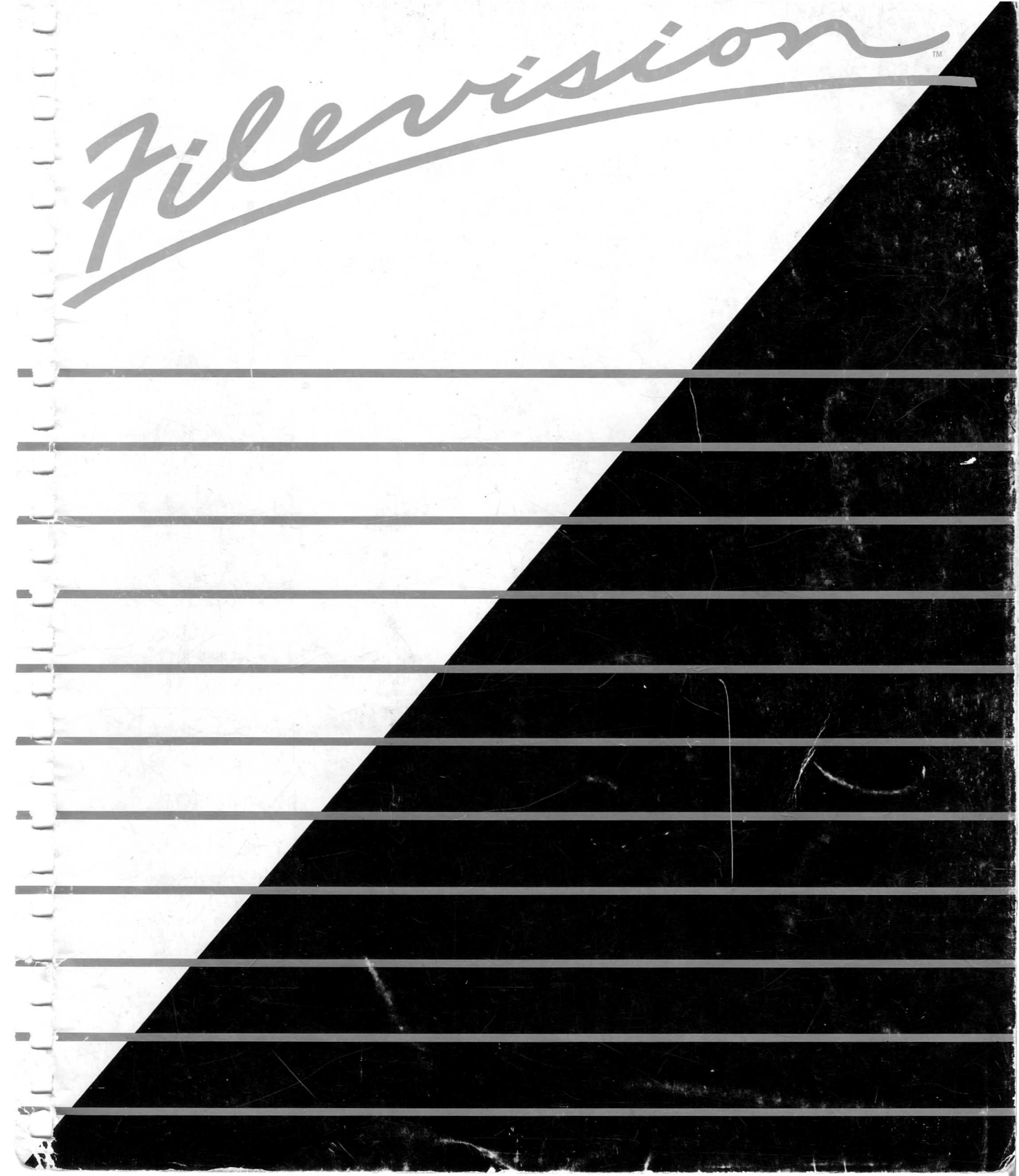
filevision™

1984

Filevision™

Original Concept by Howard Metcalfe

Designed and programmed
for the Macintosh™ by
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Manual by Mary Shields

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Preface

Words. Numbers. Pictures. You think in all three. And you work with all three. Doing things like:

Planning:	What if I arrange the seating in this fashion? Where in the area do we deliver today?
Tracking:	What events occurred in June and July, and where?
Scheduling:	What appointments are scheduled for Monday? How are my classes scheduled this quarter?
Locating:	Where in my basement are the records for my 1978 tax returns?
Deciding:	Which wine in my cellar goes well with Stroganoff, is inexpensive and is ready to drink?
Discovering:	Which constellations are visible from Alaska in January?

Until now, no microcomputer software has helped to visualize these problems. Many software packages help you to draw, list, chart, or print, but no software integrates all of these activities. Until now.

Filevision will help with any of these activities in a new and powerful way. Now you can organize the information that you work with in a manner that makes sense to you, because Filevision sees things your way. And Filevision is simple to use. You can accomplish most things in just a few clicks of the mouse.

Filevision gives you the power to:

- put pictures and information together in a filing system
- draw lines, rectangles, squares, ovals, circles, and free-form shapes
- stretch, shrink, reshape, shade, cut, paste, move, and copy
- overlap, hide, and highlight
- change and create symbols
- print lists, labels, and pictures
- change print styles and sizes
- record, edit, and interrogate visual, numeric, and written information

This manual explains how to use Filevision. There are three chapters, organized to help you find information quickly and easily.

Chapter 1 - Learning Filevision introduces you to Filevision, by leading you through an example application. After completing this chapter, you will understand the basic concepts of Filevision, and be able to create your own drawing files.

Chapter 2 - Using Filevision contains step-by-step instructions to perform Filevision tasks. The instructions are organized into three categories of tasks: drawing, adding information, and working with the information in your drawing file. You do not need to read the information in this chapter in any particular order. However, you should be familiar with the basic concepts presented in Chapter 1 before referring to this information.

Chapter 3 - Filevision Reference contains directories of menus and functions, technical information, a glossary, and an index.

You should read and work through the tour in Chapter 1, even if you are familiar with computers and computerized filing systems. Filevision works in a way unlike any other filing system. When you have completed the tour, you should read Chapters 2 and 3 and begin experimenting with Filevision. As you begin to build your own drawing files, refer to Chapter 2 and Chapter 3 for a complete description of any Filevision task. Each chapter has a detailed table of contents for easy reference. Or you can look up specific topics in the Index.

Contents

Chapter 1:
Learning Filevision

With Filevision you can store and retrieve information through a picture of that information. You can structure your filing system to look like the real world. With Filevision, you build a "drawing file" — a picture with an underlying base of information about the objects in that picture. You can display information about an object in the picture by pointing to it. You can select a group of objects that have common characteristics. You can change a picture based upon information. You can produce reports of selected information. You can print drawings with items of interest emphasized. And, you can even print labels for mailing or identifying.

To use Filevision, you draw a picture and add information about the picture. Drawing tools and editing capabilities help you do this easily.

The tour in this chapter introduces you to the concepts of Filevision, and gives you an idea of what you can do with Filevision. You will learn techniques to create, draw and work with files using Filevision. The first sections get you started, by introducing you to some basic features. In later sections, you explore some of the more sophisticated capabilities of Filevision. Work through the sections in the order in which they are presented. Each section presents concepts that are prerequisites to following sections. Try to complete the tour in one session. It may look like a lot to accomplish, but the steps are easier to follow with preceding steps fresh in your mind.

Learning Filevision becomes easier with practice. You will find that you need to refer to this manual less and less as you use Filevision. Practice teaches the concepts and features much more effectively than reading, because Filevision is a visual tool.

Most features of Filevision are presented in this chapter, however not all are covered in detail. A complete description of each Filevision feature can be found in Chapter 2.

As a Macintosh owner, you should already be familiar with this computer and the techniques for working with it. This manual does not cover the basic instructions that can be found in *Macintosh*, the owner's guide. If you have not already done so, you should read that guide to become familiar with using the mouse, managing files and disks with the Finder, choosing commands from pull-down menus, and standard editing techniques.

