use corners and curves together



Control the angle of a path



Create a shape from a path (close a path)



Convert a shape into a path



Use undo and redo



Drawing a shape

CompuWorks Draw provides tools for drawing [boxes](#), [round boxes](#), [ellipses](#), [stars](#), [polygons](#), [arcs](#) and [pie slices](#). These shapes are all drawn using the same technique.

How to draw a basic shape

1. [Select the shape tool](#) that you want to use from the [toolbox](#). As you move the mouse [pointer](#) into the [work area](#), it changes to a different shape, depending on the tool you have selected.
2. Press the left mouse button and drag the pointer diagonally across the desktop. An outline of the shape is drawn as you drag the mouse.
3. Release the mouse button when the outline is the size and shape you want.



The shape is drawn with the current [line style](#) and [fill style](#) (except arcs, which are not given fill styles).



Eight [handles](#) appear around the edge of the shape, indicating that the shape is selected. When an ellipse, arc or pie slice is selected, the handles appear around an invisible box that follows the circumference of the shape.



When arcs and pie slices are selected, two hollow round handles at either end of their arc segment also appear. These handles represent the start and end angles of the shape.



A [basic shape](#) can be [ungrouped](#), which converts it into a [path](#).



When you draw a shape extending beyond the visible area of the picture, Draw [auto scrolls](#) the work area to keep the shape in view.

Shape tools:



See also:



[How to draw a shape with equal dimensions](#)



[How to draw a shape from its center](#)



[How to change the curvature of a round box](#)



[How to change the number of sides on a polygon](#)



[How to change the number of points on a star](#)



[How to change the inner radius of a star](#)



[How to change the angle of an arc or pie slice](#)



[How to convert a shape into a path](#)



Drawing a shape with equal dimensions

You can draw basic shapes so that their width is equal to their height. This means that you can draw perfect squares, circles, polygons etc.

How to draw a shape with equal dimensions

1. Select the tool you want from the toolbox.
2. Hold down **Ctrl**, then press the left mouse button and drag the pointer across the desktop. Do not release **Ctrl** until you have released the mouse button.



You can press **Ctrl** part way through a drag, to make sure that the shape has equal dimensions.



You can press **Ctrl** and **Shift** simultaneously to draw a shape from its center and with equal dimensions.

Shape tools:



See also:



[How to draw a shape](#)



[How to draw a shape from its center](#)



Drawing a shape from its center

You can draw basic shapes from a fixed center point instead of from corner to corner.

How to draw a shape from its center

1. Select the tool you need from the toolbox.
2. Hold down **Shift**, then press the left mouse button and drag the pointer across the desktop. Do not release **Shift** until you have released the mouse button. The shape is drawn with its center at the point where you began to drag.



You can press **Shift** part way through a drag, to make sure that the shape is drawn from its center.



You can press **Shift** and **Ctrl** simultaneously to draw a shape from its center and with equal dimensions.

Shape tools:



See also:



[How to draw a shape](#)



[How to draw a shape with equal dimensions](#)



Changing the curvature of a round box

The curvature of a round box is determined by its corner radius. You can edit the corner radius to make the shape more circular or more square. The curvature of a round box can be changed before or after you draw it.



How to change the curvature of a round box

To specify the curvature of a round box *before* you draw it:

1. Double-click on the round box tool in the toolbox. The **Round Box dialog box** appears.
2. Enter the size of the corner radius you want in the **Default Corner Radius** box.
If you want, you can select an alternate unit of measurement from the **Units** drop-down list box.
3. Click on **OK**.

When you next draw a round box it will be given the corner radius that you have just specified.

The curvature that you specify will remain the same until you change it again; subsequent round boxes will be drawn with this curvature.

To change the curvature of a round box *after* you have drawn it:

1. Select the pointer tool and double-click on the round box whose curvature you want to change.
The basic shape popup menu appears.
2. Select **Object Info** from the popup menu. The **Shape Info** dialog box appears.
3. Enter the curvature you want in the **Corner Radius** box, then click on **OK**.

The round box is redrawn with the curvature that you have just specified.



You can also open the **Shape Info** dialog box by selecting the round box and then selecting **Info** from the **Object** menu.

Shortcut:



See also:



[Round Box dialog box](#)



[Shape Info dialog box](#)



[How to draw a shape](#)



Changing the number of sides on a polygon

When you draw a polygon it is automatically given five sides. You can change the number of sides on a polygon before or after you draw it.

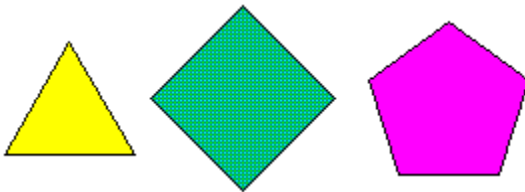


How to change the number of sides on a polygon

To specify the number of sides on a polygon *before* you draw it:

1. Double-click on the polygon tool in the toolbox. The **Polygon dialog box** appears.
2. Enter the number of sides you want the polygon to have (it must be a number between 3 and 100). The preview box illustrates what the polygon shape will be.
3. Click on **OK** to close the dialog box.

When you next draw a polygon it will be given the number of sides that you have just specified.



The number of sides that you specify will remain the same until you change them again; subsequent polygons will be drawn with this number of sides.

To change the number of sides on a polygon *after* you have drawn it:

1. Select the pointer tool and double-click on the polygon whose shape you want to change. The basic shape popup menu appears.
2. Select **Object Info** from the popup menu. The **Shape Info** dialog box appears.
3. Enter the number of sides you want in the **Sides** box, then click on **OK**.

The polygon is redrawn with the number of sides that you have just specified.



You can also open the **Shape Info** dialog box by selecting the polygon and then selecting **Info** from the **Object** menu.

Shortcut:



See also:



[Polygon dialog box](#)



[Shape Info dialog box](#)



[How to draw a shape](#)



Changing the number of points on a star

When you draw a star it is automatically given five points. You can change the number of points on a star before or after you draw it.



How to change the number of points on a star

To specify the number of points on a star *before* you draw it:

1. Double-click on the star tool in the toolbox. The **Star dialog box** appears.
2. Enter the number of points you want the star to have in the **No. of Points** box (it must be a number between 3 and 100). The preview box illustrates what the star will look like.
3. Click on **OK** to close the dialog box.

When you next draw a star it will be given the number of points that you have just specified.



The number of points that you specify will remain the same until you change them again; subsequent stars will be drawn with this number of points.

To change the number of points on a star *after* you have drawn it:

1. Select the pointer tool and double-click on the star whose shape you want to change. The basic shape popup menu appears.
2. Select **Object Info** from the popup menu. The **Shape Info** dialog box appears.
3. Enter the number of points you want in the **Points** box, then click on **OK**.

The star is redrawn with the number of points that you have just specified.



You can also open the **Shape Info** dialog box by selecting the star and then selecting **Info** from the **Object** menu.

Shortcut:



See also:



Star dialog box



Shape Info dialog box



How to draw a shape



How to change the inner radius of a star



Changing the inner radius of a star

You can change the inner radius of a star to make the points on the star more blunt or more pointed. You can change the inner radius of a star before or after you draw it.



How to change the inner radius of a star

To change the inner radius of a star *before* you draw it:

1. Double-click on the star tool in the toolbox. The **Star dialog box** appears.
2. Adjust the inner radius by dragging the scroll box or by entering the value in the **Star Inner Radius** box. Increasing the value will make the points of the star less pointed. The preview box illustrates what the star will look like.
3. Click on **OK** to close the dialog box.

When you next draw a star it will be given the inner radius that you have just specified.



The inner radius that you specify will remain the same until you change it again; subsequent stars will be drawn with this inner radius.

To change the inner radius of a star *after* you have drawn it:

1. Select the pointer tool and double-click on the star whose shape you want to change. The basic shape popup menu appears.
2. Select **Object Info** from the popup menu. The **Shape Info** dialog box appears.
3. Enter the inner radius that you want in the **Inner Radius** box, then click on **OK**.

The star is redrawn with the inner radius that you have just specified.



You can also open the **Shape Info** dialog box by selecting the star and then selecting **Info** from the **Object** menu.

Shortcut:



See also:



[Star dialog box](#)



[Shape Info dialog box](#)



[How to draw a shape](#)



[How to change the number of points on a star](#)



Changing the angle of an arc or pie slice

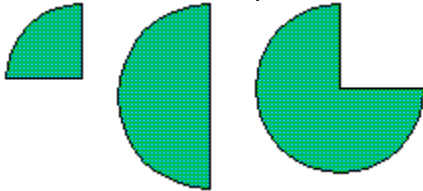
You can change the start and end angles of an arc or pie slice, making the arc segment of the shape larger or smaller.

How to change the angle of an arc or pie slice

1. Draw an arc or pie slice. There is a round handle at either end of the arc or pie slice, representing the start and end angles.
2. With the pointer tool selected, press the left mouse button and drag the start or end handle to adjust the arc segment of the arc or pie slice.

As you drag either of the handles, the information line indicates the angle that you are adjusting. The information line also indicates the percentage that the arc or pie slice occupies of the whole ellipse of which it is a segment.

3. When the arc or pie slice is the shape you want, release the mouse button.



You can also adjust the start and end angles of an arc or pie slice using the **Shape Info** dialog box:

1. Select the pointer tool and double-click on the arc or pie slice whose angle you want to change. The basic shape popup menu appears.
2. Select **Object Info** from the popup menu. The **Shape Info** dialog box appears.
3. Enter the values you want in the **Start Angle** and **End Angle** boxes. The percentage of the arc or pie slice is updated to reflect the changes you make to the start and end angles.
4. Click on **OK** to close the dialog box.

The arc or pie slice is redrawn with the start and end angle that you have just specified.



You can also open the **Shape Info** dialog box by selecting the arc or pie slice and then selecting **Info** from the **Object** menu.

Shortcut:



See also:



[Shape Info dialog box](#)



[How to draw a shape](#)



Using the pencil tool

The pencil tool is like the pencil on your desk. As you drag the pencil around the desktop, a path is drawn following the movements of the tool.




How to use the pencil tool

1. Select the pencil tool from the toolbox. The pointer changes shape to a pencil when you move it into the work area.
2. Press the left mouse button and drag the pencil around the work area in the shape of the path you want to draw. A line is drawn, following the movements of the pencil.



When you release the mouse button, a path is created consisting of a number of line segments joined together at points; this is know as a freehand path. Because the path is selected, these points are indicated by small black squares.

 If no line is drawn through the points you have no line style selected. Select **Solid** from the **Line menu**.

See also:



[How to draw a straight path with the pencil tool](#)



[How to erase a freehand path](#)



[How to smooth a freehand path](#)



[How to draw multiple paths](#)



[How to use corners and curves together](#)



[How to control the angle of a path](#)



[How to create a shape from a path \(close a path\)](#)



Drawing a straight path with the pencil tool

You can draw straight paths with the pencil tool by holding down **Shift** as you drag. A series of straight lines can be connected together in a single path.



How to connect a series of straight lines

1. Select the pencil tool from the toolbox and position the pointer where you want the first line to begin.
2. Hold down **Shift**, then press the left mouse button and drag the mouse pointer to where you want the first line segment to end.
3. Still holding down **Shift**, release the mouse button. A straight line is drawn between the two points. Without moving the mouse, press the button again and then drag to the next end point.
4. Repeat Step 3 until you have drawn the whole path, then release **Shift**.



Hold down **Ctrl** to restrict the angle of the path to multiples of 45 degrees.

See also:



[How to use the pencil tool](#)



[How to erase a freehand path](#)



[How to smooth a freehand path](#)



[How to draw multiple paths](#)



[How to use corners and curves together](#)



[How to control the angle of a path](#)



[How to create a shape from a path \(close a path\)](#)



Erasing a freehand path

You can erase a freehand path while you are still drawing it.



How to erase a freehand path

Hold down **Alt** and move the pointer back over the path that you have just drawn. The mouse pointer changes shape to an eraser.



The first point on the freehand path is *not* erased; to erase this point, make sure that no other objects are selected, then press **Delete**.



You *cannot* erase a freehand path in this way if you have already finished dragging the pointer and released the mouse button.

See also:



How to use the pencil tool



Smoothing a freehand path

You can adjust the smoothness of a freehand path before you draw it.



How to smooth a freehand path

1. Double-click on the pencil tool in the toolbox. The **Freehand** dialog box appears.
2. Adjust the smoothness value by clicking the arrows or by entering a value in the **Smoothness** box.
3. Click on **OK** to confirm the new value.

The smoothness value determines how precisely a freehand path follows the movements of the pointer. A smoothness value of 1 will produce a path that follows the movements of the pointer closely, making the path appear rough with numerous points; a smoothness value of 9 will produce a path that does not follow the movements of the pointer closely but smoothes out the path so that it has fewer points.

See also:



How to use the pencil tool



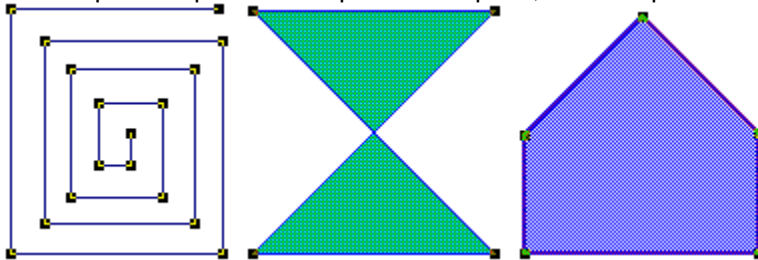
Using the corner tool

The corner tool allows you to draw angular paths.



How to use the corner tool

1. Select the corner tool from the toolbox. The pointer changes shape to a cross with a box at its center when you move it into the work area.
2. Position the pointer where you want to start the path and click the mouse button. An empty box appears, indicating that a point has been drawn and is selected.
3. Move the pointer to the next position and press the mouse button. A line is drawn from the previous end point to the pointer position, indicating where the line segment will be drawn. You can drag the new point to put it anywhere on the work area, which will be scrolled if necessary. When you release the mouse button, the new point is drawn and left selected; the selection of the previous point is canceled and drawn as a black box. A path is drawn between the two points.
4. Repeat Step 3 until the path is complete, for example:



You can delete the last point you have drawn by pressing **Backspace**.



Hold down **Ctrl** to restrict the angle of the path to multiples of 45 degrees.



When you have finished drawing the path, you can cancel the selection of the last point by pressing the space bar, then continue drawing another path. Pressing the space bar to separate paths is like pressing the space bar between words when entering text. To cancel the selection of the whole path, press **Esc**.



If no line is drawn through the points you have no line style selected. Select **Solid** from the **Line** menu.

See also:



[How to draw multiple paths](#)



[How to use corners and curves together](#)



[How to control the angle of a path](#)



[How to create a shape from a path \(close a path\)](#)



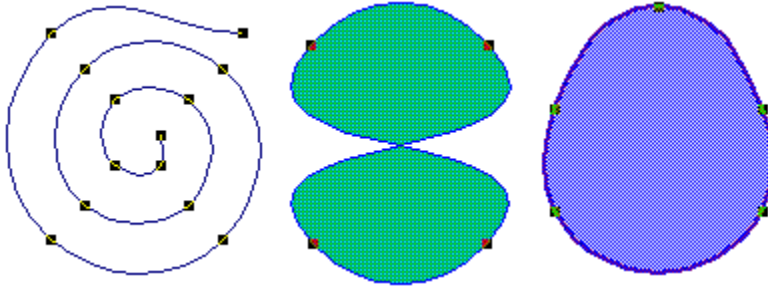
Using the curve tool

The curve tool allows you to draw smoothly curved paths.



How to use the curve tool

1. Select the curve tool from the toolbox. The pointer changes shape to a cross with a circle at its center when you move it into the work area.
2. Position the pointer where you want to start the path and click the mouse button. A circle appears, indicating that a point has been drawn and is selected.
3. Move the pointer to the next position and press the mouse button. A line is drawn from the previous end point to the pointer position, indicating where the line segment will be drawn. You can drag the new point to put it anywhere on the work area, which will be scrolled if necessary. When you release the mouse button, the new point is drawn and left selected; the selection of the previous point is canceled and drawn as a black box. A path is drawn between the two points.
4. Repeat Step 3 until the path is complete, for example:



You can delete the last point you have drawn by pressing **Backspace**.



When you have finished drawing the path, you can cancel the selection of the last point by pressing the space bar, then continue drawing another path. Pressing the space bar to separate paths is like pressing the space bar between words when entering text. To cancel the selection of the whole path, press **Esc**.



If no line is drawn through the points you have no line style selected. Select **Solid** from the **Line** menu.



You can change the curvature of the line between two points by adjusting the control points.

See also:



[How to draw multiple paths](#)



[How to use corners and curves together](#)



[How to control the angle of a path](#)



[How to create a shape from a path \(close a path\)](#)



[How to adjust control points](#)



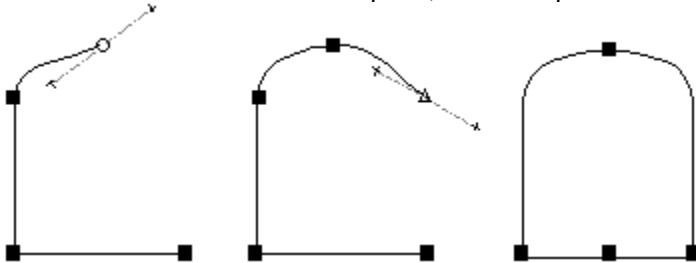
Using the connect tool

You can use the connect tool to make smooth connections between corner and curve points.



How to use the connect tool

Normally, when you insert a curve point after a corner point, the line between them will be angular instead of a smooth progression from a straight to a curved line. When you insert a connect point between a corner and a curve point, the three points will be joined smoothly.



When you insert a connect point between a corner and a curve point, you can adjust how the curve joins into the straight line by selecting the connect point and dragging its control points.



If no line is drawn through the points you have no line style selected. Select **Solid** from the **Line** menu.

See also:



[How to use the corner tool](#)



[How to use the curve tool](#)



[How to draw multiple paths](#)



[How to use corners and curves together](#)



[How to control the angle of a path](#)



[How to create a shape from a path \(close a path\)](#)



[How to adjust control points](#)



Using the bezier tool

The bezier tool combines the functions of the corner, curve and connect tools into one tool.



How to use the bezier tool

Using the bezier tool, you can draw straight lines and curves connecting smoothly *without* having to change tools. When you click the mouse button, it creates a corner point; when you drag the mouse, it creates a curve point.

It is also possible to control the curvature of curves going into and out of a corner point by using **Shift**:

1. Select the bezier tool, then drag the pointer to create a curve point and define its incoming direction.
2. Notice that the point has two control points that rotate as you adjust them. Without releasing the mouse button hold down **Shift**. One of the control points is now stationary but the other can be moved.
3. Drag the pointer again to define the outgoing curve direction. Release the mouse button and **Shift** to put the point in position.

The curve follows the direction of the control point that you adjusted.



When you hold down **Ctrl** while using the bezier tool, the control lines are put at angles of 0, 45 or 90 degrees. This helps you to determine the curvature of line segments in a bezier path.

See also:



[How to draw multiple paths](#)



[How to create a shape from a path \(close a path\)](#)



[How to adjust control points](#)



Drawing multiple paths

When you want to end one path and start a new one of the same type, simply press the space bar. CompuWorks Draw then cancels the selection of last end point so that you can begin a new path that will *not* be joined to the previous end point. Pressing the space bar to start new paths is similar to the way you would press the space bar to separate words if you were entering text.

You can also cancel the selection of the path by clicking the right mouse button away from the path, by selecting the pointer tool and clicking away from the path, or by pressing **Esc**.

See also:



[How to use corners and curves together](#)



Using corners and curves together

A path can be a mixture of corners and curves; it does not have to be either a curve path or a corner path. You can create a path containing every type of point if you want.

How to use corners and curves together

When you are drawing a path and want to change from one drawing tool to another:

1. Make sure that the last point on the path is selected.
2. Select the drawing tool you want to use from the toolbox, and continue drawing the path.

The new points will join to the existing path.




Controlling the angle of a path




You can control freehand, corner, curve and connect paths so that the next point on the path is at an angle of 0, 45, or 90 degrees to the previous point.

How to control the angle of a path

Hold down **Ctrl** as you drag the mouse to draw the path.

 When you hold down **Ctrl** while using the bezier tool, the control lines will be put at angles of 0, 45 or 90 degrees. This helps you to determine the curvature of line segments in a bezier path.

 When you release **Ctrl**, you can continue drawing your path without any angle constraints.

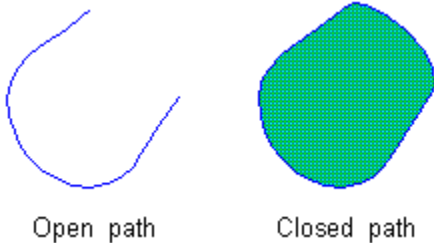


Creating a shape from a path (closing a path)

When you are drawing a path you can close it to create a shape that can then be filled with a fill style, pattern or color.

How to close a path

1. Draw the path in the normal way using the drawing tools.
2. With the path selected, click on (or near to) the first point on the path. The two end points will be joined together, closing the path. For example:



The path is automatically filled with the currently selected fill style.



The two end points will be joined together *only* if they are both within the join range. You can edit the join range to make it larger or smaller in the **Preferences dialog box**.

You can also close a path using the **Path Info** dialog box. This method will close a path even if the open ends are *not* within the join range:

1. Select the pointer tool and double-click on the path whose end points you want to join. The path popup menu appears.
2. Select **Object Info** from the popup menu. The **Path Info** dialog box appears.
3. Check the **Path Closed** check box, then click on **OK**.



You can also open the **Path Info** dialog box by selecting the path and then selecting **Info** from the **Object** menu.

