




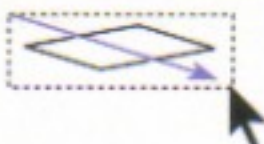









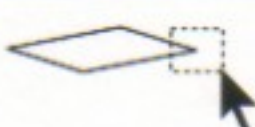

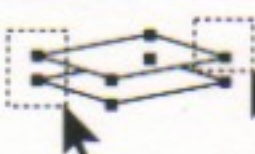
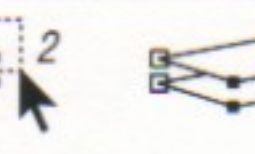

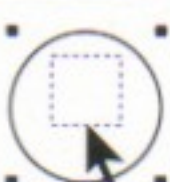
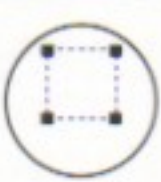

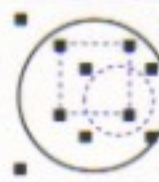










Quick Reference Guide



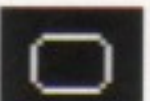

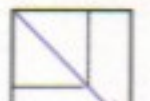
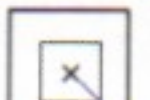
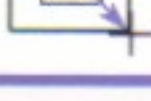
Aldus FreeHand 3.0

















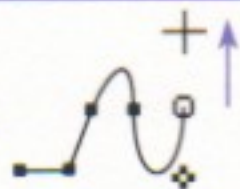
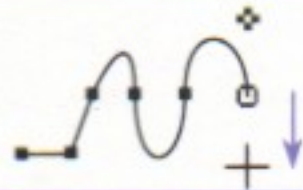



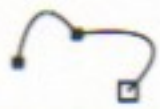

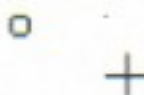



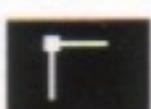








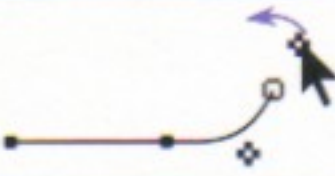
SELECTING

Tool	Task	Single	Action	Result	Multiple	Action	Result	All
 Pointer	Select elements	Click on element			Hold Shift, click on elements			Hold ⌘ + A to select all elements
		Drag around element			Hold Shift, drag around elements	1  2 		Drag around all elements
	Select points Ungroup any basic shapes first	Select element, then click on point			Select element, hold Shift, click on points	1  2 		
		Drag around point			Hold Shift, drag around points	1  2 		Drag around all points
	Select elements behind other elements	Select front element, hold Control, click on back element			Hold Shift + Control, click on each background element			
	Sub-select elements within groups	Hold Option, click on element			Hold Option + Shift, click on each element			
	Reverse sub-selecting in groups and blends	(Original subselection within a group)		Press ~ (tilde) to make level of subselection less specific		After pressing ~ a second and third time		




DRAWING BASIC SHAPES

Tool	Task	Any dimension	Equal dimensions
 Rectangle	Draw basic shapes from side to side	Drag to draw rectangle, rounded-corner rectangle, or ellipse	
 Rounded-rectangle			
 Ellipse	Draw basic shapes from the center	Hold Option, drag to draw rectangle, rounded-corner rectangle, or ellipse	
			Hold Shift, drag to draw square, rounded-corner square, or circle 
			Hold Shift + Option, drag to draw square, rounded-corner square, or circle 