Chapter 1
Contents

The Tour

The Tour

The six sections that make up **The Tour** will get you started using Filevision. For the tour you use a file included on the Filevision disk entitled "Tour". This is an example of a simple file that you might create to help organize and manage a wine cellar. Through it, you learn how to use the filing capabilities of Filevision. You learn to find information in the file, change information, and add more information. With these techniques, you will be able to create and use files that are far more complex and substantial than the wine cellar example.

In the sections that follow you use Filevision to:

- Add wine to your cellar.
- Highlight specific wines and print a list.
- Represent wines with symbols of special meaning.
- Expand the wine cellar by adding a new type - a case of wine.
- Draw different shapes using drawing tools.
- Clear out the file.

More importantly, you will learn the basic concepts that make Filevision the most powerful computerized drawing and filing system available.

Here are a few very important points to remember about the six sections that make up the tour:

1. Bullets (▫) mark an action to take. All other material is there for explanation. You should not take any action unless it is indicated by a bullet.
2. If you find that your screen looks different from the illustrated screens, go back to the beginning of the section you are working on and repeat the steps.
3. Follow the steps carefully and read all the explanations. It takes a little time, but when you finish you will have learned enough to use Filevision comfortably.
4. Refer to the Glossary and explanations in Chapter 2 if you need help during the tour.
5. Never turn off your Macintosh without first choosing **Quit** to stop Filevision and return to the desktop.

Learning the Basics

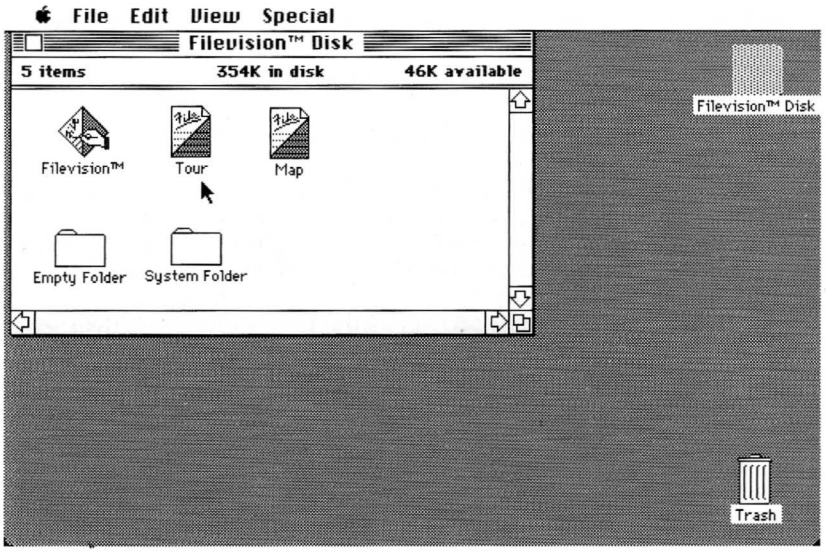
This section begins the tour. In it, you are introduced to the basic components of Filevision. You open the "Tour" file and look at objects, information, and types. And you learn to add objects and information to your file.

---

step 1
starting

- Turn on your Macintosh and insert the Filevision diskette into the disk drive.
- Click the Filevision disk icon to select it.
- Choose **Open** from the **File** menu.

To choose from a menu: move the pointer to the menu title, press the mouse button, drag to the command and then release the mouse button.



The application and drawing file icons are shown on the desktop. Several sample drawing files have been included on your Filevision diskette. For the tour, use the file entitled "Tour".

step 2 saving a copy of the file

In this tour, you change the contents of the "Tour" file. In fact, the final section of the tour instructs you to remove the contents of this file. You should, therefore, save a copy of this file. By saving the file you will be able to take the tour again, or perhaps take a friend on the tour.

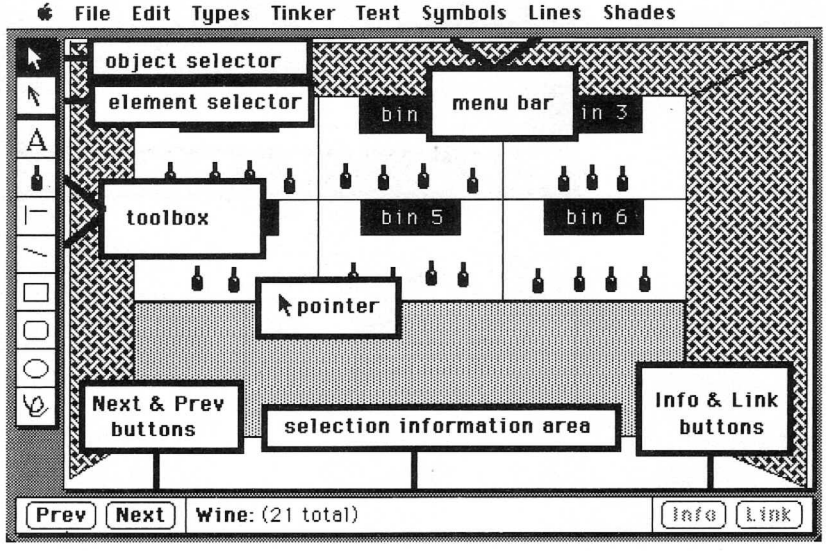
- Click the "Tour" file icon to select it.
- Choose **Duplicate** from the **File** menu.

Complete instructions for managing files with your Macintosh can be found in *Macintosh*, the owner's guide.

step 3 opening the file

- Click the file icon entitled "Tour" to select it.
- Choose **Open** from the **File** menu.

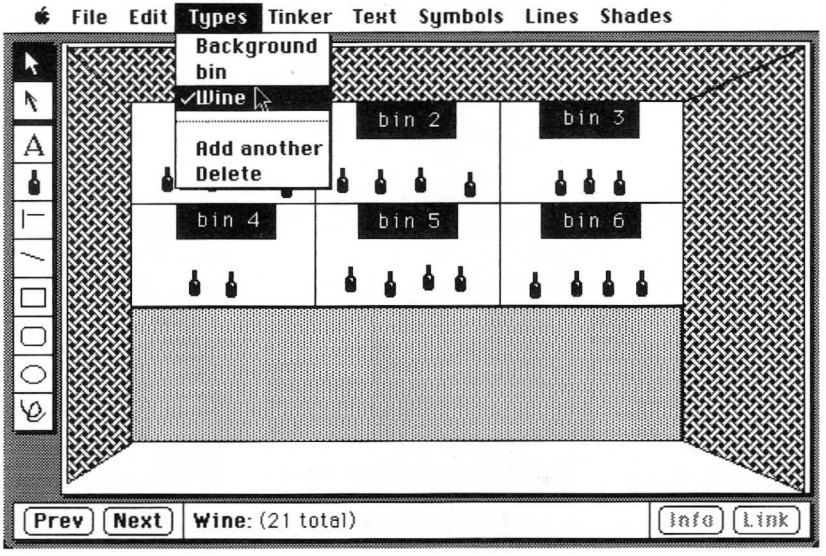
In a few moments, the Filevision window will appear on the screen. Throughout this tour, we refer to locations and items on this screen. Take a moment to study the following illustration and learn the names of items on the Filevision screen.