Shortcut:



See also:



Preferences dialog box



Path Info dialog box



How to join one path to another

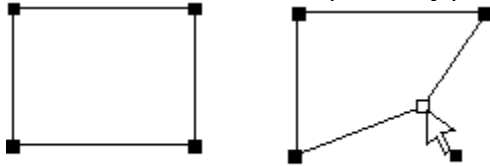


Convert shapes into paths

Basic shapes such as boxes and ellipses, are formed from closed paths and can be converted into those paths. Once a shape has been converted into a path, you can select and edit individual points on the path to modify the shape.

How to convert a shape into a path

1. Select the shape you want to convert into a path.
2. Select **Ungroup** from the **Object** menu. The shape is converted into a path of the same shape, and the handles are replaced by points that can be edited. For example:



ungroup object

edit points

You can also convert a shape into a path by double-clicking on the shape to open the basic shape popup menu, then selecting **Convert to Path**.



An ungrouped shape does *not* lose its fill style or color.

Shortcut:



See also:



How to group/ungroup objects



Using undo and redo

As you create a picture, you will inevitably want to undo some changes that you make. Draw lets you undo commands so that you can try something different.

How to use undo and redo

To undo the last command, select **Undo** from the **Edit menu**.



You can undo up to the last fifty commands. If you undo a command by mistake, you can redo it.

To redo the last undo command, select **Redo** from the **Edit** menu.



There are some commands that *cannot* be undone or redone, for example, you cannot undo a change in view size.














Shortcuts:





How To...

Create text

-  [Enter text](#)
-  [Use text from other applications](#)
-  [Resize text](#)
-  [Change the font and point size](#)
-  [Use bold and italic](#)
-  [Change the alignment](#)
-  [Expand and compress text](#)
-  [Raise and lower text](#)
-  [Kern text](#)
-  [Change the spacing of text](#)
-  [Join text to a path](#)
-  [Edit text on a path](#)
-  [Convert text to paths](#)



Entering text

You can create text objects in your picture, then manipulate them like any other object.



How to create a text object

1. Select the text tool from the toolbox. The pointer changes shape to an I-beam when you move it into the work area. (Notice also that the shortcuts at the top of the desktop are replaced by the text controls.)
2. Click the mouse button at the point where you want to insert the text object. A thin vertical line appears; this is the text insertion point.

If you hold down **Alt** and press the left or right arrow key, you can change the angle of the I-beam so that when you click, you can enter text into your picture at an angle. Each time you press the arrow keys, the cursor moves through 1/16th of a circle. (Press **Esc** to move the I-beam back to an upright position.)

3. Enter the text that you want. The text that you enter is applied the current line and fill styles. To start a new line of text, press **Enter**.

The text you have entered becomes an object in its own right - a text object.



If you drag the I-beam, instead of clicking it, at Step 2 above a text frame follows the movements of the mouse pointer and when you start entering text, the text is automatically formatted to fit the width of the frame.



Once you have created a text object, you can edit it by selecting the text tool and clicking the I-beam on the object that you want to edit. The text insertion point is put within the text. If you have created rotated text, the text insertion point will be rotated and positioned in the text at the correct angle.



You can use the standard editing keys to edit the text, e.g. **Backspace**, **Delete** and the arrow keys to move up and down lines and between characters. You can also cut, copy and paste highlighted text selections within your text objects.



You can choose to have both the shortcuts and the text controls open at the same time. Click the right mouse button over either bar, and clear **Swap when editing text** in the popup menu that appears.

See also:



[How to resize text](#)



[How to use text from other applications](#)



[How to change the font and point size](#)



[How to use bold and italic](#)



[How to change the alignment](#)



[How to expand and compress text](#)



[How to raise and lower text](#)



[How to kern text](#)



[How to change the spacing of text](#)



[How to join text to a path](#)



[How to edit text on a path](#)



[How to convert text to paths](#)



Use text from other applications

You can paste in text from your other Windows™ applications, e.g. Notepad, Write and other word-processors.

How to paste text into Draw

1. Open the application containing the text and cut or copy the text onto the Clipboard.
2. Open the picture into which you want to paste the text, then select the text tool from the toolbox.
3. Click the mouse button at the point where you want to paste the text. A thin vertical line appears; this is the text insertion point.
4. Select **Paste** from the **Edit** menu to insert the text into your picture.



The text can now be edited in the same way as text that you enter directly into your picture.

Shortcut:



See also:



[How to resize text](#)



[How to change the font and point size](#)



[How to use bold and italic](#)



[How to change the alignment](#)



[How to expand and compress text](#)



[How to raise and lower text](#)



[How to kern text](#)



[How to change the spacing of text](#)



[How to join text to a path](#)



[How to edit text on a path](#)



[How to convert text to paths](#)



Resizing text


Once you have created a text object you can resize it.




How to resize text


1. Select the pointer tool and select the text object whose size you want to change. Handles appear around the text frame to show that the object is selected.
2. Drag one of the *solid* handles around the text frame. Without releasing the mouse button, hold down **Shift**.

 dragging a corner handle will resize the height *and* width of the text.

 dragging a side handle will resize *either* the height *or* width of the text.


3. When the text frame is the correct size, release the mouse button, then the **Shift** key.

 If you hold down **Ctrl** instead of **Shift**, the text is resized while retaining its original proportions.

 If you do not hold down either **Shift** or **Ctrl**, the text is reformatted to fit the new width of the text frame, *not* resized.

You can also resize a text object using the **Text Info** dialog box:

1. Select the pointer tool and double-click on the text object whose size you want to change. The text popup menu appears.
2. Select **Object Info** from the popup menu. The **Text Info** dialog box appears.
3. Enter the dimensions that you want in the **Size** group box. Change the position of the text object by adjusting the dimensions in the **Position** group box.
4. Click on **OK** to close the **Text Info** dialog box and redraw the text object at the size you have specified.


 You can also open the **Text Info** dialog box by selecting the text object and then selecting **Info** from the **Object** menu.


Shortcut:





See also:


 [Text Info dialog box](#)

 [How to enter text](#)

 [How to change the font and point size](#)

 [How to kern text](#)

 [How to change the spacing of text](#)

 [How to move objects](#)



Changing the font and point size

You can preset the font and point size of text before you enter it, or alter a selected block of existing text.



How to change the font and point size

1. Select the text tool from the toolbox. The pointer changes shape to an I-beam when you move it into the work area. (Notice also that the shortcuts at the top of the desktop are replaced by the text controls.)
2. To preset the font and point size, go to Step 3 below. To alter text that you have already created, drag the I-beam over the characters to select them.
3. To choose a font for your text, click on the arrow next to the **Font** box in the text controls. A drop-down list box appears listing all the fonts that are available to your setup. Select the font that you want to use.
4. To choose a point size for your text, either click on the arrows next to the **Size** box to increase or decrease the point size, or enter the size directly in the box.



When you preset the font and point size of text, any text that you enter will take on the font and point size that you have chosen. However, if you move the I-beam to another text object, any text that you enter will take on the font and point size of the surrounding text.



If you select a small point size, Draw may not be able to show the text and will simulate it by greeking.



You can choose to have both the shortcuts and the text controls open at the same time. Click the right mouse button over either bar, and clear **Swap when editing text** in the popup menu that appears.

Text controls:



See also:



How to enter text



Using bold and italic

You can preset the style of text before you enter it, or alter a selected block of existing text.



How to style text in bold and italic

1. Select the text tool from the toolbox. The pointer changes shape to an I-beam when you move it into the work area. (Notice also that the shortcuts at the top of the desktop are replaced by the text controls.)
2. To preset the text style, go to Step 3 below. To alter text that you have already created, drag the I-beam over the characters to select them.
3. To style your text in bold, italic or bold italic, click on the Bold and/or Italic buttons from the text controls.



When you preset the text style, any text that you enter will take on the style that you have chosen. However, if you move the I-beam to another text object, any text that you enter will take on the style of the surrounding text.



You can choose to have both the shortcuts and the text controls open at the same time. Click the right mouse button over either bar, and clear **Swap when editing text** in the popup menu that appears.

Text controls:



See also:



How to enter text



Changing the alignment

You can preset the alignment of text before you enter it, or alter a selected block of existing text.



How to change the alignment

1. Select the text tool from the toolbox. The pointer changes shape to an I-beam when you move it into the work area. (Notice also that the shortcuts at the top of the desktop are replaced by the text controls.)
2. To preset the alignment, go to Step 3 below. To alter text that you have already created, drag the I-beam over the characters to select them.
3. Click on the button of the alignment that you want: flushed left, centered, flushed right or justified.



When you preset the alignment, any text that you enter will take on the alignment that you have chosen. However, if you move the I-beam to another text object, any text that you enter will take on the alignment of the surrounding text.



You cannot align individual characters; alignment settings apply to the whole text object only.



You can choose to have both the shortcuts and the text controls open at the same time. Click the right mouse button over either bar, and clear **Swap when editing text** in the popup menu that appears.

Text controls:



See also:



How to enter text



Expanding and compressing text

You can preset the width of text before you enter it, or alter a selected block of existing text.



How to expand and compress text

1. Select the text tool from the toolbox. The pointer changes shape to an I-beam when you move it into the work area. (Notice also that the shortcuts at the top of the desktop are replaced by the text controls.)
2. To preset the width, go to Step 3 below. To alter text that you have already created, drag the I-beam over the characters to select them.
3. Click on the Expand button to make the characters wider; each click will expand the characters by 10%, or

Click on the Compress button to make the characters narrower; each click will compress the characters by 10%.



When you have the text controls shown as a floating box, you can enter the precise percentage by which you want to expand or compress the text.



When you preset the width of text, any text that you enter will take on the width that you have chosen. However, if you move the I-beam to another text object, any text that you enter will take on the width of the surrounding text.



You can choose to have both the shortcuts and the text controls open at the same time. Click the right mouse button over either bar, and clear **Swap when editing text** in the popup menu that appears.

Text controls:



See also:



How to enter text



Raising and lowering text

You can preset the position of text above or below the baseline, or alter a selected block of existing text.



How to raise and lower text

1. Select the text tool from the toolbox. The pointer changes shape to an I-beam when you move it into the work area. (Notice also that the shortcuts at the top of the desktop are replaced by the text controls.)
2. To preset the position of text, go to Step 3 below. To alter text that you have already created, drag the I-beam over the characters to select them.
3. Click on the Raise button to raise the characters above the baseline; each click will raise the characters by 1 point, or

Click on the Lower button to lower the characters below the baseline; each click will lower the characters by 1 point.



When you have the text controls shown as a floating box, you can enter the precise number of points by which you want to raise or lower the text.



When you preset the position of text, any text that you enter will take on the position that you have chosen. However, if you move the I-beam to another text object, any text that you enter will take on the position of the surrounding text.



You can choose to have both the shortcuts and the text controls open at the same time. Click the right mouse button over either bar, and clear **Swap when editing text** in the popup menu that appears.

Text controls:



See also:



How to enter text



Kerning text

Kerning is a term used for reducing or increasing the space between characters. The kerning controls are useful for fine-tuning the appearance of text, particularly text in large point sizes such as headings.



How to kern text

1. Select the text tool from the toolbox. The pointer changes shape to an I-beam when you move it into the work area. (Notice also that the shortcuts at the top of the desktop are replaced by the text controls.)
2. Drag the I-beam over the characters that you want to kern.
3. Click on the Kern Together button to move the characters closer together; each click will increase the space between the characters by 1%, or

Click on the Kern Apart button to move the characters wider apart; each click will reduce the space between the characters by 1%.



When you have the text controls shown as a floating box, you can enter the precise percentage by which you want to kern the text.



You *cannot* preset kerning values.



You can choose to have both the shortcuts and the text controls open at the same time. Click the right mouse button over either bar, and clear **Swap when editing text** in the popup menu that appears.

Text controls:



See also:



How to enter text



Changing the spacing of text

You can change the letter spacing, word spacing and line spacing of a text object.



How to change the letter spacing

1. Select the pointer tool and select the text object whose spacing you want to change. Handles appear around the text frame to show that the object is selected.
2. Press the left mouse button and drag one of the hollow handles on the left or right edges of the text frame. The pointer changes shape to an A..B..C symbol.
 - drag the handle outwards to increase the letter spacing, or
 - drag the handle inwards to decrease the letter spacing.
3. Release the mouse button. The text object is redrawn with the letter spacing you have chosen.

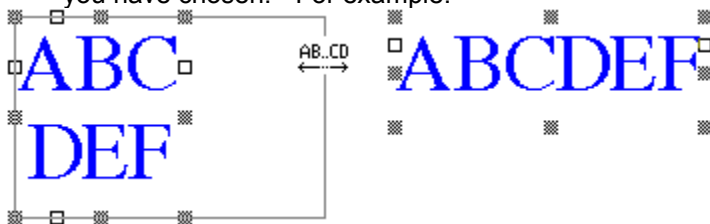
For example:



As you drag, the information line indicates by how much you are changing the letter spacing.

How to change word spacing

1. Select the text object whose word spacing you want to change.
2. Press the left mouse button and drag one of the hollow handles on the left or right edges of the text frame. When you have begun the drag, hold down **Shift**. The pointer changes shape to an AB..CD symbol.
 - drag the handle outwards to increase the word spacing, or
 - drag the handle inwards to decrease the word spacing.
3. Release the mouse button, then the **Shift** key. The text object is redrawn with the word spacing you have chosen. For example:



As you drag, the information line indicates by how much you are changing the word spacing.

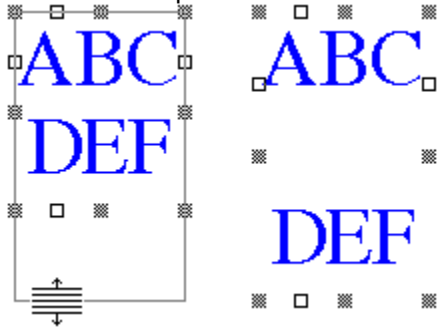
How to change line spacing

1. Select the text object whose line spacing you want to change.
2. Press the left mouse button and drag one of the hollow handles on the top or bottom edges of the text frame. The pointer changes shape to several short horizontal lines. (These handles are only visible when you have entered more than one line of text.)

- ▶▶ drag the handle outwards to increase the line spacing, or
- ▶▶ drag the handle inwards to decrease the line spacing.

3. Release the mouse button. The text object is redrawn with the line spacing you have chosen.

For example:



- ▶▶ As you drag, the information line indicates by how much you are changing the line spacing.

For precise adjustments to letter spacing, word spacing and line spacing, double-click the pointer tool on the text object whose spacing you want to change to open the text popup menu. Select **Text Spacing** from the popup menu to open the **Spacing dialog box**, then set the values you want.

See also:

- ▶▶ Spacing dialog box
- ▶▶ How to enter text



Joining text to a path

You can join text to a path to create some interesting effects, for example, text flowing around a circle, along a wavy line, or around any shape that you have drawn.

How to join text to a path

1. Create a text object, preferably having only one line of text.
2. Draw the path or shape that you want to join the text to.
3. Select the pointer tool, then hold down **Shift** and click on both the text object and the path to select them.
4. Select **Join** from the **Object** menu. The text is redrawn flowing along the path, for example:

The image shows the text "Text flowing along a path" in a blue, sans-serif font. The text is curved to follow the upper arc of a path, demonstrating the result of joining text to a path.

Text can be joined to an open path or a closed path.



If the text object has more than one line of text, only the first line will be joined to the path.



If you are in preview format, the path will not be visible. You can change this and other settings using the **Text on a Path** dialog box.

Shortcut:



See also:



[Text on a Path dialog box](#)



[How to edit text on a path](#)



[How to split a path](#)



Editing text on a path

You can edit text that has been joined to a path. You can also change the way in which the text object is joined to the path using the **Text on a Path** dialog box.



How to edit text on a path

1. Select the text tool from the toolbox. The pointer changes shape to an I-beam when you move it into the work area.
2. Click on the text object that you want to edit.
3. A copy of the text object is displayed in a box for you to carry out your edits.
4. Once you have finished editing the text, click elsewhere on the desktop, or press **Esc**. The box will disappear and the edited text will be reflowed along the path.



How to change the view of text along a path

1. Select the pointer tool from the toolbox. The pointer changes shape to an arrow when you move it into the work area.
2. Double-click on the text object that you have joined to a path to open the text popup menu.
3. Select **Object Info** from the popup menu. The **Text on a Path** dialog box appears.
4. Decide how the text should be joined to the path, whether the path should appear, in which direction the text should flow, how the text should align with the path, e.g. Top, 1/2 x-height etc. and what the text orientation should be.
5. Click on **OK** when you have made your changes.



Try experimenting with all the different options for text joined to a path so that you can see the different effects that it is possible to create.



If you want to have a gap between the text and the path on which it rests, you must raise the text above the baseline.



You can also open the **Text on a Path** dialog box by selecting the text object and then selecting **Info** from the **Object** menu.

Shortcut:



See also:



[Text on a Path](#) dialog box



[How to enter text](#)



[How to raise and lower text](#)



Converting text to paths

You can convert text objects into paths. Once a text object has been converted into a path, you can select and edit individual points on the path to modify the shape of the characters.



How to convert text to paths

1. Select the pointer tool from the toolbox, then select the text object that you want to convert into a path.
2. Select **Ungroup** from the **Object** menu. The text object is redrawn as individual paths that can then be edited.

You can also convert a text object into a path by double-clicking the pointer tool on the object to open the text popup menu, then selecting **Convert to Paths**.



An ungrouped text object does *not* lose its fill style or color.



Certain letters when ungrouped produce compound paths, e.g. B or D. Ungroup these again to produce separate closed paths.

Shortcut:



See also:
















How to group/ungroup objects



How To...

Arrange objects

-  [Select/cancel the selection of objects](#)
-  [Select/cancel the selection of points](#)
-  [Group/ungroup objects](#)
-  [Move objects](#)
-  [Position objects](#)
-  [Use the rulers](#)
-  [Use the grid and snap control](#)
-  [Lock/unlock objects](#)
-  [Hide/show objects](#)
-  [Align objects](#)
-  [Overlap objects](#)
-  [Cut, copy and paste objects](#)
-  [Use Cut+Paste Special](#)



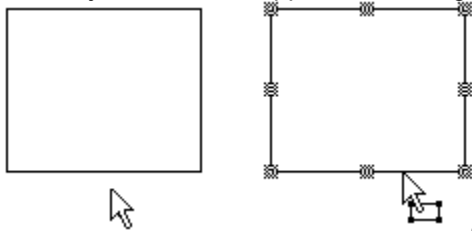
Selecting/canceling the selection of objects

You must select an object before you can manipulate it. When an object is selected, handles appear around its outline.



How to select an object

1. Select the pointer tool from the toolbox. The pointer changes shape to an arrow when you move it into the work area.
2. Position the pointer over the object you want to select and click the left mouse button. The object's handles appear, indicating that it is selected.



The selection of any previously selected object is canceled as soon as you select another object.



When you select an object, that object's line and fill styles become the default for any new objects that you create.

How to select additional objects

You can select several objects at the same time:

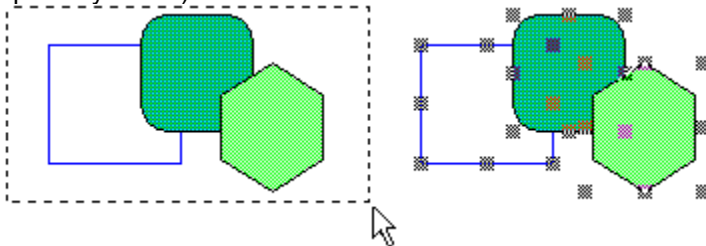
1. After selecting an object, point at the next object you want to select.
2. Hold down **Shift**, then click the pointer tool on the objects in turn to make up the selection.



You can **Shift** and click on as many objects as you want.

How to select objects using the selection frame

With the pointer tool selected, press the left mouse button and drag the pointer diagonally across the objects that you want to select. A selection frame appears as you drag. All the objects within (or partially within) this selection frame become selected when you release the mouse button.




You can select more objects without canceling the selection of any already selected by holding down **Shift** while dragging a selection frame.

How to select objects using Tab


When you have selected a single object, you can use **Tab** to select the next object and **Shift Tab** to select the previous object. When using **Tab** and **Shift Tab** to select objects, the objects are selected in their stacking order.


How to select all the objects in a picture

Select **Select All** from the **Edit** menu, or press **Alt A**.


 Hidden objects will *not* be selected.

How to cancel the selection of objects

 Cancel the selection of individual objects by holding down **Shift** then clicking the pointer tool on the objects whose selection you want to cancel.

 Cancel the selection of all selected objects by clicking away from them, or by pressing **Esc**.

See also:

 [How to select/cancel the selection of points](#)




Selecting/canceling the selection of points

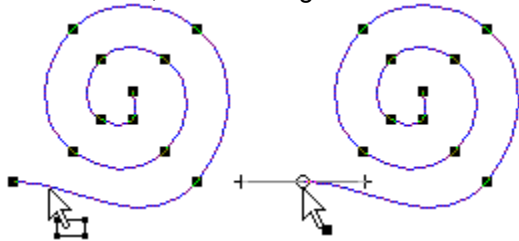
Before you can move, adjust or delete points, they need to be selected.



How to select a point

1. Select the pointer tool from the toolbox, then select the path containing the point.
2. Position the pointer over the point you want to select. The pointer changes shape to an arrow with a solid black box at its base.
3. Click the pointer tool on the point.


 When a point is selected it is identified as a curve point, corner point or connect point by either a hollow circle, box or triangle.



How to select additional points


You can select several points at the same time:

1. After selecting a point, point at the next point you want to select.
2. Hold down **Shift**, then click the pointer tool on the points in turn to make up the selection.


 You can **Shift** and click on as many points as you want.


How to select points using the selection frame


With the pointer tool selected, press the left mouse button and drag the pointer diagonally across the points that you want to select. A selection frame appears as you drag. All the points within this selection frame become selected when you release the mouse button.

 You can select more points without canceling the selection of any already selected by holding down **Shift** while dragging a selection frame.

How to cancel the selection of points

 Cancel the selection of individual points by holding down **Shift** then clicking on the points whose selection you want to cancel.

