GETTING STARTED

CANVAS 5

Special evaluation guide edition

CANVAS 5

DENEBA

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GETTING STARTED WITH CANVAS 5

Canvas 5 delivers an integrated graphics solution for artists, designers, print production professionals, illustrators, and image editors.

Canvas 5 builds on a solid foundation of drawing, image editing and text layout provided in previous Canvas versions. With its redesigned interface, Canvas 5 offers easier access to improved production capabilities, illustration effects, and special filters for image enhancement.

Canvas 5 offers powerful tools for developing complex designs with any type of scanned or computer-generated image, including vector illustrations, continuous tone photographs, linked-column text, and grayscale and color raster images. For service bureaus and printers, the color-correction controls in Canvas 5 allow professional-level output at a fraction of the cost of dedicated pre-press systems.

About this guide

This expanded electronic version of the *Getting Started* guide is designed to help you install Canvas and explore its features.

- This chapter explains how to get Canvas 5 installed and running on your computer.
- The second part of the guide provides a basic tour of Canvas features.
- The last part of the guide has two lessons that show you how to set up a publication and a presentation in Canvas 5.

Getting to know Canvas 5

To get to know Canvas 5, you should first install the program (see the next section for installation instructions). After installation, you can use the rest of this guide to get an overview of Canvas 5's new and improved features.

The full retail (new and upgrade) versions of Canvas 5 ship in packages for Mac OS (68k Macintosh and Power Macintosh) and Windows (Windows 95 and Windows NT). Both products contain identical documentation, templates, ready-to-use illustrations, clip art, fonts, and other extras:

- Printed documentation includes the *Canvas 5 User's Guide*, the *Color Printing Guide*, the *Getting Started* installation guide and tutorial, and a fold-out Quick Reference card.
- Ready-made art provided on CD-ROM includes more than 20,000 illustrations, symbols, web buttons and backgrounds, clip art, and images.
- A complete professional font library, the URW font collection, provides 2,000 professional typefaces in TrueType and PostScript formats.The collection also includes a 64-page guide showing samples of every typeface family and all styles available in each family.

Installing Canvas 5

To install and run Canvas 5, you need a system that meets the following minimum requirements.

Windows

80486 or Pentium-compatible processor	35 MB free on hard disk for installation
Microsoft Windows 95 or Windows NT	
8 MB of RAM for Windows 95	256-color video display
16 MB for Windows NT	CD-ROM drive for installation

Recommended: Pentium-compatible processor; 16 MB RAM for Windows 95, 24 MB for Windows NT; 24-bit video display.

Mac OS

PowerPC processor	20 MB free on hard disk for installation
Apple Mac OS System 7.0 or later	
12 MB of RAM; 8 MB available to Canvas	256-color video display
	CD-ROM drive for installation

Recommended: 12 MB or more of RAM available to Canvas 5; 24-bit video display.

Installing Canvas 5 on Windows systems

The Canvas 5 Setup application installs Canvas 5 on your hard disk. Before running Canvas 5 Setup, disable TSR (Terminate and Stay Resident) anti-virus software, which can interfere with Canvas 5 installation. If you use both Windows NT and Windows 95 on your computer, run the Setup program once under each operating system.

1   On the Canvas 5 CD-ROM, double-click the file Setup.exe. to launch the Setup program.

2   Click Next after reading the Canvas Welcome screen.

3   Type your name, organization, and serial number in the User Information screen and click Next. For information on demonstration and evaluation serial numbers, see the instructions printed with the Canvas 5 Evaluation CD-ROM, or view the README.TXT file on the CD.

4   In the Information Confirmation dialog box, click Yes if the information you typed is correct.

5   In the Choose Destination Location dialog box, you can click Browse to specify a location to install Canvas 5 other than the default. To set the destination directory, click Next.

6   To install Canvas 5 with default settings, click Next in each of the following dialog boxes, then click Finish when Setup is complete. This is the recommended installation setup, because it includes all the files and tools you need to do the exercises later in this guide.

Starting Canvas 5

Windows 95   To launch Canvas 5, open the Start menu, select Programs, then the Canvas 5 shortcut.

Windows NT   Double-click the Canvas 5 icon in the Canvas 5 program group.

Keeping an older User Dictionary

If you customized your spelling dictionary in a previous version of Canvas, you can still use it with Canvas 5. Make a copy of the old user.dic file, then use it to replace the new one in the Canvas 5 User folder.

Installing Canvas 5 on Mac OS

Before running the Canvas 5 Installer, disable anti-virus extensions, which can interfere with installation. It's also a good idea to disable unnecessary extensions, although you need to keep CD-ROM extensions active.

1   To start the Installer program, double-click the file Canvas™ 5 Installer. Then, click Continue in the start-up screen.

2   In the Install Location area, use the pop-up menu to choose a hard disk and folder to install Canvas.

3   In the upper-left, a pop-up menu lets you choose Easy Install or Custom Install. For evaluation purposes, you should choose Easy Install. This option lets the Installer identify your computer as a 68K Macintosh or Power Mac and copies all appropriate files to the hard disk. Easy Install includes all the files required to complete the exercises in this guide.

4   Click Install. The Installer alerts you that you will need to restart your machine after installation is complete. Click Continue. When the Installer finishes, click Restart.

Starting Canvas 5

You need to personalize Canvas 5 the first time you start it.

1   In the Canvas 5 folder, double-click the Canvas 5 application.

2   In the personalization screen, type your name, organization (optional), and serial number in the text boxes, and then click OK. For information on demonstration and evaluation serial numbers, see the instructions printed with the Canvas 5 Evaluation CD, or view the Read Me file on the CD.

Running without QuickTime or QuickDraw 3D

Canvas alerts you at startup if QuickTime or QuickDraw 3D extensions aren't installed. Click OK to temporarily disable the Quick-Time or QuickDraw 3D tools. To avoid the alert at start-up, check "Don't Show Me Again" before clicking OK.

These extensions are not necessary to run Canvas. However, without QuickTime, you won't be able to see previews before opening a file in Canvas, and you can't place 3DMF files without QuickDraw 3D.

Selecting the user dictionary

The first time you choose a spell-checking command, Canvas 5 asks you to locate the User Dictionary. In the directory dialog box, locate the Dictionaries folder in the Canvas 5 folder. Select the file User Dictionary and click OK.

User Dictionary

If you customized your spelling dictionary in a previous version of Canvas, you can still use it with Canvas 5. Replace the new User Dictionary in the Canvas 5 Dictionaries folder with your older version.

Reinstalling Canvas 5

You can reinstall Canvas 5 if the application file or external tools are damaged or deleted.

◆ **For Windows:** Repeat the installation instructions on page 8. The setup application will ask you if you want to overwrite the existing settings file and user dictionary. Use the checkboxes to specify if you want to keep these files or replace them. Note that the settings file stores information about custom styles, inks, strokes, and display settings; you will lose these settings if you overwrite this file.

◆ **For Mac OS:** Repeat the instructions on page 9. The Installer will ask you if you want to replace the existing Canvas 5 Settings file and User Dictionary. Use the Skip and Replace buttons in the dialog box to specify if you want to keep these files or replace them. The settings file stores information about custom styles, inks, strokes, and display settings; you will lose these settings if you overwrite this file.

Folders and files installed with Canvas 5

Installation creates a Canvas 5 folder containing the following items:

Item	Function
Canvas™ 5 (Mac OS) Canvas5.exe (Windows)	The Canvas 5 application program
Canvas Tools folder	Contains Canvas 5 external tools and plug-ins
On-line Help folder	Contains the Canvas 5 on-line Help file. For Mac OS, includes the QuickHelp™ application
Color Inks folder	Contains color sets for the Inks palette
Dictionaries folder	Contains the User Dictionary (Mac only) and Canvas 5 Spell Checking Dictionary
Extras folder	Contains miscellaneous items such as arrows, dashes, and other preset strokes
Templates folder	Contains a sampling of document templates
Tour folder	Contains files used for the Hands-On Tour section of the Getting Started guide

Item	Function
Tutorial folder	Contains files and fonts for the tutorial lessons in Exploring Canvas section of the Getting Started guide
Uninstall (Windows only)	Contains files needed to delete Canvas using the Add/Remove Programs control panel in Windows 95
User folder (Windows only)	Contains the User Dictionary file, canvas5.set and cv5tool.set files

Other files for Mac OS

Canvas installs several files for opening and saving various file formats. The files AccuSoft and XTND Power Enabler might already be in the Extensions folder from other programs. On Power Macs, Canvas installs a folder named "I/O Filters PPC" in the Extensions folder. On non-Power Macs, this folder is named "I/O Filters 68K." If you install the universal version of Canvas 5, both folders appear.

Canvas also installs files for using Kodak Photo CD images. The necessary files are installed in folders named "CMSCP," "KPCMS," and "KPFMS" inside the System Folder. Canvas also installs Kodak Precision files in the Extensions folder inside the System Folder.

The Installer places a file named Canvas 5 Settings in the Preferences folder. After you run Canvas, the program creates the file Canvas 5 Tools Settings in the Preferences folder.

The Installer also creates a folder named "Claris," unless a previous application has already created it. In that case, the Installer copies only new translator files to the Claris folder.

Other files for Windows

The Setup program places files in the following locations:

Start menu (Windows 95)   Setup creates a Canvas program group with shortcuts to the Canvas 5 application and on-line Help.

System (Windows 95) or System32 (Windows NT) folders   Setup creates the files Wing32.dll and Msvcrt20.dll.

Getting help

You can get help on Canvas 5 from a variety of documentation. Included on the Canvas 5 Evaluation CD are complete electronic ver-

sions of the Canvas 5 *User's Guide* and *Color Printing Guide.* You can also use the Canvas 5 on-line Help system.

Note: The retail Canvas package includes printed documentation consisting of the Canvas 5 *User's Guide*, a full-color *Color Printing Guide*, the *Getting Started Guide*, a fold-out Quick Reference card, the *Font Library Guide*, and a License Agreement/Registration Card with technical support information and contact numbers.

◆ **To view on-line Help in Canvas (Mac OS):** Press the Help key on an extended keyboard, or choose Contents, Shortcuts, or Find Help On in the Help menu (also known as the Balloon Help menu) under the 🅿 icon. You can view a list of topics and search for topics in the Help window. Press the Help key with a dialog box open to display the Help topic for the dialog box.

◆ **To view Help in Canvas (Windows):** Press the F1 key to display Help, or choose Contents, Shortcuts, or Find Help On in the Help menu. You can view a list of topics and search for topics in the Help window. Press F1 with a dialog box open to display the Help topic for the dialog box.

◆ **To view the Canvas release notes:** Choose Contents in the Help menu to open the Contents page of the Canvas Help system. Then click "Release Notes" to view the latest information on Canvas.

Getting help with evaluation versions

If you are using a demonstration or evaluation version of Canvas 5, free technical support by telephone is not available. However, you can take advantage of several on-line resources to learn more about Canvas 5 and find answers to technical questions.

Visit Deneba's web site at http://www.deneba.com for answers to frequently asked questions, tips and how-to explanations, and product information.

You can also send your customer support questions via email to evalsupport@deneba.com. For information on product pricing and availability, you can send email to sales@deneba.com.

CANVAS 5 HANDS-ON TOUR

This chapter introduces just a few of the hundreds of new features in Canvas 5. In the following pages, we'll lead you through some brief exercises that highlight the improvements in Canvas 5. We hope you enjoy the tour.

Viewing a slide show of Canvas features

Canvas 5 presentation documents can be played back as slide shows, automatically optimized for the resolution of your monitor. Many transition effects, including fades, dissolves, and wipes, are available —so you can easily create professional-quality presentations.

You'll see these effects in action as you view a slide show presentation on the Canvas 5 interface. The presentation reviews the names and locations of Canvas tools, commands, and interface elements.

✔ Slide shows
Canvas lets you display presentation documents as onscreen slide shows, complete with transitions and pointers. You can easily create dynamic and interesting presentations within Canvas. The "Welcome" document is an example of a Canvas presentation.

To start the slide show

1   Double-click the Canvas document named Welcome.CV5, which is located in the Tutorial folder, inside the Canvas 5 folder on your hard disk. This starts Canvas and loads the Welcome document.

2   In the Layout menu, choose Slide Show. The Slide Show palette opens.

3   The first time you watch the slide show, make sure that all options in the Slide Show palette are off by clearing any check marks in the option boxes.

4   To start the slide show, click Play. Canvas shows the first slide. When you finish viewing a slide, click anywhere to continue.

After the last slide, Canvas stops the slide show and returns you to the slide layout view. You can stop the slide show before it ends by pressing Esc (Mac) or right-button clicking (Windows).

Viewing an illustration

In this part of your Canvas tour, you'll open an illustration document so you can explore the Canvas interface and palettes.

1 Close the Welcome.CV5 document.

2 Choose Open in the File menu.

3 In the directory dialog box, locate and select the file Example1.CV5, located in the Tour folder on the Canvas 5 Evaluation CD-ROM.

4 Click Open to open the illustration document.

You're now ready to begin exploring Canvas 5.

Easy access to hints and help

Canvas 5 gives you context-sensitive feedback through a "hint line" at the bottom of the Canvas window. As you use menu commands and tools, the hint line displays instructions and useful reminders.

You can also get detailed assistance from the Canvas on-line Help system. To see an overview of the Help system, choose Contents in the Help menu (on Mac OS, press the question mark in the menu bar).

The Canvas Help system is identical on Mac OS and Windows systems. You can learn how to use every command, tool, and palette by browsing through the Help topics.

Canvas 5 tools and palettes
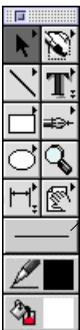
Canvas 5 provides instant access to the most common options, while allowing power users to easily access advanced controls. The program's floating palettes use a file cabinet metaphor to summarize related controls at the palette's top level. You'll see this organization in the Strokes palette first, and then in the Inks palette.

Strokes palette icon

To open the Strokes palette

1 Press the Strokes palette icon in the toolbox. The Strokes palette pops out from the toolbox.

At this point, you can quickly browse and select preset Strokes. The five tabs conveniently group related types of strokes.

2 Drag to each tab and to the scroll bar arrows to view the lists of preset strokes. Notice that the tabs switch as you move between them.

3 Drag the palette away from the toolbox. When the palette is "torn off" from the toolbox, the Strokes palette, like all Canvas 5 palettes, becomes a floating window that you can place anywhere you want.

Using configuration managers

The ability to customize tools and command operations has always been one of the most powerful features of Canvas.

In Canvas 5, when you want to customize an ink or stroke, there's a simple way to selectively disclose advanced options: click the triangle button at the bottom-left corner of the Strokes or Inks palette. This opens the configuration manager for the front tab. The configuration managers replace many separate dialog boxes in Canvas 3.5, while adding more features and controls.

To open the Strokes configuration manager

1 Click the triangle button at the bottom-left corner of the Strokes palette to open the configuration manager for the front tab.

2 Browse the numerous options available for each tab. Notice the consistent look and feel of all the tabs.
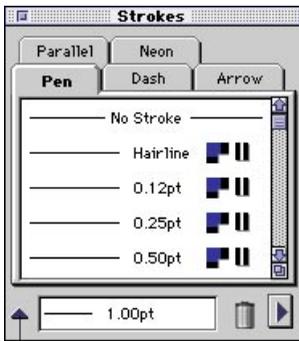
Configuration manager button

Using the Strokes palette
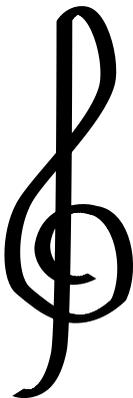
A calligraphic pen stroke. Note the variations in height and width of the stroke.

While you're probably familiar with standard stroke attributes (pen size, line joins, and end caps), Canvas 5 also provides calligraphic pens, along with neon and parallel-line strokes. These sophisticated stroke options can be applied to any objects made with Canvas 5's vector-based drawing tools.

Calligraphic pens

The Pen configuration manager lets you design uniform and calligraphic strokes. You can specify the horizontal and vertical width as well as a "nib angle" for calligraphic strokes.

To create calligraphic pen strokes

1 With the Strokes palette open, click the Pen tab to bring it to the front. Open the configuration manager (if necessary).
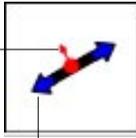
2   Click the treble clef at the upper-left of the Example1 document to select it. The Pen manager in the Strokes palette shows the current settings for the object's stroke.

3   Adjust the calligraphic pen's nib settings by dragging the angle and shape handles in the edit box. Notice that the numeric settings and the sample box at the bottom of the tab reflect the changes that you make.