step 4 selecting

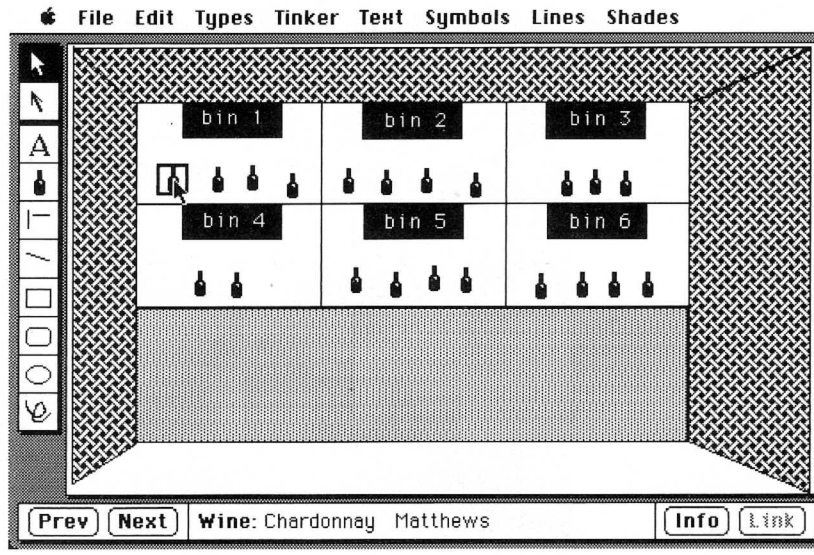
In the drawing window is a picture of a wine cellar (a room, some boxes labelled "bin 1", "bin 2", etc., and some wine bottles). The room, the bins, and the bottles represent **objects** in this drawing file. A drawing file is made up of objects. If you are familiar with computerized filing systems, it may be helpful to think of an object as a record in a file.

- Move the pointer to **Types** on the menu bar. Press and hold the mouse button. While holding the mouse button down, drag the pointer slowly until **Wine** is enclosed in a darkened box. Release the mouse button.



You have just selected **Wine** from the **Types** menu.

- Move the pointer to the leftmost bottle in **bin 1** and click the mouse button.



Note: If your screen does not look like the above illustration, you may have selected some other object. Try again, being sure to position the tip of the pointer directly on the wine bottle.

By pointing to an object and clicking, you have selected that object. The object is now surrounded by a darkened box, to indicate that it is selected. The name of the object, **Chardonnay Matthews**, is shown in the selection information area on the bottom of the screen.

---

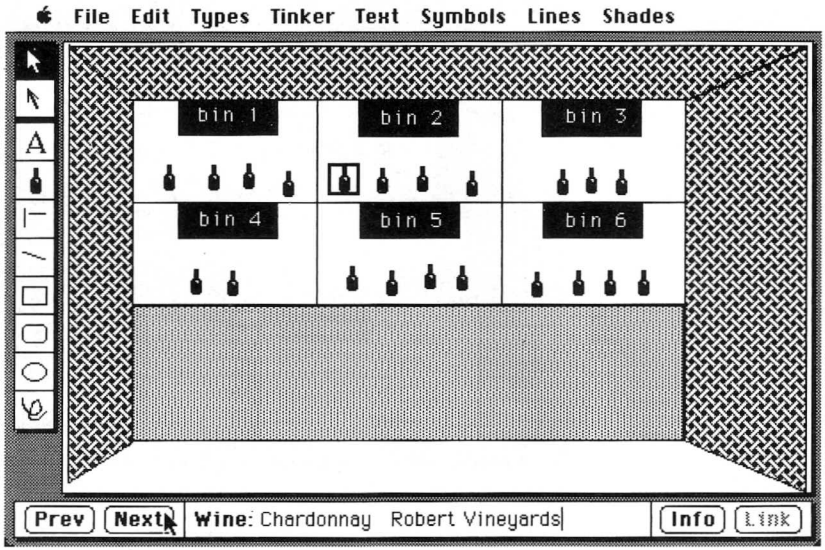
step 5 deselecting

- Move the pointer to the object selector (the arrow-shaped tool at the top of the toolbox) and click.

The darkened box disappears and the name of the object is no longer shown in the selection information area. You have just deselected the object. Throughout the tour we begin activities by clicking the object selector to make sure that no objects are selected.

step 6 scrolling

- Move the pointer to the first bottle and click to select **Chardonnay Matthews** once again.
- Move the pointer to the **Next** button on the bottom of the screen and click.



Another wine bottle is now selected; the name of the selected wine is shown in the selection information area on the bottom of the screen.

- Click the **Next** button.

Note that the selection information changes and another bottle is selected.

- Click **Next** again and again.

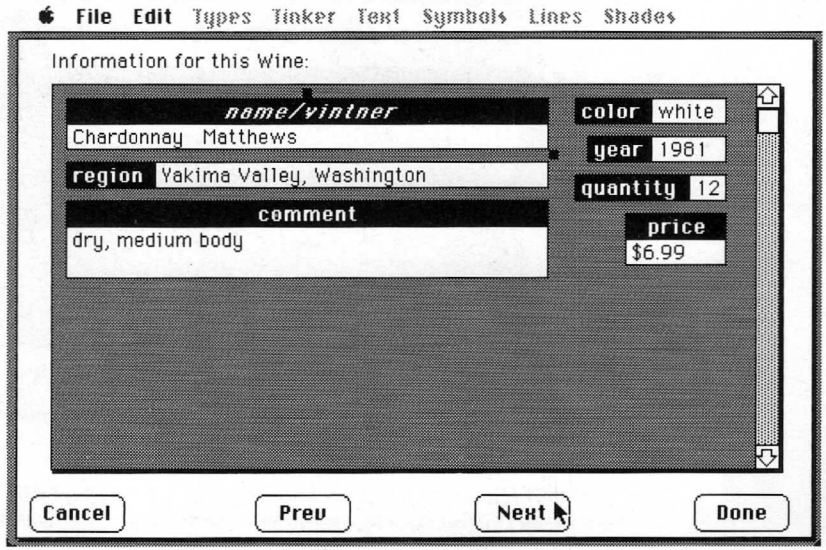
This is called scrolling. You can scroll through objects in name sequence using the **Next** and **Prev** buttons.

- Click **Prev** again and again to scroll backwards until **Chardonnay Matthews** is selected once again.

step 7 viewing information

There is information associated with each of the objects that make up a drawing file.

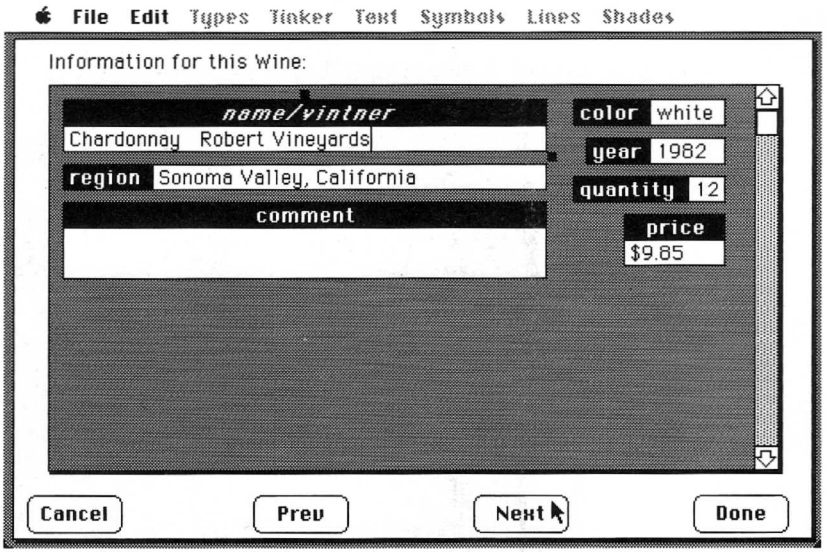
- Click the **Info** button on the bottom of the screen.



By selecting an object and clicking **Info**, you have chosen to bring information about that object to the screen.

On this screen are the items of information that are in the drawing file about this wine. These are items that you might expect to find in a wine cellar book (name, vintner, year, region, color, price, quantity,and comments). A true cellar book will usually have more information about each wine (bouquet, body, etc.). For the purposes of this tour, we have chosen to include only basic information about each wine.

- Click **Next** to scroll to information for the next object in the drawing file.



You can scroll through the information in a drawing file in the same way you scroll through objects, using the **Next** and **Prev** buttons.