 Cancel the selection of all the selected points but leave the paths selected by pressing the space bar.

 Cancel the selection of all the selected points *and* paths by clicking away from them, or by pressing **Esc**.

See also:

 How to select/cancel the selection of objects



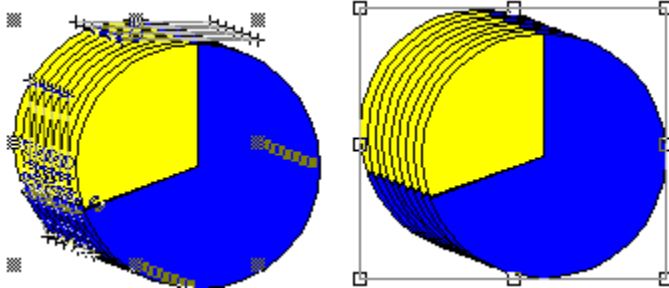
Grouping/ungrouping objects

You can group objects together, making it easier to manipulate a number of objects simultaneously, e.g. moving them all up the page.



How to group objects

1. Select the pointer tool from the toolbox, then select all the objects you want to group.
2. Select **Group** from the **Object** menu. The selected objects are grouped together and appear within a surrounding box that has eight handles around it.



Once you have created a group, the objects within it can be manipulated as a whole, e.g. moved, transformed, copied and pasted. You cannot blend groups of objects, or apply line and fill styles to them.



When a group is selected, the information line indicates that the selected object is a group, and how many objects are within the group. If you have one group and one other object selected, the information line informs you that there are two objects selected.

How to ungroup objects

1. Select the group that you want to ungroup.
2. Select **Ungroup** from the **Object** menu. The group separates into its component objects, which remain selected.



You can also ungroup a group by double-clicking the pointer tool on the group and selecting **Ungroup** from the popup menu that appears.



You can ungroup basic shapes and text to convert them into paths for editing.

Shortcuts:



See also:



How to select/cancel the selection of objects



How to convert a shape into a path



How to convert text to paths



Moving objects

You can move objects by dragging them around the picture. For more precise work, you can specify in which direction and by how much you want to move the object.



How to move an object

1. Select the pointer tool from the toolbox, then select the object that you want to move.
2. When the pointer changes shape to an arrow with a selected rectangle at its base, press the left mouse button and drag the object to its new position. As you drag the object, the original object and an outline of its new position appear.
3. Release the mouse button to redraw the object in its new position.



The information line indicates the displacement of the object as you drag it.



You can also move multiple objects in this way.



Press **Ctrl** and drag the object to constrain movement of the object to an angle of 0, 45 or 90 degrees.



Press **Alt** and drag the object to make a copy of it when you release the mouse button.

How to move an object precisely

1. Double-click the pointer tool on the object and select **Move/Copy** from the popup menu that appears. The **Move Objects dialog box** appears.
2. Enter the horizontal and vertical dimensions by which you want to move the object and select the direction in which you want it to move.
3. To make a copy of the object and move the copy without moving the original, check the **Copy Objects** check box.
4. Click on **OK** to close the dialog box and move the object as you have specified.



You can also move multiple objects using this method.



You can create several copies of the same object and space them uniformly. Use the **Move Objects** dialog box to create the first copy, specifying the position of the copy in relation to the original. Then select **Transform Again** from the **Edit** menu (or press **F5**) to create another copy that will be spaced equidistant from the previous object. Keep pressing **F5** until you have created all the copies that you need.

Shortcut:



See also:



Move Objects dialog box



How to select/cancel the selection of objects



How to position an object



How to use the rulers



How to use the grid and snap control



Positioning objects

You can position an object precisely in your picture by entering specific dimensions in the **Object Info** dialog box.



How to specify an object's position

1. Select the pointer tool from the toolbox, then select the object that you want to position.
2. Double-click the pointer tool on the object and select **Object Info** from the popup menu that appears. The **Object Info** dialog box appears.
3. In the **Position** group box, specify the exact position for the object. The coordinates are specified from the ruler origin.
4. You can specify the position relative to the left, center or right of the object horizontally, and the top, middle or bottom of the object vertically. Click on the drop-down list boxes to choose an option.



The coordinates are specified from the top left-hand corner of the page, i.e. top left is given the coordinate 0,0.



The **Object Info** dialog box can also be opened by selecting **Info** from the **Object** menu.



You *cannot* position multiple objects in this way. (Although you can position a group of objects.)

Shortcut:



See also:



[Path Info dialog box](#)



[Text Info dialog box](#)



[Shape Info dialog box](#)



[Element Info - Bitmap Image dialog box](#)



[Element Info - PostScript dialog box](#)



[Group of Objects dialog box](#)



[How to select/cancel the selection of objects](#)



[How to move objects](#)



[How to use the rulers](#)



[How to use the grid and snap control](#)



Using the rulers

You can use the rulers at the top and left-hand edges of your picture window to help size and position objects more accurately.

How to use the rulers

To show the rulers, select **Rulers** from the **View** menu. The command is checked when the rulers are visible. You can choose whether or not to have the rulers shown for each window.



When the rulers are shown, the unit of measurement used by the rulers are indicated at the top left-hand corner, where they intersect. To change the ruler units, click in this intersection area. A list of ruler options appears and you can select the unit of measurement that you prefer.

You can move the rulers' origin, which is useful for precise sizing and positioning of the objects in your picture. To move the rulers' origin, click in the intersection area and select **Adjust Ruler Origin**, then click at the point where you want the origin to be, e.g. the top left-hand corner of the page box.



You can set the ruler origin back to its original position by clicking on the intersection area and selecting **Reset Ruler Origin** from the popup menu that appears.



Ruler units are assigned to a picture window. Changing the units in one window will *not* affect the units in another window.



Any dialog boxes that refer to unit of measurement will automatically use the unit of the rulers in the active window.

See also:



How to use the grid and snap control



Using the grid and snap control

When a grid is used it is easier to position objects on the page and size them relative to each other, especially when snap control is enabled.

How to use the grid and snap control

To define a grid for active window:

1. Select **Grid** from the **View menu**. The **Grid dialog box** appears.
2. Check the **Show Grid check box** to create a grid.
3. Check the **Snap to Grid** check box to make objects align with the grid when they are drawn, moved or sized.
4. Check the **Align to Page** check box to make the grid align to the top left-hand corner of the page or check the **Align to Rulers** check box to align the grid to the ruler origin. (If the ruler origin is at the top left-hand corner of the page, **Align to Rulers** is disabled.)
5. From the **Units** drop-down list box, select the unit of measurement that you want the grid to use. This can be a *different* unit from the one used in the rulers.
6. In the **Spacing** group box, enter the width and height of each grid cell and how many subdivisions there are across and down each cell. The greater the number of grid divisions, the finer the snapping control.
7. Click on the **Copy** button to copy the horizontal settings to the vertical settings, creating a square grid.
8. Click on **OK** to close the dialog box and create the grid you have just specified.



When **Snap to Grid** is on, objects will 'jump' to align themselves to the grid dimensions whenever they are drawn, moved, resized or transformed.



Grid units are assigned to a picture window. Changing the units in one window will *not* affect the units in another window.

Shortcuts:



See also:



Grid dialog box



Locking/unlocking objects

You can lock objects so that they cannot be accidentally transformed, deleted or moved. You can lock and unlock any type of object except individual points on a path.



How to lock an object.

1. Select the pointer tool from the toolbox, then select the object that you want to lock.
2. Select **Lock** from the **Object menu**. The objects' handles change color, and the padlock in the information line and shortcuts indicates that the object is now locked.

You can also lock an object using the **Object Info dialog box**:

1. Double-click the pointer tool on the object that you want to lock, then select **Object Info** from the popup menu. The **Object Info** dialog box appears.
2. Check the **Locked** check box, then click on **OK**.



While an object is locked, you cannot manipulate it in any way.



Locked objects will remain locked when you save your picture.

How to unlock an object.

1. Select the object that you want to unlock.
2. Select **Unlock** from the **Object** menu. The objects' handles change back to their original color, and the padlock in the information line and shortcuts indicates that the object is unlocked.



As with locking, you can also unlock an object via the **Object Info** dialog box.

Shortcuts:



See also:



[Path Info dialog box](#)



[Text Info dialog box](#)



[Shape Info dialog box](#)



[Element Info - Bitmap Image dialog box](#)



[Element Info - PostScript dialog box](#)



[Group of Objects dialog box](#)



[How to select/cancel the selection of objects](#)



Hiding/showing objects

You can temporarily hide an object making it easier to edit your picture behind and around the object.

1. Select the pointer tool from the toolbox, then select the object that you want to hide.
2. Select **Hide** from the **Object menu**. The selected object is no longer visible.



If you have more than one object selected when you select **Hide**, all the selected objects are hidden.



Locked objects *can* be hidden.



You *cannot* select a hidden object.

How to show hidden objects.

Select **Show All** from the **Object** menu. All hidden objects reappear, and become selected.



If **Show All** is disabled, there are no hidden objects in your picture.



When you print a picture that contains hidden objects, you can choose whether they should be printed or not in the **Print Options** dialog box.



When you save your picture the hide attribute is lost: when you next open the picture, the previously hidden objects will appear.

Shortcuts:

Ctrl H hides the selected objects; **Ctrl W** shows them again.

See also:



[Print Options](#) dialog box



[How to select/cancel the selection of objects](#)



Aligning objects

You can align objects accurately using the **Align** dialog box, instead of trying to align them manually, which can be difficult for precision work.



How to align objects

1. Select the pointer tool from the toolbox, then select the objects that you want to align.
2. Select **Align** from the **Object menu**. The **Align dialog box** appears.
3. Select whether you want to align the objects to **Each other** or to the **Page**.
4. Make your selections from the **Horizontal** and **Vertical** group boxes. The preview box illustrates how your objects will align given the selections that you have made.
5. Click on **OK**. The objects are aligned according to your selections.



If only one object is selected, you can only align to page.



If one of the selected objects is locked when you align to each other, all the objects will align to the locked object; if one of the selected objects is locked when you align to the page, the locked object will not move to the new alignment position.

Shortcut:



See also:



[Align dialog box](#)



[How to select/cancel the selection of objects](#)



Overlapping objects

You can control the order in which objects appear in your picture.

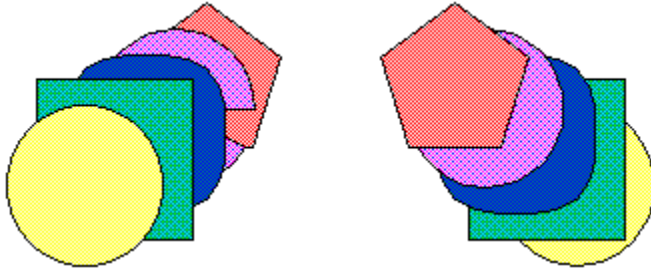


How to bring an object to the front

1. Select the pointer tool from the toolbox, then select the object that you want to bring to the front of your picture.
2. Select **To Front** from the **Object menu**. The selected object appears on top of the objects that previously overlapped it and remains selected.

How to send an object to the back

1. Select the object that you want to send to the back of your picture.
2. Select **To Back** from the **Object menu**. The selected object appears beneath the objects that it previously overlapped and remains selected.



Shortcuts:



See also:



[How to select/cancel the selection of objects](#)



Cutting, copying and pasting objects

You can use the Windows™ Clipboard to cut, copy and paste objects within your picture and between your Windows™ applications.



How to cut an object

Cutting an object removes it from your picture and puts it on the Clipboard. The object can then be put back into the same picture or another by using the **Paste** command.

1. Select the pointer tool from the toolbox, then select the object that you want to cut from the picture.
2. Select **Cut** from the **Edit** menu.

The selected object is removed from the picture, and put on the Clipboard.

How to copy an object

Copying an object makes a copy of the object in your picture and puts it on the Clipboard *without* removing the object from your picture. The copy of the object can then be put back into the same picture or another by using the **Paste** command. This is useful when a picture contains repetitions of the same object.

1. Select the pointer tool from the toolbox, then select the object that you want to copy.
2. Select **Copy** from the **Edit** menu.

The selected object is copied to the Clipboard, but *not* removed from the picture.



To copy an object within Draw, we suggest that you press **Alt** and drag and drop a copy of the object, rather than use the Clipboard.

How to paste an object

To paste an object, you must first cut or copy an object to the Clipboard, then select **Paste** from the **Edit** menu. The object on the Clipboard is copied into the picture.



The **Paste** command puts an object into the picture at the position from which it was copied or cut. If the object is from a different picture, the object will be put in the current picture at the same position.



You cannot use the cut, copy and paste commands on individual points on a path. If you do have a point selected and use one of these commands, the whole path, not just the selected point, will be cut, copied or pasted. To delete a point, select it and press **Backspace**.

Shortcuts:



See also:



[How to select/cancel the selection of objects](#)



[How to use cut and paste special](#)



Using Cut+Paste Special

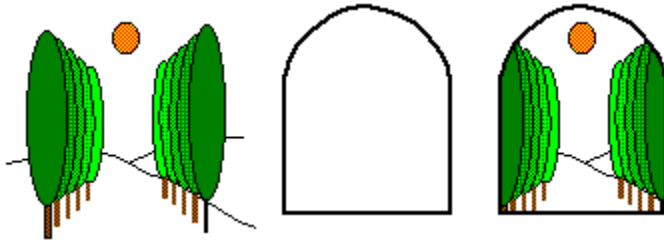
Use the commands in the **Cut+Paste Special** submenu to cut and paste relative to other objects, e.g. inside a closed path, in front of selected objects, or behind selected objects.

How to paste inside

1. Cut or copy the object that you want to paste inside another object, onto the Clipboard.
2. Select the path into which you want to paste the object inside.
3. Select **Cut+Paste Special** from the **Edit** menu. The **Cut+Paste Special** submenu appears.
4. Select **Paste Inside**. The object is pasted inside the closed path at its original position on the page.

If you cannot see the object inside the closed path, move the path over the position in which the object was situated before you cut it to the Clipboard.

5. Manipulate the path so that the object appears as you want it. The object inside the path is not affected by dragging or transforming the path.
6. Convert the path to a group by selecting **Group** from the **Object** menu. This freezes the object within the path. Transformations will now affect the path *and* its contents.



If the **Paste Inside** command is disabled, either you do not have a single closed path selected, or the Clipboard is empty.



The selected path *must* be a closed path.



To paste inside a basic shape, e.g. a star or a circle, ungroup the shape to a path first.



You *cannot* select or manipulate an object that has been pasted inside a path.

How to cut from inside

To undo a paste inside command, you can either use the **Undo** command or cut the object from inside the path.

1. Select the path you want to cut from. The path must have had something pasted inside it.
2. Select **Cut+Paste Special** from the **Edit** menu. The **Cut+Paste Special** submenu appears.
3. Select **Cut Contents**. The object is removed from within the path, and copied to the Clipboard. The path remains selected.



To edit the object, paste it into your picture and make your edits. If you want, you can then cut and paste it back inside the path as described above.

How to paste in front

You can paste an object in front of other objects in your picture.

1. Cut or copy the object that you want to paste onto the Clipboard.
2. Select the object that you want the pasted object to appear in front of. Make sure you have only one object selected.
3. Select **Cut+Paste Special** from the **Edit** menu. The **Cut+Paste Special** submenu appears.

4. Select **Paste in Front**.


The pasted object appears in front of the one you selected and behind any objects that were previously in front of the selected one.

How to paste behind

You can paste an object behind other objects in your picture.

1. Cut or copy the object that you want to paste onto the Clipboard.
2. Select the object that you want the pasted object to appear behind. Make sure you have only one object selected.
3. Select **Cut+Paste Special** from the **Edit** menu. The **Cut+Paste Special** submenu appears.
4. Select **Paste Behind**.





The pasted object appears behind the one you selected, and in front of any objects that were previously behind the selected one.

 You can change the stacking order of the objects in your picture using **To Front** and **To Back**.

Shortcut:













See also:

-  [How to select/cancel the selection of objects](#)
-  [How to group/ungroup objects](#)
-  [How to overlap objects](#)
-  [How to cut, copy and paste objects](#)



How To...

Shape and blend objects

-  [Insert a point](#)
-  [Add a point to the end of a path](#)
-  [Delete a point](#)
-  [Move a point](#)
-  [Adjust control points](#)
-  [Change a point style](#)
-  [Split a path](#)
-  [Join one path to another](#)
-  [Combine paths](#)
-  [Blend objects](#)



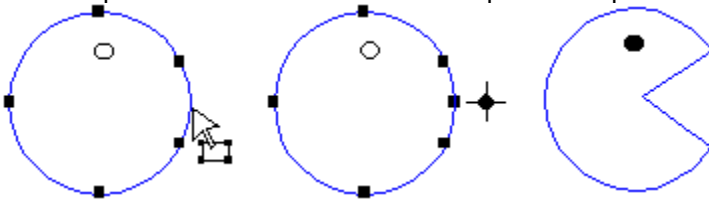
Inserting a point

You can insert a point into an existing path, enabling you to control its shape more freely.



How to insert a point

1. Select the pointer tool from the toolbox, then select the path that you want to edit. The points on the path appear as small black boxes.
2. Select one of the drawing tools. Which tool you use depends upon the type of point that you want to insert. Use the corner tool to insert a corner point, the connector tool to insert a connect point, or the curve tool to insert a curve point.
3. Position the tool on the path where you want to insert a point, and click the mouse button. A point is inserted on the path. The new point is selected and the selection of any other points on the path is canceled. You can manipulate the point as you would any other.



If you do *not* click exactly on the path when you try to insert a point in it, the selection of the path is canceled and a point appears on its own. The information line will indicate that there is an open path of 1 point.

See also:



[How to select/cancel the selection of points](#)



Adding a point to the end of a path

You can extend a path by adding a point to its end.



How to add a point to the end of an open path

1. Select the pointer tool from the toolbox, then select the path to which you want to add a point. The points on the path appear as small black boxes.
2. Select the point at one end of the open path. Make sure that only one point is selected.
3. Select the drawing tool for the point you want to add. Use the corner tool to insert a corner point, the connector tool to insert a connect point, or the curve tool to insert a curve point.
4. Click where you want to add the point. A point is inserted and the path drawn between the existing end point and the new point. The new end point is selected and the selection of the old end point is canceled.



To close an open path, repeat Steps 1 to 3 above, then click on the other end point of the open path.

See also:



How to select/cancel the selection of points



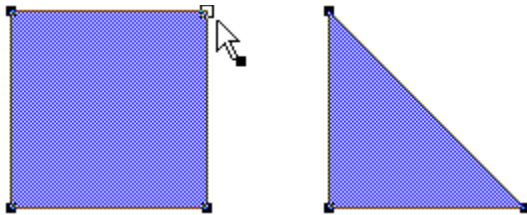
Deleting a point

You can delete points from a path to change the shape of the path and make the path easier to manipulate.



How to delete a point from a path

1. Select the pointer tool from the toolbox, then select the path from which you want to delete a point. The points on the path appear as small black boxes.
2. Select the point or points that you want to delete.
3. Double-click the pointer on one of the selected points to open the path popup menu.
4. Select **Delete Points**. The selected points are deleted from the path and the path is redrawn without them.



You can also delete points by selecting the points that you want to delete, then pressing **Backspace**.



Deleting a point on a closed path does not convert it into an open path.

See also:



How to select/cancel the selection of points



Moving a point

You can move a point to change the shape of a path.



How to move a point

1. Select the pointer tool from the toolbox, then press the left mouse button and drag the point to its new position.
2. Release the mouse button when the point is in the right position. The path is redrawn through the new point.



While you drag the point, both the new path shape and the original appear.



When you have more than one point selected, drag one of them to its new position; the selected points remain in the same position relative to each other, and the other points are redrawn.



You *cannot* make a copy of an individual point on a path. When you move a point, holding down **Alt** as you drag will make a copy of the whole path, even if you only move one of the points.

See also:



How to select/cancel the selection of points



Adjusting control points

Control points are the small handles associated with a point on a path. The control points control the direction of a path through a point, and therefore the shape of the path. Control points are joined to a point on the path by control lines. You can adjust these control points to change the shape of the path.



How to adjust control points

1. Select the pointer tool from the toolbox, then select the point that you want to adjust. The control points and control lines of the selected point appear.
2. Point at one of the control points, then press the left mouse button and drag the control point to its new position. The new path and the original appear.
3. Release the mouse button when you have the shape you want. The path is redrawn.



Not all points on a path have control points. A curve point always has control points; a connect point may have one or two control points, depending upon the style of the adjacent points. A corner point does not have control points by default.



If *no* control points are visible when you select the point, either they do *not* exist, or they are hidden by the point to which they belong. You can make the control points appear by holding **Ctrl** while you drag the pointer away from the point.

See also:



[How to select/cancel the selection of points](#)



Changing a point style

You can change a point from one style to another to change the shape of the path.



How to change the style of a point

1. Select the pointer tool from the toolbox, then select the point or points that you want to change.
2. Double-click the pointer tool on one of the selected points. The path popup menu appears.
3. Select **Object Info** from the path popup menu. The **Path Info** dialog box appears.

The **Points Selected** group box tells you how many points are selected and indicates their style. If the selected points have different styles, the group box does *not* indicate a style.

4. Select the point style you want.
5. If you want the path to be drawn smoothly through the point, check the **Auto Curvature** check box.
6. Click on **OK**. The style of the point is changed, and the path is redrawn if the style change affects it. The points remain selected.



You can also open the **Path Info** dialog box by selecting the point, then selecting **Info** from the **Object** menu.

Shortcut:



See also:



Path Info dialog box



How to select/cancel the selection of points



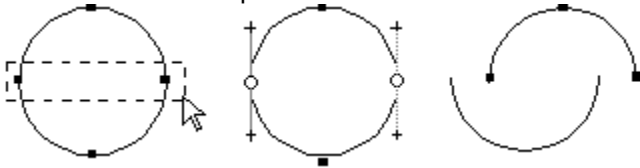
Splitting a path

You can split a path into two or more sub-paths and manipulate each sub-path as a separate object. A path can be split into as many sub-paths as you want.