4   To apply the new settings to the selected object, click Apply.

To add your stroke to the preset strokes, drag from the sample box (at the bottom of the palette) to the presets list at the top of the tab.
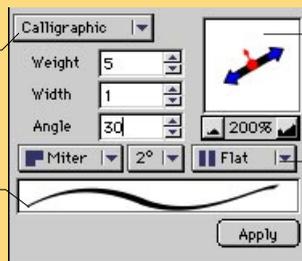
Line joins and end caps

The Pen and Neon managers let you choose the type of line joins and end caps to use for your strokes. You can specify bevel, miter, and round line joins, with flat, round, and square end caps.

To change line joins and end caps

1   Click the black border of the Canvas logo object at the top right of the document to select it. The current settings for the object's pen stroke appear in the manager at the bottom of the Pen tab.

2   To change the sharp corners to rounded corners, choose Round in the first pop-up menu. Notice the other options for line joins and end caps.

3   To apply the settings to the selected object, click Apply.

To clearly see changes to line joins and end caps, you can select the Magnifying Glass tool from the toolbox, and click the illustration where you want to zoom in for a closer look. Press Shift and click to zoom out again.

Custom arrowheads

Canvas has always made it easy to create custom arrowhead styles. Canvas 5 goes even further by letting you use any vector, text, or paint object as a custom arrowhead. Custom arrow options are available in the Arrow manager of the Strokes palette.

To create a custom arrowhead

1   Click the Arrow tab in the Strokes palette to bring it to the front. The top of the tab has preset arrows; the three buttons at the top let you choose between starting, ending, or double-sided arrows. Click the double-sided arrow button for this example.

2   The middle section of the Example1 document contains several pairs of small shapes that you can use to create custom arrows. Drag one of the shapes from the document into the edit box of the Arrow manager.

- The shape appears in the edit box with control points for positioning it on line segments. Use the Center and Flip buttons to position the shape where you want it.
- Click the zoom buttons under the edit window to get a better view of how your shape aligns with the line segment.

You can tell Canvas to place arrows on each segment of an object, as with this custom "cold front" stroke.

3   Click a sample box at the bottom of the tab to select the side of the arrow to work with. For example, if you drag a shape into the edit box and it appears as the starting arrow, click the ending arrow sample box to switch sides. You can also edit both sides simultaneously by selecting the Mirror check box.

4   Use the other options in the Arrow manager to fine tune the arrow. When you are satisfied with the appearance of the arrow, you can add it to the preset arrows by dragging it from the sample box up to the presets list at the top of the tab.
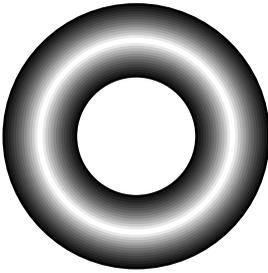
Neon strokes transform any vector object with a glowing-tube effect

Glowing neon strokes

Canvas 5 neon strokes let you create a visually striking effect for vector objects by simulating glowing neon tubes. Using the Neon manager in the Strokes palette, you can specify the width, colors, line joins, and end caps for custom neon strokes.

To customize neon strokes

1 Click the Neon tab in the Strokes palette to bring it to the front.

2 The bottom part of the Example1 document shows two objects that have neon strokes applied. Click the object on the left; its neon settings appear in the manager at the bottom of the Neon tab.

3 Experiment with the options on the Neon tab and click Apply to give the selected object a neon stroke. Select the second object to see its stroke settings; if you like, customize its neon stroke also.

Parallel strokes

Technical illustrators have come to rely on the extensive parallel line capabilities in Canvas. In Canvas 5, these features are more powerful than ever. Parallel lines are now stroke attributes, which means they can be applied to any object. Canvas 5 lets you determine the number of lines, color, dash pattern, and pen size for a parallel line stroke.

Experimenting with parallel line strokes

1 Click the Parallel tab in the Strokes palette to bring it to the front.

2 The star at the bottom right of the Example1 document has a custom parallel line stroke applied to it. Click the star to select it; its parallel line settings appear in the manager on the Parallel tab.

3 Experiment with the options in the Parallel manager to change the characteristics of the parallel line stroke.

4 To apply the new settings to the selected object, click Apply.

Using the Inks palette

Canvas 5 introduces the Inks palette, a central control panel for creating and applying colors, gradients, textures, hatch patterns, and symbol (vector) patterns.

Inks can be applied to the stroke (outline) and the fill (interior) of all vector objects and text characters. Like the Strokes palette, the Inks

palette is designed to selectively disclose its options. It can also be separated from the toolbox and placed anywhere on screen.

Using the Inks palette

1 Press the Pen Ink or Fill Ink icon at the bottom of the toolbox to open the Inks palette, and then drag the palette away from the toolbox.

2 Click the triangle button at the bottom-left corner of the palette to open the configuration manager for the front tab.

3 Browse the options available on each tab.

The Inks palette opens when you press either ink icon in the toolbox

To apply a preset ink to a selected object, click an ink tile

Open the inks managers when you want to create custom inks

You can use CMYK, RGB, HSL, Pantone, Trumatch, and Toyo color systems to create custom colors in the Color manager
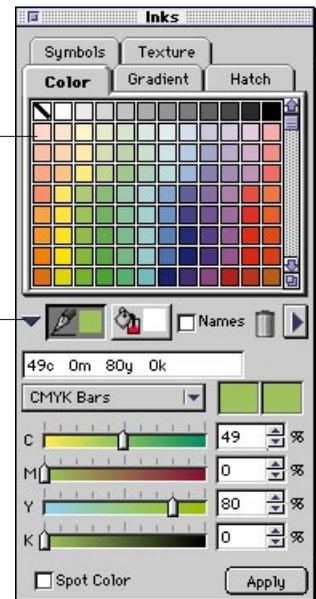
Multicolored gradient inks

The configuration manager on the Gradient tab gives you interactive controls for mixing multicolored gradient inks. *Note:* The appearance of gradients inks is best on 16-bit and 24-bit color displays.

To customize gradient inks

1 Click the Gradient tab in the Inks palette to bring it to the front. Its configuration manager should be open from the previous procedures.

2   Double-click in the mixing bar to add an intermediate color pointer. You can drag a pointer to adjust the color spacing, or you can delete a color by dragging its pointer to the end of the bar.

3   To change a color in the gradient mixing bar, click the color pointer and then choose a new color from the pop-up palette.

4   Choose a style in the Style pop-up menu; select the Rainbow check box to generate rainbow colors in the gradient.

5   Use the controls in the edit box to set the gradient shape, angle, and center.

6   When you are satisfied with the gradient appearance, drag the gradient from the sample box up to the presets area at the top of the tab. Canvas adds the gradient to the palette.

The gradient manager lets you mix multiple colors and control the gradient style and direction

Gradient mixing bar

Color palette pop-up

Color pointers

Sample box
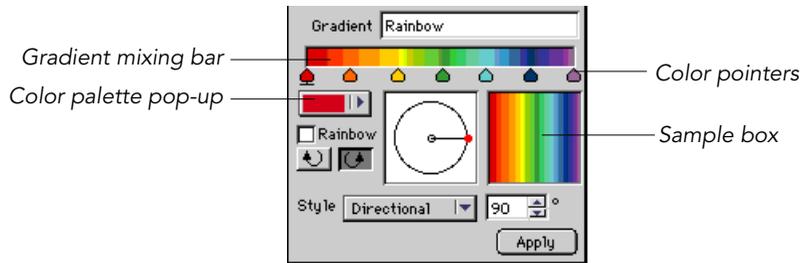
Arranging your desktop

By now, you've seen how floating palettes in Canvas 5 make it easy to experiment with strokes and inks. Canvas also provides convenient controls for organizing palette windows.

◆   **To arrange the palette windows:** Choose Palettes➤Clean Up Palettes in the Window menu. Canvas places the title bars of the open palettes at the top right of the desktop.

VECTOR OBJECTS AND EFFECTS

Over the years, Canvas has earned a reputation for having easy-to-use drawing tools and vector effects. By maintaining that simplicity while adding several new effects, Canvas 5 continues to provide illustrators with powerful and friendly graphics software.

In this section, you'll use some of the tools and effects to get an idea of the creative possibilities available with Canvas 5.

Freeform object manipulation
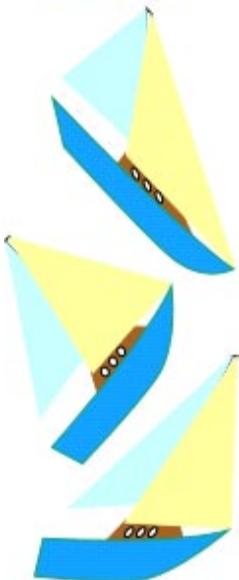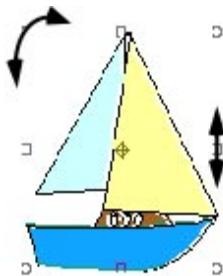
Canvas 5 gives illustrators an intuitive, interactive method for manipulating vector objects. The new freeform mode lets you skew, distort, and rotate objects by dragging handles. Also, once you rotate an object, you can scale it in its rotated plane to preserve its shape.

To manipulate an object in freeform mode

If you don't have any documents open, create a new blank document by choosing New in the File menu, then clicking OK in the New dialog box.

1   Select the Rectangle tool in the toolbox, then drag to draw an object.

2   Choose Freeform in the Effects menu. The selection handles of the object change to show that the object is in freeform edit mode.

3   Drag the various handles to skew and distort the object. Round handles rotate the object; square handles skew the object. The crosshair in the center is the point around which the object rotates.

4   Press Enter (Mac) or Esc (Windows) to quit freeform mode.

5   Click to select the object, then drag a selection handle. Notice that the object stretches on its rotated, skewed plane.

For comparison, you can re-orient the bounding box of the object: choose Path➤Convert to Paths in the Object menu. The bounding box "squares" itself. Dragging the handles now distorts the shape.

Dynamic blends

While many programs let you blend shapes and colors, editing the blend is often tedious; in most cases, you'd be better off starting over. However, in Canvas 5, you can create "dynamic blends" that automatically re-blend any time you change one of the objects.

To create a dynamic object blend

Use the file, Example2.cv5, to see how dynamic blends work.

1   Choose Open in the File menu. Locate Example2.cv5 in the Tour folder on the CD-ROM, and then click Open.

2   With the Selection tool (solid arrow), Shift-click each object in the Dynamic Blend area.

3   Choose Blend in the Effects menu; you can drag the Blend palette out of the way, if necessary.

4   In the Blend palette, enter a value for the number of objects to generate for the blend. Turn on the Dynamic option, and click Apply. Canvas blends the objects.

5   Select the Direct Selection tool (hollow arrow) in the toolbox; it's in the toolbar with the Selection tool.

6   Click to select one of the objects in the blend.

7   Using the Inks palette, change the fill ink of the selected object to a different solid color; Canvas re-blends the colors. Now, move the object, and watch as Canvas again re-blends to the object.

Direct Selection tool
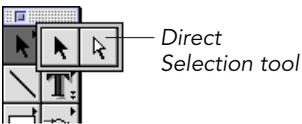
When you change the color or position of an object in a dynamic blend, Canvas reblends all the objects.
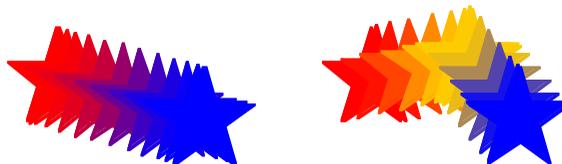
Versatile Multigon tool

Canvas 5's new Multigon tool combines the Canvas 3.5 Star and Multigon tools and adds some neat new features, such as Pinwheel twirl settings, which let you make great shapes by simply dragging.
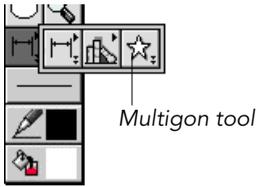
Multigon tool

To create starburst objects

1   Double-click the Multigon tool in the toolbox to open the Multigon manager.

2   Choose Star Outline in the Style pop-up menu.

3   Type "9" in the Points text box, and click OK.

4   Drag to draw an object.

5   Double-click the star you just created to put it in edit mode. An outer handle and an inner handle appear on one point of the star. Drag these handles to adjust the size and angle of the star's points.

Drag these handles to adjust the star's points
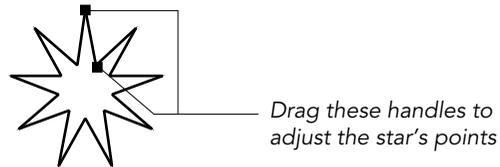
6   Press Enter (Mac) or Esc (Windows) to exit edit mode.

Symbol ink effects

Canvas 5 allows users to create custom, vector-based pattern fills called symbol inks. Anything from a simple shape to a complex group of objects can become a symbol ink.

To create a symbol ink

1   Press the pen or fill ink icon in the toolbox to open the Inks palette; drag the palette away from the toolbox to make it floating.

2   Click the Symbols tab in the Inks palette to bring it to the front, and open its configuration manager, if necessary.

3   Drag the star shape you created in the previous step into the Symbol Ink manager preview box. If the shape is too large or small to be completely visible in the preview box, adjust the magnification of the edit box using the zoom buttons in the manager.

4   Experiment with the various options in the manager until you like the pattern you see in the preview box.

Inks palette with Symbols manager open

Preset Symbol inks

Fill ink button

Adjust these settings to fine-tune a symbol ink

To create a new ink, drag vector or text objects to the preview box. Objects you drag to the box replace the current contents.
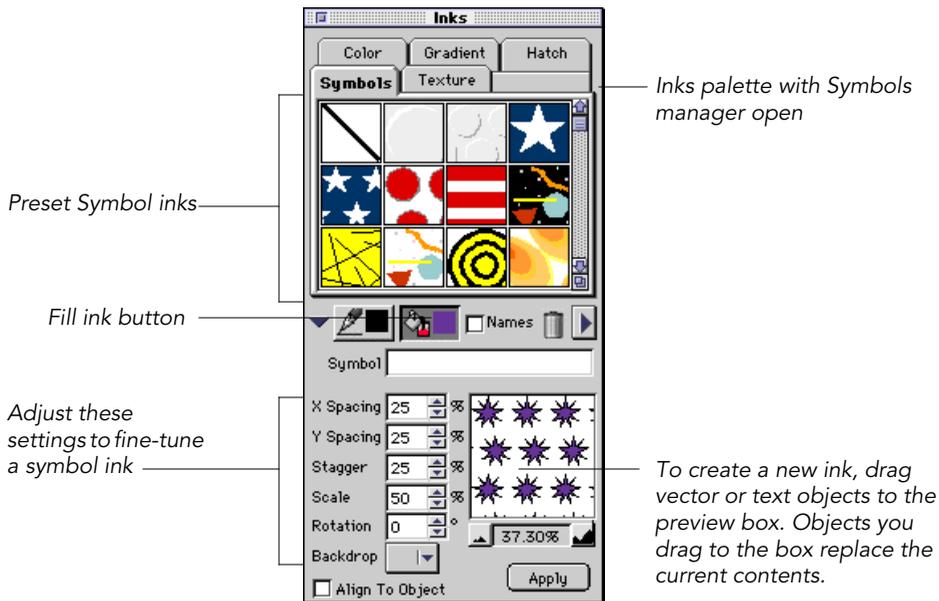
To fill objects with symbol inks

After you create symbol inks, it's easy to apply them to objects. To apply a preset ink shown at the top of the Symbols tab, select an object and then click a preset ink tile. Or, simply drag an ink tile and drop it on an object.

1 Select the Oval tool in the toolbox and drag to draw an object.

2 Press the fill ink button in the Inks palette, if necessary.

3 Click the Apply button in the Inks palette to apply the symbol ink shown in the manager to the selected object.

Envelope effects

Envelope effects let you warp and distort text and vector objects. You can make letters appear to wrap around an object, or make a flag appear to be blowing in the wind. You can then save these envelopes as templates, so you can apply them to other objects.

To apply an envelope effect

For this example, use the file, Example2.cv5, that you opened earlier.

1 In the "Envelope effects" area, select the text object.
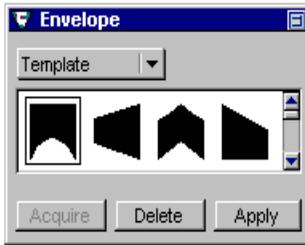
2   Choose Envelope in the Effects menu to open the palette.