- Click the **Done** button to return to the drawing window.

---

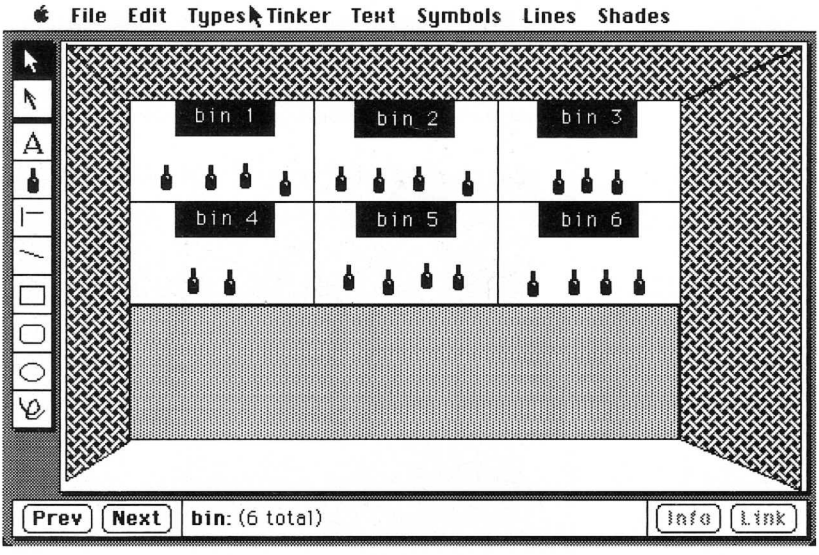
step 8 choosing types

Objects in a drawing file are organized by type. In this drawing file, **wine** is a type.

- Move the pointer to **Types** on the menu bar, press and hold down the mouse button.

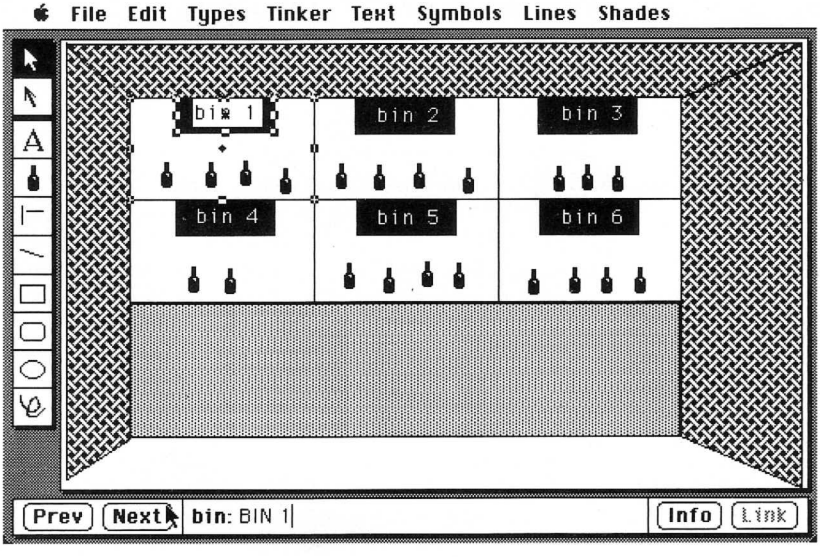
The names of the types of objects in this drawing file are shown on the **Types** menu (**Background**, **bin**, and **wine**). There is a check mark beside **wine**, to indicate that this type is selected.

- With the **Types** menu pulled down (i.e., visible), drag the pointer to the type name **bin**, and then release the mouse button.



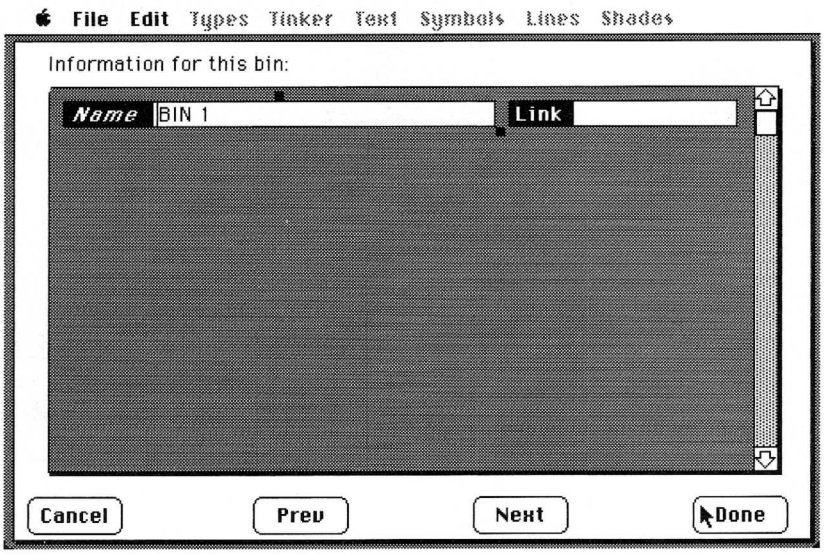
You have selected a different type - **bin**. The name of the selected type is shown in the selection information area.

- Click **Next** to select the first bin.



You have now selected the object **bin 1**. Small squares are present at various locations on this object. These squares are called handles. The handles indicate that this object is selected.

- Click **Info** to see the information on file for **bin 1.**



Each type of object has different information associated with it. The bins in this drawing file are included to make the drawing look like a wine cellar. These objects do not lend much information to this file, other than to organize the drawing area into areas for the placement of another type of object - **wine**.

- Click **Done** to return to the drawing.

---

step 9 adding an object

You have been introduced to the basic components of a drawing file - types, objects, and information about those objects. You have learned to select by pointing and scrolling, and to deselect. Let's put what you have learned to work. The remaining steps in this section teach you how to add an object to your drawing file, and how to add information about that object.

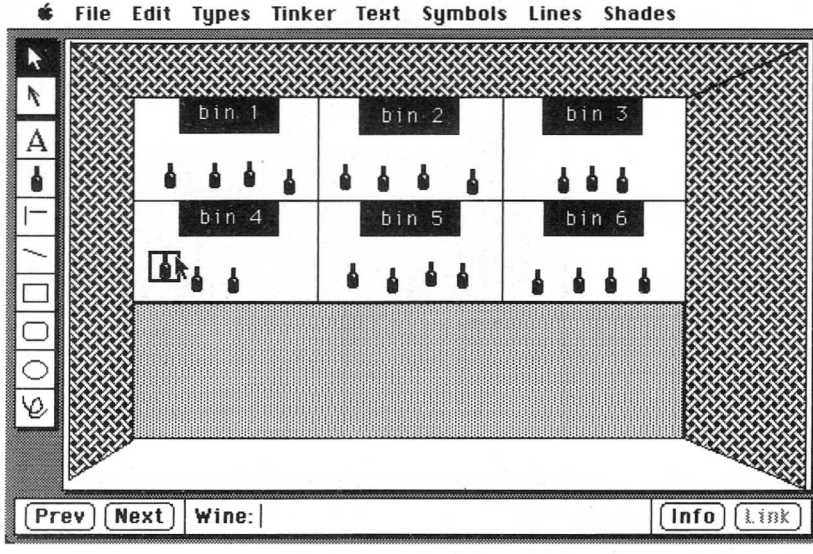
- Click the object selector.
- Choose **wine** from the **Types** menu.

In the toolbox are the Filevision drawing tools. You may recognize some of these tools, as they are similiar to the tools used for drawing in Macpaint™. There is a tool in the toolbox that looks like a wine bottle. This tool is the Symbol tool. You can place a symbol into your drawing using this tool.

- Click the Symbol tool on the toolbox to select it.
- Move the pointer onto the drawing area.

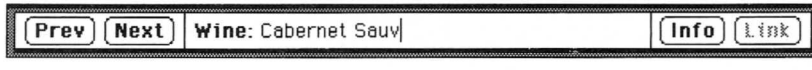
As you move the pointer onto the drawing area, the pointer becomes a symbol.