How to split a path

1. Select the pointer tool from the toolbox, then select the path that you want to split.
2. Select the point at which you want to split the path, or if there is no point where you want to split the path, insert a point there.
3. Double-click the pointer tool on the selected point. The path popup menu appears.
4. Select **Split Path** from the path popup menu. The two sub-paths are redrawn and the end points of the two new paths become selected.



The split path may still look like a single path, so drag one away from the other to avoid confusion. Separate the paths by canceling the selection of one path and dragging the other aside.



If you have more than one point selected on a path, the split command splits the path at all the selected points. In this way you can split a path into a number of sub-paths in one command.



You can turn a closed path into an open path by splitting the path. This change is indicated in the information line.



You can also split a path by selecting the point at which you want to split it, then selecting **Split** from the **Object** menu.

Shortcut:



See also:



[How to select/cancel the selection of points](#)



[How to insert a point](#)



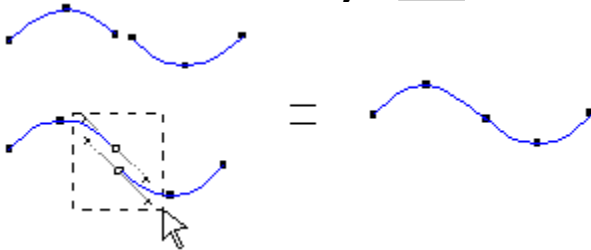
Joining one path to another

You can join one path to the end of another.



How to join paths

1. Select the pointer tool from the toolbox.
2. Select a path, then press the left mouse button and drag the path so that the end point is close to the end point of the path to which you want to join it.
3. Select the two end points to be joined.
4. Select **Join** from the **Object menu**. The two paths are joined together and become one object.



The end points of the paths must be within the user defined join range to enable the **Join** command. You can change the join range in the **Preferences dialog box**.



You cannot join more than two paths together at the same point.



You can only join paths at their end points.

Shortcut:



See also:



Preferences dialog box



How to select/cancel the selection of points



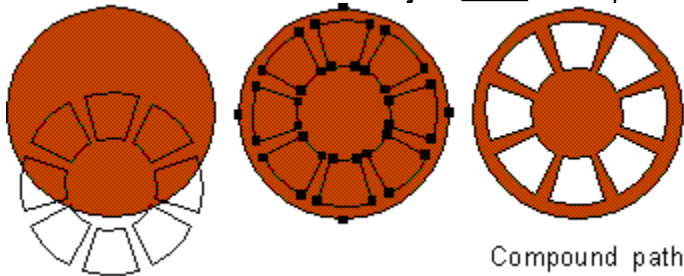
Combining paths (compound paths)

You can combine one path with one or more other paths to produce a compound path, i.e. a path consisting of more than one contour.



How to combine paths.

1. Select the pointer tool from the toolbox, then select the paths that you want to combine.
2. Select **Combine** from the **Object menu**. The paths are combined to produce a compound path.



The compound path may not look any different than the original paths. This depends upon the attributes you had selected for each path. Fill styles and colors may change depending upon where the combined paths were in relation to each other, e.g. inside or overlapping.



Compound paths can only be made up of open or closed paths. You *cannot* combine a group, a bitmap, a basic shape or text (unless it is ungrouped).

See also:



How to select/cancel the selection of objects



Blending objects

Blend draws a series of paths between two selected paths or shapes. You can create the effect of one object transforming into another by using the blend command.



How to blend between two objects

1. Select the pointer tool from the toolbox, then select the two paths or shapes that you want to blend.
2. Select **Blend** from the **Edit menu**. The **Blend dialog box** appears.
3. Select the number of blend stages you want by entering the number in the **No. of Blend stages** box, or by using the arrow keys.
4. Adjust the values of the **First Stage** and the **Last Stage** as appropriate. Normally these values should remain at the defaults, which depend on the number of blend stages.
5. Click on **OK**. The **Blend dialog box** is removed and the two paths are blended together.



If the two objects are colored, each blend stage is given an intermediate color. For example, if one object is black and the other is white, the objects at each of the blend stages are given different shades of gray, darker at the black end and lighter at the white end. This applies to both line and fill styles.



The paths you use to blend can be open and/or closed.



You can only blend between *two* paths or shapes. You *cannot* use blend on bitmaps, groups of objects, or text (unless it is ungrouped).



Always try a smaller rather than a larger number of blend stages first, because a blend with many stages may take a long time to redraw.

How to change the blend effect

You can change the effect of a blend by changing the reference points of a transformation.

1. Select the two paths to blend.
2. Select a point on one or both of the paths. If you only specify one point, Draw automatically uses the first point on the other path as the reference point.
3. Select **Blend** from the **Edit menu** and continue as above.



If you do not specify a reference point, the first points on the paths are used.



You can achieve many effects using different reference points. Try them out or look in the CompuWorks Draw User's guide for examples.

See also:



Blend dialog box




How to select/cancel the selection of points




How To...


Transform objects


 Scale an object


 Rotate an object

 Skew an object

 Reflect an object

 Copy as you transform

 Control the angle of transformation

 Repeat a transformation



Scaling an object

Scaling allows you to change the size of objects and distort the objects in your picture by stretching or squeezing them.

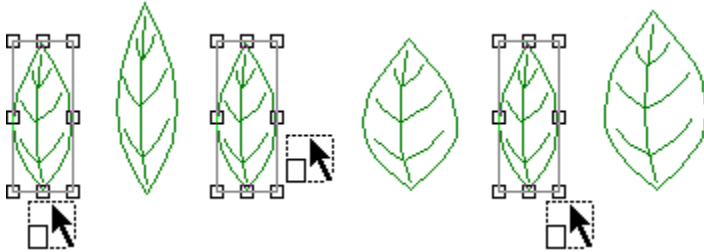


How to scale an object

1. Select the object that you want to scale, then select the scale tool from the toolbox.
2. Press and hold the mouse button at the point where you want the fixed point to be. The fixed point is the origin of the transformation and appears as a small +. The fixed point can be anywhere in the picture window.
3. Drag the pointer in the appropriate direction:
 - to change the height of the object, drag the pointer vertically
 - to change the width of the object, drag the pointer horizontally
 - to change both the height *and* width, drag the pointer diagonally.

An outline of the scaled object follows the movements of the pointer so that you can see the effect you are creating.

4. Release the mouse button when the object is scaled as you want. The object is redrawn with the scaling factor you have specified.



While you scale an object, the information line indicates the current scaling factor in the horizontal (sx) and vertical (sy) directions.



If not all the points on a path are selected, only the selected points will be scaled.



You can scale the whole picture by selecting **Select All** from the **Edit** menu to select all the objects in the picture, then applying the transformation to them.



If the object you have scaled is a text object, you can still edit the text using the text tool.



To scale an object more accurately, select the object then double-click the scale tool anywhere in the picture window. The **Scale** dialog box appears enabling you to make precise changes to the size of the object.

See also:



Scale dialog box



How to select/cancel the selection of objects



How to select/cancel the selection of points



How to copy as you transform



How to control the angle of transformation



How to repeat a transformation



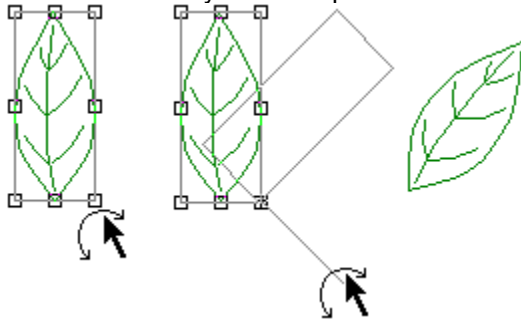
Rotating an object

Rotating allows you to move an object around a fixed point. Rotating paths, text and other objects can create interesting effects.



How to rotate an object

1. Select the object that you want to rotate, then select the rotate tool from the toolbox.
2. Press and hold the mouse button at the point where you want the fixed point to be. The fixed point is the origin of the transformation and appears as a small +. The fixed point can be anywhere in the picture window.
3. Drag the pointer in any direction. An outline of the rotated object follows the movements of the pointer so that you can see the effect you are creating.
4. Release the mouse button when the object is rotated as you want. The object is redrawn with the rotation you have specified.



For greater control while rotating, drag the pointer further away from the fixed point.



While you rotate an object, the information line indicates the current angle of rotation.



If not all the points on a path are selected, only the selected points will be rotated.



You can rotate the whole picture by selecting **Select All** from the **Edit** menu to select all the objects in the picture, then applying the transformation to them.



If the object you have rotated is a text object, you can still edit the text using the text tool.



To rotate an object more accurately, select the object then double-click the rotate tool anywhere in the picture window. The **Rotate** dialog box appears enabling you to make precise changes to the angle of rotation.

See also:



Rotate dialog box



How to select/cancel the selection of objects



How to select/cancel the selection of points



How to copy as you transform



How to control the angle of transformation



How to repeat a transformation



Skewing an object

Skewing allows you to create three dimensional or shadow effects that look especially interesting when skewing text objects.



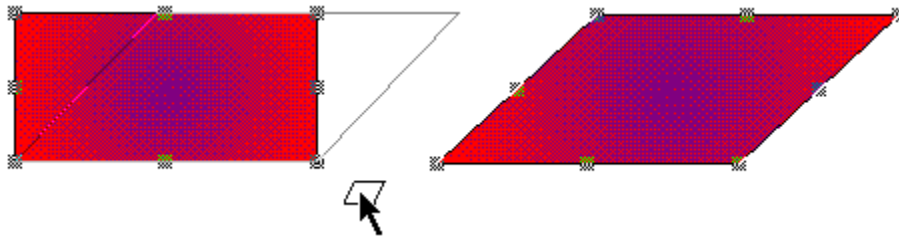
How to skew an object

1. Select the object that you want to skew, then select the skew tool from the toolbox.
2. Press and hold the mouse button at the point where you want the fixed point to be. The fixed point is the origin of the transformation and appears as a small +. The fixed point can be anywhere in the picture window.
3. Drag the pointer in the appropriate direction:
 - dragging the pointer to the right skews the points above the fixed point to the right, and points below the fixed point to the left. Dragging to the left reverses this effect.

- dragging the pointer upwards skews the points to the right of the fixed point upwards, and points to the left of the fixed point downwards. Dragging downwards reverses this effect.

An outline of the skewed object follows the movements of the pointer so that you can see the effect you are creating.

4. Release the mouse button when the object is skewed as you want. The object is redrawn with the size and shape you have specified.



- While you skew an object, the information line indicates the current skew factor in the horizontal (sx) and vertical (sy) directions.

- If not all the points on a path are selected, only the selected points will be skewed.

- You can skew the whole picture by selecting **Select All** from the **Edit** menu to select all the objects in the picture, then applying the transformation to them.

- If the object you have skewed is a text object, you can still edit the text using the text tool.

- To skew an object more accurately, select the object then double-click the skew tool anywhere in the picture window. The **Skew** dialog box appears enabling you to specify the exact horizontal and vertical skew factors you want.

See also:

- [Skew dialog box](#)
- [How to select/cancel the selection of objects](#)
- [How to select/cancel the selection of points](#)
- [How to copy as you transform](#)
- [How to control the angle of transformation](#)
- [How to repeat a transformation](#)



Reflecting an object

Reflecting allows you to produce mirror images of objects. Interesting effects can be achieved by reflecting text, paths, shapes and other objects.



How to reflect an object

1. Select the object that you want to reflect, then select the reflect tool from the toolbox.
2. Press and hold the mouse button at the point where you want the fixed point to be. The fixed point is the origin of the transformation and appears as a small +. The fixed point can be anywhere in the picture window.
3. Drag the pointer in any direction. An outline of the reflected object follows the movements of the pointer so that you can see the effect you are creating.
4. Release the mouse button when the object is reflected as you want. The object is redrawn with the angle of reflection you have specified.



For greater control while reflecting, drag the pointer further away from the fixed point.



While you reflect an object, the information line indicates the current angle of reflection.



If not all the points on a path are selected, only the selected points will be reflected.



You can reflect the whole picture by selecting **Select All** from the **Edit** menu to select all the objects in the picture, then applying the transformation to them.



If the object you have reflected is a text object, you can still edit the text using the text tool.



To reflect an object more accurately, select the object then double-click the reflect tool anywhere in the picture window. The **Reflect** dialog box appears enabling you to specify which axis the object is reflected across.

See also:



[Reflect dialog box](#)



[How to select/cancel the selection of objects](#)



[How to select/cancel the selection of points](#)



[How to copy as you transform](#)



[How to control the angle of transformation](#)



[How to repeat a transformation](#)



Copying as you transform

You can copy an object as you transform it. This allows you to keep the original object unchanged but to create a transformed copy of it, for example to create a mirrored effect.

How to copy as you transform

Hold down **Alt** as you drag the pointer of the selected transform tool around the fixed point.



Release the mouse button *before* releasing **Alt**.



Holding down **Alt** and **Ctrl** while you drag creates a copy of the transformed object *and* restricts the angle of transformation to multiples of 45 degrees.

See also:



[How to scale an object](#)



[How to rotate an object](#)



[How to skew an object](#)



[How to reflect an object](#)



Controlling the angle of transformation

You can restrict the angle of a transformation to a multiple of 45 degrees.

How to control the angle of transformation

Hold down **Ctrl** as you drag the pointer of the selected transform tool around the fixed point.



Release the mouse button *before* releasing **Ctrl**.



Holding down **Ctrl** and **Alt** while you drag restricts the angle of transformation to multiples of 45 degrees *and* creates a copy of the transformed object.

See also:



[How to scale an object](#)



[How to rotate an object](#)



[How to skew an object](#)



[How to reflect an object](#)



Repeating a transformation

You can repeat a transformation as many times as you like. For example, if you copy and rotate an object by 30 degrees 11 times, you will produce a circle of the same object.

How to repeat a transformation

Select **Transform Again** from the **Edit** menu.



If you hold down **Alt** during the original transformation, repeating the transformation again will produce a copy of the transformed object and transform it again.



You can repeat a transformation on another object. For example, if you scale a polygon, you can then select a star and perform the same transformation on it by selecting **Transform Again** from the **Edit** menu.

Shortcut:



See also:



[How to scale an object](#)



[How to rotate an object](#)



[How to skew an object](#)




[How to reflect an object](#)



How To...

Use colors, lines and fills

-  View the color palette
-  Apply color
-  Create a new color
-  Delete a color
-  Save a color palette
-  Load a color palette
-  Apply line styles
-  Apply fill styles
-  Create a new line style
-  Create a new fill style
-  Delete line and fill styles
-  Create patterns



Viewing the color palette

You can have a color palette open on your desktop that contains all the colors available to the picture in the active window. You can turn the view of the color palette on and off.

How to view the color palette

Select **Color Palette** from the **View** menu. The color palette is visible when the command is checked.



To close the color palette, select **Color Palette** again.



Use the scroll arrows at either end of the color palette to browse through all the available colors.



The information line indicates the name of the color currently under the mouse pointer.

See also:



How to use the color palette



How to apply a color



How to create a new color



How to delete a color



How to save a color palette



How to load a color palette



Applying color

You can color the objects in your picture.

How to apply color


1. Select the object that you want to color.
2. To change the color of the object's line style, select **Color** from the **Line menu** to drop-down the color palette, then click on the color you want.


Alternately, if the color palette is open at the bottom of the desktop, click the right mouse button on the color you want.

3. To change the color of the object's fill style, select **Color** from the **Fill** menu to drop-down the color palette, then click on the color you want. When an object has a graduated fill, i.e. a fill style fading from one color to another, select **To Color** from the **Fill** menu, then click on the 'to' color you want.

Alternately, if the color palette is open at the bottom of the desktop, click the left mouse button on the color you want. When an object has a graduated fill, click the left mouse button on the 'from' color you want, then **Shift**-click on the 'to' color.

4. The selected object is given the colors you have specified.

 If the colors aren't visible, your picture is in outline format. Select **Preview** from the **View** menu to change the view to preview format.


 Clicking on the X button at the left-hand end of the color palette turns the fill or line style off depending on whether you click the left or right mouse button on it.


Shortcut:



See also:

 How to view the color palette

 How to apply line styles

 How to apply fill styles



Creating a new color

You can modify existing colors or create a new color based on an existing color.

How to create a new color

1. Select **Edit Colors** from the **Edit** menu. The **Colors dialog box** appears.
2. Scroll through the list of colors and select the color on which you want to base your new color. The selected color appears in the preview box.
3. To create a new color based on the selected color, click on **Add**. To edit the selected color *without* creating a new color, click on **Edit**. The **New Color** or **Edit Color** dialog box appears, depending on your choice.
4. If you clicked on **Add** you can enter a name for the color in the **Name** box, although this is not obligatory.
5. Select a color model from the **Model** group box, then modify the color as you want. Refer to the dialog box help for more information on mixing colors. The preview box shows the new color as it is mixed or selected.
6. Click on **OK** to confirm the new color and return to the **Colors** dialog box.
7. Click on **OK** in the **Colors** dialog box to confirm your edits.



When you create a new color, the color is added to the color palette.



When you edit an existing color, any objects styled with that color are redrawn and styled with the edited color.



The **New Color** dialog box can also be opened by clicking on the + button at the right-hand end of the color palette; the **Edit Color** dialog box can also be opened by double-clicking on a color in the color palette.

Shortcut:



See also:



[Colors dialog box](#)



[Edit Color dialog box](#)



[New Color dialog box](#)



[How to save a color palette](#)



[How to load a color palette](#)



[How to change the page format](#)



Deleting a color

You can delete any color except **Black**. When you delete a color, it is removed from the color palette of the picture in the active window.

How to delete a color

1. Select **Edit Colors** from the **Edit** menu. The **Colors** dialog box appears.
2. Scroll through the list of colors in the **Names** box and select the color that you want to delete. The color appears in the preview box.
3. Click on **Delete**. The color is removed from the **Names** box and the preview box becomes empty.
4. Click on **OK** to confirm the deletion and remove the color from the color palette.



When you delete a color that is applied to an object in your picture, the color used for the object is replaced with black.

Shortcut:



See also:



Colors dialog box



Saving a color palette

CompuWorks Draw is supplied with a default color palette. You can create more colors to add to this color palette or you can delete colors if you do not want to use them. When you have edited the default color palette you can save it under a new name for future use.

How to save a color palette

1. Select **Edit Colors** from the **Edit menu**. The **Colors dialog box** appears.
2. Modify the color palette by adding new colors or deleting colors that you do not want to use.
3. When the color palette contains all the colors that you want to save, click on **Save**. The **Save Colors** dialog box appears.
4. Select the disk drive and directory in which you want to save the color palette.
5. Enter a name for the color palette in the **File Name** box. Color palettes are given the file extension **.COL** by default, but you can change this to another file extension if you prefer.
6. Click on **OK** to save the color palette and return to the **Colors** dialog box.
7. Click on **OK** to close the **Colors** dialog box and continue working with the color palette you have just saved.



You can load the saved palette into Draw when you begin a new picture or when you want to add more colors to an existing picture.

Shortcut:



See also:



Colors dialog box



Save Colors dialog box



How to create a new color



How to delete a color



How to load a color palette



Loading a color palette

You can load a color palette that you have previously saved when you begin a new picture, or when you want to add more colors to an existing picture.

How to load a color palette.

1. Select **Edit Colors** from the **Edit menu**. The **Colors dialog box** appears.
2. Click on **Load**. The **Load Colors** dialog box appears.
3. Select the palette that you want to load and click on **OK**.

The colors in the palette are added to the list of colors in the **Names** box on the **Colors** dialog box.

4. Click on **OK** to close the **Colors** dialog box.



Colors in the palette that you are loading do *not* overwrite existing colors of the same name.

Shortcut:



See also:



[Colors dialog box](#)



[Load Colors dialog box](#)



[How to save a color palette](#)



Applying line styles

Every object that you draw is automatically given the current default line style. You can apply a different line style to an object.

How to apply a line style

1. Select the object that you want to style.
2. Select **Popup Lines** from the **Line menu**. The **Line Style** popup appears.
3. Select a line style from those listed in the **Line Style** popup.
4. Click on **Apply** to give the line style to the selected object.



If you have multiple objects selected, the line style is given to all of them.



If the line style isn't visible, the picture is in outline format. Select **Preview** from the **View** menu to change the view to preview format.



You can choose not to have a line style for a selected object by selecting **None** from the **Line** menu, or by clicking the right mouse button on the X at the left-hand end of the color palette.



The current line style will remain selected until you choose another one; any objects that you draw subsequently will be given this line style.



You can also select a line style from the **Named Style** submenu in the **Line** menu.

Shortcuts:



See also:



Line Style popup



How to create a new line style



How to delete line and fill styles



Applying fill styles

Every object that you draw is automatically given the current default fill style. You can apply a different fill style to an [object](#).

How to apply a fill style

1. [Select](#) the object that you want to style.
2. Select **Popup Fills** from the **Fill menu**. The **Fill Style** popup appears.
3. Select a fill style from those listed in the **Fill Style** popup.
4. Click on **Apply** to give the fill style to the selected object.



If you have multiple objects selected, the fill style is given to all of them.



You cannot apply fill styles to [open paths](#), [arcs](#) or [groups](#).



If the fill style isn't visible the picture is in [outline format](#). Select **Preview** from the **View** menu to change the view to [preview format](#).



You can choose not to have a fill style for the selected object by selecting **None** from the **Fill** menu, or by clicking the left mouse button on the X at the left-hand end of the [color palette](#).



The current fill style will remain selected until you choose another one; any objects that you draw subsequently will be given this fill style.



You can also select a fill style from the **Named Style** submenu in the **Fill** menu.

Shortcuts:



See also:



[Fill Style](#) dialog box



[How to create a new fill style](#)



[How to delete line and fill styles](#)



Creating a new a line style

You can modify an existing [line style](#) or create a new line style based on an existing one.