3   Choose Template in the pop-up menu. A scrolling list of preset envelopes appears.

4   To apply one of the envelope templates to the text, select the template and click Apply. Notice how Canvas stretches and distorts the characters.

Try applying envelope templates to the flag shape in the "Envelope effects" area. With the right envelope, the flag appears to be caught in a gust of wind!

Transparency effects

Using the Combine command, you can create the impression of transparency in vector illustrations. Canvas 5 finds the overlapping areas of selected objects and calculates a new color for the common areas.

To make objects appear transparent

For this example, continue using the file, Example2.cv5.

1   In the Transparency effects area, use the Selection (solid arrow) tool to drag a selection rectangle around the drawing of the bottle and wine glass.
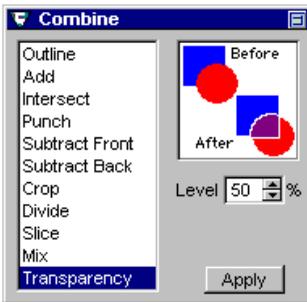
The Combine palette offers several methods for combining objects.

2   Choose Combine in the Effects menu to open the Combine palette. The palette contains several options for combining vector objects into new shapes. The preview box reminds you of what effect each option has on the objects.

3   Choose Transparency in the list of options. The Level text box becomes active; type 50 in the text box to specify that you want the object in front (the wine glass) to appear 50% transparent.

4   Click Apply to implement the transparency effect. Notice how the area where the bottle and glass overlap becomes a new object, with a color derived from the original objects' colors.

Object styles

In Canvas 5, you can create named object styles so you can later apply the same attributes to objects, consistently and easily. Pen and fill inks, stroke style, pen width, dashes, and arrow attributes can all be included in the style. When the object style changes, Canvas

updates all objects that use the style. Object styles make it easy to globally update documents.

To create an object style

Use the file, Example2.cv5, for this exercise.

1   Select the pentagon shape in the Object Style area. This object has a gradient fill and a neon stroke.

2   Choose Object Specs in the Object menu. The Object Specs palette opens. If necessary, move the palette so you can see the illustration.

3   Click the Styles tab to bring it to the front, and then click Create to open the Create Object Style dialog box.

4   In the dialog box, type a name for the style.

5   Turn on the Fill Ink, Pen Ink, Stroke, Dash, and Arrow options.

6   Click OK to save an object style based on the attributes of the selected object. The new style is listed in the Object Style pop-up menu.

To apply the new style to another object

1   In the Object styles area of Example2.cv5, there are two other shapes, with plain white fills and black outlines. Select one of these objects.

2   On the Styles tab in the Object Specs palette, select the new style you just created in the Object Style pop-up menu.

3   To apply the selected object style, click Apply. Repeat these steps to apply the style to the remaining object.

To globally update styles

Now you can edit the style you created and simultaneously update both objects using the style.

1   On the Styles tab in the Object Specs palette, click Edit to open the Edit Object Style dialog box.

2   Change the fill ink using the pop-up palette next to the Fill Ink option.

3   Click OK, and watch as the two objects to which you applied the style update their fill inks to reflect the style change.

TYPE-HANDLING FEATURES

Canvas 5 includes a complete array of professional type capabilities. The Type palette lets you control all typesetting options in a single, powerful floating palette. You can save character and paragraph styles to make formatting and global editing a breeze. Canvas 5also lets you use the full range of typographic settings even after you apply most effects to type.

◆ **To view the Type palette:** With a Canvas document open, choose Type in the Text menu, or double-click the Text tool to open the Type palette. Click the tabs to see the character and paragraph attributes you can set.

Click a tab to bring it to the front. The paragraph symbol on some tabs indicates that these are paragraph-level options.

Configure the settings and click Apply to implement them
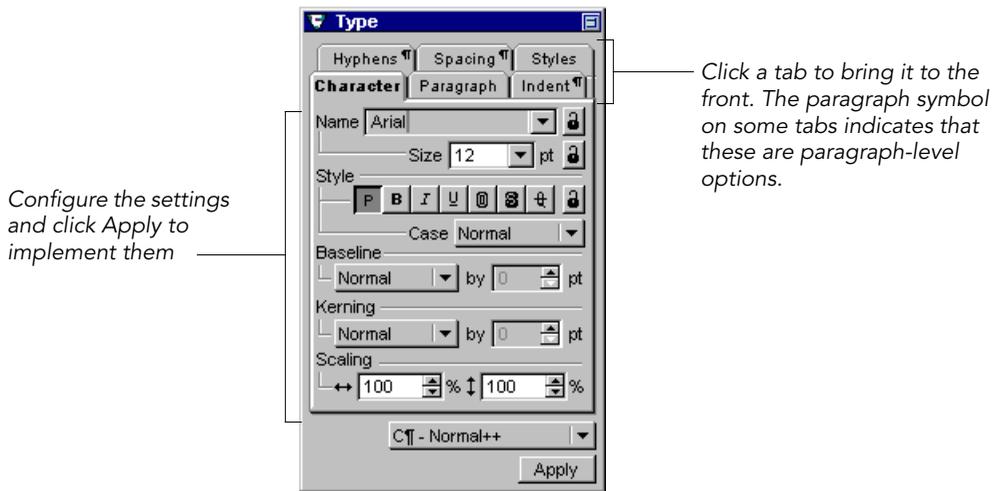
Binding text to a path

You can type text directly on a shape using the Path Text tool, or you can bind existing text to an object using the Bind Text command. You can then move, offset, and flip the text around the shape with Canvas' unique bind position handles.

Oval tool

Path Text tool
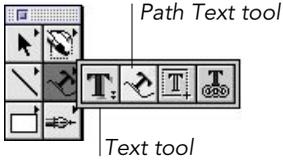
Text tool

To type text on a path

Use a blank new document for the following procedures.

1   Select the Oval tool in the toolbox and drag to draw an object.

2   Select the Path Text tool in the Text tools toolbar.

3   Move the pointer over the oval's path; the pointer becomes an I-beam when positioned properly. With the I-beam, click to place an insertion point on the path.
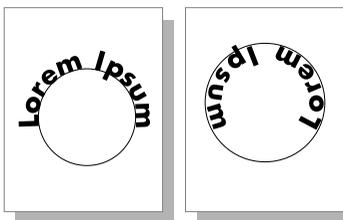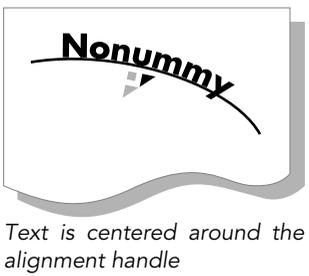
4   Type some text along the path. You might want to increase the type size if the text is too small to read. Simply drag the I-beam over the text to select it, then choose Size➤24 (or whatever size is large enough) in the Text menu.

5   Press Enter (Mac) or Esc (Windows) when finished.

To bind existing text to a path

1   Select the Text tool in the toolbox, click to create a text object, and type "Sample Path Text." Again, you might want to increase the type size of the text to make it readable.

2   With the Selection tool, select the text object you just created and Shift-click the oval you created in the previous procedure. You should now have the text and the oval selected.
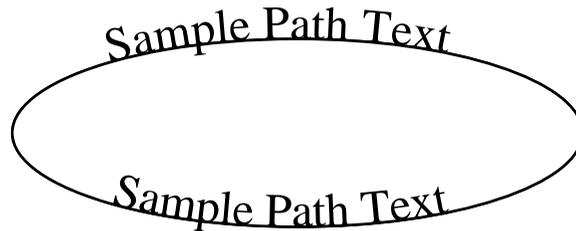
3   Choose Bind Text in the Effects menu.

4   Move the pointer over the edge of the oval. When positioned properly the pointer becomes a crosshair. With the crosshair pointer, click to place the selected text on the oval's path.

◆   **To re-position bound text:** With the Selection tool, click one of the bound text objects. At the beginning of the text block, the bind position handles appear (see the table below). Use them to move the text.

Bind position handle (in black)	Description	Example
Reverse Flow handle	Click to switch the vertical orientation of type relative to the object path and reverse the flow direction.	*Lorem Ipsum*
Alignment handle	Drag to specify the point where you want type to align. For example, center-justified text will center around the location of this handle.	*Nonummy* *Text is centered around the alignment handle*
Baseline Shift handle	Drag to change the elevation of the baseline relative to the vector object. Baseline Shift lets you insert space between bound type and the object.	*Adipscing*
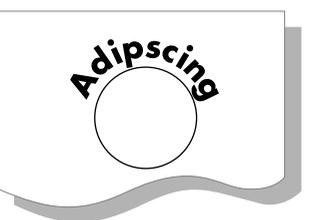
Type styles

Canvas 5's powerful type styles give you a fast, consistent means of formatting text. Styles store the settings you configure in each of the tabs in the Type palette. You can then apply complex styles to individual characters, paragraphs, or text objects simply by choosing the style name. In addition, you can create "families" of styles so that changes in one style globally update other styles.

Canvas 5 offers the flexibility of independent Character and Paragraph styles. Character styles include all the font attributes on the Character tab, and apply to selected characters. Paragraph styles can include any of the Type palette settings, and apply to whole paragraphs. By combining these styles, you can use run-in headings, special emphasis styles, and other advanced formatting.

To create a type style

Use this procedure to save the current settings in the Type palette.

1   Click the Styles tab in the Type palette to bring it to the front, and then click Create. The Create Type Style dialog box appears.

2   Click the Character or Paragraph button to specify which kind of style you want to create.

3   To create a style family, choose a style name in the Based On pop-up menu. The style you create will inherit attributes from the style you choose in this menu.

4   In the Include area, check the attributes you want to save as part of the style. These options change depending on whether you are creating a Character or Paragraph style.

5   In the Style Name text box, type a name for the new style.

6   Click Save. Canvas 5 adds the style to the pop-up menu at the bottom of the Type palette.

Click one of these buttons to specify what kind of style you want to create

Select the attributes you want to save as part of the style

Create Type Style

C Character   ¶ Paragraph

Based on C¶ - Normal ▾

Include
☐ Tabs   ☒ Font attributes
☒ Ink   ☐ Fill   ☐ Stroke

Style name Normal

Cancel   Save

Choose a style name in this pop-up menu to base the style you are creating on an existing style

Type a name for the style

Updating type styles

Once you create a type style, you can edit it by simply creating another type style with the same name; Canvas updates the style family and all text using the style family.

With all this flexibility and power, Canvas 5 gives you the professional type setting of a dedicated word processor.

PAINTING AND IMAGE EDITING

Canvas lets you create new images, place existing images, convert text and vector objects into images, and acquire images with a scanner. Only Canvas 5 combines professional image-enhancement capabilities with powerful object drawing and typographic tools.

Image menu

Canvas 5 puts a digital imaging studio at your fingertips with its new Image menu. With these commands, you can apply filters and a host of other effects to artistically transform your images. You can correct selections by performing subtle modifications and merge image channels to create photo montages and other graphic designs. The commands in this menu also include any third-party Photoshop-compatible plug-in filters that you've installed.

A double arrow symbol in a paint tool icon means you can double-click the tool icon to open a dialog box of options.

Image editing tools

Canvas provides a full palette of image editing tools that emulate real world artistic media like markers, airbrushes, paintbrushes, and even neon lights, plus tools to select, retouch, and clone images. In addition to editing images, you can create images from scratch with these tools.

Creating images

To create an image from scratch, you make a "blank" image area that you can paint in. You can do this with the Paint Object Creator tool and the Area►Create command in the Image menu.

To paint in a "blank" image

This procedure applies to nearly all the Canvas painting tools.

1   First, create a new document by choosing New in the File menu. Select a Canvas document type, choose Blank in the Use Template pop-up menu, and click OK.

Paint Object Creator tool

2   Press the icon in the upper-right corner of the toolbox; the Paint Tools palette pops out. Drag the Paint Tools palette away from the toolbox.

Black & White
Grayscale
✓ RGB Color
CMYK Color
Lab Color

✓ 72 PPI
300 PPI
1200 PPI
Custom...
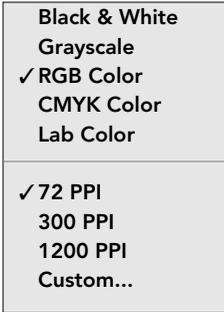
Mode and resolution settings in the pop-up menu of the Paint Object Creator tool

31 — *Brush shape*
— *Foreground color*
— *Background color*

At this point you can browse the configuration options available for most painting tools. A double arrow symbol in a paint tool icon means you can double-click that icon to open a dialog box of configuration options.

3   Select the Paint Object Creator tool in the Paint Tools palette. When using the Paint Object Creator tool, you can specify an image mode and resolution by pressing the tool to open the pop-up menu (shown at left).

4   Drag diagonally to create a rectangular paint object. When you release the mouse button, a "blank" image area appears. New image areas appear blank, but they actually contain white pixels.

5   Select a painting tool in the Paint Tools palette.

6   Next, select a foreground or background color from the palette icons in the toolbox. Some tools use the foreground color, some paint with the background color, and some (like the Neon tool) paint with both.

7   Click or drag the tool in the blank image to apply the paint color. Canvas paints with the default brush shape, which appears in the palette above the brush color icons.
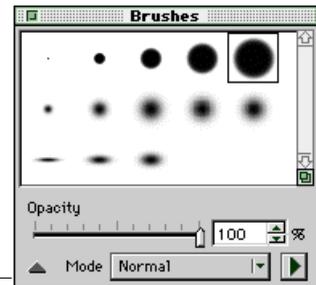
Brush shapes

When you select any painting tool, Canvas 5 shows the current brush shape (in place of the Strokes icon), and changes the Inks palette icons to show the current foreground and background paint colors.
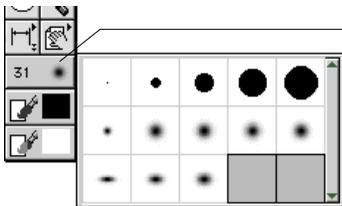
The Brushes palette icon shows the current brush. Press the icon and drag into the palette to select a brush shape.

You can drag the palette away from the toolbox to make it a floating palette

Inks palette icons (left) and the palette icons when a painting tool is active (right)

The Canvas 5 Brushes palette is pre-configured with a number of useful sizes and shapes. This palette lets you create custom brushes, modify existing brushes, and delete unwanted brushes.

The Brushes palette also sets attributes for selected painting tools. For the Marker and Paintbrush tools, the Brushes palette controls the opacity and transfer mode; for the Dodge and Burn tools, it controls the exposure, shadows, midtones, and highlights; for the Neon tool, it controls the glow level.

Previewing image adjustments

A bounding rectangle indicates a selected image.

Crop marks indicate that an image is in edit mode.

When editing images, Canvas 5 saves you time by previewing image adjustments. You'll use the Hue/Saturation command in the Image menu to see how this works.
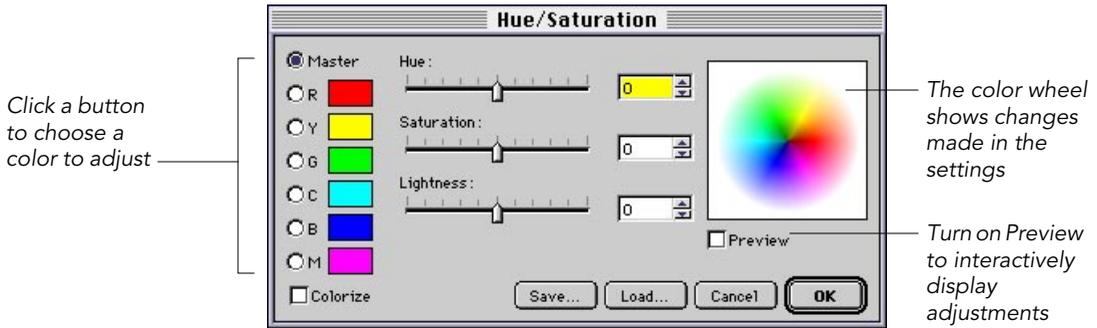
To preview an image adjustment

First, you need an image to adjust. Choose Open in the File menu. In the directory dialog box, locate the file Ocean.CV5 in the Tour folder. Double-click the file name, or select it and click Open.

The Ocean.CV5 document contains an ocean image with a text object in front of it.

1   Double-click the ocean image to put it in edit mode. At this point, you can quickly review the commands in the Image menu.

2   Choose Adjust➤Hue/Saturation in the Image menu to open the Hue/Saturation dialog box.

3   Turn on the Preview option to display adjustments interactively.

4   Drag the Hue, Saturation, and Lightness sliders to adjust the image. Notice that you can adjust the entire image, or adjust one hue at a time by clicking a hue option button on the left of the dialog box.