- Move the symbol onto one of the bins and click the mouse button.



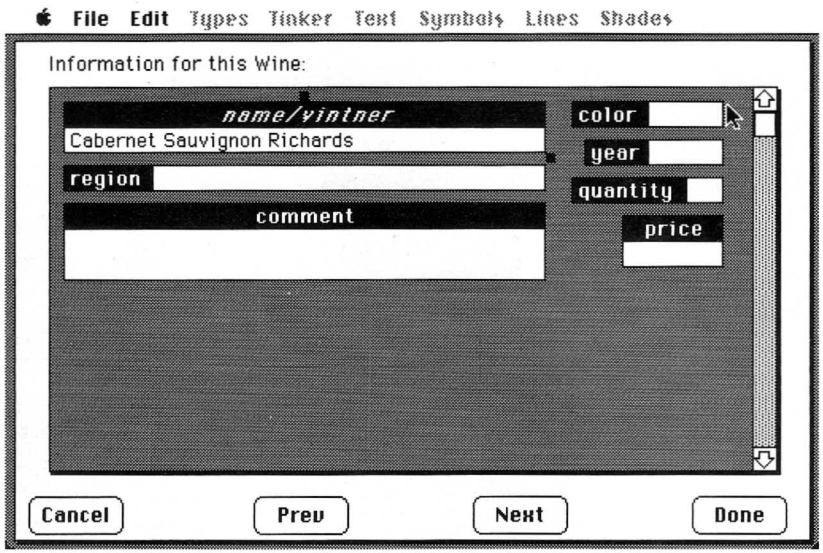
You have just added a new object to the drawing file. That object is selected, as indicated by the darkened box around it. The selection information area is blank, where the name of a selected object normally is shown. An insert bar is blinking in this area to indicate that you may type in a name for this object.

- Type **Cabernet Sauvignon Richards** to name this wine.



Follow the instructions in the next step to add more information about this object to the drawing file.

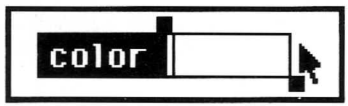
- Double-click the symbol that you just added.



Double-clicking an object is another method to bring information about an object to the screen.

The same items of information that you saw for the other wines in this drawing file are present on the information screen for this object.

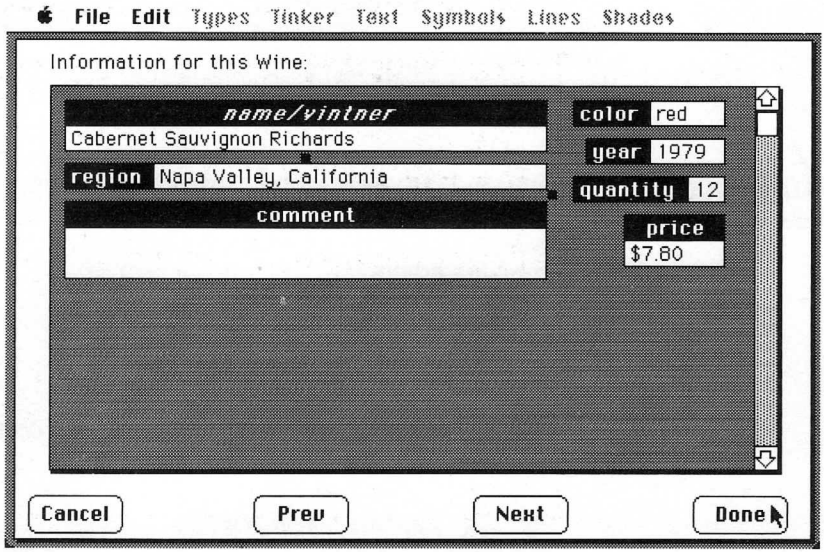
- Move the pointer to the field labeled **color** and click.



There are two square handles on the **color** data field, to indicate that this field is selected. An insert bar is blinking in this field to indicate that you may type information into this field.

- Type **red** for the color of this wine.

- Continue filling in information by moving the pointer to each field, clicking to select the field, and typing in information until the information screen looks like the following illustration:



- When you have completed filling in information about the new object, click **Done**.

Summary

In this section you learned about what makes up a drawing file. You learned about types, objects, and information. You learned to select and deselect objects. You added an object to the drawing file, and filled in information about that object.

With what you have learned, you are ready to continue with the next section, where you learn something about what you can do with the information and objects in a drawing file.

Highlighting and Printing

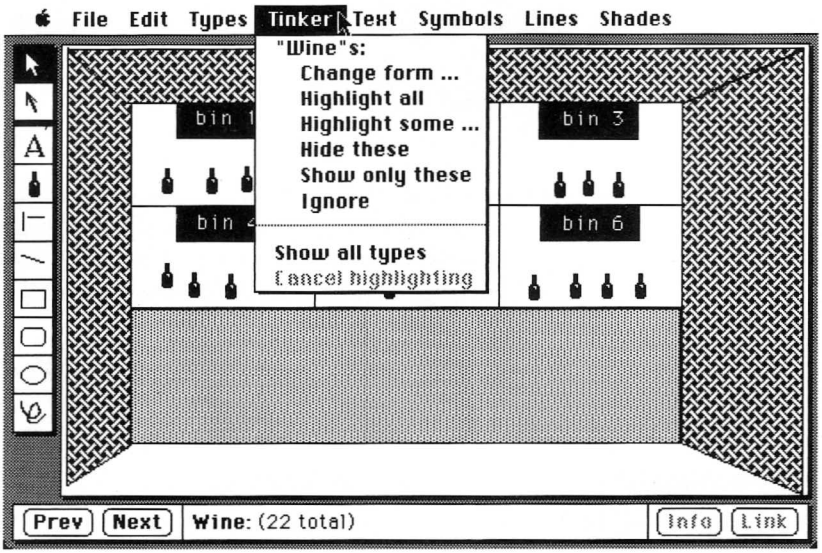
In this section, you are introduced to some techniques for working with the objects in your drawing file. You learn how to change the look of your drawing by highlighting, and how to select several objects at once. Also, you are introduced to the printing capabilities of Filevision.

---

step 1 highlighting objects

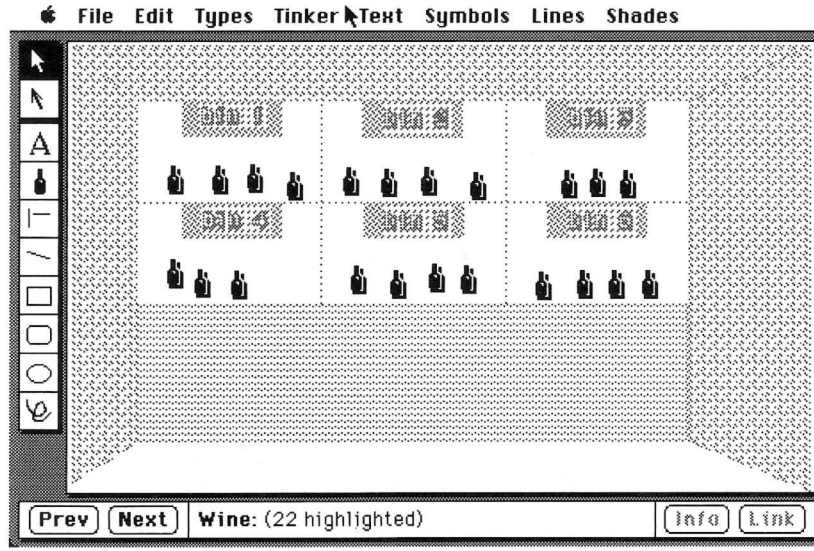
In the previous section, you learned how to select objects by pointing and clicking, and also by scrolling. Highlighting is another method of selecting objects. With Highlighting, you can select a group of objects. Highlighting will change the look of your drawing by emphasizing selected objects and de-emphasizing others.