How to create a new line style

1. **Select Popup Lines** from the **Line menu**. The **Line Style** popup appears.
2. Below the **Name** and **Delete** buttons are three **Style** drop-down list boxes. From these list boxes choose the line style that you want and whether you want [arrowheads](#) at the beginning or end of the line.

If you have selected **Custom** from the center drop-down list box, click on **>>** to expand the popup. You can then enter the lengths of the dashes and gaps for your new line style.
3. Change the width of the line style by dragging the **Width** control, or by entering the precise size in the **Width** box.
4. From the drop-down [color palette](#), select the color that you want. The currently selected color is marked by a dot at its center. Change the tint of the color by dragging the **Tint** selector, or by clicking on **>>** to expand the popup and then entering the tint that you want in the **Tint** box.
5. From the **Ends** drop-down list box, select the style of line end you want. If you choose a dashed or dotted line style, the line end will apply to each dash or dot along the path.
6. From the **Join** drop-down list box, select the style of line join you want. If you have selected a **Miter** line join, click on **>>** to expand the popup, then enter the minimum angle at which you want joins to be [mitered](#). Joins *below* this angle will be [beveled](#) instead of mitered.
7. Click on **Name**. The **Name Style** dialog box appears. If you want, enter a name for the line style in the **Name** box.
8. Click on **OK** to save the line style. If you are overwriting an existing style a message appears asking you to confirm that you want to overwrite the style. Click on **Yes** or **No** as appropriate.



When you create a named line style, the line style is added to the list in the **Line Style** popup.



When you edit an existing line style, any objects styled with that line style are redrawn with the edited style.



When you create a line style for a selected object, you do not have to give a name to the style. However, if you do not give the style a name, the style will *not* be added to the list in the **Line Style** popup.



When you save a picture, it is saved with the line styles currently listed in the **Line Style** popup. If you want to use the new line style in other pictures you must save it into a [template](#).

Shortcuts:



See also:



[Line Style popup](#)



[Name Style dialog box](#)



[How to use templates](#)



Creating a new fill style

You can modify an existing [fill style](#) or create a new fill style based on an existing one.

How to create a new fill style

1. Select **Popup Fills** from the **Fill menu**. The **Fill Style** popup appears.
2. Below the **Name** and **Delete** buttons is the **Style list box**. From this list box choose the type of fill style that you want, e.g. plain, [linear](#) or [radial](#).

When you select a linear, [logarithmic](#) or [cylindrical](#) style, an arrow appears over the fill style in the [preview box](#). Press the left mouse button and drag this arrow to adjust the angle of the fill style. Press **Ctrl** while dragging to restrict the angle to multiples of 15 degrees.

3. From the drop-down [color palette](#), select the color that you want. The currently selected color is marked by a dot in its center. Change the tint of the color by dragging the **Tint** selector, or by clicking on **>>** to expand the popup and then entering the tint that you want in the **Tint** box.

If you have selected a graduated fill style, you can choose 'from' and 'to' colors for the fill style and specify the **Tint** of each. The fill will then be a blend from one color to the other, graduated according to the selected style.

4. Click on **Name**. The **Name Style dialog box** appears. If you want, enter a name for the fill style in the **Name** box.
5. Click on **OK** to save the fill style. If you are overwriting an existing style a message appears asking you to confirm that you want to overwrite the style. Click on **Yes** or **No** as appropriate.



When you create a named fill style, the fill style is added to the list in the **Fill Style** popup.



When you edit an existing fill style, any objects styled with that fill style are redrawn with the edited style.



When you create a fill style for a selected object, you do not have to give a name to the style. However, if you do not give the style a name, the style will *not* be added to the list in the **Fill Style** popup.



When you save a picture, it is saved with the fill styles currently listed in the **Fill Style** popup. If you want to use the new fill style in other pictures you must save it into a [template](#).

Shortcuts:



See also:



[Fill Style](#) popup



[Name Style](#) dialog box



[How to create patterns](#)



[How to use templates](#)



Deleting line and fill styles

You can delete line and fill styles.

How to delete line and fill styles

1. Select **Popup Lines** from the **Line** menu, or **Popup Fills** from the **Fill** menu to open the **Line** or **Fill Style** popup.
2. Select the line or fill style that you want to delete.
3. Click on **Delete** to delete the style. The style is then removed from the list of available styles.



When you delete a style that is applied to objects in your picture, the style is not lost from those objects but it becomes unnamed and is no longer listed in the popups.

Shortcuts:



See also:



[Line Style popup](#)



[Fill Style popup](#)



Creating patterns

You can create patterns from groups of objects in your picture. Draw creates a pattern by tiling the group of objects. The patterns can be used as fill styles for other objects.

How to create a pattern

1. Select the group of objects you want to make into a pattern.
2. Select **Pattern** from the **Fill** menu. The **Tile Pattern** dialog box appears.
3. Enter a name for the pattern in the **Name** box.
4. Make any adjustments you need to the scale, angle and offsets.
5. Click on **OK**. The pattern is added to the list of fill styles in the **Fill** menu and the **Fill Style** popup.



The **Pattern** command is disabled if you do *not* have a group of objects selected.



To edit a pattern, select the pattern from the list in the **Fill Style** popup, then click on **Pattern**. The **Tile Pattern** dialog box appears. Make the necessary changes and click on **OK**.



You can delete a pattern in the same way as any other fill style.



To make a pattern from a group of objects that includes an imported bitmap, you must first autotrace the bitmap then include the traced path in the group rather than the actual bitmap.



To make a pattern from a text object, you must group the text object.

See also:



Tile Pattern dialog box



Fill Style popup



How to group/ungroup objects



How To...

Use Draw with other applications



[Import graphics](#)



[Color bitmaps](#)



[Transform bitmaps](#)



[Autotrace bitmaps](#)



[Export graphics](#)



[Use OLE](#)



[Embed a CompuWorks Draw object](#)



[Link a CompuWorks Draw object](#)



[Drag and drop a CompuWorks Draw object](#)





Importing graphics

You can import bitmap and line-art graphics from other illustration or paint programs into your CompuWorks Draw picture.

How to import a graphic

1. Select **Import File** from the **File** menu. The **Import from File dialog box** appears.
2. Select the disk drive and directory in which the graphic has been saved.
3. From the **List Files of Type** drop-down list box, select the type of file you want to import. The files of that type in the current directory appear in the **File Name** list box.
4. From the **File Name** list box, select the file that you want to import and click on **OK**.


 To smooth line-art during import, select **Smoothing** before clicking on **OK**. Use smoothing if you are likely to ungroup the line-art you are importing.

 Imported line-art appears as a group of objects.

You can also drag a graphic file from Windows™ File Manager and drop it into your CompuWorks Draw picture. Refer to your Microsoft Windows™ User's Guide for further information.

See also:

 Import from File dialog box

 How to autotrace bitmaps



Coloring a bitmap

An autotraced path can be manipulated and colored like any Draw object, but the original bitmap can only have one foreground color and one background color.

How to color a bitmap

1. Select the bitmap you want to color.
2. Select a color from the color palette. The bitmap is redrawn in the selected color.

A second color can be applied by specifying a fill style for the bitmap:

1. Select the bitmap.
2. Give the bitmap a graduated fill style. The foreground of the bitmap is colored with the "to" color, and the background is colored with the "from" color.

See also:



[How to apply color](#)



[How to apply line styles](#)



Transforming a bitmap

When you have imported a bitmap it can be transformed in the same way as any other Draw object, but the effect of the skew, rotate and reflect transformations do not appear on screen. These transformations are represented by a box rather than the transformed bitmap itself.

The box is labeled with the file name of the bitmap, and a flag indicates the current orientation. If you print the picture, the bitmap will be transformed correctly.



Transformed bitmaps can only be printed to a PostScript printer.



Scaled bitmaps *do* appear correctly.

See also:



[How to scale an object](#)



[How to rotate an object](#)



[How to skew an object](#)



[How to reflect an object](#)



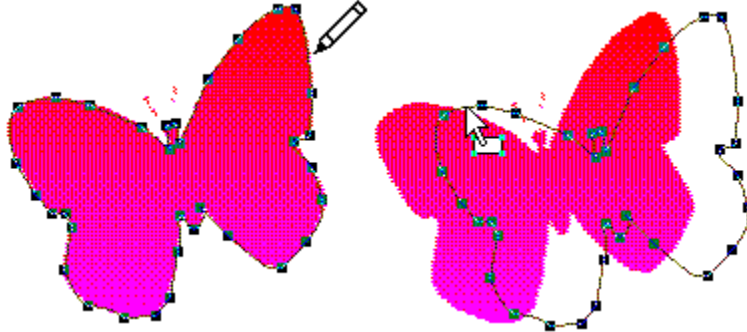
Autotracing a bitmap

You can autotrace an imported bitmap in much the same way as you would trace a picture using pencil and paper. This creates a representation of the bitmap that can then be manipulated like any other object.



How to autotrace a bitmap

Select the autotrace tool from the toolbox, then click on (or near) the edge of the bitmap. A path is drawn around the bitmap.



If a fill style is selected, the path will be filled.



Only one area of the bitmap will be autotraced; if the bitmap consists of more than one area, the area nearest to the point at which you clicked will be autotraced. You must autotrace each area individually.



You can autotrace a hole in a bitmap by clicking anywhere within the hole. This creates a closed path.



If you click and drag across a section of the bitmap, only part of the bitmap will be autotraced. This creates an open path.



Not all bitmaps will autotrace well. A high-contrast, well defined bitmap will autotrace well; a low-contrast bitmap will not.



You can adjust the accuracy of the autotrace tool by double-clicking on the tool in the toolbox. The **Autotrace** dialog box appears. Adjust the smoothness value as necessary and click on **OK**.

See also:



Autotrace dialog box



Exporting graphics

You can export objects and pictures in a number of different file formats. This gives you the ability to produce pictures and objects that can be used in other applications.

How to export graphics

1. Select the objects that you want to export.
2. Select **Export to File** from the **File menu**. The **Export to File dialog box** appears.
3. Select the disk drive and directory in which you want to save the graphic.
4. Select the file format to export to by clicking on the **List Files of Type** drop-down list box. All the files of this type are listed in the **File Name** list box.
5. Select the number of colors in which you want to export the graphic from the **Colors** drop-down list box.
6. Check the **All Objects** check box if you want to export the whole picture. If you leave this box cleared, only the selected objects will be exported.
7. If you are exporting in one of the bitmap file formats, you can specify its resolution. Enter the value you want in the **Resolution** box. This box is disabled if the graphic is not being exported in a bitmap file format.
8. In the **File Name** box, enter the file name that you want to export the graphic to, then click on **OK**.

If you enter a file name that already exists, a message appears asking if you want to overwrite the existing file. Click on **Yes** or **No** as appropriate.



The file extension is added if you omit it.



We recommend that you use OLE to transfer and copy CompuWorks Draw objects to other Windows™ applications. Where this isn't possible an alternate route is to use the Windows™ Clipboard.

See also:



Export to File dialog box



Using OLE

OLE is a feature that allows you to transfer and share files between Windows™ applications. You can link or embed a CompuWorks Draw picture into any application that accepts OLE objects, and then edit it without leaving that application.

Applications that support OLE fall into two categories:



applications whose objects can be embedded or linked into other files, called servers



applications that can accept embedded or linked objects, called containers.

Some applications may be both a server and a container; others are either one or the other. CompuWorks Draw is a server application only; you can link or embed Draw pictures into a container, but you *cannot* embed other OLE objects into Draw.

CompuWorks Draw supports OLE 2, which allows in-place editing and dragging and dropping of Draw objects into OLE containers.



Refer to the documentation of your other Windows™ applications to establish their level (if any) of OLE support.

See also:



How to embed a CompuWorks Draw object



How to link a CompuWorks Draw object



How to drag and drop a CompuWorks Draw object



Embedding a CompuWorks Draw object

By embedding a CompuWorks Draw object into a container, you gain fast access to the features of Draw *without* having to run Draw each time you want to edit the object. The technique of embedding is simple; you copy an object from CompuWorks Draw and insert it into another application. The object that you insert is called an embedded object.

How to embed an *existing* CompuWorks Draw object

1. Start CompuWorks Draw and open the picture containing the object that you want to embed.
2. Select the object, then select **Copy** from the **Edit** menu. If you want to embed the whole picture, select **Select All** from the **Edit** menu to select each object in the picture, then select **Copy** from the **Edit** menu.
3. If not already running start the OLE container, e.g. CompuWorks Publisher, and open the file into which you want to embed the object.
4. In the container, select **Paste Special** from the **Edit** menu. The **Paste Special dialog box** appears.
5. Select **CompuWorks Draw Picture** from the **Data Type** list box, then click on **Paste** to embed the object.



Most OLE containers will embed the object if you select **Paste** directly from the **Edit** menu; please refer to the documentation of your container for further details.

How to embed a *new* CompuWorks Draw object

1. Start the OLE container and open the file into which you want to embed the CompuWorks Draw object.
2. Select **Insert Object** from the **Edit** menu. The **Insert New Object** dialog box appears listing all the applications on your computer that support OLE.
3. Select **CompuWorks Draw Picture** from the **Object Type** list box and click on **OK**.

CompuWorks Draw will *either* be opened in a separate window for you to create your picture, *or* the Draw menus and toolbars will replace those of the container, allowing you to create your picture within the container window; this is called in-place editing. Please refer to the documentation of your OLE container for specific details of that particular application.



When you embed a CompuWorks Draw object, a copy of the object file is made and stored within the OLE container: the original file is *not* altered in any way and remains available for future use.



The command names in the container will differ when embedding to an OLE2 container; please refer to the documentation of your container for further details.



Please refer to the documentation of your OLE container for details of how to edit an embedded CompuWorks Draw object.

Shortcuts:



See also:



[How to link a CompuWorks Draw object](#)



[How to drag and drop a CompuWorks Draw object](#)



Linking a CompuWorks Draw object

By linking a CompuWorks Draw object into a container you save time and make sure your work is consistent. You can share information from one Draw picture with several container applications, and you need only maintain the original picture.

How to link a CompuWorks Draw object

1. Start CompuWorks Draw and create the object, or open the picture that contains the object you want to link.

If you have opened an existing picture and do not want it changed, save it under a new name before proceeding. If you are creating a new object, you *must* save it to a file before you can create a link with the container.

2. Select the object, then select **Copy** from the **Edit** menu. If you want to link the whole picture, select **Select All** from the **Edit** menu to select each object in the picture, then select **Copy** from the **Edit** menu.
3. If not already running, start the OLE container and open the file into which you want to link the object.
4. In the OLE container, select **Paste Special** from the **Edit** menu. The **Paste Special dialog box** appears.
5. Select **CompuWorks Draw Picture** from the **Data Type** list box, then click on **Paste Link** to link the object.



The command names on the **Paste Special** dialog box will differ when linking to an OLE2 container; please refer to the documentation of your container for further details.



Please refer to the documentation of your OLE container client application for details of how to edit a linked CompuWorks Draw object.

Shortcuts:



See also:



[How to embed a CompuWorks Draw object](#)



[How to drag and drop a CompuWorks Draw object](#)



Dragging and dropping

CompuWorks Draw provides an alternate way for you to [link](#) or [embed](#) CompuWorks Draw objects into OLE 2 containers. This alternate method is known as "dragging and dropping" because you "drag" the object from CompuWorks Draw, and "drop" it into the [container](#).

How to drag and drop a CompuWorks Draw object

1. Start CompuWorks Draw and make sure that the OLE container is running either as a window or an icon.
2. Arrange the windows on your screen so that both CompuWorks Draw and the container window or icon are visible.
3. In CompuWorks Draw, create the object, or open the picture that contains the object you want to link or embed.
4. Select the object, then press the left mouse button and drag the object onto the container window or icon.
5. To embed the object in the container, release the mouse button; to link the object in the container, hold down **Ctrl Shift** and then release the mouse button.



Please refer to the documentation of your OLE container for full details of its drag and drop support; the precise method for dragging and dropping may differ slightly in some containers. For example, you may find that the key-combination used for linking *isn't* **Ctrl Shift**.



You can also drag and drop objects between [picture windows](#) within CompuWorks Draw.

See also:



[How to embed a CompuWorks Draw object](#)





[How to link a CompuWorks Draw object](#)




How To...


Print pictures

 [Set up your printer](#)


 [Print a picture](#)

 [Print to disk](#)

 [Use crop and registration marks](#)

 [Print reversed and negative pictures](#)

 [Print in halftone](#)

 [Solve printing difficulties](#)





Setting up your printer

CompuWorks Draw prints your picture to the printer that is currently selected. When you want to use a different printer, you must change the printer setup.




How to change the printer setup

1. Select **Print Setup** from the **File** menu. The **Print Setup dialog box** appears.
2. In the **Printer** group box, select the **Default Printer** or **Specific Printer** option.
If you select **Specific Printer**, select the printer you want to use from the drop-down list box.
3. From the **Orientation** group box, select portrait or landscape.
4. From the **Size** drop-down list box, specify the paper size that you want to print to, and from the **Source** drop-down list box, choose the paper source.
5. Click on **Options** to open a dialog box providing various options for the selected printer. This dialog box originates from the printer driver and is specific to the selected printer.
6. Select the appropriate options on this dialog box, then click on **OK** to return to the **Print Setup** dialog box.
7. Click on **OK** again. The new printer will remain selected until you change it.

 The default paper size depends on the country that is currently selected in your Microsoft Windows™ International Settings dialog box. For information about customizing Windows™ for international use, refer to your Microsoft Windows™ User's Guide.

 The **Print Setup** dialog box can also be opened by clicking on **Print Setup** in the **Print Options** dialog box.

See also:

-  [Print Setup dialog box](#)
-  [Print Options dialog box](#)
-  [How to print a picture](#)



Printing a picture

You can select several options when you print your picture such as multiple copies, scaling, orientation, crop and registration marks, etc.

How to print a picture

1. Select **Print** from the **File** menu. The **Print Options** dialog box appears.
2. From the **Output** group box choose whether to print the picture to disk, in which orientation to print the picture and the number of copies to be printed.
3. Check the **Allow Tiling** check box to divide the picture into separate tiles for printing on separate pages. This is useful when printing a picture that is larger than your paper size. The number of pages is shown in the **Tiling** group box. If **No. of Pages** is 1, tiling is not necessary.

Each tile of a tiled picture is printed with crop and registration marks, even if the **Crop/registration marks** check box is cleared.

4. In the **Scale** group box, increase or reduce the size of the picture as necessary. Click on **Fit Page** to scale the picture so that the whole page fits into the printable area.
5. From the **Options** group box, check the options that you want.
6. Click on **OK** to print the picture. The **Printing** dialog box appears, indicating the progress of the print job.



To abandon the printout, click on **Cancel** in the **Printing** dialog box, or press **Esc**.



If part of your picture seems to be missing, check that all the objects in the picture are within the page box.

See also:



Print Options dialog box



How to print to disk



How to use crop and registration marks



How to print reversed and negative pictures



How to print in halftone



How to solve printing difficulties



Printing to disk

You can print your picture to a file on a hard or floppy disk, then print it later using the DOS COPY command. You will need to print your document to disk as a PostScript file (.EPS) if you intend having it printed by a professional printer.

How to print to disk

1. Select **Print** from the **File** menu. The **Print Options dialog box** appears.
2. In the **Output** group box, check the **Print to Disk check box**.
3. Select any other options you want on this dialog box and click on **OK**. The **Print to Disk** dialog box appears.
4. Specify a directory and name for the file and choose which format to save the file in from the **Save File as Type** drop-down list box.
5. Click on **OK**. The file is printed to disk with the name you have chosen.



If you want to print the file out at a later date, exit to the DOS prompt and use the DOS COPY command to print the file. (Refer to your DOS manual for details of the COPY command).



To print your picture to disk as a PostScript file you *must* select PostScript (*.EPS) from the **Save File as Type** drop-down list box.

See also:



[Print Options dialog box](#)



[Print to Disk dialog box](#)



[How to print a picture](#)



Using crop and registration marks

A tiled picture is automatically given crop and registration marks even when they aren't selected. These are marks printed on the paper that allow you to trim (crop) the tiles and align (register) one tile with another. Crop marks can also be used when the picture is designed to fit on a page smaller than the paper it is printed on.

How to turn crop marks on

1. Select **Print** from the **File** menu. The **Print Options** dialog box appears.
2. Check the **Crop/registration marks** check box in the **Options** group box.
3. Select any other options as necessary, then click on **OK**.



When the picture is printed you can cut along the crop marks to produce the correctly sized paper. For example, when a picture designed to fit on a Legal page is printed on Letter paper, the crop marks indicate where the paper must be cut.



Crop marks will be printed only if the picture is tiled or if the picture is smaller than the paper on which it is printed.

See also:



[Print Options](#) dialog box



[How to print a picture](#)



Printing reversed and negative pictures

When you prepare a picture for professional printing, you may need to produce your artwork as a negative and/or reversed image. Check with your printer to determine the type of artwork necessary for your job.

How to print reversed and negative pictures

1. Select **Print** from the **File** menu. The **Print Options** dialog box appears.
2. Check the **Reversed** and/or **Negative** check boxes as necessary in the **Options** group box.
3. Select any other options you need, then click on **OK**.



When printing to film, you will likely need to select **Reversed and Negative**; when printing to paper, you won't usually need either of these settings.



Reversed and **Negative** are only available when printing to a PostScript printer.

See also:



[Print Options](#) dialog box



[How to print a picture](#)



Printing in halftone

When printing a color picture on a monochrome printer, the gray scales that represent the colors are sometimes badly contrasted. Creating a halftone screen improves the way that colors are represented to produce a smooth gray scale effect.

How to print in halftone

1. Select **Print** from the **File** menu. The **Print Options dialog box** appears.
2. Check the **Halftone Screen check box** in the **Options** group box.
3. Select any other options you need, then click on **OK**.



The **Halftone Screen** option is disabled when printing to a PostScript printer.