The Hue/Saturation dialog box lets you modify the tint and purity of specific colors. Drag the sliders or enter numbers in the text boxes to adjust hue, saturation, and lightness.

Click a button to choose a color to adjust

The color wheel shows changes made in the settings

Turn on Preview to interactively display adjustments

5 When you finish experimenting, click Cancel to close the Hue/ Saturation dialog box without affecting the image.

At this point, the ocean image remains in edit mode, and you can continue experimenting with commands in the Image menu. In most cases, the image-editing commands offer preview options, so you can see changes before applying them to the image.

Because you'll be working with the ocean image later, be sure to click Cancel when you finish experimenting with an image editing command, or save the image with a new name using the Save As command in the File menu.

6 Press Enter twice (Mac) or Esc twice (Windows) to exit edit mode and deselect the image object.

Automatic masking

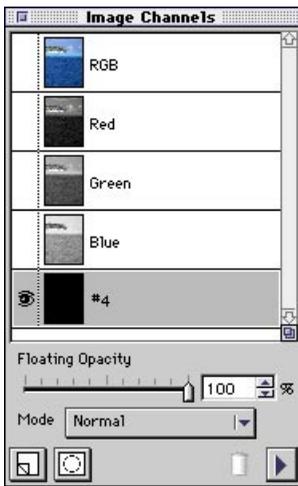*Selection mask used to delete image areas outside the letters*

When you select part of an image, Canvas protects the rest of the image with a mask so that painting tools and filters you use on the selected area don't affect the entire image. Masks can be stored in memory and recalled later. Selection tools in the Paint Tools palette provide additional additive and subtractive options for building complex masks.

Working with image selections

Now you'll work with an image selection to visually enhance a vacation brochure. You'll make the logo and text objects that overlie the ocean image *part* of the ocean image, then you'll modify the image selection interactively.

To work with an image selection

1   In the Ocean document, click the "Tahiti" text block and sun symbol to select it.

2   Choose Cut in the Edit menu. Canvas removes the object and places it on the Clipboard.

3   Double-click the ocean image to put it in edit mode.

4   Because a new channel is needed to make a selection mask, choose Show Channels in the Image menu. The Image Channels palette opens.

5   In the Image Channels palette, click the triangle button in the lower-right corner, and choose New Channel in the pop-up menu.

6   In the New Channel dialog box, Masked Area should be selected in the Color Indicates area. Notice this dialog box lets you change the name, color indication, and opacity of the new channel. (The color and opacity settings are visual aids only; these settings do not affect the channel image.) When you finish, click OK.

7   In the Image Channels palette, click channel #4, the new image channel you just created; Canvas activates the new channel.

8   Choose Paste in the Edit menu to paste the object on theClipboard into the new channel. Canvas rasterizes the object when you paste it into the channel.

9   In the Image Channels palette, click the RGB (composite) channel to activate all three RGB channels.

The new channel (#4) is active in the Image Channels palette.

Brightness/Contrast

The Brightness/Contrast dialog box lets you adjust images and selections.

Gaussian Blur

The Gaussian Blur filter lets you create a softening effect.

10 Choose Adjust➤Brightness/Contrast in the Image menu, and turn Preview on. Experiment with different brightness and contrast levels and watch how Canvas displays adjustments interactively for the selected area only. To make the text lighter than the image, try using a value of 100 in the Brightness box, and 40 in the Contrast box. Click OK to implement the settings.

11 To exit edit mode, press Enter (Mac) or Esc (Windows).

Blur effects and drop shadows

Next, you'll create a drop shadow using image effects. You can close the Ocean.CV5 file. Then, locate and open the file named Fall.CV5. We'll create a drop shadow for the cover page headline.

1 Click the "Fall Vacation Planning Superguide" headline object. Choose Area➤ Render in the Image menu. In the Render Image dialog box, turn on the Anti-Alias option and then click OK. Canvas creates a raster image copy of the headline.

2 Next, double-click the rasterized text to put it in edit mode. Choose Filter➤Blur➤Gaussian Blur in the Image menu to open the Gaussian Blur dialog box. If necessary, move the dialog box so you can clearly see the text, and turn on the Preview option. After experimenting with the options, set the blur radius to three pixels, and then click OK.

3 Choose Adjust➤Brightness/Contrast in the Image menu. In the Brightness Contrast dialog box, turn on Preview. Type 80 in the Brightness box and -40 in the Contrast box, and click OK. Canvas blurs and lightens the image to make a shadow, which you now can place behind the original headline. Press Enter (Mac) or Esc (Windows) to exit paint edit mode.

4 Select the image using the Selection (solid arrow) tool. Choose Arrange➤Send To Back in the Object menu to place the shadow headline behind the original headline.

5 To nudge the shadow into place, press the right arrow key three times, then press the down arrow key three times. Press Enter (Mac) or Esc (Windows) to deselect the object.

You've now seen a brief overview of the extensive painting and image-editing features in Canvas 5. Feel free to continue modifying the images you've been working with to further explore these exciting capabilities.

WORKING WITH DOCUMENTS

Canvas 5 has three document types to choose from: illustration, publication, and presentation. Each document type has all of Canvas' tools available, but page-layout features and screen appearance change slightly to reflect the type of work you are doing.

When it comes time to print your document, Canvas 5 has several features to help ensure that the final product looks as good as it does on screen. Canvas 5 provides all the output features you need, whether you print to a desktop printer or send your files to a commercial imagesetter.

Note: If you are using a demonstration copy of Canvas, documents will be printed with a "demonstration" watermark. For more information on demonstration and evaluation versions, refer to the Read Me file on the Canvas 5 Evaluation CD-ROM.
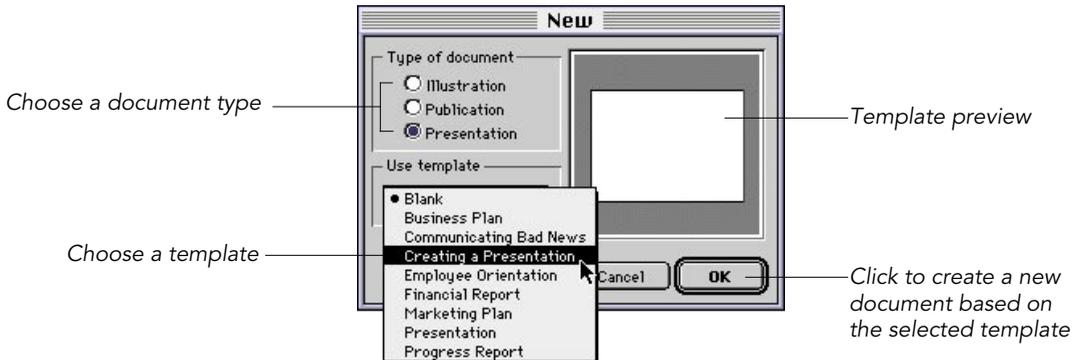
Document templates

Canvas 5 comes with several document templates to help you get started on projects. Unless you specifically chose not to install the templates, the installer loads presentation and publication templates onto your system when you install Canvas 5. Many more template documents are included on the Canvas 5 CD-ROMs. You can modify these templates to create your own templates or save them as finished documents.

Note: If you chose not to install templates with Canvas 5, you can run the Canvas 5 Installer again and perform a "Custom Install" to load just the standard templates.

To use a document template

1   Choose New in the File menu to open the New dialog box.

2   Choose Publication or Presentation in the Type of Document area. Canvas comes with templates for both types of documents.

3   Choose a Canvas 5 template in the Use Template pop-up menu. A preview of the template appears in the preview box.

Choose a document type — *Template preview*

Choose a template —

Click to create a new document based on the selected template

4 When you find a template you like, click OK. Canvas creates a new document based on the template. You can replace the place-holder objects with your own text and graphics to customize the template for your purposes.

Open up a few different publication and presentation templates by repeating the above steps. Notice how Canvas 5 slightly alters its interface to reflect the type of document. Publications have more page-layout features immediately available, while presentations are set up to help you work with slides.

Leave two templates (one presentation and one publication) open for the next few procedures in this chapter; you can close the other templates.

Document setup

In addition to the illustration and layer features provided in Canvas 3.5 and other drawing packages, Canvas 5 includes special features for presentations and publications.

- Presentations use screen sizes to define the slide dimensions. In addition, you can add layers to slides and apply dynamic transitions.
- Publications can have facing page layouts, right and left master pages, and column guides.

Using the two template documents you opened in the previous procedure, you can compare the layout features that are available for different document types.

To compare document setup options

1   Click in the publication document window to activate it, and then choose Document Setup in the Layout menu. In this dialog box are options for multi-page publications, such as standard publication sizes, margins, facing pages, and sheet layout options.

2   Click Cancel to close this dialog box.

3   Click in the presentation document, and then choose Document Setup in the Layout menu. The dialog box has changed slightly to eliminate unnecessary options, and changed document units and size options for designing on-screen presentations.

4   Click Cancel to close this dialog box.

The Document Setup dialog box has different options depending on whether you open it from a presentation or a publication document.
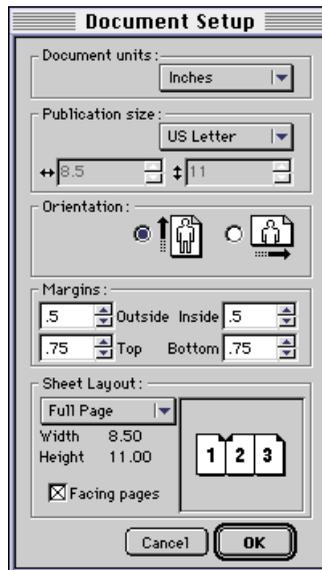
Publication document setup

Presentation document setup

To compare Info palettes

Info palettes are a convenient way to navigate a document and change options for layers, pages, or slides. As with the Document Setup dialog, the available options change depending on the type of document.

1   In the presentation document, choose Slides➤Slide Info in the Layout menu. The Slide Info palette opens.

2 Click a slide name in the Info palette to select that slide, then click the Options button. In the dialog box that appears, note that Canvas lets you add layers and transitions to slides.

3 Click Cancel to close the Slide Options dialog box.

4 Now click the title bar of the publication document. Watch the Slide Info palette automatically update to the Page Info palette when you switch document windows.

Also, notice that the first two pages are named "Left Master Page" and "Right Master Page." In publications with facing pages, you can have two separate master pages. (If you don't see these two master pages, open the Document Setup dialog box again and verify that the Facing Pages option is turned on.)

5 Click a page name to select it, then click the Options button. This dialog box has fewer options than the Slide Options dialog box. Canvas 5 "knows" what type of document you are creating, and removes irrelevant options.

6 Click Cancel to close this dialog box.
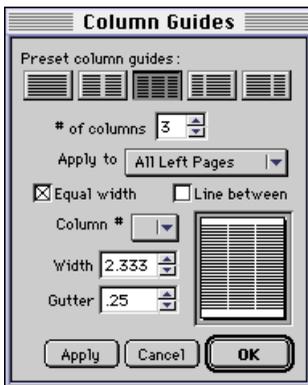
Column guides

In publication documents, Canvas 5 provides column guides, which make it easy to divide a page into evenly-space columns. Unlike in other programs, column guides in Canvas 5 are simple alignment aids, not rigid page areas that are difficult to arrange and customize.

◆ **To view column guide options:** Choose Column Guides in the Layout menu. In the dialog box that appears, note the buttons for pre-set column guide arrangements, and the options for creating custom column and gutter widths. Click Cancel to close the dialog box.

Drag-and-drop support

Canvas 5 helps you work efficiently on complex projects with its drag-and-drop support between open Canvas documents.

To move objects between documents

1 With the two documents from the previous exercises open, choose Tile Across in the Window menu. Canvas arranges the windows in columns so you can see both documents.

2 In one window, select an object. Drag the selected object from its current window to the other document window and drop it

(release the mouse button). Canvas copies the object into the other document.

Color printing display modes

Color printing can be a tricky operation, and the more warning you can get of potential color problems, the better. Canvas 5 provides new features that can prevent unwelcome surprises when printing documents.

Out-of-gamut warning

- The CMYK preview mode simulates the output of a CMYK printer by simulating the effect of actual process-color printing. On screen, this makes bright RGB colors appear somewhat darker — the same as they would when printed.
- The Gamut Warning display mode highlights colors that are outside the CMYK color space.
- In the Inks palette, a warning symbol and CMYK preview appear if you create a color that is outside the CMYK gamut.
- Internal monitor calibration helps you "normalize" the on-screen color display. Monitor calibration settings are in the Edit menu.

To display CMYK previews and Gamut Warnings

1 Choose Open in the File menu. Locate the file, RGBcolor.cv5, in the Tour folder and click Open. Objects in this document use RGB colors that are outside the CMYK color space.

2 Choose Display►CMYKPreview in the Layout menu. Notice how the colors appear muted and less vibrant. This is an approximation of the document's printed appearance.

3 Choose Display►Gamut Warning in the Layout menu. Colors that are out-of-gamut are highlighted in bright green.

4 To turn these display modes off, choose the Gamut Warning and CMYK Preview commands again in the Layout menu.

Printing options

Canvas 5 can print to any standard desktop printing device, including PostScript and non-PostScript printers. Canvas also supports professional output options, such as color separations, trapping, overprinting, and screen settings.

◆ **To view standard printing options:** Choose Print in the File menu. Canvas offers several options for printing, including page ranges, separations, scaling, crop marks, and so on.
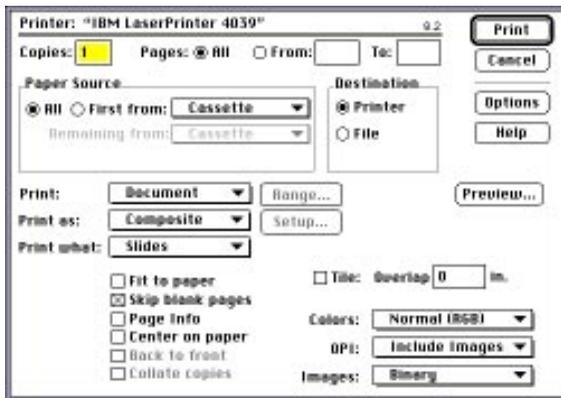
◆ **To view color separation options:** Select Separations in the Print As pop-up menu, and click Setup to open a color separation setup dialog box. Using the settings on the three tabs, you can choose which plates to print, what screen angles to use, and other options. Click Cancel to close this dialog box; click Cancel again to close the Print dialog box.

By browsing through the features described in this section, you should now have an idea of the extensive range of Canvas document layout capabilities. Hopefully, you saw how Canvas 5 can meet the needs of everyone from beginning to professional publishers.

To complete this section, you can put away any open palettes. You can also close all open documents. When Canvas asks you if you want to save these documents, you can click No so the originals will remain unchanged.

CONNECTIVITY

Canvas 5 provides unmatched connectivity by supporting every major file format used in cross-platform graphics applications. The complete list of supported file formats follows (note: some formats are supported on Mac OS or Windows only).

File import-export capabilities

Adobe Illustrator   This proprietary PostScript-based format supports vector objects, raster images, and formatted text. The files use the extension AI. Canvas can open Illustrator format files.

Adobe PDF – Portable Document Format   Portable Document Format (also referred to as Acrobat format) files can contain graphics and text. PDF files can be exchanged across platforms and can be viewed on any system using Adobe Acrobat Reader software. Canvas can open and save PDF files.

Amiga IFF   A format that originated on the Amiga computer. IFF files can store various types of data, including images, text, and music. Canvas supports raster images in IFF files, with 24-bit color and can open and save IFF files.

BMP – Windows Bitmap   A common raster image format for Windows; supports compression schemes and 8-bit and 24-bit color. Canvas can open and save files in BMP format.

Brooktrout   This black and white fax format (CCITT Group 3) is associated with proprietary faxing hardware and software. Canvas can open Brooktrout files.

CALS   CALS is a file format that stores black and white raster images with Fax Group IV compression. These files use the extension CAL. Canvas can open and save files in CALS format.

Canvas 3.5   This is the native file format of Canvas 3.5 on Mac OS and Windows platforms. Canvas 3.5 format supports vector objects, raster images, and text. Canvas 5 can open and save files in Canvas 3.5 format.

Canvas 5   This is the native file format of Canvas 5 on Mac and Windows systems. Use Canvas 5 format to store all your Canvas documents so you can edit and revise them later as needed.