- Click the object selector.
- Choose **wine** from the **Types** menu.
- Move the pointer to **Tinker** on the menu bar, press and hold the mouse button to show this menu.



The name of the selected type, "**wine**"**s**: is shown at the top of this menu, to indicate that the **Tinker** actions that you choose will be performed on objects of this type.

- Choose **Highlight all** from this menu.



Your drawing looks somewhat different. Much of the drawing is "faded", while the wine symbols are highlighted. The entire group of wines in the drawing file are now selected. Later in the tour you will learn some of the things that can be done with all objects of a type selected. For now, continue with the following steps to learn more about selecting objects with Highlighting.

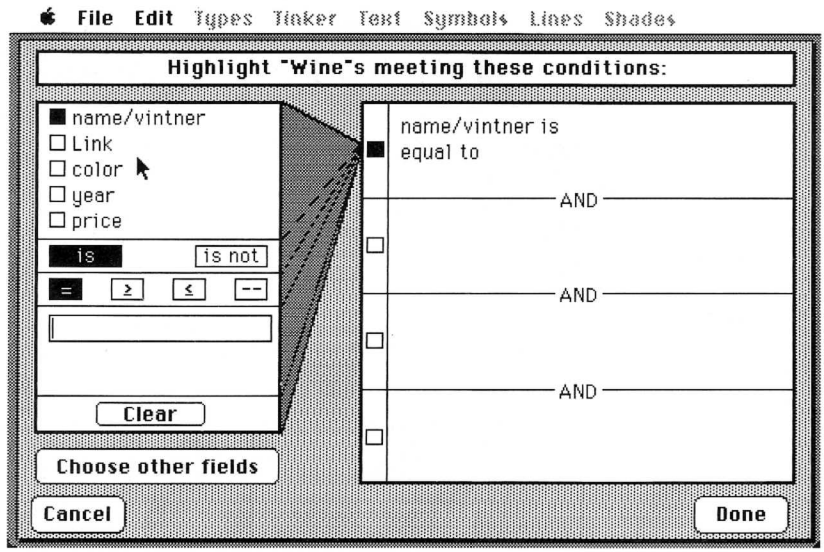
- Choose **Cancel Highlighting** from the **Tinker** menu.

---

step 2 highlighting some objects

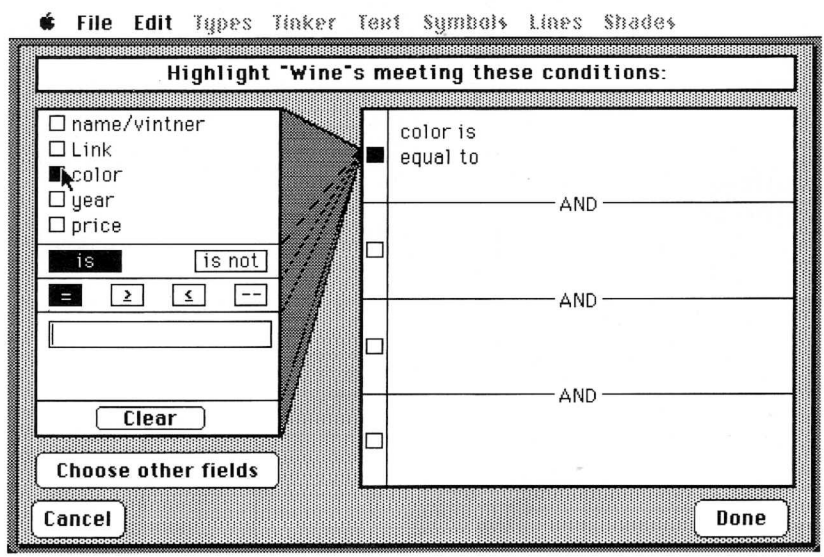
In addition to highlighting all of the objects of a type, you can highlight a select group of objects.

- Choose **Highlight some** from the **Tinker** menu.



The Highlight selection screen is shown. On this screen, you may enter criteria for selecting some of the objects in the drawing file. In the following example, you select all the red wines in the drawing file.

- Click the box next to **color** on the selection screen.

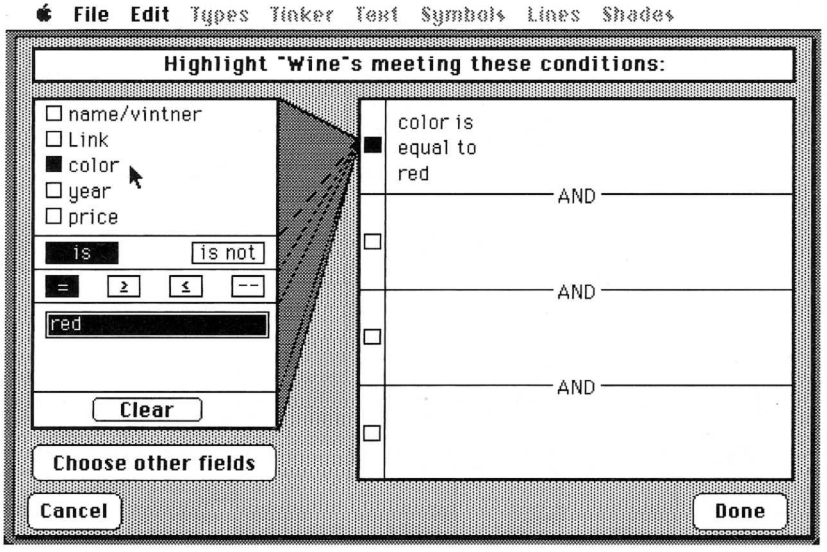


Is and **Is Not** are comparison states that you may set. **Is** is currently selected.

There are four comparison operators (equal, greater than or equal, less than or equal, and between) that you may select. Equal comparison is currently selected.

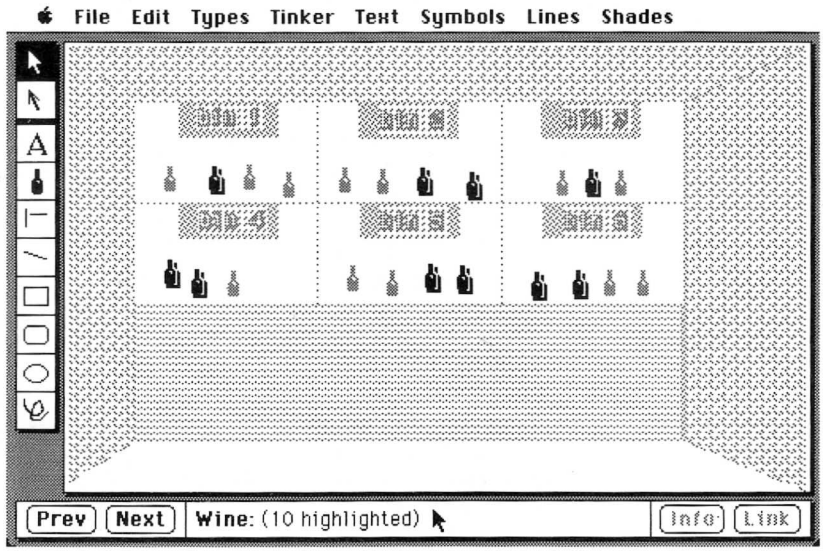
The area below the comparison operators is where you enter a value to be compared to the specified data field for each object. You do not need to click the box for this value; there is a blinking vertical bar that marks a text insertion point. Whenever this blinking bar is present you can type text and that text will appear at the insertion point.

- Type **red** to indicate that you wish to select the wines for which "red" is present in the **color** data field.



In the area on the right side of the screen are four condition boxes that list the selection criteria that have been set. As you specify selection criteria, those criteria are shown in the condition box. You may set up to four different conditions for determining whether or not an item will be highlighted. You set only one condition for this example.

- You have finished setting selection criteria; click **Done** to highlight only red wines.



Ten wines are now highlighted on the screen.