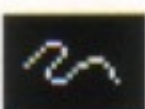



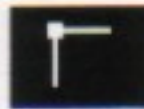

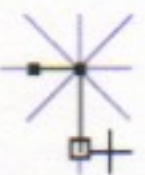
DRAWING FREEFORM SHAPES

Tool*	Purpose	1.	2.	3.	4.
 Line	Draw straight lines	Position mouse 	Drag 		
 Freehand	Draw like pencil	To draw straight line, hold Option, drag 	To start drawing curve, release Option, but not mouse button 	Drag in curve 	FreeHand smooths curve 
	Erase freehand path	Draw path, but don't release mouse button 	To erase, hold ⌘, trace backwards 	Release ⌘, continue drawing 	
 Pen	Draw corners and curves	Click to create corner, reposition mouse 	Drag to create curves, release mouse 	Reposition mouse, drag, release mouse 	Reposition mouse, drag, release mouse 
	Create changes in direction	Click, reposition mouse 	Drag, don't release mouse 	Hold Option, drag, release mouse 	Reposition mouse, click 
 Curve	Draw quick curves	Click, reposition mouse 	Click, reposition mouse 	Click, reposition mouse 	Click 
 Corner	Draw sharp corners	Click, reposition mouse 	Click, reposition mouse 	Click, reposition mouse 	Click 
 Connector	Create smooth transition between straight and curved segments	Click with corner tool, reposition mouse 	Click with connector tool, reposition mouse 	Click with curve tool 	Rotate handle with pointer tool 

Special drawing techniques




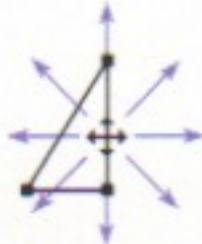



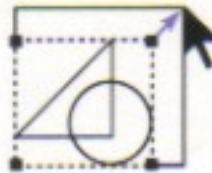




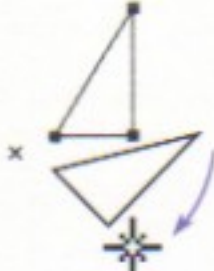



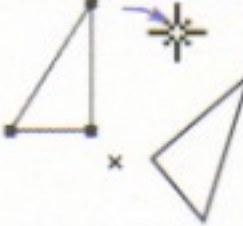
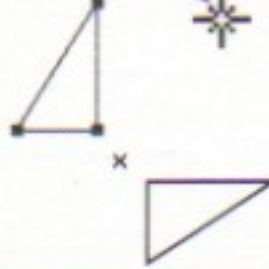

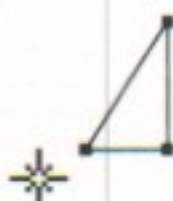
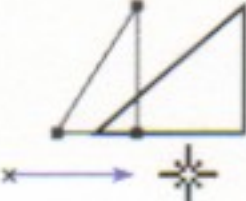


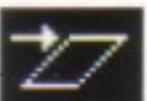
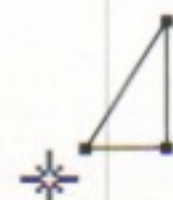
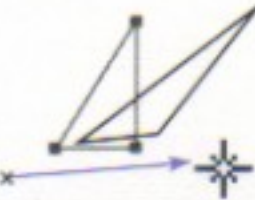


Tool*	Task	Action
 Pointer	Adjust curves	Select curve or connector point, drag handles 
		Select corner point, hold Option, drag handle out of point 
To convert an existing point, hold Option, double-click point to open the "Path/Point" dialog box (⌘ + I)		<div> <input type="checkbox"/> Selected corner point </div> <div> <input type="checkbox"/> Selected connector point </div> <div> <input type="checkbox"/> Selected curve point </div> <div> <input type="checkbox"/> Point handle </div>

Constraining placement or movement

Task	Tool*	Action
Constrain drawing to 45° angles	 Line	Hold Shift, drag 
	 Freehand	Hold Option + Shift, drag 
Constrain point placement to 45° increments	 Pen  Curve  Corner  Connector	Hold Shift, click with tool 

*See "Special graphic features" section for knife and trace tools.

TRANSFORMING ELEMENTS


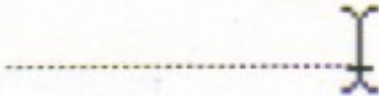

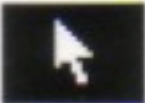
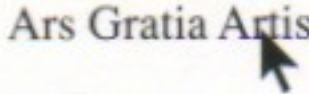
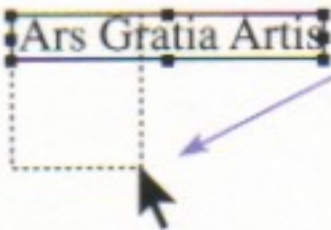
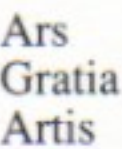
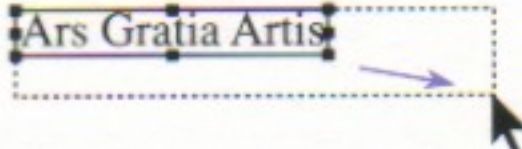
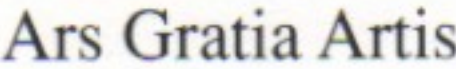