See also:



[Print Options dialog box](#)



[How to print a picture](#)











Solving printing difficulties

When your printer won't print, the cause is often a simple mechanical problem such as the printer being disconnected or the paper being jammed.

How to locate printing difficulties

Use the following checklist to help find the problem:

-  is the printer plugged in, switched on and on-line?
-  is the correct printer selected on the **Print Setup** dialog box?
-  are the settings correct? For example, have you chosen a paper source that has paper in it?
-  is the printer jammed, or do you need to add paper?
-  is the printer active? (Check this using the Windows™ Print Manager.)
-  is the printer correctly set up on the Windows™ Control Panel?
-  do you have the correct cable for your printer and is it properly connected to your computer?
-  is the ribbon correctly threaded (if your printer uses one) or do you need to change it? Do you need to change the ink cartridge?

If you complete this checklist and still can't print anything, quit CompuWorks Draw and try to print a file from a different application. If this prints correctly, contact Technical Support; it may be that CompuWorks Draw is having difficulty printing to that particular printer. However, if you can't print from another application the problem may lie in the printer, printer cable or your Windows™ setup. Try connecting the printer again, if that doesn't help, contact your printer manufacturer or dealer.

See also:

-  [How to set up your printer](#)



Toolbox

The complete set of CompuWorks Draw tools is listed below. Click on a tool to see a description of its function.



Shape tools



Drawing tools



Transformation tools



Other tools



Although only six tools appear initially down the left-hand side of the desktop, you can click on the black arrow symbol to the right of some of the tools, to show more tools within that group. The mouse pointer changes to a different shape depending on which tool is selected.



If you click the right mouse button on the toolbox, a popup menu of options for configuring the toolbox appears. If you want to show all the tools at once, select **Show all tools** from this menu. The command is checked when it is selected. Clear this command to return the tools to their six "drawers".



The toolbox can be snapped to any edge of the desktop, or it can appear in a floating box. To move the toolbox, click on it, hold down the mouse button and drag it to the position you want. If you drag it to the edge of the desktop, the toolbox will snap there; if you leave it in the middle of the desktop, it will float.



When you close CompuWorks Draw, the position of the toolbox is remembered; when you next load CompuWorks Draw the toolbox will appear in the same position.



Shortcuts

The complete set of CompuWorks Draw [shortcuts](#) is listed below. Click on a shortcut to see a description of its function.



If you click the right mouse button on the shortcuts, a popup [menu](#) of options for configuring the shortcuts appears.

If you point at a disabled shortcut (i.e. one that is not currently available), the pointer becomes transparent and a message appears in the [information line](#) explaining why the shortcut is disabled. If you click on a disabled shortcut, this message appears in a message box on the desktop.

The shortcuts can be snapped to any edge of the desktop, or they can appear in a floating box. To move the shortcuts, click on them, hold down the mouse button and drag them to the position you want. If you drag them to the edge of the desktop, the shortcuts will snap there; if you leave them in the middle of the desktop, they will float.

When you select the text tool, the shortcuts are replaced by the [text controls](#). You can choose to have both the shortcuts and the text controls shown simultaneously by clicking the right mouse button over the shortcuts, and clearing **Swap when editing text** in the configuration popup menu.

When you close CompuWorks Draw, the position of the shortcuts is remembered; when you next load CompuWorks Draw the shortcuts will appear in the same position.



Text controls

The complete set of CompuWorks Draw [text controls](#) is listed below. Click on a text control to see a description of its function.



If you click the right mouse button on the text controls, a popup [menu](#) of options for configuring the text controls appears.



If you point at a disabled text control (i.e. one that is not currently available), a message appears in the [information line](#) explaining why the text control is disabled. If you click on a disabled text control, this message appears in a message box on the desktop.



The text controls can be snapped to the top or bottom of the desktop, or they can appear in a floating box. To move the text controls, click on them, hold down the mouse button and drag them to the position you want. If you drag them to the top or bottom edge of the desktop, the text controls will snap there; if you leave them in the middle of the desktop, they will float.



You can choose to have the [shortcuts](#) and the text controls shown simultaneously by clicking the right mouse button over the shortcuts, and clearing **Swap when editing text** in the popup menu.



When you close CompuWorks Draw, the position of the text controls is remembered; when you next load CompuWorks Draw the text controls will appear in the same position.



Picture window

The CompuWorks Draw picture window is your 'drawing board'. You can draw your pictures anywhere in the picture window, but only the objects in the page box will be printed out.



You can change the size of the picture window by dragging the sizing border.



You can make the picture window take up the full screen by clicking on the Maximize button.



You can have more than one picture window open at a time.



Information line

The information line shows information about many aspects of the desktop and the picture on which you are currently working.

The information line changes depending upon what you are doing at the time and where on the desktop the mouse pointer is positioned.

You can turn the information line off by selecting **Info Line** from the **View menu**. This is a toggle command: if you click on it when the information line is visible, it turns it off: if you click on it when the information line is hidden, it turns it on.

You can choose whether to show the information line on startup by setting your preferences.

The information that is shown is listed below:

When the pointer is in the work area

The position of the mouse pointer.

The format of any selected objects, e.g. box, star, open or closed path, etc. and the number of points on the path. (Click on the object information to open the **Object Info dialog box**.)

The view size of the active picture window. (Click on the magnifying glass, or current view size, to open the **View Size** popup menu.)

The selected tool and hints on how to use it.

When the pointer is over the toolbox, shortcuts or text controls

A prompt for how to reposition either the toolbox, shortcuts or text controls.

A prompt for how to use the tool, shortcut or text control at which you are pointing, or why the item is currently disabled

When the pointer is over the color palette

Prompts for how to use the color palette.

The name of the color at which you are pointing.

A prompt for how to use the x and + buttons at either end of the color palette.

When a menu command is selected

A prompt for how to use the command that you have selected, or why the command is currently disabled.

During a dialog box

The name of the dialog box.

During a transformation

The skew or scale factors, or the angle of rotation or reflection, or the displacement of an object being moved.


When importing or exporting a graphic


The percentage of the import complete, or the path and filename of the exported file.




Rulers


The rulers help you to size and position the objects you draw. They appear along the top, and down the left-hand side of the picture window. As you move the mouse pointer, thin hairlines on the rulers indicate the pointer's current position.

 You can turn the rulers on and off by selecting **Rulers** from the **View menu**. The command is checked when the rulers are turned on.


 You can choose whether to show the rulers for new windows that you open by setting your preferences.

 You can change the units used by the rulers by clicking on the ruler units box and selecting the unit of measurement that you want.

The units available are :

 inches/tenths

 inches/eighths

 centimeters

 picas and points



Ruler units

You can change the unit of measurement used by the rulers by clicking on this units box and selecting the unit of measurement that you want.

The units available are :



inches/tenths



inches/eighths



centimeters



picas and points



All the dialog boxes that you open after this change will default to the unit of measurement that you have chosen.



Color palette

The color palette appears at the bottom of the desktop, and it contains the colors available to the picture in the active window.



Any new colors you create will be added to the color palette.



You can turn the color palette on and off by selecting **Color Palette** from the **View menu**. The command is checked when the color palette is turned on.

How to use the color palette



To change the color of an object, select the object, then click the left mouse button on the color you want.



To give an object no fill style, select the object, then click the left mouse button on the X button at the right-hand edge of the palette.



To change the color of an objects line style, select the object, then click the right mouse button on the color you want.



To give an object no line style, select the object, then click the right mouse button on the X button at the right-hand edge of the palette.



To change the "to color" of a graduated fill style, select the object, hold down **Shift**, then click the left mouse button on the color you want. (If you are using a mouse with three buttons and have a suitable windows driver, you can use the middle button to select the "to color".)



To edit a color in the palette, double-click on the color that you want to edit to open the **Edit Color** dialog box.



To add a new color to the palette, click on the + button to open the **New Color** dialog box.

See also:



Edit Color dialog box



New Color dialog box



Title bar

The title bar is at the top of each window and dialog box.



Drag the title bar if you want to move a window or dialog box around the desktop.





Double-click on the title bar to maximize the window, just as if you had clicked on the **Maximize** button.



Minimize button

Click on this button to reduce the window to an icon.

 You can then restore the window by double-clicking on the icon, or by clicking on the icon and selecting **Restore** from the popup menu that appears.

 You can also minimize the window using the **Control** menu.



Maximize button

Click on this button to increase the window to its maximum size.



You can also maximize the window using the **Control** menu.



Control menu

The **Control** menu is represented by a box at the top-left corner of each window and dialog box.



Use the **Control** menu's commands to position windows and dialog boxes.




The commands allow you to move windows, change their size and close them.





Scroll bar

The scroll bars are at the right, and at the bottom of the picture window, and are used to move different areas of the picture into view. Use the scroll bar on the right for vertical movement, and the scroll bar at the bottom for horizontal movement.

The position of the scroll box in the scroll bar indicates the area of the page that is currently in view. To scroll around the page you can either:

 drag the scroll box along the scroll bar; this moves the picture by the suggested amount in the direction you drag.

 click on the scroll arrows at either end of the scroll bar; this moves the picture a small amount in the specified direction.

 click on the scroll bar itself beside the scroll box; this moves the picture one window to the left, right, up or down.



Sizing border

Drag the sizing border to change the size of the picture window. The pointer changes to a two-way arrow when the sizing border is selected.

If you have grabbed the sizing border at one of the corners, you can size the window both horizontally and vertically at the same time.



Picture icon

This picture icon represents a picture that you have minimized. To restore a picture from an icon, click on the icon and select **Restore** from the **Control** menu, or double-click on the icon. The picture window appears in the same position as it was before it was minimized. Changes made to the picture while the window was minimized will also appear, e.g. if you have amended the picture via another window open on the same picture.

Picture icons can be dragged around the desktop.



Open dialog box

This dialog box appears when you select **Open** from the **File menu**.
From this dialog box you can locate and load an existing picture so that you can continue to work on it.

File Name list box

Select the file you want to load by clicking on the filename in the **File Name** list box, or by entering the filename in the **File Name** box.



If necessary, use the scroll bar to view more files.

List Files of Type drop-down list box

Select the file format of the picture you want to open, i.e. **Picture** or **Template**. Files of the selected format in the current directory are listed in the **File Name** list box.

Directories list box

Lists all the directories in the path from the root to the current directory, and all sub-directories contained in the current directory. Click on any directory to select it; double-click to make it the current directory.

Drives drop-down list box

Select a disk drive. Click on the arrow to the right-hand side of the **Drives** list box to drop-down a list of all the disk drives available.



If necessary, use the scroll bar to scroll through the list of drives and select the one you want.

See also:



How to open an existing picture



Save As dialog box

This dialog box appears when you select **Save As** from the **File menu**, or when you select **Save** for an untitled picture.

From this dialog box you can specify the disk, directory and filename in which to save your picture.

File Name list box

Enter the filename in which you want to save your picture or, if the file already exists, select it by clicking on the filename in the **File Name** list box.



If necessary, use the scroll bar to view more files.

Save File as Type drop-down list box

Select the file format in which you want to save your picture, i.e. **Picture** or **Template**. Files of the selected type in the current directory are listed in the **File Name** list box but are disabled; when you click on **OK**, CompuWorks Draw warns you if you try to overwrite an existing file.

Directories list box

Lists all the directories in the path from the root to the current directory, and all the sub-directories contained in the current directory. Click on any directory to select it; double-click to make it the current directory.

Drives drop down list box

Select a disk drive. Click on the arrow to the right-hand side of the **Drives** list box to drop-down a list of all the disk drives available.



If necessary, use the scroll bar to scroll through the list of drives and select the one you want.

See also:



[How to save a picture](#)



Export to File dialog box

This dialog box appears when you select **Export to File** from the **File menu**.

From this dialog box you can save all or part of your picture to a file in a variety of formats. This file can then be imported into other pictures or applications.

File Name list box

Enter the filename in which you want to export your picture or, if the file already exists, select it by clicking on the filename in the **File Name** list box.



If necessary, use the scroll bar to view more files.

List Files of Type drop-down list box

Select the file format in which you want to export your picture. The files of this format in the current directory are listed in the **File Name** list box.

Directories list box

Lists all the directories in the path from the root to the current directory, and all the sub-directories contained in the current directory. Click on any directory to select it; double-click to make it the current directory.

Drives drop-down list box

Select a disk drive. Click on the arrow to the right-hand side of the **Drives** list box to drop-down a list of all the disk drives available.



If necessary, use the scroll bar to scroll through the list of drives and select the one you want.

All Objects check box

Available only if you selected an object before opening the **Export to File** dialog box. To export the selected objects only, clear the **All Objects** check box; to export the whole picture, check the **All Objects** check box.

Colors drop-down list box

Select the number of colors in which you want to export your picture. Click on the arrow to the right-hand side of the **Colors** list box to drop-down a list of all the options available.



If you are exporting a color picture but want the colors to be converted into shades of gray in the exported file, select **Monochrome**.

Resolution box

If you have chosen to export the picture in a bitmap file format, you can specify the resolution of the file. Click in the box and enter the resolution you want. (Minimum resolution 10 dots per inch, maximum 1000 dots per inch.)

See also:



How to export graphics



Import from File dialog box

This dialog box appears when you select **Import File** from the **File menu**. From this dialog box you can import a line-art or bitmap file into your picture.

File Name list box

Select the file you want to import by clicking on the filename in the list box, or by entering the name of the file into the **File Name** box.



If necessary, use the scroll bar to view more files.

List Files of Type drop-down list box

Select the file format of the file you want to import. Files of the selected format found in the current directory are listed in the **File Name** list box.

Directories list box

Lists all the directories in the path from the root to the current directory, and all the sub-directories contained in the current directory. Click on any directory to select it; double-click to make it the current directory.

Drives drop-down list box

Select a disk drive. Click on the arrow to the right-hand side of the **Drives** list box to drop-down a list of all the disk drives available.



If necessary, use the scroll bar to scroll through the list of drives and select the one you want.

Smoothing check box

Check this box if you are importing a line-art file that you want to have smoothed. Some line-art files represent curves with a series of short straight lines; smoothing the line-art file will smooth these straight lines into curves, making the image clearer.



This check box is enabled only when you are importing a line-art file.

See also:



How to import graphics



Page Format dialog box


This dialog box appears when you select **Page Format** from the **File menu**. You can set your preferences to open the **Page Format** dialog box every time you open a new picture window. From this dialog box you can specify the page size and related attributes for your picture.


Page Sizes list box


Select a pre-defined page size or enter a new name in the **Page Sizes** box to create a new page size. When you create a new page size you must specify its dimensions in the **Custom Page** group box.

Custom Page group box

Specify the dimensions of your new page size and add the page size to the list in the **Page Sizes** list box, or delete a custom page size:

 specify the **Height** and **Width** dimensions that you want (the maximum values are 29 inches). You can change the units for these dimensions using the **Units** drop-down list box.

 use the **Add** button to add a new page size to the list in the **Page Sizes** list box. You must enter a name for the new page size in the **Page Sizes** box for the **Add** button to be enabled.


 use the **Delete** button to delete a selected page size. The page size is then removed from the list of available sizes. You *cannot* delete any of the pre-defined page sizes.

Picture Orientation group box

Select the orientation of your picture, i.e. **Portrait** (vertical) or **Landscape** (horizontal).

See also:

 [Preferences dialog box](#)

 [How to change the page format](#)



Print Options dialog box

This dialog box appears when you select **Print** from the **File menu**.
From this dialog box you can choose how to print your picture, e.g. to paper or to disk.

Output group box

Shows the currently selected printer.

Print to Disk check box: check this box to print your picture to disk so that it can be printed at a later date, e.g. by a professional printer. When you click on **OK** the **Print to Disk** dialog box appears from where you must specify a filename and directory in which to print the file.

Copies box: enter the number of copies you want to print or use the arrows to set the number of copies you want.

Print Setup button: click on this button to change the settings of the current printer or to select an alternate printer. The **Print Setup** dialog box appears for you to set up the printer you want to use.

Flip Orientation button: click on this button to change the orientation of the page between landscape and portrait *without* transforming the picture.

Tiling group box

Use tiling if your picture is larger than the paper on which you are printing it. If **Allow Tiling** is selected, CompuWorks Draw will divide your picture into portions (or tiles) and print each tile on a separate page. Crop and registration marks will be printed on each tile, showing how to align them. **No. of Pages** shows how many sheets of paper your picture will be printed on when it is tiled.

If your picture is larger than your paper size and you do *not* select **Allow Tiling**, CompuWorks Draw will print the top left-hand portion of the picture only.

Scale group box

Use scaling if you want to enlarge or reduce the size of the picture while printing. For example, if the picture is larger or smaller than the paper on which you are printing it.

% box: enter a scaling value into the **%** box or use the arrows to select the value you want.

When the picture is scaled, it is scaled by the same amount in both dimensions.

Fit Page button: click on this button to scale your picture so that it fits the paper size. If your picture is larger than the paper, your picture will be scaled down; if your picture is smaller than the paper, your picture will be scaled up.

100% button: click on this button to make your picture print at its actual size; you may need to use tiling to print the whole picture if your picture is larger than the paper size.

Options group box

Crop/registration marks check box: check this box to print crop and registration marks. When tiling your picture, crop and registration marks will be printed even if this check box is cleared.

Halftone Screen check box: check this box to improve the quality of gray scales when printing a color picture on a monochrome printer. This option is only available when you are printing to a non-PostScript printer.

Include hidden objects check box: check this box to print objects that have been hidden in your picture.

Reversed (Mirror image) check box: check this box to print your picture as a mirror image. This may be necessary when preparing a picture for professional printing. This option is only available when printing to a PostScript printer.

Negative (white-on-black) check box: check this box to print your picture as a negative image. This may be necessary when preparing a picture for professional printing. This option is only available when printing to a PostScript printer.

See also:

Print to Disk dialog box

Print Setup dialog box

How to print a picture



Print to Disk dialog box

This dialog box appears when you check the **Print to Disk** check box on the **Print Options** dialog box, then click on **OK**.

From this dialog box you can print your picture to a file, instead of printing it to paper. You will need to print your picture to disk if you intend having it printed by a professional printer.

File Name list box

Enter the name of the file to which you want to print your picture to or, if the file already exists, select it by clicking on the filename in the list box.



If necessary, use the scroll bar to view more files.

Save File as Type drop-down list box

Select the file format in which you want to print your file to disk. The files of this format in the current directory are listed in the **File Name** list box.



You must print your picture to disk as a PostScript file (.EPS) if you intend having it printed by a professional printer.

Directories list box

Lists all the directories in the path from the root to the current directory, and all the sub-directories contained in the current directory. Click on any directory to select it; double-click to make it the current directory.

Drives drop-down list box

Select a different disk drive. Click on the arrow to the right-hand side of the **Drives** list box to drop-down a list of all the disk drives available.



If necessary, use the scroll bar to scroll through the list of drives and select the one you want.

See also:



[Print Options dialog box](#)



[How to print to disk](#)



Print Setup dialog box

This [dialog box](#) appears when you select **Print Setup** from the **File** menu, or when you click on the **Print Setup** button on the **Print Options** dialog box.

From this dialog box you can select and set up any of the printers you have installed to print your CompuWorks Draw picture.

Printer group box



Default Printer: Select this option to print your picture to the default printer. The name of the default printer appears below the **Default Printer** option.



Specific Printer: Select this option to print your picture to one of the other printers you have installed. Click on the arrow to the right-hand side of the **Specific Printer** box to drop-down a list of available printers. Click on a printer name to select it.

Orientation group box



Portrait: Select this option to print your picture in [portrait](#) (vertical) orientation.



Landscape: Select this option to print your picture in [landscape](#) (horizontal) orientation.

Paper group box



Size drop-down list box: Click on the arrow to the right-hand side of the **Size** box to drop-down a list of available paper sizes. Select the size of the paper loaded in your printer.



Source drop-down list box: Click on the arrow to the right-hand side of the **Source** box to drop-down a list of available paper sources for your selected printer. Select the source from which your printer loads paper.

Options button

Click on this button to open the **Options** dialog box for the printer you have selected. The options on this dialog box depend on which printer is selected.

See also:



[Print Options dialog box](#)



[How to set up your printer](#)



Blend dialog box

This dialog box appears when you select two objects, then select **Blend** from the **Edit menu**. From this dialog box you can blend two objects together, controlling the number of blend stages.

No. of Blend stages box

Enter the number of blend stages you want, or use the arrows to adjust the value.

First Stage and Last Stage boxes

These values control by how much the object is transformed at the first and last blend stages respectively, i.e. the proportion of the transformation done in these steps. The default values depend on the number of blend stages chosen and are calculated so that the blend will be even and gradual. Normally these values will not need to be changed but you can adjust them if necessary.

See also:



How to blend objects



Grid dialog box

This dialog box appears when you select **Grid** from the **View menu**.

From this dialog box you can format a grid to help you align objects and judge their size when creating your picture.



Show Grid check box

Check this box to apply a grid to the picture in the active window.



Snap to Grid check box

Check this box to make sure that objects align to the grid when they are drawn, moved or sized.

Align to Page check box

Check this box to align the grid to the top left-hand corner of the page.

Align to Ruler check box

Check this box to align the grid to the ruler origin. If the ruler origin is at the top left-hand corner of the page, **Align to Ruler** will be disabled.

Units drop-down list box

Click on the arrow to the right-hand side of the **Units** box to drop-down a list of available units; select a unit of measurement for the grid. The grid units can be different from the ruler units.

Spacing group box

Use this group box to enter the width and height of each grid cell. You can specify how many subdivisions there are across and down each cell. Clicking on the **Copy** button will copy the horizontal settings to the vertical settings to create a square grid.

See also:



How to use the grid and snap control



Align dialog box



This dialog box appears when you select **Align** from the **Object** menu. From this dialog box you can align objects to each other or to the page. You can align a number of objects to the left, center or right, and to the top, middle or bottom. A preview box shows how the alignment will take effect.

Each other or Page

Click on **Each other** or **Page** to select whether objects are aligned to each other or to the page.