Canvas 5 Template   This format is identical to the Canvas 5 document format, except that it is used to create new documents. You can select Canvas 5 Template documents from the pop-up menu in the New dialog box. Like regular Canvas 5 documents, template documents can be either illustration, presentation, or publication template documents.

CGM – Computer Graphics Metafile   This is an ANSI format for storing vector and raster graphics, layers, and formatted text, with support for RGB (24-bit) color. Canvas can open and save files in CGM format. Canvas also supports several CGM standards to make files you save compatible with other applications.

Corel Draw   This is a proprietary format of the CorelDRAW! graphics program. Canvas can open Corel Draw files on Mac and Windows systems.

DCX (Multiple PCX format)   This file format stores multiple raster images in PCX file format.

DXF – Drawing Interchange Format   This is a popular metafile format that supports plain text, 2-D and 3-D geometric data, and 8-bit color. Canvas can open and save files in DXF format.

EPSF – Encapsulated PostScript Format   A file format for storing individual PostScript graphics (including vector, raster, and type objects) for embedding in other applications. Supports RGB, CMYK and spot colors. Can also include a preview image, although previews are not compatible with all programs and platforms. Canvas can open or place and save files in EPS format.

EMF – Enhanced Metafile (Windows only)   A Windows (32-bit) format that supports vector objects, images and text, and 24-bit color. Canvas can open and save files in EMF format.

GEM IMG   This raster image format originated in the GEM operating system. Supports 4-bit color and 8-bit grayscale. Canvas can open GEM Image files.

GIF – Graphics Interchange Format   A widely used format for storing raster images with compression. Supports grayscale and 8-bit (256-color) images. GIF is often used for graphics transmitted on the Internet and other networks. Canvas 5 can open and save files in stan-

dard GIF format. A new GIF89a tool is currently in the works and will support transparency, interleaving, and animations.

Halo CUT   A raster image format used by some MS-DOS-based paint programs. Supports 8-bit color. Canvas can open CUT files.

HPGL - Hewlett-Packard Graphics Language   A vector file format for plotter printing files. Supports 8-bit color. Canvas can save HPGL files.

ICON   A Microsoft Corp. format for storing bitmap icon images in Windows 3.1. Supports 16 colors in a standard uncompresses device-independent bitmap format. Canvas can open Icon files.

IGES – Initial Graphics Exchange Specification   A 2-D and 3-D vector graphics format used in CAD and rendering applications. Supports 8-bit color. Canvas can open and save files in IGES format.

IOCA   A raster image format for faxing that supports CCITT G3, CCITT G4, and MMMR 1-bit (black and white) images. These files use the extension ICA. Canvas can open IOCA files.

JPEG – Joint Photographic Experts Group   A popular raster image format (created by the Joint Photographic Experts Group) that offers variable compression of photographic images. Supports 24-bit color. JPEG allows significant file size reduction at the expense of some image data. These files use the extension JPG. Canvas can open and save files in JPEG format.

MacDraw Pro (Mac OS only)   A Mac OS-only vector and basic bitmap graphics format. Canvas 5 can open MacDraw Pro files.

MacPaint   A raster image format that originated on the Mac. Supports 1-bit (black and white) images up to 720x 576 pixels. These files use the extension MAC. Canvas can open MacPaint files.

Micrografx Draw   This proprietary format supports vector objects and text, with support for 8-bit color. These files use the extension DRW (which is supported by several Micrografx products. Canvas can open DRW files.

Microsoft Paint   This is a raster image format developed by Microsoft Corp. for simple graphics applications in the Windows operating system. Supports monochrome images with run-length encoded compression. Canvas can open Microsoft Paint files.

PCX – PC Paintbrush   A raster image format developed by ZSoft Corp., with support for 1-bit, 4-bit, 8-bit, and 24-bit color. The DCX

format is a variation that stores more than one PCX image in a single file. Canvas can open and save files in PCX and DCX formats.

Kodak Photo CD 3.0   Photo CD is a unique format that stores photos at several resolutions in RGB and YCC color systems. The files use the extension PCD. Canvas can acquire Photo CD images through the Acquire command in the Image menu.

Photoshop   A proprietary format native to Adobe Photoshop for storing raster images with 8-bit (grayscale) 24-bit (RGB) or 32-bit (CMYK) color information. Canvas flattens (merges) multiple layers when opening Photoshop files. Canvas can open and save files in Photoshop format.

PICT   PICT is a Mac QuickDraw graphics metafile format. PICT supports vector objects, 72 PPI (pixels per inch) images, and formatted text. The original PICT format supports 1-bit color and files up to 32 Kb. On Mac systems, Canvas can open and save files in PICT format. On Windows, Canvas can open PICT files.

QuickTime Movie   QuickTime Movie is a file format developed by Apple Computer for storing and compressing animated photographic and other images. Compressing and decompressing QuickTime files requires that you have QuickTime software installed on your system. Canvas (Mac only) can open and save files in QuickTime format.

RTF – Rich Text Format   A text-only format in which type formatting and layout information can be encoded. Canvas can open RTF files.

Sound   A Mac OS audio data file format used for system sounds. This format is available for opening and saving files in Canvas for Mac OS only.

Targa   A raster image format developed by Truevision Inc. for video and image-processing applications. Supports 24-bit color. Canvas can open and save files in Targa format.

TIFF – Tag Image File Format   This widely used raster image format supports high resolution RGB color images. Canvas can open and save files in TIFF format.

WMF – Windows Metafile (Windows only)   The standard metafile format for Windows applications; offers compression for 4- and 8-bit images. Canvas (Windows only) can open files in WMF format.

WPG – WordPerfect Graphics   A proprietary format for clip art; Canvas can open and save raster images in WPG format.

NEW FEATURES SUMMARY

Canvas 5 is the most powerful and easiest-to-use Canvas ever. The following list summarizes the creativity, usability, and productivity enhancements in Canvas 5.

Creativity enhancements

- Multigon tool has interior point location and outer point "twirl" controls, and lets you save Multigon tool shapes.
- Any object can be used as a symbol ink.
- New gradient options include radial fills and unlimited colors.
- Color bitmap texture inks and vector-based symbol inks can be applied to object fills and strokes.
- Calligraphic pen strokes provide pen height, width, and nib angle controls.
- Pen and neon strokes include bevel, miter, and round line joins, with flat, round and square end caps.
- Create arrowheads from any object, set arrowhead size and color to match object's, place different arrowheads on opposite line ends, and control position of arrowhead on line ends.
- Slide transitions include multiple fades, wipes and dissolves.
- Image adjustment options include brightness and contrast; color balance for shadows, midtones and highlights; color curves; color equalization; hue and saturation; posterization level; threshold level.
- Manipulate RGB, CMYK, LAB, grayscale, duotone, indexed color and bitmap (black and white) raster images.
- Built-in image effects include noise, blur, sharpen, emboss, solarize, posterize, clouds and more — and Canvas also accepts all third-party Photoshop-compatible plug-in filters.
- Paint with anti-aliased, pressure-sensitive brushes.

- Paintbrush and Airbrush tools have transparency, pressure sensitivity and fade controls. "Magic Marker" tool has pressure sensitivity and fade controls. Smudge and Water Droplet tools are pressure sensitive.
- Pressure sensitive Rubber Stamp has normal, clone, pattern and impressionist styles.
- Template-based Object Combine command lets you preview boolean operations on vector objects.
- Image selection options include feather, float, fill, and variable transparency levels.
- Template-based Envelope command has custom warping options.
- Template-based 3-D Extrude command includes options for sweep with angle definition; color light source control and positioning; and vanishing-point location.

Usability enhancements

- Interface designed with contemporary 3-D look
- Larger toolbox icons provide easier tool identification and selection.
- Multiple toolbox and menu items are consolidated for a more intuitive, uncluttered interface.
- Tabbed dialog boxes and floating palettes provide "selective disclosure" for advanced features.
- Floating toolbox can be placed anywhere. Floating palettes can be rolled up, stacked, and closed with menu commands.
- File operations simplified by combining open, place, save as, save layers and save selection features in one dialog box.
- Printing operations simplified by combining print, print layers, print selection, and separations in one dialog box.
- Object selection and text search and replace features now consolidated in Find command.
- CMYK, RGB, HSL, Pantone, Trumatch, and Toyo colors available, with bar, swatch, and wheel color models for creating custom colors.
- Multigon and Star tools are consolidated into a single Multigon tool.
- Intelligent Find and Replicate command dialogs.

- Display of all window elements consolidated into one command.
- Intelligent Document Setup command displays options based on document type.
- Intelligent Layers/Pages/Slides Info dialog provide common interface for all three Canvas document types.
- Intelligent Layout menu changes based on document type.
- Path operations consolidated into a single command.

Productivity enhancements

- Dozens of templates for desktop publishing documents and business presentations included.
- Inks palette consolidates colors, gradients, textures, hatches and symbol fills.
- Strokes palette consolidates pen size, end caps and line joins, dashes, arrows, parallel lines and neon strokes.
- Enlarged drawing area accommodates documents up to 38.5 feet square.
- Keyboard shortcuts accommodate mixed-platform environments.
- Unlimited number of colors can be created, named and stored in the floating Inks palette.
- Accurate print previews include color separation plate previews.
- Create named Character and Paragraph type styles, and save files of custom styles to load into any document.
- Paragraph style controls include space before and after paragraphs; right, left and first line indents; automatic drop caps; hyphenation; letter and word spacing; last line and ragged-width percentage
- Repel capability lets you set margin of text wraps around and inside objects.
- Layout menu provides intelligent Insert, Remove and Go To Pages/Slides commands.
- Column Guides dialog offers preset layouts and custom setup of equal or unequal column widths; gutter width control; printable column rules; ability to set column guides

globally, on individual master pages or individual document pages.

- Slide show options include pointers, automatic sizing to fit any monitor, and manual or automatic looping.
- Password protect individual layers, pages or slides.
- Acquire command for direct scanning.
- Automatic printable-are page size setup.
- Automatic screen-size setup for slide shows.
- Document margin controls with singe-page and facing-pages layout controls, and automatic tent and greeting card layouts.
- Edit rotated objects in rotated space.
- Unified measurement units for all dialog and palette displays, independent of ruler settings.
- Create named, dynamic graphic object styles.
- Simultaneously copy or send objects to multiple layers, pages and slides.
- Set object position precisely with Move command.
- Edit individual objects within a group without ungrouping.
- Lasso selections automatically become masks.
- Use additive, subtractive and polygonal Lasso shapes.
- Freeform command displays graphical controls for object rotation and skewing.
- Dynamic object blends maintain blend if key objects move.
- Tile and Stack commands help organize multiple document windows.
- Unlimited Undo levels facilitate experimentation.
- Familiar desktop controls allow easy navigation in publication and presentation documents.
- Intelligent macros dynamically update throughout a document when macro objects are edited.

EXPLORING CANVAS

This section of the *Getting Started* guide will help you begin using the many features of Canvas. This section is organized into three parts — an introduction to basic Canvas operations and two tutorial lessons: one for publications and another for presentations. After you complete the tutorial lessons, you will know how to: find your way around the Canvas interface; set up and edit a newsletter or similar type of publication; and design and play an on-screen "slide show" presentation.

How to use this tutorial

This tutorial will introduce many aspects of Canvas, and acquaint you with two new Canvas document types, *publications* and *presentations*. For tips and more information about advanced Canvas features and specifications, you can refer to the User's Guide and on-line Help system.

Because this version of Canvas incorporates many new advanced drawing, image-editing, and typography features, both first-time users and experienced users of previous versions of Canvas will find this tutorial useful. Start by watching the slide show introduction to the Canvas interface and reading the section, "Canvas basics," in this chapter. Then, you can complete one or both of the lessons to get some hands-on experience. The lessons are designed to be independent of each other; it isn't necessary to do them in sequence.

Before you start

The tutorial requires that you understand some common terms and components of your operating system. For both Windows and Mac OS users, you should know how to

- use the file and folder structure of your system
- launch applications
- perform basic mouse (or other pointing device) functions and actions, such as moving, clicking, and dragging
- move, close, and resize windows
- use menu commands

• use the keyboard, including keys such as the Ctrl key

In addition, you need to install certain fonts (included with Canvas) on your system to complete the tutorial lessons.

◆ **Installing fonts in Mac OS:** Drag the contents of the Fonts folder (located in the Tutorial folder in the Canvas 5 folder) to the *closed* System Folder on your hard disk.

◆ **Installing fonts in Windows 95:** In the Start Menu, choose Help. On the Find tab of the Help dialog box, type the word *fonts*. Click the topic *Adding a new font to your computer*, and click Display. Follow the Windows Help instructions to install the fonts in the Fonts folder, located in the Tutorial folder in the Canvas5 folder.

◆ **Installing fonts in Windows NT:** Open the Fonts control panel. In the dialog box, click Add, and locate the */Canvas5/Tutorial/Fonts* directory. Click Select All, then click OK.

When installing fonts, if your system warns you that an installed font has the same name, you don't need to install the new font. The tutorial files can use the font currently installed on your system.

Introduction to the Canvas interface

The first part of the tutorial includes a slide show tour of the Canvas interface. The slide show reviews the names and locations of Canvas tools, commands, and interface elements. After you watch the slide show, you'll be familiar with the range of Canvas features.

✔ **Slide shows**
A Canvas slide show is a way of viewing a presentation document. Slide shows let you display a series of slides onscreen, complete with transitions and pointers, to create dynamic and interesting presentations.

To start the slide show

The slide show is a Canvas presentation document that you will open and view (to learn how to set up your own presentation document, you can do the second lesson in this tutorial).

1   Double-click the Canvas document icon named *Welcome.cv5*, located in the Tutorial folder in the Canvas 5 folder. This starts Canvas and loads the file.

2   With the presentation document open, choose Slide Show in the Layout menu to open the Slide Show palette.

3   The first time you watch the slide show, you should probably make sure that all options in the Slide Show palette are off; no check marks should be in the boxes next to the options. If an option is on, you can turn it off by clicking that option.

4   To start the slide show, click Play; Canvas shows the first slide.

5   When you finish viewing a slide, click anywhere to continue.

After the last slide, Canvas stops the slide show and returns you to the slide layout view. You can stop the slide show before it ends by pressing Esc (Mac) or right-button clicking (Windows).

Canvas basics

Selection tool

Before you begin the lessons in the next two chapters, you need to know how to perform a few basic operations in Canvas. This section briefly describes how to change views, select objects, place objects in edit mode, undo recent actions, and save documents. For more information, see the User's Guide.

Using the Selection tool

To select, move, and edit items in Canvas, you use the Selection tool in the toolbox. When the Selection tool is active, the pointer is an arrow. To select an object, click it; to select more than one object, Shift-click each object, or drag a selection box around the objects. To move objects, drag them to a new location. When you select an object, a rectangle called a *bounding box* appears around it. You can also use the Selection tool to place objects in *edit mode.* Edit modes let you modify objects in special ways; see "Understanding edit modes," next, and the User's Guide for more information.

Drag with the Selection tool to make a Selection box

◆ **To place an object in edit mode:** Double-click the object with the Selection tool.

Understanding edit modes

Canvas has an edit mode for each of the three main object types: path edit mode, for vector objects; text edit mode, for text objects; and paint edit mode, for paint objects. (Other edit modes are available for specialized objects, such as extrusions and multigons; see the User's Guide for details on specific objects' edit modes.)

A bounding box with handles surrounding a selected object

Path edit mode   Lets you change the shape of a vector object, or *path*, by adding, deleting, and moving anchor points.

Text edit mode   Lets you type text, select specific characters to edit, and place the insertion point in text. In this mode, the pointer is an I-beam; drag this pointer over text to select it, or click in a text object to place the insertion point.

Paint edit mode   Lets you edit the pixels of an image using the paint tools and Image menu commands.

Changing the viewing magnification

You can change the magnification of the viewing area to see specific objects in detail or the layout of the entire page. Although objects change size and position onscreen, the actual size and position of the objects in the document don't change.

To change the area and view magnification, you can use menu commands, the Magnifying Glass tool, the Zoom bar, and the Zoom palette.

◆ **To use menu commands to change views:** In the Views submenu in the Layout menu, choose a command to change views:

This command	Does this
Zoom In	Increases screen magnification
Zoom Out	Decreases screen magnification
Fit to Window	Adjusts the magnification to make the entire layout area fit the current window size
Home View	Sets screen magnification to 100 percent, with the layout area in the upper-left corner of the window
New View	Lets you save custom view settings with a name that will appear in the menu

Magnifying Glass tool

◆ **To use the Magnifying Glass tool:** Select the Magnifying Glass tool in the toolbox and click or drag over an area to increase magnification of the area. Shift-click or Shift-drag to decrease magnification. To quickly switch to the Magnifying Glass at any time (Mac OS only), press Option+Tab and click to zoom in, or press Option+Shift+Tab and click to zoom out.