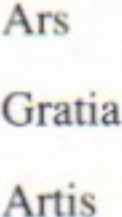
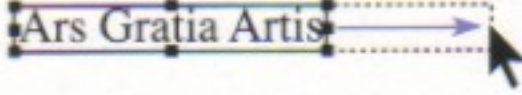
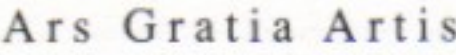
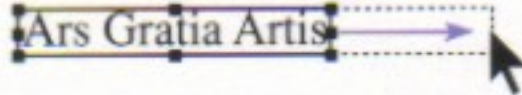

Tool	Purpose	1. Select element...	2.	3.	Alternatives	To specify transformation
 Pointer	Move elements	Position pointer on element 	Drag 		Hold Shift to constrain movement to 45° angles, drag 	Select element, choose "Move..." from Edit menu (⌘ + M)
	Resize grouped elements	Position pointer on handle, hold 	Drag 	Result 	Hold Shift to maintain proportions, drag 	Select element, choose "Element info..." from Element menu (⌘ + I)
 Rotating	Rotate elements	Position cursor 	Drag away from fixed point 	Drag to rotate element(s) 	Hold Shift to constrain rotation to 45° angles, drag 	Hold Option, click with tool to open "Rotate" dialog box
 Reflecting	Reflect elements	To reflect element, position cursor, click. To change reflection angle... 	Position cursor, drag away from fixed point 	Drag to change angle of reflection axis 	Hold Shift to constrain reflection axis to 45° angles, drag 	Hold Option, click with tool to open "Reflect" dialog box
 Scaling	Scale elements	Position cursor 	Drag to resize element(s) 	Result 	Hold Shift to maintain proportions, drag 	Hold Option, click with tool to open "Scale" dialog box
 Skewing	Skew elements	Position cursor 	Drag to skew element(s) 	Result 	Hold Shift to constrain skewing to horizontal and vertical angles, drag 	Hold Option, click with tool to open "Skew" dialog box

SPECIAL GRAPHIC FEATURES

Feature	1.	2.	3.	4.	Tips
Join paths	Position paths so endpoints overlap	Hold Shift, select both paths	Choose "Join elements" (⌘ + J) from Element menu	The two joined endpoints become one point, and the two paths become one path	If "Join" doesn't work, check to make sure elements are ungrouped and on the same layer
Split paths	Select path	Select knife tool	Click on path to split	FreeHand creates new endpoints	To split at existing point(s), select point(s), choose "Split element" from Element menu
Power duplicate	Create element, select it Choose "Clone" (⌘ + =) from Edit menu	Transform and/or move cloned element	With transformed element still selected, choose "Duplicate" (⌘ + D) from Edit menu	Repeat "Duplicate" command	To specify change or movement settings, use transformation tool dialog boxes (hold Option, click with transformation tool)
Blend elements	Create two elements, select one point on each closed element	Choose "Blend..." from Element menu	Enter values in "Blend" dialog box, click "OK"	FreeHand creates blend	If the elements you use are basic shapes, you must ungroup each one first to select the points
Edit blends	Select blend group	Press Option, click to select one or both original elements	Edit shape (change color, etc.)	Blend group automatically rebends	To edit individual elements in blend group, select group, choose "Ungroup" from Element menu (⌘ + U)
Mask/Paste inside	Create element(s) to be masked	Draw closed element for mask, position over first element(s)	Select first element(s), choose "Cut" (⌘ + X) from Edit menu	Select mask, choose "Paste inside" from Edit menu	To remove masking, select mask and choose "Cut contents" from Edit menu
Tiled fills	Create tile element, select it, choose "Cut" (⌘ + X) from Edit menu	Create element to be filled, select it	Choose "Fill and line..." (⌘ + E) from Attributes menu, choose "Tiled" fill	Click "Paste in," click "OK"	<ul style="list-style-type: none"> If the element does not fill, make sure it is a closed path In step 1, you can use "Copy" (⌘ + C) instead of "Cut"
Create composite paths	Draw closed paths	Ungroup any basic shapes, then select paths	Choose "Join elements" (⌘ + J) from Element menu	Overlapping areas become transparent	To separate a composite path, select it and choose "Split element" from the Element menu
Trace TIFF or paint images	Put image on background layer (optional)	Select tracing tool	Drag around area to be traced	FreeHand creates outline element(s)	To specify tracing settings, double-click on tracing tool to open "Trace" dialog box