If one of the selected objects is locked when you align to each other, all the objects will align to the locked object.



If one of the selected objects is locked when you align to the page, the locked object will *not* move to the new position.

Horizontal group box

Click on **Left**, **Center**, **Right**, or **Off**.



The preview box illustrates how your objects will align, given the selection that you make.

Vertical group box

Click on **Top**, **Middle**, **Bottom**, or **Off**.



The preview box illustrates how your objects will align, given the selection that you make.

See also:



How to align objects



Shape Info dialog box



This dialog box appears when you select a basic shape, then select **Info** from the **Object** menu. It also appears when you double-click the pointer tool on a basic shape and select **Object Info** from the popup menu that appears.

From this dialog box you can view information about the selected shape and change some of its attributes.

Shape group box

Use this group box to change the attributes of the selected shape.



Shape drop-down list box: Shows the current shape of the selected object and allows you to change it with the drop-down list box. Click on the arrow to the right-hand side of the **Shape** box to drop-down a list of basic shapes; click on a shape to change the shape of the selected object.



Corner Radius box: This box is available when the selected object is a round box; it allows you to change the corner radius of the box.



Start Angle and **End Angle** boxes: These boxes are available when the selected object is an arc or a pie slice; they allow you to change the appearance of the shape by altering its angles.



Sides box: This box is available when the selected object is a polygon; it allows you to change the number of sides on the polygon.



Points and **Inner Radius** boxes: These boxes are available when the selected object is a star; they allow you to change the number of points on the star and specify how pointed it is.

Position group box

Shows the object's position. Use this group box to specify exactly where the object should be positioned in your picture. You can specify the position of the left, center or right of the object in the horizontal dimension, and the top, middle or bottom in the vertical dimension. The coordinates are specified from the ruler origin.

Size group box

Shows the object's dimensions. Use this group box to specify the exact dimensions of the object. Alter the value in the **Width** and **Height** boxes to resize the object precisely.

Locked check box

Check this box to lock the selected object. When an object is locked several options on this dialog box become disabled because they do not apply to a locked object.

Units drop-down list box

Shows the unit of measurement used in the **Position** and **Size** group boxes. Click on the arrow to the right-hand side of the **Units** box to drop-down a list of available units. You can then select a different unit of measurement.



Group of Objects dialog box



This dialog box appears when you select a group of objects, then select **Info** from the **Object menu**. It also appears when you double-click the pointer tool on a group of objects and select **Object Info** from the popup menu that appears.

From this dialog box you can view information about the selected group and change some of its attributes.

Objects group box

Shows the number of objects in the group.



Locked check box: Check this box to lock the selected group. When a group is locked several options on this dialog box become disabled because they do not apply to locked objects.

Position group box

Shows the group's position. Use this group box to specify exactly where the group should be positioned in your picture. You can specify the position to the left, center or right of the group in the horizontal dimension, and the top, middle or bottom in the vertical dimension. The coordinates are specified from the ruler origin.

Size group box

Shows the group's dimensions. Use this group box to specify the exact dimensions of the group. Alter the value in the **Width** and **Height** boxes to resize the group precisely.

Units drop-down list box

Shows the unit of measurement used in the **Position** and **Size** group boxes. Click on the arrow to the right-hand side of the **Units** box to drop-down a list of available units. You can then select a different unit of measurement.



Element Info - Bitmap Image dialog box



This dialog box appears when you select an imported bitmap, then select **Info** from the **Object** menu. It also appears when you double-click the pointer tool on an imported bitmap and select **Object Info** from the popup menu that appears.

From this dialog box you can view information about the selected bitmap and change some of its attributes.

Bitmap group box



Filename: Shows the filename of the selected bitmap.



Size in pixels: Shows the size of the selected bitmap in pixels.



No. of colors: Shows the number of colors in the selected bitmap.



Negative check box: Check this box to invert the colors of the selected bitmap. This option is only available when a 2-color bitmap is selected.



Locked check box: Check this box to lock the selected bitmap. When a bitmap is locked several options on this dialog box become disabled because they do not apply to locked objects.

Position group box

Shows the bitmap's position. Use this group box to specify exactly where the bitmap should be positioned in your picture. You can specify the position of the left, center or right of the bitmap in the horizontal dimension, and the top, middle or bottom in the vertical dimension. The coordinates are specified from the ruler origin.

Size group box

Shows the bitmap's dimensions. Use this group box to specify the exact dimensions of the bitmap. Alter the value in the **Width** and **Height** boxes to resize the bitmap precisely.

Units drop-down list box

Shows the unit of measurement used in the **Position** and **Size** group boxes. Click on the arrow to the right-hand side of the **Units** box to drop-down a list of available units. You can then select a different unit of measurement.



Element Info - PostScript dialog box



This dialog box appears when you select an imported PostScript EPSF (.EPS) file , then select **Info** from the **Object** menu. It also appears when you double-click the pointer tool on an imported EPS file and select **Object Info** from the popup menu that appears.

From this dialog box you can view information about the selected EPS file and change some of its attributes.

PostScript group box



Filename: Shows the filename of the selected EPS file.



Locked check box: Check this box to lock the selected EPS file. When an object is locked several options on this dialog box become disabled because they do not apply to locked objects.

Position group box

Shows the EPS file's position. Use this group box to specify exactly where the EPS file should be positioned in your picture. You can specify the position of the left, center or right of the EPS file in the horizontal dimension, and the top, middle or bottom in the vertical dimension. The coordinates are specified from the ruler origin.

Size group box

Shows the EPS file's dimensions. Use this group box to specify the exact dimensions of the EPS file. Alter the value in the **Width** and **Height** boxes to resize the EPS file precisely.

Units drop-down list box

Shows the unit of measurement used in the **Position** and **Size** group boxes. Click on the arrow to the right-hand side of the **Units** box to drop-down a list of available units. You can then select a different unit of measurement.



Path Info dialog box



This dialog box appears when you select a path or a point on a path, then select **Info** from the **Object menu**. It also appears when you double-click the pointer tool on a path or point and select **Object Info** from the popup menu that appears.

From this dialog box you can view information about the selected path or point and change some of its attributes.

Path group box



Pasted: Indicates how many objects (if any) are pasted inside the closed path.



Contours: Indicates how paths are within a path. This is useful when a compound path is selected.



Winding Fill check box: Check this box to apply the current fill style to all the enclosed areas that have been created by the path crossing over itself. This option is enabled only when a closed path is selected.



Locked check box: Check this box to lock the selected path. When the path is locked, several options on this dialog box become disabled because they do not apply to locked objects.



Path Closed check box: Check this to close an open path.

No. Points Selected group box

When the path has some points selected, this group box indicates how many points are selected and of which type. You can change the type of selected points, e.g. from corner points to connector points. You can also turn the auto curvature of the selected points on or off. Turning **Auto curvature** off enables you to edit points *without* the path being constrained to CompuWorks Draws automatic curvature.

Position group box

Shows the path's position. Use this group box to specify exactly where the path should be positioned in your picture. You can specify the position of the left, center or right of the path in the horizontal dimension, and the top, middle or bottom in the vertical dimension. The coordinates are specified from the ruler origin.

Size group box

Shows the path's dimensions. Use this group box to specify the exact dimensions of the path. Alter the value in the **Width** and **Height** boxes to resize the path precisely.

Units drop-down list box

Shows the unit of measurement used in the **Position** and **Size** group boxes. Click on the arrow to the right-hand side of the **Units** box to drop-down a list of available units. You can then select a different unit of measurement.



Text on a Path dialog box



This dialog box appears when you select text on a path, then select **Info** from the **Object** menu. It also appears when you double-click the pointer tool on the text on a path and select **Object Info** from the popup menu that appears.

From this dialog box you can view information about the selected text on a path and change some of its attributes.

Options group box



Show Path check box: Check this box to show the path to which the text is joined.



Joined check box: Clear this box to split the text and the path back into two separate objects.



Reverse Direction check box: Check this box to reverse the direction in which the text flows along the path.

Align text to path using group box

Use this group box to change the way in which text flows along the path by selecting a different alignment position.



Top: Produces the effect of the characters hanging down from the path.



1/2 Cap-height: Produces the effect of the path running through the characters at half the height of the upper case characters in the selected font.



Baseline: Produces the effect of the characters standing on the path. (This is the default alignment).



x-height: Produces the effect of the path running through the characters at the height of the top of a lower case x character in the selected font.



1/2 x-height: Produces the effect of the path running through the characters at half the height of a lower case x character in the selected font.



Descender: Produces the effect of the path following the bottom of the descender characters in the selected font.

Text Orientation group box

Use this group box to create different effects by changing the text orientation.



Rotate baseline: The characters are positioned perpendicular to the path. (This is the default orientation).



Skew baseline: The vertical elements of the characters remain vertical while the horizontal elements are parallel to the path.



Upright: The characters follow the path but remain upright.



Skew vertical: The horizontal elements of the characters remain horizontal while the vertical elements are at right angles to the path.

Spacing button

Click on this button to open the **Spacing** dialog box from where you can change the spacing of the text.

Path Info button

Click on this button to open the **Path Info** dialog box for the path to which the text is joined.

See also:



Spacing dialog box



Path Info dialog box



Spacing dialog box



This dialog box appears when you double-click the pointer tool on a text object, then select **Text Spacing** from the popup menu that appears. It also appears when you click on the **Spacing** button in the **Text Info** and the **Text on a Path** dialog boxes.

From this dialog box you can set parameters controlling the spacing of letters, words and lines of a text object.



All the options on this dialog box can be changed by entering the value in the appropriate box, or by using the arrows to scroll to the value you want.

Leading box

Adjust the leading (spacing) between the lines of text.

Word Space boxes

Adjust the minimum and maximum spacing between the words in the text.

Letterspace boxes

Adjust the minimum and maximum spacing between the letters in the text.

Reset button

Click on this button to set all the values back to their defaults.

See also:



How to change the spacing of text



Text Info dialog box



This dialog box appears when you select a text object, then select **Info** from the **Object menu**. It also appears when you double-click the pointer tool on a text object and select **Object Info** from the popup menu that appears.

From this dialog box you can view information about the selected text object and change some of its attributes.

Text group box



Spacing button: Click on this button to open the **Spacing** dialog box from where you can change the spacing of the text object.



Locked check box: Check this box to lock the selected text object. When an object is locked several options on this dialog box become disabled because they do not apply to locked objects.

Position group box

Shows the object's position. Use this group box to specify exactly where the object should be positioned in your picture. You can specify the position of the left, center or right of the object in the horizontal dimension, and the top, middle or bottom in the vertical dimension. The coordinates are specified from the ruler origin.

Size group box

Shows the object's dimensions. Use this group box to specify the exact dimensions of the object. Alter the value in the **Width** and **Height** boxes to resize the object precisely.

Units drop-down list box

Shows the unit of measurement used in the **Position** and **Size** group boxes. Click on the arrow to the right-hand side of the **Units** box to drop-down a list of available units. You can then select a different unit of measurement.

See also:



Spacing dialog box



Multiple Objects dialog box



This dialog box appears when you select more than one object, then select **Info** from the **Object menu**. It also appears when you double-click the pointer tool on two or more selected objects and select **Object Info** from the popup menu that appears. From this dialog box you can see how many objects are currently selected.



Reflect dialog box


This dialog box appears when you double-click the reflect tool on one or more selected objects. From this dialog box you can reflect object(s) across a reflection axis.


Reflect across group box


Select the axis that you want the object(s) to be reflected across. This can be a **Vertical** or **Horizontal** axis, or if you select **Angled axis**, you can specify an angle in the box provided, or drag the radius in the circle.


Fixed Point group box

Select the origin (fixed point) of the reflection.

 **Mouse Click:** Reflects the object(s) at the point where you double-clicked the mouse to open this dialog box.

 **Center of Selection:** Reflects the object(s) at the central point of the selection.


 **XY Location:** Reflects the object(s) at the precise position specified in the **Across** and **Down** boxes.

 **Units** drop-down list box: Shows the unit of measurement used in the **Across** and **Down** boxes. Click on the arrow to the right-hand side of the **Units** box to drop-down a list of available units. You can then select a different unit of measurement.

Copy Objects check box

Check this box to reflect a *copy* of the selected object(s) while leaving the original unchanged.

See also:

 How to reflect an object



Rotate dialog box


This dialog box appears when you double-click the rotate tool on one or more selected objects. From this dialog box you can rotate object(s) accurately.


Rotation group box


Specify the angle of rotation. You can enter the angle into the **Angle** box, use the arrows to increase or decrease the value, or drag the radius in the circle.


Fixed Point group box

Select the origin (fixed point) of the rotation.

 **Mouse Click:** Rotates the object(s) at the point where you double-clicked the mouse to open this dialog box.

 **Center of Selection:** Rotates the object(s) at the central point of the selection.


 **XY Location:** Rotates the object(s) at the precise position specified in the **Across** and **Down** boxes.

 **Units** drop-down list box: Shows the unit of measurement used in the **Across** and **Down** boxes. Click on the arrow to the right-hand side of the **Units** box to drop-down a list of available units. You can then select a different unit of measurement.

Copy Objects check box

Check this box to rotate a *copy* of the selected object(s) while leaving the original unchanged.

See also:

 [How to rotate an object](#)



Skew dialog box

This dialog box appears when you double-click the skew tool on one or more selected objects. From this dialog box you can skew object(s) accurately.

Skew group box

Specify the **Horizontal** and **Vertical** skew factors by entering a value directly into the boxes or by using the arrows to increase or decrease the value.

Fixed Point group box

Select the origin (fixed point) of the skew.



Mouse Click: Skews the object(s) at the point where you double-clicked the mouse to open this dialog box.



Center of Selection: Skews the object(s) at the central point of the selection.



XY Location: Skews the object(s) at the precise position specified in the **Across** and **Down** boxes.



Units drop-down list box: Shows the unit of measurement used in the **Across** and **Down** boxes. Click on the arrow to the right-hand side of the **Units** box to drop-down a list of available units. You can then select a different unit of measurement.

Copy Objects check box

Check this box to skew a *copy* of the selected object(s) while leaving the original unchanged.

See also:



[How to skew an object](#)



Scale dialog box


This dialog box appears when you double-click the scale tool on one or more selected objects. From this dialog box you can change the size of object(s) accurately.


Scaling group box


Select **Uniform** to scale the object(s) *equally* in both vertical and horizontal directions, then set the percentage by which you want to scale. Select **Non Uniform** to scale the object(s) *differently* in vertical and horizontal directions, then set the horizontal (**X**) and the vertical (**Y**) scale factors separately.


Fixed Point group box

Select the origin (fixed point) of the scale.

 **Mouse Click:** Scales the object(s) at the point where you double-clicked the mouse to open this dialog box

 **Center of Selection:** Scales the object(s) at the central point of the selection.

 **XY Location:** Scales the object(s) at the precise position specified in the **Across** and **Down** boxes.

 **Units** drop-down list box: Shows the unit of measurement used in the **Across** and **Down** boxes. Click on the arrow to the right-hand side of the **Units** box to drop-down a list of available units. You can then select a different unit of measurement.

Copy Objects check box

Check this box to scale a *copy* of the selected object(s) while leaving the original unchanged.

See also:

 How to scale an object



Move Objects dialog box

This dialog box appears when you double-click the pointer tool on one or more selected objects, then select **Move/Copy** from the popup menu that appears, or when you select an object, then double-click on the pointer tool in the toolbox.

From this dialog box you can move and position object(s) accurately.

Horizontal group box

Enter the amount by which you want to move the object(s) horizontally and select whether they should move to the left or the right.

Vertical group box

Enter the amount by which you want to move the object(s) vertically and select whether they should move upwards or downwards.



To move the object(s) in a diagonal direction, move the objects both horizontally *and* vertically.

Units drop-down list box

Shows the unit of measurement used in the **Horizontal** and **Vertical** group boxes. Click on the arrow to the right-hand side of the **Units** box to drop-down a list of available units. You can then select a different unit of measurement.

Copy Objects check box

Check this box to move a *copy* of the selected object(s) while leaving the original unchanged.

See also:



[How to move objects](#)



Round Box dialog box

This dialog box appears when you double-click on the round box tool.

From this dialog box you can adjust the curvature (corner radius) given to a round box when it is drawn.

Default Corner Radius box

Enter the corner radius that you want.



Reduce the corner radius to make the box more square; increase the corner radius to make the box more circular.

Units drop-down list box

Shows the unit of measurement used in the **Default Corner Radius** box. Click on the arrow to the right-hand side of the **Units** box to drop-down a list of available units. You can then select a different unit of measurement.



Any round boxes that you now draw will be given the corner radius that you have specified until you change it again.



To change the corner radius of an *existing* round box, double-click the pointer tool on the round box and select **Object Info** from the popup menu that appears. You can then change the corner radius of the box in the **Shape Info** dialog box.

See also:



Shape Info dialog box



How to change the curvature of a round box



Freehand dialog box

This dialog box appears when you double-click on the pencil tool.

From this dialog box you can adjust the smoothness value; this determines the accuracy at which a path follows the movements of the pencil.

Smoothness box

Enter the smoothness value that you want in the box or use the arrows to increase or decrease the value.



Decreasing the smoothness will produce a path that closely follows the movements of the pencil tool, making the path appear rough with many points.



Increasing the smoothness will produce a path that does *not* follow the movements of the pencil tool so closely, but smoothes out the path so that it has fewer points.



Any freehand paths that you now draw will be given the smoothness value that you have specified until you change it again.

See also:



How to smooth a freehand path



Autotrace dialog box

This dialog box appears when you double-click on the autotrace tool.

From this dialog box you can adjust the smoothness value; this determines the accuracy at which a path is autotraced.

Smoothness box

Enter the smoothness value that you want in the box or use the arrows to increase or decrease the value.



Decreasing the smoothness will produce a path that closely follows the original bitmap.



Increasing the smoothness will produce a path that does *not* follow the original bitmap so closely but smoothes out the path so that it has fewer points.



Any paths that you now autotrace will be given the smoothness value that you have specified until you change it again.



Polygon dialog box

This dialog box appears when you double-click on the polygon tool.

From this dialog box you can specify the number of sides given to a polygon when it is drawn.

No. of Sides box

Enter the number of sides that you want, or use the arrows to increase or decrease the number.



The preview box illustrates the shape that your polygon will adopt.



Any polygons that you now draw will be given the number of sides that you have specified until you change them again.



To change the number of sides on an *existing* polygon, double-click the pointer tool on the polygon and select **Object Info** from the popup menu that appears. You can then change the number of sides in the **Shape Info** dialog box.

See also:



Shape Info dialog box



How to change the number of sides on a polygon



Star dialog box

This dialog box appears when you double-click on the star tool.


From this dialog box you can specify the number of points given to a star when it is drawn and how pointed the star will be.

No. of Points box


Enter the number of points that you want or use the arrows to increase or decrease the number of points.


Star Inner Radius box

Enter the inner radius that you want, or drag the scroll bar to increase or decrease the inner radius.

 Reduce the inner radius to make the star more pointed; increase the inner radius to make the star less pointed.


 The preview box illustrates the shape that the star will adopt.


 Any stars that you now draw will be given the number of points and the inner radius that you have specified until you change them again.

 To change the number of points and the inner radius of an *existing* star, double-click the pointer tool on the star and select **Object Info** from the popup menu that appears. You can then change the number of points and the inner radius in the **Shape Info** dialog box.

See also:

 [Shape Info dialog box](#)

 [How to change the number of points on a star](#)

 [How to change the inner radius of a star](#)



Line Ends dialog box

This dialog box appears when you select **Ends** from the **Line menu**.

From this dialog box you can specify the way the ends of the selected line style, and any subsequent line styles, are drawn.

Arrowheads drop-down list boxes

Click on the arrow to the right-hand side of each list box to drop-down a list of available arrowheads. You can then choose the type of arrowhead you want (if any) for either end of the line style.

Ends drop-down list box

Click on the arrow to the right-hand side of the list box to drop-down a list of available end styles. You can then choose the end that you want for the line style: butt, round or square.

Join drop-down list box

Click on the arrow to the right-hand side of the list box to drop-down a list of available join styles. You can then choose the join that you want for the line style: miter, round or bevel.

Do not Miter angles below box

Shows the minimum angle at which joins will be mitered when the selected join style is **Miter**. Specify the angle that you want by entering it in the box. Joins below this angle will be beveled instead of mitered.



The line style of any objects that you now draw will be given the line ends that you have specified until you change them again.



Edit Color dialog box

This dialog box appears when you select **Edit Colors** from the **Edit menu**, then select the color that you want to edit from the **Colors** dialog box and click on the **Edit** button. It also appears when you double-click on a color in the color palette.

From this dialog box you can modify an existing color. The color appears in the preview box, which illustrates your changes as you edit the color.

Name box

Shows the name of the selected color, or indicates that the color is unnamed. If you want to rename the color, enter a new name in the **Name** box.

Model group box

Select the color model that you want to use.



RGB: This color model uses a proportion of red, green and blue to mix any other color.



CMYK: This color model uses a percentage of cyan, magenta, yellow and black to mix any other color.



HLS: This color model uses hue, lightness and saturation to mix any other color.

Slider controls

Use the slider controls to mix the color that you want.

Color blocks

There are eight color blocks around the preview box. You can click on these color blocks as an alternate to choosing a color model and mixing a color. For example, click on the blue color block to make your color more blue.



When you click on **OK**, the color is added to the color palette and can be applied to objects in your picture.

See also:



Colors dialog box



How to create a new color



New Color dialog box

This dialog box appears when you select **Edit Colors** from the **Edit menu**, then click on the **Add** button in the **Colors** dialog box. It also appears when you click on the + button to the right-hand side of the color palette.

From this dialog box you can create a new color. The color you create appears in the preview box, which illustrates your changes as you mix the color.

Name box

Enter a name for the color in the **Name** box. If you do not name your color, it will still be added to the color palette, but will be marked as unnamed.

Model group box

Select the color model that you want to use.



RGB: This color model uses a proportion of red, green and blue to mix any other color.