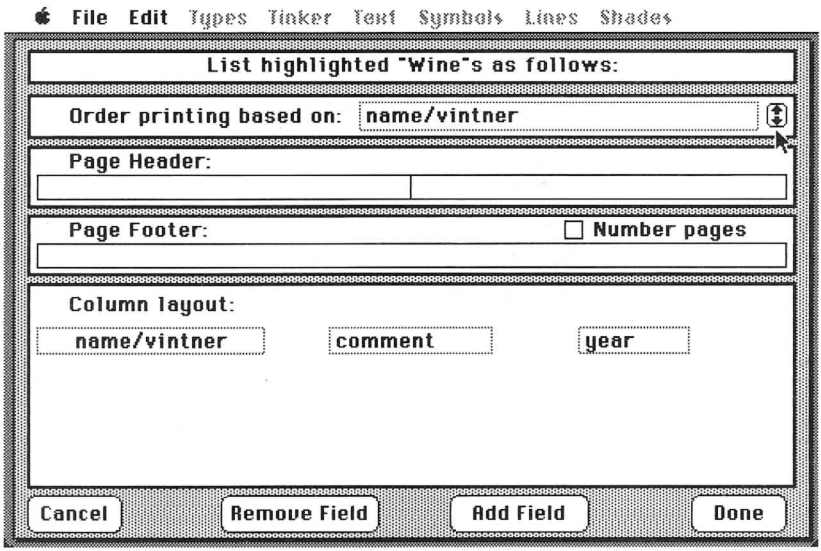
---

step 3 printing a list

There are several options for printing information with Filevision. In this step, you learn how to print a list of information about selected objects. You print a listing of all red wines in the drawing file. In the previous step, you selected the objects that will be included on the list, by highlighting only red wines.

If you do not have a printer connected to your Macintosh, skip forward to **step 4, canceling highlighting**.

- Choose **Print List** from the **File** menu.



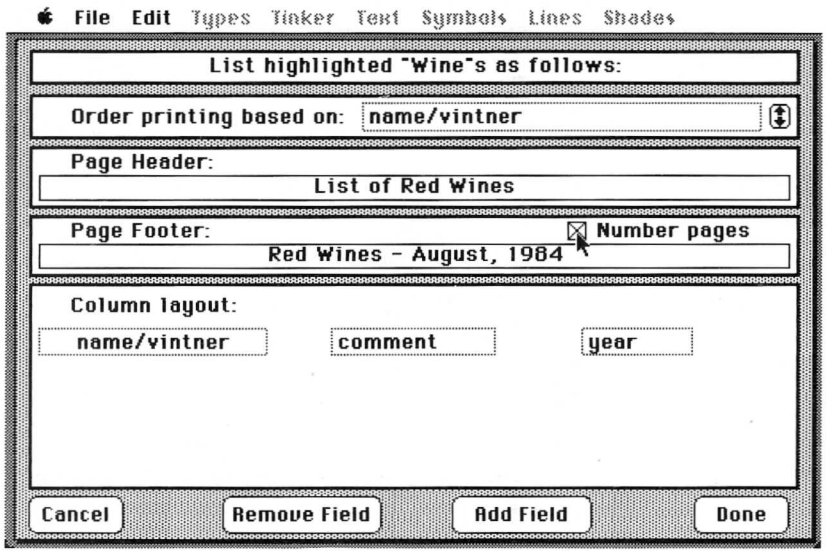
The Print list screen is shown. On this screen you can determine the look of a printed list. You can specify an order to print the list, by identifying a data field to use for the order. You can also enter information that will be printed on the top and bottom of the list. You can choose to print page numbers on the list, and arrange fields of information that you want to print in the **Column layout** area.

- Click the up or down arrow in the **Order printing based on** field, to show the name of another data field for the selected type.
- Continue clicking the up arrow or down arrow until **Name/Vintner** is shown in the **Order printing based on** field (this is scrolling).

An insert bar is blinking in the rectangular box in the **Page Header** area, to indicate that what you type will be entered in this box. Page Header information is printed at the top of every page of the list.

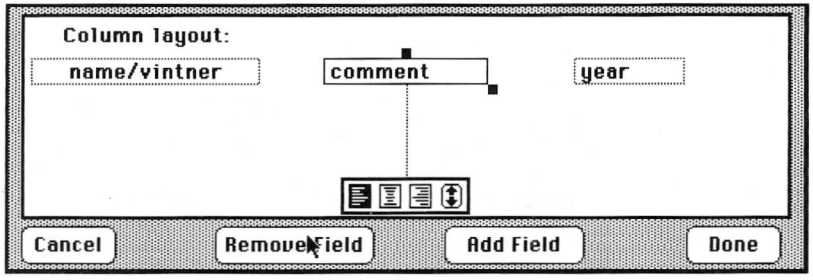
- Type **List of Red Wines** for a page header.
- Click the long rectangular box in the **Page Footer** area.
- Type **Red Wines - August, 1984** to enter a page footer. Page Footer information is printed at the bottom of every page.
- Click the box labeled **Number pages** to select numbered pages for the list.

An "X" will appear in the box to indicate that this option has been selected. If you were to click the box again the "X" would disappear.



The **Column layout** area is where you select and arrange the items of information that you want to print on the list. Shown in this area are three of the information fields for objects of the selected type (**name/vintner**, **comment**, **year**). On this list you will **print name/vintner**, **year**, and **quantity**.

- Click **comment** in the **Column layout** area to select this field.

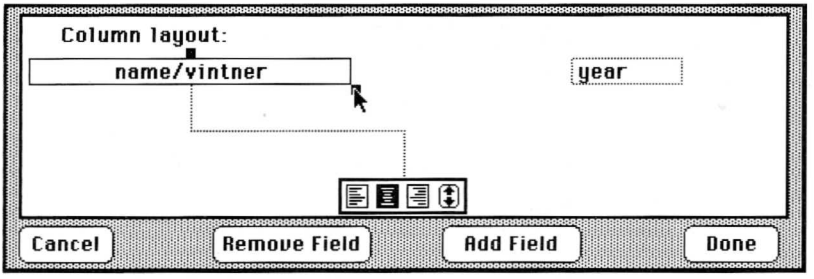


Handles are shown on this field to indicate that it is selected.

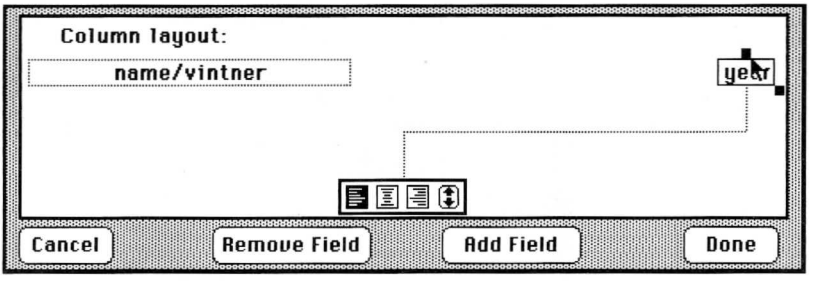
- Click **Remove Field** to remove the **comment** field from the **Column layout** area.

The box surrounding a data field name in the **Column layout** area indicates the size of an area for printing this field. You will remember from the information screen that the size of the **name/vintner** field is larger than the box shown.

- Click the **name/vintner** field in the **Column layout** area to select it.
- Move the pointer onto the handle on the bottom right corner of this field.
- Press the mouse button and drag the handle to the right to stretch the size of this field.



- Click **year** to select this field.
- Drag the corner handle to the left to shrink the size of this field.
- Drag the top handle of the **year** field to the right to move the field.