TEXT

Manipulating text blocks

Tool	Task	Action		Result
 Text	Create new text blocks	Click or drag to open "Text" dialog box, type text, click "OK" or press Enter		
 Pointer	Edit existing text	Double-click on text or select text and hold ⌘ + I to open "Text" dialog box		
	Rewrap type in text block	Drag corner handle		
	Resize type proportionally	Hold Shift + Option, drag corner handle		
	Stretch or compress type	Hold Option, drag corner handle		
	Adjust leading	Drag center top or center bottom handle		
	Adjust letter spacing	Drag center side handle		
	Adjust word spacing	Hold Option, drag center side handle		

Kerning type in Text dialog box

To delete	Click cursor between characters, press	To add	Click cursor between characters, press
0.01 em space	⌘ + Delete OR ⌘ + ←	0.01 em space	⌘ + Shift + Delete OR ⌘ + →
0.1 em space	⌘ + Shift + ←	0.1 em space	⌘ + Shift + →

KEYBOARD SHORTCUTS

Menu commands

Alignment...	⌘ + /	Preview	⌘ + K
Bring to front	⌘ + F	Print...	⌘ + P
Clone	⌘ + =	Quit	⌘ + Q
Copy	⌘ + C	Redo	⌘ + Y
Cut	⌘ + X	Rulers	⌘ + R
Duplicate	⌘ + D	Save	⌘ + S
Element info...	⌘ + I	Select all	⌘ + A
Fill and line...	⌘ + E	Send to back	⌘ + B
Group	⌘ + G	Snap to grid	⌘ + ;
Join elements	⌘ + J	Snap to point	⌘ + '
Move...	⌘ + M	Transform again	⌘ + ,
New...	⌘ + N	Type specs...	⌘ + T
Open...	⌘ + O	Undo	⌘ + Z
Paste	⌘ + V	Ungroup	⌘ + U
Paste behind	⌘ + Shift + V		

Deselect

All points (but not path)	~	Open/close palettes	
		Colors	⌘ + 9
		Layers	⌘ + 6
All elements	Tab	Styles	⌘ + 3

View magnification

Fit in window	⌘ + W	200%	⌘ + 2
50%	⌘ + 5	400%	⌘ + 4
100%	⌘ + 1	800%	⌘ + 8

Tools

Pointer	Hold ⌘	Freehand	5
Text	A	Pen	6
Rectangle	1	Knife	7
Rounded-rectangle	2	Curve point	8
Ellipse	3	Corner point	9
Line	4	Connector point	0

Grabber hand	Hold spacebar
Magnifying	Hold ⌘ + spacebar (+ Control for maximum)
Reducing	Hold ⌘ + spacebar + Option

Screen redraw

Stop screen redraw	⌘ + .
Redraw screen	Click in zoom box

WORKING WITH LAYERS

Sending elements to another layer

Select element(s), click on name of layer

Changing current drawing layer

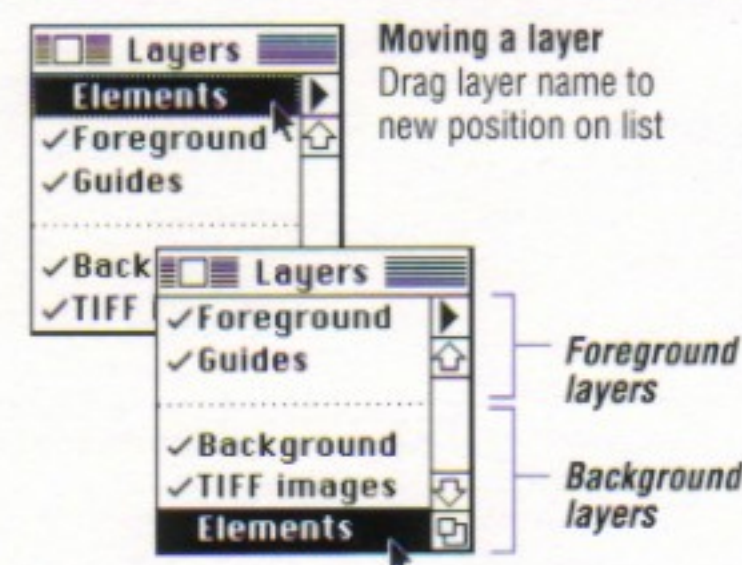
Press Tab to deselect elements,
click name of new layer