CMYK: This color model uses a percentage of cyan, magenta, yellow and black to mix any other color.



HLS: This color model uses hue, lightness and saturation to mix any other color.

Slider controls

Use the slider controls to mix the color that you want.

Color blocks

There are eight color blocks around the preview box. You can click on these color blocks as an alternate to choosing a color model and mixing a color. For example, click on the blue color block to make your color more blue.



When you click on **OK**, the color is added to the color palette and can be applied to objects in your picture.

See also:



Colors dialog box



How to create a new color



Tile Pattern dialog box

This dialog box appears when you select a group of objects and then select **Pattern** from the **Fill menu**. It also appears when you select an *existing pattern* in the **Fill Style** popup and click on the **Pattern** button.

From this dialog box you can create a pattern from a group of objects by tiling the group into a fill style, or you can edit an existing pattern.

Name box

Enter a name for the pattern, or rename an existing pattern.

Scale box

Specify the size of the tiles by entering a percentage in the box, or by using the arrows to increase or decrease the percentage. The preview box will show the pattern you are creating.



When you enter a low percentage, a message may appear in the preview box stating that the pattern is too small to appear on screen. The pattern *will* however be printed correctly.

Angle box

Specify the angle of the tiles by entering a value in the box, or by using the arrows to increase or decrease the angle. You can also adjust the angle by dragging the radius of the circle.

Offset group box



Horizontal and **Vertical** boxes: Set the horizontal and vertical offsets of the pattern by entering a value in each box. The offsets determine the alignment of the pattern when it is applied to an object. By adjusting the offsets of patterns, you can change the way in which patterns align with each other when they are applied to overlapping objects.



Units drop-down list box: Shows the unit of measurement used in the **Horizontal** and **Vertical** boxes. Click on the arrow to the right-hand side of the **Units** box to drop-down a list of available units. You can then select a different unit of measurement.

See also:



How to create patterns



Load Colors dialog box

This [dialog box](#) appears when you select **Edit Colors** from the **Edit menu**, then click on the **Load** button on the **Colors** dialog box.

From this dialog box you can load a [color palette](#).

File Name list box

Select the color palette you want to load by clicking on its filename in the **File Name** list box, or by entering the filename in the **File Name** box.



If necessary, use the [scroll bar](#) to view more files.

List Files of Type drop-down list box

As color palettes are all saved as .COL files, this is the only [file format](#) available. All .COL files in the current [directory](#) are listed in the **File Name** list box.

Directories list box

Lists all the directories in the path from the root to the current directory, and all sub-directories contained in the current directory. Click on any directory to select it; double-click to make it the current directory.

Drives drop-down list box

Select a disk drive. Click on the arrow to the right-hand side of the **Drives** list box to drop-down a list of all the disk drives available.



If necessary, use the scroll bar to scroll through the list of drives and select the one you want.

See also:



[Colors dialog box](#)



[How to load a color palette](#)



Save Colors dialog box

This dialog box appears when you select **Edit Colors** from the **Edit menu**, then click on the **Save** button on the **Colors** dialog box.

From this dialog box you can specify the disk drive, directory and filename in which to save a color palette.

File Name list box

Enter the filename in which you want to save your color palette.

Save File as Type drop-down list box

As color palettes are all saved as .COL files, this is the only file format available. All .COL files in the current directory are listed in the **File Name** list box but are disabled; when you click on **OK**, CompuWorks Draw warns you if you try to overwrite an existing file.

Directories list box

Lists all the directories in the path from the root to the current directory, and all the sub-directories contained in the current directory. Click on any directory to select it; double-click to make it the current directory.

Drives drop down list box

Select a disk drive. Click on the arrow to the right-hand side of the **Drives** list box to drop-down a list of all the disk drives available.



If necessary, use the scroll bar to scroll through the list of drives and select the one you want.

See also:



[Colors dialog box](#)



[How to save a color palette](#)



Preferences dialog box

This dialog box appears when you select **Preferences** from the **File menu**. From this dialog box you can control various CompuWorks Draw settings.

Selection Range box

Specifies the distance (in pixels) within which you must click in order to select an object. Enter a value or click the arrows to make the selection range larger or smaller.

Join Range box

Specifies how close together end points must be before CompuWorks Draw will join them with a path. Enter a value or click the arrows to make the join range larger or smaller.

Text Appearance group box

Vector Font check box: Determines how text appears when viewing your picture in outline format. If the box is checked, text is formatted using Windows™ vector fonts; if the box is cleared, text is formatted using its true outline. Text will be redrawn quicker when **Vector Font** is checked, but more accurately when it is not.

Greek Below box: Shows the value (in pixels) below which text will be greeked. Text below this size will always be greeked when viewing your picture in outline format. If you do not clear the **Allow Greking** check box in the **Preview** group box, it will also be greeked when viewing your picture in preview format. Greking speeds up the drawing of text by showing a character as a single line stroke instead of its true shape.

Preview group box

Show Fills: An option allowing you to control the quality of your picture when viewing it in preview format. For faster redrawing of pictures in preview format, select **Faster**; for more accurate redrawing of pictures in preview format, select **Smoother**.

Allow Greking check box: Check this box to allow text to be greeked when viewing your picture in preview format.

Show Page Outline check box: Clear this box to turn off the blue page box when viewing your picture in preview format.

Startup group box

Provides options allowing you to control the appearance of the desktop when you start CompuWorks Draw.

3D Dialog Boxes check box: Check this box to show the CompuWorks Draw dialog boxes in 3D.

Full Screen check box: Check this box to maximize the CompuWorks Draw window across the full area of your screen.

Info Line check box: Check this box to show the information line along the bottom of the CompuWorks Draw desktop.

Color Palette check box: Check this box to show the color palette along the bottom of the CompuWorks Draw desktop.

New Window group box

Provides options allowing you to control the appearance of each new picture window opened on the CompuWorks Draw desktop.

Full Screen check box: Check this box to maximize the new window across the full area of the CompuWorks Draw desktop.

Show Rulers check box: Check this box to show the rulers in the new window.

Show Grid check box: Check this box to apply a grid to the new window.

Snap to Grid check box: Check this box to cause objects to align to the grid when they are drawn, sized or moved.

Whole Page check box: Check this box to set the view size of the window to whole page view.

Page Format Dialog Box check box: Check this box to open the **Page Format** dialog box

whenever you open a new window.



Preview check box: Check this box to open the new window in preview format.



Name Style dialog box

This dialog box appears when you click on the **Name** button in the **Line** or the **Fill Style** popup. From this dialog box you can save a line or fill style with a name.

Name box

Enter a name for the new line or fill style.



When you save a picture, it is saved with the line and fill styles that have been named. If you want to use these line and fill styles in other pictures, you *must* save them into a template.



You do *not* have to name a line or fill style. However, if you do not name a style it will not be added to the list in the menu or popup and will not be saved as part of a template.



Colors dialog box



This dialog box is showed when you select **Edit Colors** from the **Edit menu**. From this dialog box you can create new colors, edit existing colors, delete colors, save colors in a color palette and load an existing color palette.

Names list box

Shows the color palette for the active window. Select the color that you want to edit or delete. The selected color appears in the preview box at the bottom of the dialog box.



If necessary, use the scroll bar to view more colors.

Sort by name/Sort by color

Choose the order in which to sort the colors in the **Names** list box; click on your preferred option.

Add button

Click on this button to open the **New Color** dialog box. From this dialog box you can create a new color.

Edit button

Click on this button to open the **Edit Color** dialog box. From this dialog box you can edit the color selected in the **Names** list box.

Delete button

Click on this button to delete the color selected in the **Names** list box.

Load button

Click on this button to open the **Load Colors** dialog box. From this dialog box you can load a saved palette. This will be merged in with your existing colors.

Save button

Click on this button to open the **Save Colors** dialog box. From this dialog box you can save the color palette for use with other pictures.

See also:



[**Edit Color** dialog box](#)



[**New Color** dialog box](#)



[**Load Colors** dialog box](#)



[**Save Colors** dialog box](#)



About The WizardWorks Group

The WizardWorks Group is a leading publisher of affordable software for Windows, DOS and the Macintosh. The company currently publishes over 100 software titles priced under \$50.00. WizardWorks software is developed for the home/office consumer who wants high quality, powerful software at a good value.

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MSRP: \$29.99

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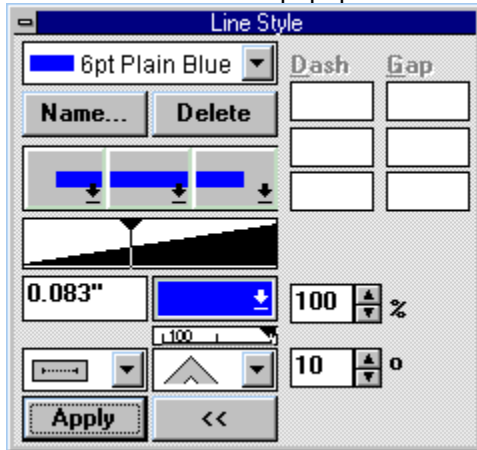


Line Style popup



This popup appears when you select **Popup Lines** from the **Line** menu.

From this popup you can apply a line style to selected objects, or create and name a new line style. Click on an area of the popup below to see a description of its function.



The **Line Style** popup is left open on the desktop and can be resized and positioned as you want. To close the popup, click on its control-menu box.



The current line style will remain selected until you choose another one; any objects that you draw subsequently will be given this line style.

See also:



[Name Style dialog box](#)



[How to apply line styles](#)



[How to create a new line style](#)

Named Style drop-down list box

Shows the named line styles available to the picture in the active window. Click on a named style to apply it to a selected object, or select the style that you want to edit or base a new style on.

Name button

Click on this button to open the **Name Style** dialog box. From this dialog box you can name a new line style, or rename an existing style that you have modified.


For more information on the **Name Style** dialog box, refer to its Help.

Delete button

Click on this button to delete the line style currently selected in the **Named Style** drop-down list box.

Style drop-down list boxes

Set a separate style for the left end, body and right end of the line; click on the section you want to drop-down a list of available styles. Each line end can have one of eleven styles, including different arrowheads. The body can have one of seven styles, including custom.

 As you specify aspects of the line style, these three section boxes act as a preview box to show the line style you have set.

Width control

Drag the slider along the scale to alter the width of the line. The width that you choose appears in units in the **Width** box: you can enter directly into this box to obtain a precise line width.

Width box

Shows the precise line width for the selected line style. Edit the value in this box to change the line width precisely.

Color palette

Click on the arrow to drop-down the color palette, then select the color that you want. The currently selected color is marked by a dot in its center.

Tint selector


Drag the slider along the tint selector to increase or decrease the density of color. Hold down **Ctrl** while dragging the slider to change the tint by increments of 10%. The tint that you choose appears in the **Tint** box as a percentage: you can enter directly into this box to obtain a precise tint.

Tint box

Shows the percentage of color for the selected line style. Edit the value in this box to change the color tint precisely.

Ends drop-down list box

Click on the arrow to the right-hand side of the list box to drop-down a list of available end styles. You can then choose the end that you want for the line style: butt, round or square.

 If you choose a dashed or dotted line style, the line end will apply to each dash or dot along the path.

Join drop-down list box

Click on the arrow to the right-hand side of the list box to drop-down a list of available join styles. You can then choose the join that you want for the line style: miter, round or bevel.

Do not Miter angles below box

Shows the minimum angle at which joins will be mitered when the selected join style is **Miter**. Specify the angle that you want by entering it in the box. Joins below this angle will be beveled instead of mitered.

Apply button

Click on this button to apply the current line style to any selected objects. The line style is then the default style and is applied to any new objects that you draw.

<< button

Click on this button to reduce the **Line Style** popup. When the popup is reduced click on the **>>** button to expand it.

Dash and Gap boxes

These boxes are enabled only when you have selected **Custom** for the body of the line. Use these boxes to specify the length of the dashes and gaps for your custom line style.

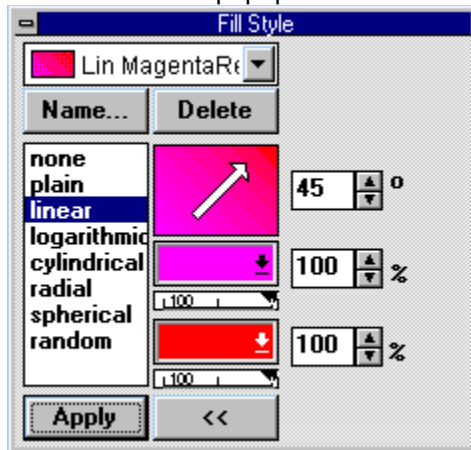


Fill Style popup



This popup appears when you select **Popup Fills** from the **Fill** menu.

From this popup you can apply a fill style to selected objects, or create and name a new fill style. Click on an area of the popup below to see a description of its function.



The **Fill Style** popup is left open on the desktop and can be resized and positioned as you want. To close the popup, click on its control-menu box.



The current fill style will remain selected until you choose another one; any objects that you draw subsequently will be given this fill style.

See also:



[Name Style dialog box](#)



[How to apply fill styles](#)



[How to create a new fill style](#)

Named Style drop-down list box

Shows the named fill styles available to the picture in the active window. Click on a named style to apply it to a selected object, or select the style that you want to edit or base a new style on.

Name button

Click on this button to open the **Name Style** dialog box. From this dialog box you can name a new fill style, or rename an existing style that you have modified.

For more information on the **Name Style** dialog box, refer to its Help.

Delete button

Click on this button to delete the fill style currently selected in the **Named Style** drop-down list box.

Style list box

Choose one of eight fill styles: none, plain, linear, logarithmic, cylindrical, radial, spherical, or random.

Preview box

Shows the fill style you have chosen. If you have chosen a linear, logarithmic or cylindrical style, an arrow appears over the fill style in the preview box. Drag this arrow to adjust the angle of the fill style.



Press **Ctrl** while dragging the arrow to restrict the angle to multiples of 15 degrees.

Angle box

Shows the angle of rotation for the selected linear, logarithmic or cylindrical line style. Edit the value in this box to give the fill style a precise rotation.

Color palette

Click on the arrow to drop-down the color palette, then select the color you want. The currently selected color is marked by a dot at its center.

Tint selector

Drag the slider along the tint selector to increase or decrease the density of color. Hold down **Ctrl** while dragging the slider to change the tint by increments of 10%. The tint that you choose appears in the **Tint** box as a percentage: you can enter directly into this box to obtain a precise tint.

Tint box

Shows the percentage of color for the selected fill style. Edit the value in this box to change the color tint precisely.

To Color palette

If you have selected a graduated fill style, a second color palette is available. Click on the arrow to drop-down the color palette, then select the "to color" you want. The currently selected color is marked by a dot at its center. The color of the fill style will then fade from the other color to this color according to the selected graduation.

Tint selector

Drag the slider along the tint selector to increase or decrease the density of the "to color". Hold down **Ctrl** while dragging the slider to change the tint by increments of 10%. The tint that you choose appears in the **Tint** box as a percentage: you can enter directly into this box to obtain a precise tint.

Apply button

Click on this button to apply the current fill style to any selected objects. This fill style is then the default style and is applied to any new objects that you draw.


<< **button**

Click on this button to reduce the **Fill Style** popup. When the popup is reduced click on the >> button to expand it.



Stop Press!

Please read the following information carefully because it is *not* provided elsewhere in the CompuWorks Draw documentation.

 ATM and TrueType

 Imports and exports

 Printing



ATM and TrueType

The fonts that are supplied with CompuWorks Draw are TrueType fonts, but CompuWorks Draw can also use ATM fonts. However, if you have the same font installed in both ATM format and TrueType format, you should remove the ATM version of the font to make sure you obtain the best possible performance from CompuWorks Draw.

To remove ATM fonts from your setup:

1. In the ATM Control Panel, select the fonts you want to remove.
2. Click on the **Remove** button. A message appears for each selected font asking you to confirm that you want to remove the font.
3. Click on **Yes** to remove the font.
4. To remove the remaining fonts without confirming each one, check the **No confirmation to remove fonts** box.
5. When all the fonts have been removed, click on the **Exit** button to close the ATM Control Panel, then exit Windows™.

When you restart Windows™ the new ATM settings will take effect.



Imports and exports

This section provides information about the import and export formats that are supported by CompuWorks Draw.

Imports

Adobe Illustrator (.ai, eps)

This import format is for reading clipart files saved in the Adobe Illustrator format. It can handle graphics, but any text in the file is ignored.

CGM Metafile (.cgm)

This is the format used by the CompuWorks Draw clipart, it is also the import format for reading clipart files saved in the 'Computer Graphics Metafile' (CGM) format, based on ISO 8632. Font information is not preserved.

EPSF PostScript (.eps)

When you import an EPSF file, it is kept internally by the program in EPSF format. EPSF files can only be printed properly on a PostScript printer.

GEM Image (.img)

This import format is for bitmaps saved from GEM programs. It can handle black-and-white and 16-color images, provided they do not exceed 64k bytes in size.

GEM Metafile (.gem)

There are various different versions of this standard (relating to different versions of GEM), but this import format can handle them all. Font information is not preserved.

GIF Bitmap (.gif)

This import format is for reading bitmap files saved in all formats of GIF (GIF 87a, 89a and GIFLITE both interlaced and non-interlaced). It can handle images up to 256-colors. When importing a multiple image in GIF format, only the first image will be imported.

JPEG Bitmap (.jpg)

This import format is for reading bitmap files saved in JFIF formats of JPEG. It can handle gray scale and 24-bit images.

PC Paintbrush (.pcx)

This import format can handle black-and-white, 8-color, 16-color, 256-color and 24-bit files.

Targa Bitmap (.tga)

This import format can handle all formats of Targa files. It can handle 8-bit, 16-bit, 24-bit and 32-bit compressed and uncompressed files.

Tiff Bitmap (.tif)

This import format can handle black-and-white, gray scale, palette-color, and 24-bit rgb files. It can accept files using the 'packbits', 'ccitt' and LZW compression.

Tiff part of EPS file (.eps)

Some EPSF PostScript files include a TIFF version of the picture, this import format allows you to read that part of the file.

Windows™ Bitmap (.bmp)

This import format can read black-and-white, 16-color, 256-color, and 24-bit rgb files.

Windows™ Metafile

Font information is not preserved.

Exports

Bitmap Formats

When exporting to a bitmap format, the results should match the original picture accurately. If you choose to export 'selected objects only' then the bitmap will be just big enough for those objects. If you do not, it will enclose the whole page. Remember that the higher the resolution you select, the larger the file produced. A Letter page in black-and-white at 300dpi will take up about 1 megabyte of disk space.

Line-Art formats

CompuWorks Draw has some features that are not supported by many line-art file formats. Most cannot represent graduated fills, or thick dotted lines, or custom line styles.

CGM Metafile (.cgm)

No graduated fills, thick dotted lines or custom line styles. Bezier curves are converted into sequences of straight lines.

EPSF PostScript (.eps)

Everything except 'Random Fill' is supported.

GEM Artline 1.0 (.gem)

No graduated fills, thick dotted lines or custom line styles. Bezier curves are represented as curves in this format.

GEM Artline 2.0 (.gem)

Linear and Radial graduated fills are supported. No thick, dotted lines or custom line styles. Bezier curves are represented as curves in this format.

GEM Draw (.gem)

No graduated fills, thick dotted lines or custom line styles. Bezier curves are converted into sequences of straight lines.

GEM Image (.img)

Black-and-white and 16-color files only.

GIF Bitmap (.gif)

Black-and-white, 16-color and 256-color files only.

PC Paintbrush (.pcx)

Black-and-white, 16-color and 256-color files only.

Targa Bitmap (.tga)

256-color files only.

Tiff Bitmap (.tif)

Black-and-white, 16-color and 256-color files only.

Windows™ Bitmap (.bmp)

Black-and-white, 16-color and 256-color files only.

Windows™ Metafile

This format does not actually support graduated fills, but they are simulated by the export code, and should work in most cases. Bezier curves are converted into sequences of straight lines. Bitmaps are not preserved.



Printing

Microsoft Windows™ Printing System

This printer driver does not support ATM fonts. If you want to print CompuWorks Draw pictures using ATM fonts, you must first ungroup the text into a path.

PostScript Printers

The program has been tested with the normal Windows™ driver for PostScript (v3.5) The 'random' pattern fill prints as plain gray: use the special PostScript textures if required.

When preparing PostScript files for a professional printer, check with the printer to see what sort of typesetter they are using, and discuss the correct printing options to use. If you select 'Linotronic 300' in the driver's printer type, you will be able to choose the 'A4 extra' size which allows a little extra room around an A4 page for crop marks and captions.

If you are printing to a PostScript printer which does not have the usual set of built-in fonts, you may need to modify the CWDRAW2.INI file to make some fonts work properly. We assume that PostScript printers have the following fonts: Courier, Times, Helvetica, Avant Garde, Bookman, Century Schoolbook, Helvetica Narrow, Palatino, Symbols, Zapf Chancery and Zapf Dingbats.

If your PostScript printer does not contain one or more of these fonts, you can make CompuWorks Draw print the fonts correctly by removing the corresponding line from CWDRAW2.INI. The program will then download the font to the printer, rather than assume that the font is built-in.

For example, if your printer does not have Helvetica Narrow, open your CWDRAW2.INI file and delete or comment out the line in the PSfonts section referring to that font (insert a semicolon at the start of the line to comment out the line):

```
[PSfonts]  
; Sans Narrow=Helvetica-Narrow,-Bold,-Oblique,-BoldOblique
```

Note that because CompuWorks Draw downloads fonts to the printer, a job containing many different fonts may take a long time to print, or even exhaust the printer's memory. We suggest you avoid including many different fonts in a job printed on a PostScript printer.

General notes for other printers

If you do not get good results with the printer driver supplied with your printer, you may find that one of the standard drivers supplied by Windows™ would work better - for example most 24-pin dot matrix printers can be driven using the standard Epson 24-pin (LQ-compatible) driver.