Zoom-out   *Zoom-in*

◆ **To use the Zoom bar:** The Zoom bar is at the bottom-left of the document window, and shows the magnification. To increase magnification, click the Zoom-in button. To decrease magnification, click the Zoom-out button.

◆ **To select a magnification percentage:** Press the center of the Zoom bar to open the Zoom palette; drag the slider in the Zoom palette to the percentage you want.
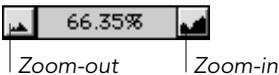
You can keep the Zoom palette open while you work by dragging it away from the Zoom bar.

Vertical scroll bar

Scroll box

Horizontal scroll bar
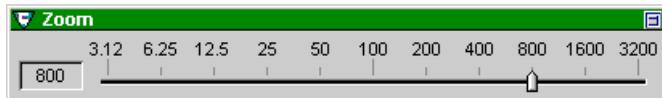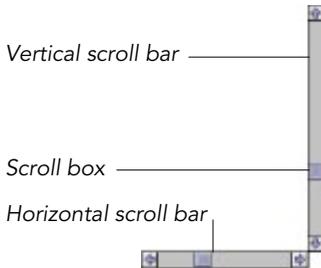
Hand tool

You can set the number of levels of undo using the Preferences command in the File menu.

If you choose Save in the File menu instead of Save As, Canvas replaces the original tutorial files with the new document. If this happens, you can reinstall the original files from the CD-ROM.

Scrolling documents

You can use scroll bars or the Hand tool to move to areas of a document not visible in the current view.

The position of the scroll box within a scroll bar indicates the location of the current view relative to the entire document area.

◆   **To use the scroll bars:** Click an arrow to move the view in that direction. You can also drag the scroll box or click the scroll bar.

You can also use the Hand tool to "slide" the document around the screen.

◆   **To scroll with the Hand tool:** Select the Hand tool in the toolbox. The pointer becomes a hand. Drag to move the document in the direction that you drag. You can quickly switch to the Hand tool at any time by pressing the Spacebar.

Undoing recent actions

In Canvas, you can reverse actions performed in the current Canvas session by choosing the Undo command in the Edit menu. You can experiment with effects, move objects, edit text, and use other features, then restore objects if you don't like the result.

You can undo up to 1000 actions, or as many as your system can store in available memory. The Undo command reverses actions in the opposite order you performed them.

Canvas can't undo actions performed before the last time you saved or closed the document. Also, Canvas doesn't undo changes to the view (such as screen magnification and scrolling).

Saving documents

As you work on the Canvas documents used in this tutorial, you can save your work without overwriting the original files by using the Save As command in the File menu. When you choose this command, a directory dialog box appears; you can type a new name and location for the document and click Save to store it.

Now you are ready to use Canvas! Begin with the two lessons in this tutorial, then try creating your own Canvas documents.

CREATING A NEWSLETTER

Canvas publication documents are useful for creating newsletters, brochures, and other types of columnar, multi-page documents. Publication documents have special alignment features and text objects to help you create professional layouts. They also have a special layout view that lets you work simultaneously on two facing pages and use two separate master pages.

What you'll learn

In this lesson, you will work with a partially-completed publication document. You'll learn how to

- navigate through a document
- set up document rulers
- create columns of text
- display facing pages
- use master pages for common page elements such as headers, footers, and page numbers
- define and apply type styles
- design a layout with text and graphics

What you need

To complete this lesson and get hands-on experience with a publication document, you need the files *Newsltr.CV5* and *Newsfoto.CV5*, located in the Tutorial folder in the Canvas 5 program folder. These documents contain text and objects you will use in this lesson.

If you installed all Canvas files from the installation disks or CD-ROM, these files are on your hard disk. If you didn't install the lesson files, you can install them now; for Windows see "Custom installation" on page 9, for Mac OS see "Custom Installation" on page 11.

Starting the newsletter lesson

To begin, you need to launch Canvas (if you haven't already) and open the publication document used in this lesson. You can do this in one step; simply locate the file named *Newsltr.CV5* in the Tutorial folder in the Canvas program folder on your hard disk and double-click the file icon.
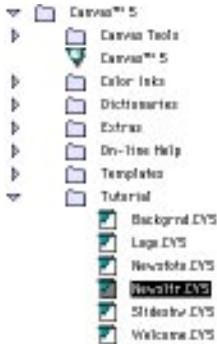
Location of file in Mac OS folders (viewed by Name)
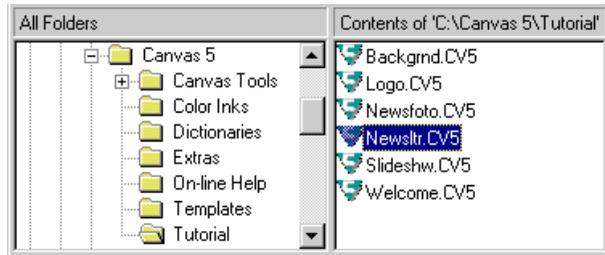
Location of file in Windows 95 folders (viewed in Explorer)

If you want to open Canvas and the document in separate steps, you can use the following procedure.

1   To start Canvas, double-click the Canvas 5 program icon.

2   After Canvas loads, choose Open in the File menu.

3   In the directory dialog box, locate the file *Newsltr.CV5* in the Tutorial folder in the Canvas program folder.

4   To open this file, double-click the file name, or select it and click Open.

Now you're ready to begin working on this newsletter.

Setting up the newsletter document

In this lesson, you will be working with a newsletter designed to be printed on both sides of U.S. standard-size paper (8.5 by 11 inches). When you design your own publications, you'll need to make sure that Canvas and the document are set up correctly for the page size and layout. Before you edit a publication file, check that the following settings are configured properly.

Document rulers

Document rulers define how Canvas measures objects and movements. You can use one of the available standard units of measure or create your own units. This lesson uses picas, a common unit of measure for publishing.

◆ **To check that picas are the current units:** Choose Rulers in the Layout menu. In the Rulers dialog box, check that *Picas* is displayed in the Units pop-up menu. Also check that the scale is set to *1.00 pica = 1.00 pica*. Click OK when you are finished.
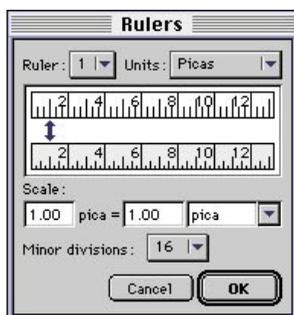
Document setup

This newsletter uses left and right pages, which are available only when the Facing Pages option is on in the Document Setup dialog box. You can also set document units, paper size, paper orientation, sheet layout, and margins in this dialog box.

Verify these settings in the Document Setup dialog box

1 Choose Document Setup in the Layout menu.

2 Check that the Document Units pop-up menu shows *Picas*.

3 Check that the Publication Size is US Letter.

4 Make sure that Orientation is set to portrait.

5 Check that Margins are set to 3 picas on the outside, inside, top, and bottom of each page.

6 The newsletter is designed for one page to fill an entire sheet of paper. To specify this, check that Sheet Layout is set to Full Page.

7 Check that Facing Pages is on. This gives the newsletter separate right and left master and body pages.

8 Click OK when you're done.
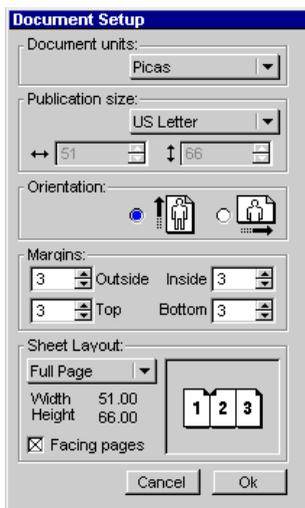
Now the newsletter is correctly set up for this lesson.

Moving among pages in a publication

Arrow buttons

Page icons

Master page icons

Go to Page

Document Page
- ● Page # 1
- ○ Master

Cancel   OK

Page Info

☒ Show Options

▶ Left Master Page
Right Master Page
Page #1
Page #3
Page #4
Page #5
Page #6

Left Master Page

Options...   Delete   New
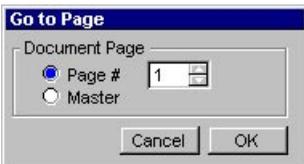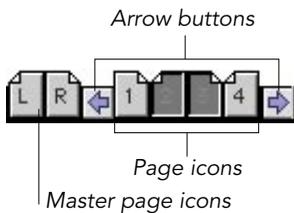
To help you navigate quickly through a document, Canvas has four ways to get from one page to another: a menu command, the Page Info palette, the page icons, and the arrow buttons. Before you begin changing the document, you might want to take some time to get used to these different methods of navigation, and in the process, see what the entire publication looks like.

◆ **Changing pages using page icons and arrow buttons:** Click the icon representing the page you want to view. To go to the previous page, click the arrow at the left of the page icons; to go to the next page, click the arrow at the right of the page icons.

◆ **Jumping to a page using the menu command:** Choose Pages➤Go To Page in the Layout menu. In the dialog box that appears, click the Page # option and type the number of the page you want to view. To go to the master page(s), click the Master option. Click OK to jump to the specified page.

◆ **Switching pages using the Page Info palette:** Choose Pages➤Page Info in the Layout menu. In the scroll list, click the name of a page to view it.

You might find that one method of navigation is easier to use for jumping to a page, and another method is better for "thumbing" through pages in sequence. For example:

- To get to a specific page that is several pages away from the current one, the Go To Page command might be the most convenient.
- To flip through a publication to see the flow of one page to the next, you might find that the arrow buttons by the page icons are best.
- To jump quickly between non-consecutive pages, or choose a page by its name rather than by number, the Page Info palette is probably the easiest method.

Adding pages to the newsletter

You can use the Page Info palette and the Insert Pages command to add pages to your document. These methods work slightly differently.

- The Page Info palette lets you add pages to the end of the document by simply clicking a button.
- The Insert Pages command lets you specify how many pages to add and where you want to place them.

Insert a page in the middle of the newsletter

In this procedure, you'll insert a page after page one using the Insert Pages command.

1   Choose Pages➤Insert Pages in the Layout menu.

2   In the dialog box that appears, type *1* in the "Insert *x* Pages" text box.

3   In the Insert Page area, click the After option and type *1* in the Page text box; click OK.

4   Click the page two icon at the bottom of the window to see the page you just added.

You'll use this page later in the lesson to complete the newsletter.

Add a page to the end of the newsletter

Now you'll add a page to the end of the document. You could use the Page Info palette or the Insert Pages command; we'll use the palette, because it's quicker.

1   If the Page Info palette isn't already open, choose Pages➤Page Info in the Layout menu to open it.

2   In the Page Info palette, scroll the list so you can see the name of the last page (and some blank space below). Now, when you add a page, you'll be able to see it appear in the list.

3   Click the New button. Canvas adds *Page #7* to the list. To view this page now, click the page name in the list. *Page #7* is blank.

You can leave the Page Info palette open as you continue to work on this lesson.
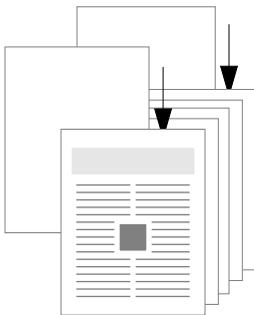
The pages you add will appear after Page #1 and at the end of the newsletter.

Using type styles to format text

In this procedure, you'll define type styles that you will use later to give headings, body paragraphs, headers, and page numbers different character and paragraph attributes. Publishers often use type styles to ensure that they format text consistently.

Canvas has two kinds of type styles: paragraph and character. Paragraph styles apply to entire paragraphs and can include character formatting, while character styles apply only to selected characters. You'll create paragraph styles that include character formatting.

You can create and apply type styles using the Type palette. The Type palette provides advanced typographic features for character attributes, paragraph spacing, indents, hyphenation, and alignment. These features are on tabs in the Type palette. You can configure these attributes, save them as styles, and then apply them.
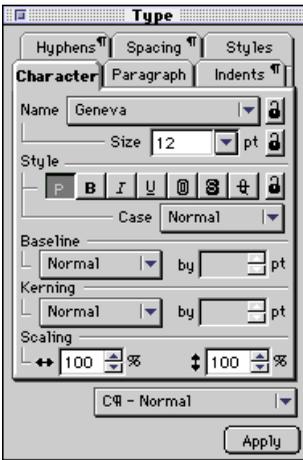
Check attributes of formatted text

On page one of the newsletter, there are lines of text on the pasteboard to the right, each formatted differently. (The pasteboard is the non-printable area outside the page layout.) First, you'll use the Type palette to check the text formatting. In the next procedure, you'll save the formatting as type styles.

1 Go to page one and adjust the magnification so you can see the list of text formatting examples on the pasteboard. The page layout area shows examples of formatted articles.

2 Select the Text tool in the toolbox. Click the I-beam pointer in a paragraph on the pasteboard to place the insertion point.

The Text tool

3 Choose Type in the Text menu to open the Type palette. In the Type palette, you can click each tab to see the character and paragraph attribute settings of the text at the insertion point.

4 Notice that the pop-up menu at the bottom of the palette displays *None.* This means the text isn't formatted with a type style.

Repeat steps 2 through 4 for each paragraph on the pasteboard to see the different formatting settings.
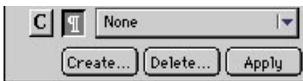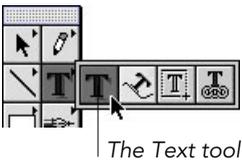
Create type styles that you'll use in the newsletter

Each paragraph on the pasteboard instructs you to create a type style using a specific name. Repeat the following steps for each paragraph to create the type styles for the newsletter.

1   Place the insertion point in a paragraph on the pasteboard.

2   On the Styles tab of the Type palette, click the Create button. The Create Type Style dialog box opens. In the dialog box, verify the following:
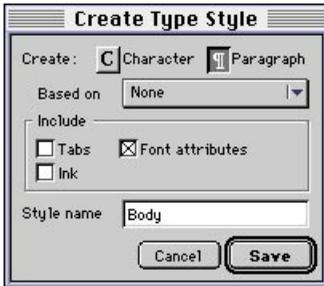
- The Paragraph button appears recessed.
- *None* appears in the Based On pop-up menu.
- Font Attributes is checked in the Include area.

3   In the Style Name text box, type the name as indicated by the line of text where the insertion point is. For example, if the text reads *"Body" type style*, type *Body* in the Style Name text box.

4   Click Save to store the style.

Applying type styles

Once you've saved all the type styles, you'll be able to use them later to format text in the newsletter. When the instructions tell you to apply a style to selected text, follow these steps.

1   Choose Type in the Text menu to open the Type palette, if necessary.

2   With text selected or the insertion point in a paragraph, choose the specified type style in the pop-up menu above the Apply button on the Styles tab.

3   Click the Apply button. Canvas reformats selected text with the style you chose.
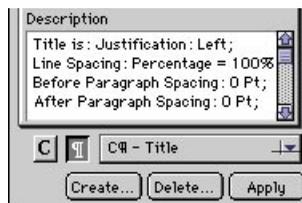
Type style names appear in this pop-up menu

Using master pages in the newsletter
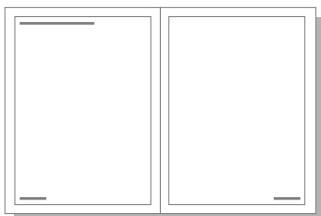
Left and right master pages with a header and footers

Master page icons

Master pages are non-printing pages of a publication on which you can place vector objects, images, and text that will appear on all or most body pages. This newsletter has two master pages, one for left pages and another for right pages.

Typical objects placed on master pages include headers and footers. In Canvas, headers and footers are special text objects that can contain automatically-generated page numbers, the total page count, and the current date and time. In the following steps, you'll add a header to left pages with the name of the newsletter. You'll also add page numbers to footers on both master pages.

◆ **View the master pages:** Click the master page icons at the left of the page icons. Canvas displays the left and right master pages.

Add a header to the left master page

1   Choose Insert➤Header in the Text menu. Canvas inserts a header object and places the insertion point in the header.

2   Type *Going Places - Summer Issue* in the header object. Press Enter (Mac) or Esc (Windows) to end edit mode.

3   With the header object selected, apply the type style *Header* using the Type palette; see "Applying type styles" on page 67.