Making a layer invisible

Click checkmark to make layer invisible

Making a layer visible

Click blank area left of name to make layer visible

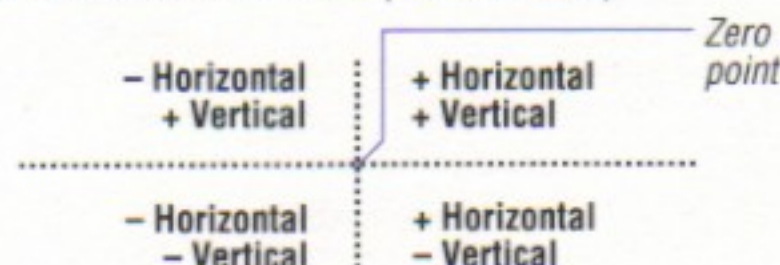


Moving a layer

Drag layer name to
new position on list

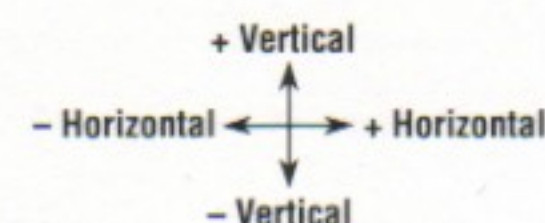
HORIZONTAL and VERTICAL COORDINATES

Use this diagram to read the "h" and "v" info bar values,
and to enter values in any dialog box opened with the
"Element info..." command (Element menu)



"h" and "v" values = horizontal
and vertical distance from zero point

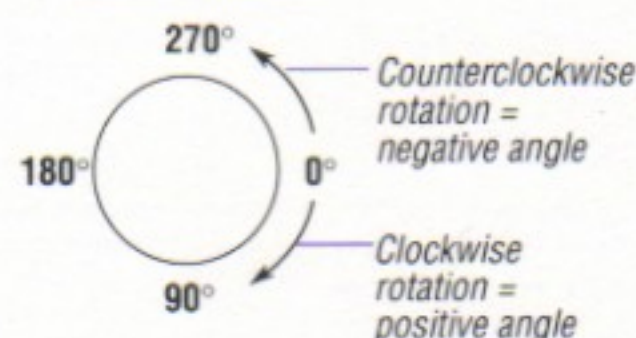
Use this diagram to read the "Δh" and "Δv" info
bar values, and to enter values in the "Move"
dialog box (Edit menu)



"Δh" and "Δv" values = change in distance from
former location in horizontal and vertical values

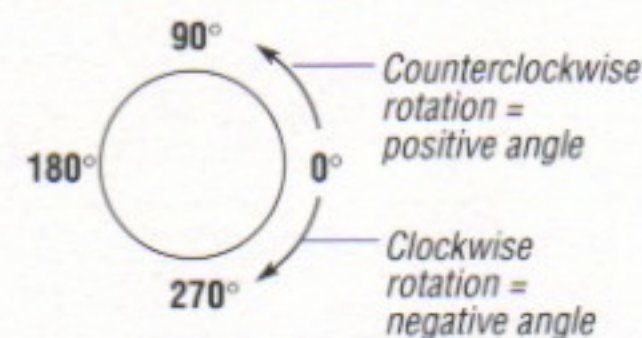
DEGREE COMPASS

Screen angles



You can
type an
angle value
two ways:
-90° = 270°

Rotation and fill angles



ADJUSTING PAGE VIEW

Task	Cursor	Action
Magnify page view		Click magnifying tool on page (New view is centered on click location)
Reduce page view		Select magnifying tool, hold Option to change to reducing tool, click
Move page within illustration window		Hold spacebar, drag with grabber hand