Add footers to the master pages

First you'll add a footer to the left master page. In this footer, you'll insert page numbering.

1   Choose Insert➤Footer in the Text menu. Canvas inserts a footer object at the bottom of the page margin and places the insertion point in the footer.

2   Next, you'll add page numbering (using the *page 1 of 7* format). In the footer, type the word *page* and press the Spacebar.

3   Choose Insert➤Page # in the Text menu. Canvas inserts the code *$p.* Type a space, the word *of*, and another space.

4   Choose Insert➤Total Page # in the Text menu. Canvas inserts the code *$t.*

5   Press Enter (Mac) or Esc (Windows) to end edit mode.

6   With the footer object selected, apply the type style *Left footer* using the Type palette; see "Applying type styles" on page 67.

Master page visible icon

Make sure pages one through six have bullets in this column.

◆ **Creating the right-page footer:** Once you've created the left-page footer, the right-page footer is easy. Simply repeat steps 1 through 4, above. (This creates a second footer object in front of the existing one on the left master page.) Then use the Type palette to apply the type style "Right footer." With the Selection tool, drag the new footer to the same position on the right master page.

Apply the master pages to body pages

Now that you've added a header and footers to the master pages, make sure these objects are appearing on the body pages correctly.

1 Choose Pages ▸ Page Info to open the Page Info palette.

2 Make sure that the Show Options box is checked and look at the column under the "Master page visible" icon to the right of the page names. A bullet in this column indicates that the master page is visible.

3 Make sure that pages one through six all have bullets in the "Master page visible" column; click the column next to each page that doesn't have a bullet, if necessary.

4 Because page seven is a back cover that doesn't need a header or footer, you need to check that it doesn't have a bullet in the "Master page visible" column; click the column to remove the bullet, if necessary.

In the Page Info palette, you can see that all body pages (except the last one) now have bullets in the master page column. Flip through the newsletter to see the page numbering on each page and the header on left pages.

Creating a page layout with text columns

Newsletters, brochures, and other publications often divide each page into columns, with text flowing smoothly between them. In Canvas, you can use column guides and text tools to place, create, and link text objects to make multi-column layouts.

Column guides are special alignment aids available in Canvas publication documents. They help you create precise column widths, with gutters, rules, and uniform spacing. Like other guides in Canvas, you can display these lines on screen, but they do not print.

Column guides interact in a special way with the Text and Text Object tools. When you click between column guides with these tools, Canvas creates a text object the same width as the column, aligned with the closest column guide to the left.
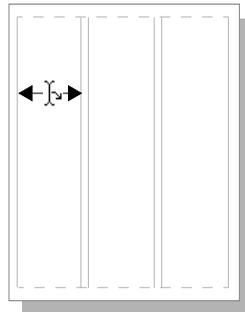
If you click between column guides with the Text Object tool...
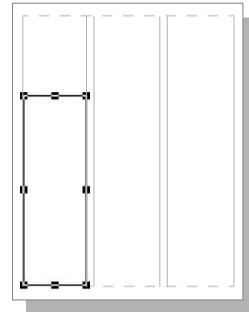
...Canvas inserts a text object the width and remaining length of the column.

After you create columns, you can link the text objects, so that text flows from the bottom of one column to the top of another.

Set up three evenly-spaced column guides

In this section, you'll create a basic, three-column layout, similar to the one shown on page three. Later, you will add text to the layout.

1 Go to page two in the newsletter and choose Column Guides in the Layout menu.

Three-column button

2 In the dialog box that appears, click the three-column button under Preset Column Guides. Also check these settings:

- *Left Page Only* appears in the Apply To pop-up menu
- Equal Width is checked

3 Click OK to close the dialog box and apply the guides.

If you don't see column guides, choose Display➤Show Guides in the Layout menu.

Text Object tool

Text link pointer

This sequence of four clicks with the Text Link tool links these three columns from left to right.

Add text columns to the layout

1   Select the Text Object tool in the toolbox. If the Text Object tool isn't visible in the toolbox, press the current text tool to open the text toolbar and drag to the Text Object tool.

2   With the I-beam pointer, click in the first column near the top margin. Canvas creates a text object that runs the width and length of the column. (Canvas also places the insertion point, but you aren't going to add text now.)

3   Click the Selection tool in the toolbox. Canvas ends text edit mode and leaves the text object selected.

4   Make sure the text object runs the full length of the column by dragging the top-center handle of the text object so the top is flush with the top margin.

You've now made the first column. To create the next two columns, simply repeat the above procedures in the center and right columns. Drag the top- and bottom-center handles to vary the column lengths, as shown on page three of the newsletter.

Link the text objects to each other

Now you have three text columns. Currently, they are independent text objects; when you fill one column, it "overflows" (truncates) instead of sending text to the next column. Follow these procedures to link the columns so text flows between them.

1   Select the Text Link tool in the text toolbar (). The pointer changes to the text link pointer. Click the first text object (in the left column) to indicate you want to flow text from here. You'll see its bounding box highlight for a moment.

2   Click the second text object (the center column) to tell Canvas to flow text to it. Its bounding box highlights.

3   To link the third text object, click the first text object again...

4   ...then click the third text object; Canvas adds it to the end of the chain.

5   To complete the linking process, press Enter (Mac) or Esc (Windows).

You've completed the text layout for page two. Now you're ready to add some text to the columns and see how it all flows.

Adding text to the newsletter layout

Now you'll place an article in the columns you created in the previous procedure. The first task will be to locate the article and copy it to the Clipboard.

Use the Find palette to locate the article

You know that the text object is named "Vacation Adventures."

1   In the Page Info palette, click Page #1.

1   Choose Find in the Edit menu to open the Find palette.

2   Click the Object tab to bring it to the front, if necessary.

3   Click the Object Named checkbox to turn on this option, and type *Vacation Adventures* in the text box.

4   Click the Select button; Canvas locates the article on the pasteboard and selects it.

5   Copy the article to the Clipboard by choosing Copy in the Edit menu.

Paste the article into the columns

Go to page two (click the page two icon at the bottom of the window) where the linked text objects are.

1   Select the Text tool and click the first column to place it in text edit mode. A blinking insertion point appears.

2   Choose Paste in the Edit menu. Canvas inserts the article in the columns, and text flows from the bottom of one column to the next.

The text might not completely fill the third column; in the next procedure, you'll apply paragraph type styles and text will fill more of the last column.

If Canvas doesn't locate the article, check that you are on page one and have typed the name correctly.

When you paste the article into the first column, it flows to the other two columns.

Applying type styles to format paragraphs

The "Vacation Adventures" article is plain-looking, using only one type face, type size, and no paragraph spacing. You'll use the type styles you defined earlier to format the article. When completed, it will look like the example on the facing page.

For these procedures, keep the Type palette open, because you'll use it often. Choose Type in the Text menu to open the Type palette.

Format the body paragraphs

You defined two type styles for body paragraphs, *First body* and *Body*. Now you'll apply these to the appropriate paragraphs. Because most paragraphs will use *Body*, you'll apply it to all three columns and then change selected paragraphs to other styles.

1   With the Selection tool, select all three columns by Shift-clicking each text object.

2   Use the Type palette to apply the type style named *Body*; see "Applying type styles" on page 67. Canvas formats the paragraph.

3   Select the Text tool and click the first text object to put it in text edit mode.

4   Click the I-beam pointer in the first body paragraph (directly below the title, *Vacation Adventures*) to place the insertion point.

5   Use the Type palette to apply the type style *First body*. Canvas applies a drop cap and changes the spacing.

Format the headings of the article

In this article, there are two levels of headings — the main title and several sub-headings.

1   Select the Text tool and click the first line of text to place the insertion point there. This is the title, *Vacation Adventures*.

2   Use the Type palette to apply the type style *Title*. The type size increases, and some space is inserted below the title.

3   Scan the article for the next heading, *Wild Rides*. Put the insertion point there by clicking in the heading with the pointer.

4   Use the Type palette to apply the type style, *Subhead*. Notice how the character formatting and paragraph spacing change.

Repeat steps 3 and 4 for the sub-headings *Don't Miss Out* and *Only for the Daring*.

✔**Tip**
The type styles you defined earlier are *paragraph styles*; to format a single paragraph, you can simply place the insertion point in that paragraph, instead of selecting the text.

Choose a type style in the pop-up menu, then click apply.

Laying out graphics and text

On page four, there are two columns of text to which you will add a scanned photo. To make the layout interesting, you can *wrap* text around the photo.

In this section, you'll use the Place command to insert a 72 ppi (pixels per inch) scanned photo in the newsletter, then arrange it in the layout. The result will look similar to the example on page five.

Insert a picture using the Place command

First you need to get the image that you want to insert.

1   Choose Place in the File menu to open a directory dialog box.

2   In the dialog box, locate the file *Newsfoto.CV5* in the Tutorial folder in the Canvas program folder. Select it and click Place.

The pointer changes to the Place pointer.

3   Click the Place pointer in the center of page four; Canvas inserts the image in the document. Notice that the image obscures some of the text. You'll reposition the graphic and "wrap" the text later.

Trim the photo border

The image you've placed has a thick black border around the main subject of the picture. You'll remove this border before wrapping text around the photo.

1   Click the photo with the Selection tool.

2   Choose Area➤Trim in the Image menu. Canvas finds all pixels around the image border that exactly match the color of the top-left pixel, and deletes them. This should remove the black border.

Place pointer

When you first place the picture, it obscures the text

The Trim command automatically removes solid-color borders from images.
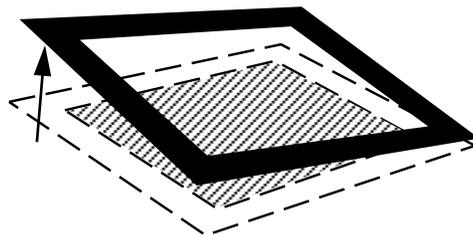
The image is now properly trimmed and ready to be arranged.

Wrap text around the photo

In this procedure, you'll make both text columns wrap around the photo, and insert some space between the text and the photo.

1 With the Selection tool, click one of the text objects, then Shift-click the photo to select both objects.

2 Choose Wrap➤Outside Shape in the Text menu. The text wraps to one side of the photo.

3 Now select the other text object, and again Shift-click the photo to select it also.

4 Choose Wrap➤Outside Shape in the Text menu again.

Now that the text is wrapped, you can set the amount of space between the text and the photo.

1 With the Selection tool, click one text object and Shift-click the other to select them.

2 Open the Type palette, if necessary, and click the Indents tab to bring it to the front. In the Object Wraps text box, type *18* to specify an 18-point indent around the picture.

After you wrap text around the photo, you can move it around, and text re-wraps to the new position. Drag the photo to different positions to see how this works.

Text can wrap to one side of an object at a time.

Placing an object in the center of a column might leave unwanted empty space.

To make text appear on both sides of an object, try wrapping two columns of text around the object.

Printing the publication document

After you've made these changes to the newsletter, you can print it to see the results on paper. You can also "proof" a document onscreen using the preview feature.

To preview and print the newsletter

1   Choose Print in the File menu.

2   In the Print dialog box, click the Preview button. A window displays simulated printer output.

3   You can use the Next Page button to navigate through the document; after the last page, Canvas returns to the first page.

4   When you are done proofing the document, click Done to return to the Print dialog.

5   Check that the "Skip blank pages" option is on. Remember that earlier, you added a blank page for the back of the newsletter. If you were printing the final copy of the newsletter, you would need this page for the back cover; however, right now there's no reason to process a blank sheet of paper.

6   Click the Print button to send the document to the printer.

◆   **To print the newsletter without previewing:** Choose Print in the File menu. In the Print dialog box, click the Print button.

Congratulations, you've completed the first lesson! Now you can design your own newsletters, brochures, and other publications.

If you don't have a printer, or haven't configured it properly, you won't be able to print.

DESIGNING A SLIDE SHOW

In Canvas, you can use presentation documents to create professional on-screen slide shows. Slide shows let you display the slides in a presentation document at full-screen size without menu bars, windows, and toolboxes. You can control the pace of the slide show manually, or by setting a time interval. You can also apply transitions to make one slide flow smoothly into the next.

What you'll learn

In this lesson, you will work with a partially-completed presentation document. You'll learn how to

- use different navigation methods
- use master slides for common slide elements such as headings, logos, and backgrounds
- design a slide show with transitions and progressive builds
- play a slide show

What you need

To complete this lesson and get some hands-on experience with a presentation document, you need the files *Slideshw.CV5*, *Logo.CV5*, and *Backgrnd.CV5*, located in the Tutorial folder in the Canvas 5 program folder.

If you installed all Canvas files from the CD-ROM, these files are on your hard disk. If you didn't install the lesson files, you can install them now from the Canvas CD-ROM; see "Custom installation" on page 9.

Starting the presentation lesson

To begin, launch Canvas (if you haven't already) and open the presentation document used in this lesson. You can do this in one step; simply locate the file *Slideshw.CV5* in the Tutorial folder in the Canvas program folder on your hard disk and double-click the file icon.

You can also use the following procedure.

1   Double-click the Canvas 5 program icon to start Canvas.

2   After Canvas loads, choose Open in the File menu.

Canvas 5 program icon

3   In the directory dialog box that appears, locate the file *Slideshw.CV5* in the Tutorial folder in the Canvas 5 program folder.

4   Double-click the file name to open it, or select it and click the Open button.

Now you can begin using the procedures in this lesson to work on the presentation.

Viewing the slide show

Before you make changes to the presentation, you might want to play the slide show to see what it looks like. For this "advance screening," you'll set the slide show to play automatically.

At the end of this lesson, you'll play the slide show again to see the improvements you've made.

Start the slide show

1   Choose Slide Show in the Layout menu.

2   In the Slide show palette, click the "Advance every *x* seconds" check box to turn it on. In the text box, type *5* to tell Canvas to change slides every five seconds. Also check that all the other options are off.

When you're done watching the slide show, you can close this palette. You won't need it again until the end of this lesson.

3   Click the Play button to begin the slide show. The slide show stops after the last slide. If you want to stop the slide show before the end, press Esc (Mac) or right-click (Windows).

As you watch the slide show, notice that the slides switch abruptly. Also, several of the slides look plain and sparse. In this lesson, you'll learn how to make this presentation much more interesting to watch.

Moving among slides in a presentation

To help you navigate quickly through a presentation, Canvas has four ways to get from one slide to another: a menu command, the Slide Info palette, the slide icons, and the arrow buttons. You should familiarize yourself with these different methods of navigation before beginning to work on the presentation.

◆   **Changing slides using slide icons and arrow buttons:** Click the icon representing the slide you want to view. To go to the previous slide, click the arrow at the left of the slide icons; to go to the next slide, click the arrow to the right of the slide icons.

Document slide icons

Master slide icon

Click arrows to scroll through slides
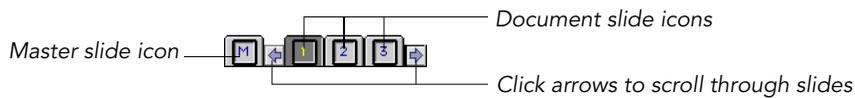
◆   **Jumping to a slide using the menu command:** Choose Slides➤Go To Slide in the Layout menu. In the dialog box that appears, click the Slide # option and type the number of the slide you want to view. To go to the master slide, click that option. Click OK to jump to the specified slide.

◆   **Viewing slides using the Slide Info palette:** Choose Slides➤Slide Info in the Layout menu to open the palette. In the list, click the name of a slide to view it.
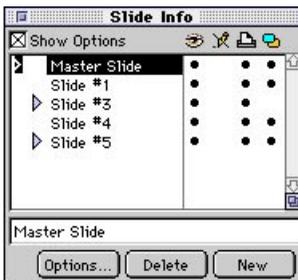
You might find that one method is handy for jumping to a slide, and another for "thumbing" through slides. For example:

- To go to a specific slide several slides away from the current one, the Go To Slide command is the most convenient.

- To flip through a presentation to see the flow of one slide to the next, the arrow buttons by the slide icons are best.

- To jump quickly between non-consecutive slides, or choose a slide by name, the Slide Info palette is the easiest method.

Using the master slide in a presentation

You can use master slides to hold objects that you want to appear on most main slides. For example, you can put a background design and a company logo on the master slide so they appear on all slides in the same position. By placing common elements on the master slide, you eliminate redundant objects and reduce the file size of the document.

In this section, you'll add a background and logo to the master slide.

◆ **Go to the master slide:** Click the master slide icon at the left of the main slide icons. Canvas displays the master slide.

Place a background on the master slide

The background for the presentation is a 72 ppi (pixels per inch) scanned photo located in the Tutorial folder in the Canvas program folder. To get this image into the current document, use the Place command.

1   Choose Place in the File menu to open a directory dialog box.

2   Find the file *Backgrnd.CV5* in the Tutorial folder in the Canvas 5 program folder. Click the file name to select it, and click the Place button. The pointer changes to the Place pointer.

3   On the master slide, click the upper-left corner of the slide layout area. Canvas places the background on the master page.

Click Place pointer here to insert the background image

4   Position the background image by dragging it so the top-left corner is flush with the top-left corner of the slide layout area.

Drag-and-drop a logo on the master slide

To copy an object from one document to another, you can copy and paste using the Clipboard, or use a technique called *drag-and-drop.*

Drag-and-drop lets you use the mouse to move objects across document windows and copy them to another document.

To place a logo on the master slide, you'll use drag-and-drop. The logo is a vector drawing in a Canvas illustration document.

1   Choose Open in the File menu to open a directory dialog box.

2   Locate and select the file name *Logo.CV5*, and click Open. Canvas opens the file in a new window.

3   Choose Tile Across in the Window menu to arrange the document windows side-by-side on-screen.

4   Make sure the logo and the upper-left corner of the master slide are visible in their respective windows. Use the Hand tool or the scroll bars to move the view, if necessary.

5   Drag the logo from one window to the other. Drop the logo (release the mouse button) at the top-left corner of the master slide.

Drag the logo from the illustration document window to the presentation document window
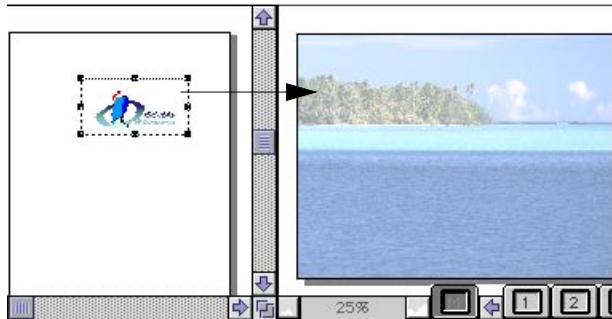
Zoom box

Maximize button

6   Close *Logo.CV5* by choosing Close in the File menu. Return the presentation document window to full size by clicking the zoom box (Mac) or the maximize button (Windows) at top-right corner of the document window.

7   Drag the logo so the top-left corner of its bounding box is flush with the top-left corner of the background object.

After you complete this procedure, flip through the slides to see these graphic elements on each slide.

Adding slides to the presentation

You can use the Slide Info palette and the Insert Slides command in the Layout menu to add slides to the presentation. The Slide Info palette lets you quickly add slides to the end of the document by simply clicking a button. The Insert Slides command lets you specify how many slides to add and where in the presentation you want them.

Insert a slide between existing slides

In this procedure, you'll add another slide using the Insert Slides command.

1   Choose Slides➤Insert Slides in the Layout menu.

2   In the Insert Slides dialog box, type *1* in the "Insert *x* Slides" text box.

3   In the Insert Slide area, click the Before option, and type *2* in the Slide text box.

4   Click OK to insert the slide.

5   Click the slide two icon at the bottom of the window to view the new slide. Notice that the master slide items are visible, but the slide is otherwise blank.

You'll add objects to this slide later in this lesson.

Add a slide to the end of the presentation

Now you'll add a slide to the end of the document. You could use the Slide Info palette or Insert Slides command; we'll use the palette here, because it's quicker.

1   In the Slide Info palette, make sure you can see *Slide #5* (and some blank space under it) by scrolling the list. This way, when you add the new page, you'll be able to see it appear in the list.

2   Click the New button to add *Slide #6* to the end of the list. Click *Slide #6* to see the new slide; it's blank except for the master page items.

After you complete the lesson, you can use this slide to experiment with the concepts demonstrated in the tutorial.

Slides you add will appear after Slide #1 and at the end of the presentation document.

Using layers to create progressive build slide shows

In Canvas presentation documents, each slide can have several layers. Layers are like transparent overlays that each hold components of the entire slide; you can peel away and add layers to hide or show the objects on those layers.

Layers help you organize objects on a slide and are the basis for progressive build slide shows. For example, you might want to display an slide with three bulleted text lines, or "bullet points." When you give this presentation, you don't want all three bullet points to appear at once; you want them to appear one-by-one as you talk about them. To do this, you can create layers, divide the bullet points among the layers, then use the progressive build option when playing the slide show.

When you set up a progressive build, you place elements of a slide on different layers. Layers display one at a time until the slide is complete.

Three layers, each containing the next bullet point in the series

The composite slide with all layers visible
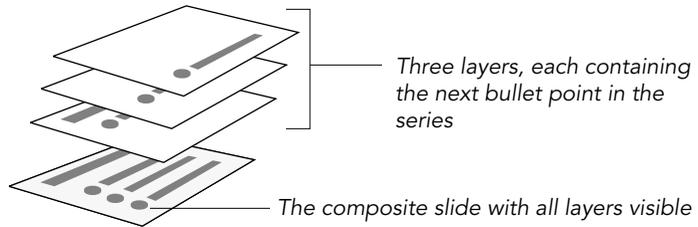
In the following procedures, you'll add layers to a slide, copy some bullet points from another slide, and set up a progressive build.

Add layers to a slide

To add layers to a slide, use the Slide Info palette. In this procedure, you'll add layers to *Slide #2*, which you created earlier.
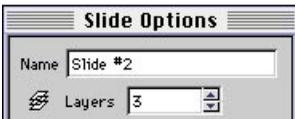
1   In the Slide Info palette, click *Slide #2* in the list to select and display it.

2   Click the Options button in the Slide Info palette.

3   In the Options dialog box, type *3* in the Layers text box and click OK. (You'll get to use some of the other options in this dialog box later.)

Click this arrow to list layers

4   In the Slide Info palette, notice that *Slide #2* now has an arrow to its left. Click this arrow to display a list of the three layers you just created.

Copy objects from another slide

You'll copy text and objects from the fourth slide to the first layer of *Slide #2*. Then you can send objects to the other layers.
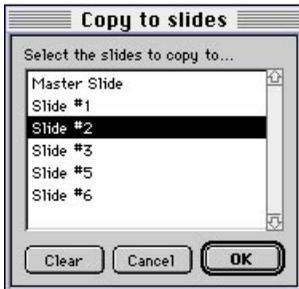
1 Go to *Slide #4* and choose Select All in the Edit menu. Canvas selects all objects on the slide (but not the items on the master slide).

2 Choose Arrange➤Copy To Slides in the Object menu.

3 In the Copy To Slides dialog box, click *Slide #2* in the list and click OK. In the next dialog box, click *Layer #1* then click OK.

Move items to separate layers

So far, you've just duplicated *Slide #4* on *Slide #2*. Now you are going to prepare this slide for a progressive build slide show by sending the second and third bulleted lines of text to other layers.

1 Click *Layer #1* of *Slide #2* in the Slide Info palette, and then select the second line of bulleted text.

2 While pressing the Shift key, choose Arrange➤Send To Layers in the Object menu.

3 In the dialog box that appears, click *Layer #2* in the list and click OK. Canvas moves the second bullet point to *Layer #2*.

If you click Layer #1's "Visible" bullet, but Canvas doesn't hide it, check that Layer #1 is not selected. You can't hide a layer that you are currently viewing.

To see that the second bullet point is on a different layer from the first bullet point, you can hide *Layer #1*. With *Layer #2* selected, click the first layer's "Visible" bullet in the Slide Info palette (the first column to the right of *Layer #1*); all objects disappear, except the second bullet point and the master slide elements. Click again in the same column to make *Layer #1* visible again.

◆ **To move the last bullet point to the third layer:** Use the same process you just learned: select the third bullet point on *Layer #1* and use the Send to Layers command to move it to *Layer #3*.

Change the order of layers

Now suppose the presentation has changed, and you want the third bullet point to appear after the first one. In the Slide Info palette, drag *Layer #3* up to *Layer #1*; Canvas inserts *Layer #3* after *Layer #1*.

✔**Tip**
You can change the sequence of slides in the same way you move layers; simply drag the slide name to a new place in the list in the Slide Info palette.

Although the bullet points don't appear to be any different on screen, the third bullet will appear before the second one in a progressive build slide show. You need to switch the placement of the bullet points to make them appear correctly.

If you have trouble selecting a bullet point, you are probably on the wrong layer. Switch to the correct layer and then try selecting it.

Using the Preferences command in the File menu, you can change a setting that lets you select objects on other layers; see the User's Guide.

Switch the position of these two bulleted lines of text

1   Click *Layer #3* in the Slide Info palette. Now you can select objects on *Layer #3*.

2   Press the Shift key and drag the third bulleted line of text up so it covers the second bullet point. (Shift-dragging constrains movement to 45-degree intervals; this helps keep the alignment the same when you drag objects.)

3   Click *Layer #2* in the Slide Info palette. Now you can select objects on *Layer #2*.

4   Click the second bulleted line of text; notice that, although the second and third bullet points are arranged in the same position, you can select only objects on *Layer #2*. Press the Shift key and drag the second bullet point down so it's third in the sequence.

The next time you play the slide show using the progressive build option, you'll see the bullet points appear one at a time.

Editing a group object with the Direct Selection tool

Each of the bullet points on *Slide #3* is a group object, consisting of a drawing of a sailboat and a text object. When objects are grouped, they behave as one object; you can move, resize, and apply effects to them as one object. However, to edit objects in a group individually, you need to ungroup the objects first or use the Direct Selection tool.

The Direct Selection tool lets you select individual objects within a group and edit them without changing other objects in the group.

Direct Selection tool
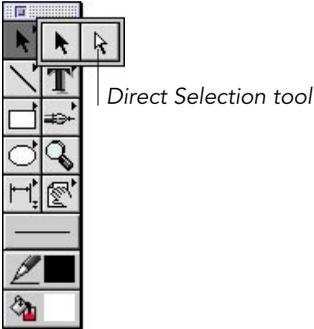
Edit the text of a bullet point

To see how the Direct Selection tool works, try changing the text of a bullet point while it's still grouped to a vector object.

1   In the Slide Info palette, click *Layer #1* of *Slide #3* to select it.

2   Select the Direct Selection tool in the toolbox.

3   Click the text of the first bullet point, *A good value*, to select the text object. Text you type replaces the text in the text object.

4   Type *More fun for your money!* As you type, notice that Canvas puts the text object in edit mode and replaces the existing text with the words you type.

5   To end edit mode, press Enter (Mac) or Esc (Windows).

Clicking the group object with the Selection tool selects the entire group
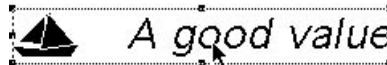
But clicking the text with the Direct Selection tool lets you select just the text object...
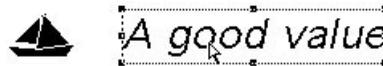
...and type over the old text, without ungrouping first
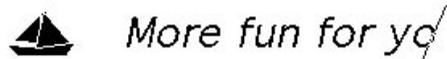
You can use this technique to edit any component of a group object individually.

Using transition effects in the slide show

Now that you've made all the changes to the slides in the presentation, you're ready to add some effects to the slide show. When you watched the slide show at the beginning of this lesson, you saw how slides switched abruptly. Now, you'll learn how to apply transition effects to make slides change smoothly.

Try some transition effects

To configure transitions, you use the Slide Info palette. Before specifying transitions for all the slides, you can try them out on one slide.

1   In the Slide Info palette, click *Slide #1* and click the Options button to open the Slide Options dialog box.

2   Check to make sure that the "Transition to next slide" option is on; if not, click the check box to turn it on.

3   In the pop-up menu, choose a transition.

4   Click the Try button; Canvas enters slide show mode and displays the first slide.

5   Click to advance to the next slide and start the transition.

6   When the transition is complete, click again to end the slide show.

Select transitions from this menu

Click to preview a transition

Click to configure a transition
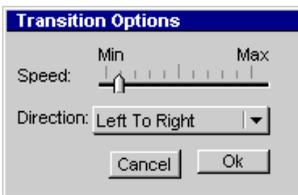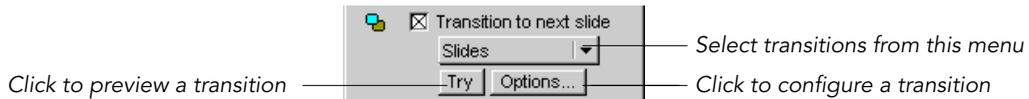
7   You can also click the Options button in the Slide Options dialog box to change transition settings. Depending on the transition type, you can set the speed and the direction of the transition. When you are done, click OK to close the Transition Options dialog box.

You can repeat steps 3 through 7 until you find a transition that you like, then click OK to close the Slide Options dialog box.

Apply transitions to all slides

Now that you've found a transition effect you like, you can specify transitions for the rest of the slides. For this presentation, you will use one transition for the remaining slides, but you can make each slide use a different transition, if you like.

1　In the Slide Info palette, make sure the layer names are hidden; if layer names are visible, click the triangle to the left of the slide name to "roll up" the list of layer names.

2　Click *Slide #2* to select it, then Shift-click the last slide name to select all slides in between. (You already specified a transition for *Slide #1* in the previous procedure.)

3　Click the Options button to open the Slide Options dialog box.

4　Click "Transition to next slide" to turn this option on.

5　Choose a transition effect in the pop-up menu.

6　If you want to tweak the transition effect, click the Options button. Configure the settings in the Transition Options dialog box, and then click OK to close this dialog box.

7　Click OK. Canvas applies the transition effects to the selected slide and closes the dialog box.

If you like, you can also turn off and on transitions for specific slides using the options columns in the Slide Info palette. Click in the column under the transition icon to add or remove transitions.
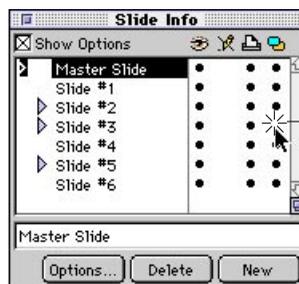
Click in this column to turn transition effects on and off. A bullet indicates the transition effect is on.

Playing the new slide show

You've completed the presentation document, set up a progressive build, and specified transitions; now you're ready to play the slide show again and see the results of your work.

This time, however, you'll use more options in the Slide Show palette, and control the pace of the slide show manually.

1   Choose Slide Show in the Layout menu.

2   In the Slide Show palette, make sure the Progressive Build and Show Pointer options are on. Click these options to turn them on, if necessary.
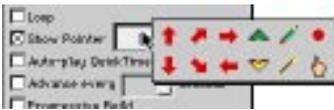
Available pointers in the pop-up menu

3   The icon to the right of the Show Pointer option shows the slide show pointer. To choose a different pointer, press the Show Pointer icon and choose a new pointer in the pop-up menu.

4   If "Advance every *x* seconds" is on, click it to turn it off.

5   Click the Play button to start the slide show. The pointer you selected appears; you can use it to direct your audience's attention to specific items.

The last slide of the presentation is blank, with only master slide items visible. You can use this slide to experiment on your own with the concepts and features demonstrated in this lesson. Then you can play the slide show again to see your original work in the context of a complete slide show.

6   Click to advance to the next slide. Continue clicking to watch the entire slide show. After the last slide, Canvas ends the slide show. You can end the slide show before the last slide by pressing Esc (Mac) or right-clicking (Windows).

Printing handouts of a presentation

Canvas lets you print slides or handouts so you can use an overhead projector or distribute paper copies of your presentations. In addition, you can print more than one slide on a page for more compact handouts. You can also "proof" the printed document on-screen using the Preview feature.

Try printing handouts, two slides on each page, to see how this looks.

1   Choose Print in the File menu to open the Print dialog box.

2   In the Print What pop-up menu, choose *Handouts 2/page*. This will print two slides on a page. On U.S. standard letter size (8.5 by 11 inch) paper, the slides will print one above the other.

3   To see what the printed handouts will look like before printing them, you can click the Preview button. In the preview window, you can click Next Page and Previous Page to navigate through the slides. When you're finished previewing the handouts, click Done.

4   Click Print to begin printing.

To make handouts, you can choose to print two or more slides on each page by selecting an option in the Print dialog box.

Congratulations! You've completed the Canvas presentation document lesson, and you're ready to create your own slide shows.

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