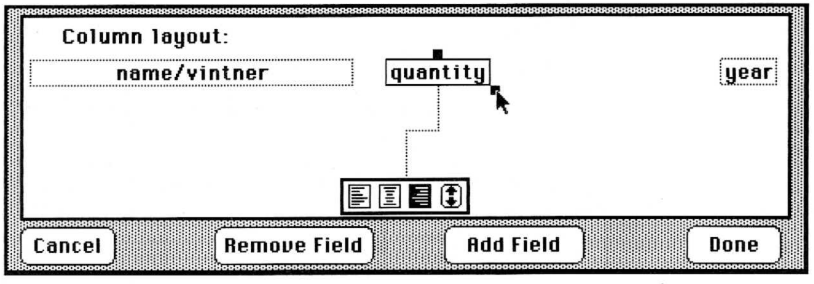
When a field is selected in the **Column layout** area, a line extends from that field to a set of column alignment icons at the bottom of this area. You can print information aligned on the left of a column, centered in a column, or aligned on the right of a column. There is an icon that represents each of these, as well as the up and down arrows for scrolling.

- Click the centered alignment icon to indicate that **year** will be centered when printed.

- Click **Add Field**.
- Move the pointing finger to the right of the **name/vintner** field and click.

Next to the alignment icons is another up and down arrow. The arrows are used to scroll through the list of data field names for the selected type.

- Scroll through the data field names using the up arrow or down arrow until **quantity** is shown in the box.
- Drag the corner handle to the left to reduce the size of the printed field — remember that the quantity field is only 2 characters long. (Of course we can't shrink the field to 2 characters or there would not be room to print the title "quantity".)



- Choose right alignment by clicking this icon.
- You have completed filling in the Print list screen; click **Done** to begin printing.

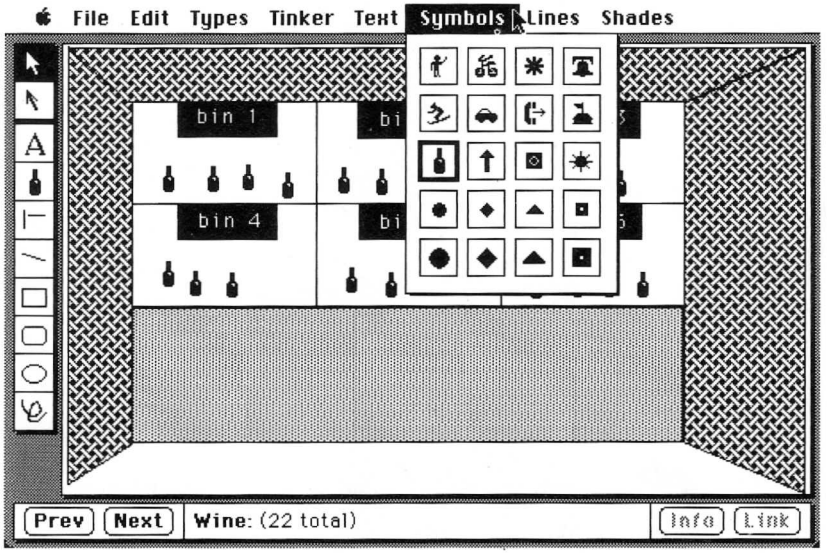
Editing

In the previous sections, you learned how to select objects and how to draw with symbols. In this section, you combine these techniques to edit your drawing file. You learn how to create a symbol using the **Symbol Editor**. Then you select objects and change the symbol for those objects to be the symbol that you have created.

---

step 1 viewing symbols

- Click the object selector.
- Pull down the **Symbols** menu.



There are twenty symbols shown on the **Symbols** menu. You can use any of these symbols for drawing. You have already used one symbol, a wine bottle, when you added an object to your drawing. That symbol is surrounded by a darkened box on the menu, to indicate that it is selected.

- Choose a symbol from the **Symbols** menu.

The symbol that you choose from the **Symbols** menu will be shown as the symbol tool in the toolbox. The remaining steps in this section show you how to make a symbol of your own, and how to use that symbol in your drawing.

- Choose the wine bottle symbol from the **Symbols** menu.

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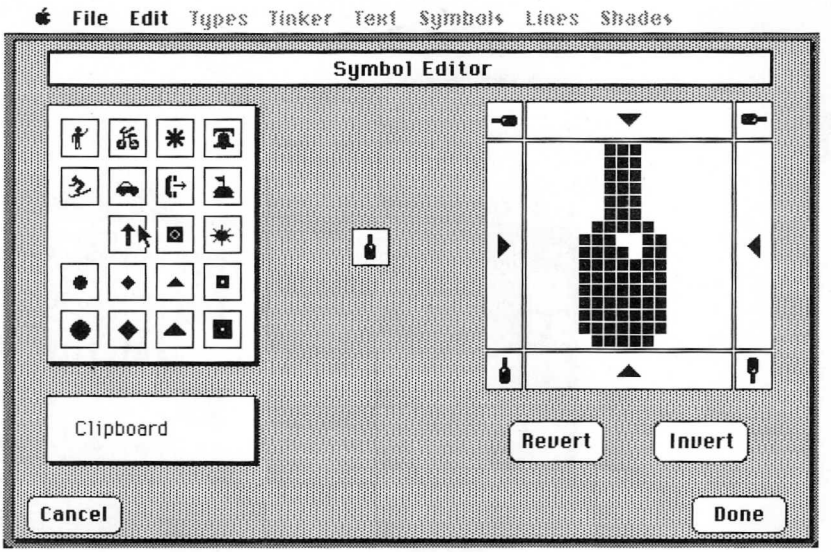
step 2 editing symbols

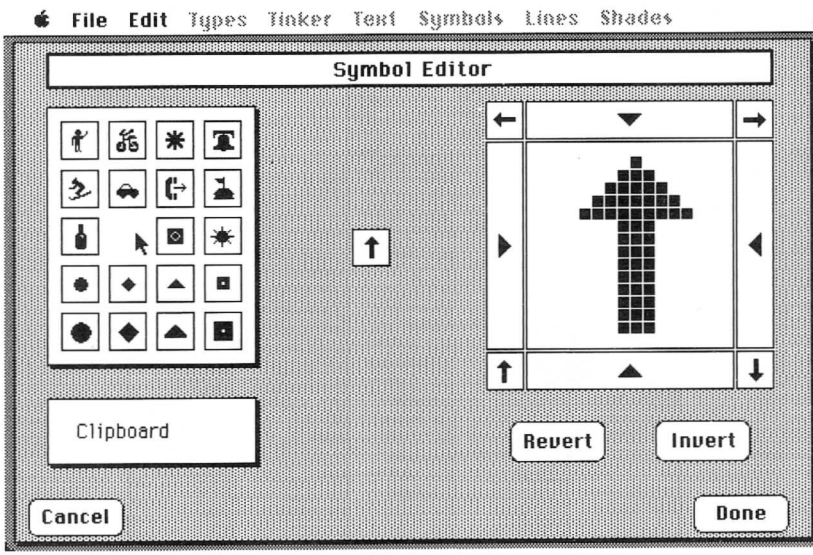
In this step, you learn to use the **Symbol Editor** to make a new symbol for a white wine bottle.

- Click the object selector.
- Choose **Symbol Editor** from the **File** menu.



The Symbol Editor screen is shown. The twenty symbols from the **Symbols** menu are shown on the left of this screen. On the right of the screen is an enlargement of the currently selected symbol.

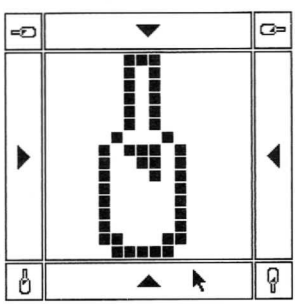
- Move the pointer to the arrow symbol in the third row of symbols and click to select this symbol.



- Choose **Clear** from the **Edit** menu to erase the arrow symbol from the symbol enlargement area.
- Move the pointer onto the symbol enlargement area and click.

When you click, a darkened square appears at the location where the pointer is positioned. Click again in the same position and the dark square disappears.

- Edit the symbol by clicking individual dots to darken or erase them, and by dragging to darken or erase a path of dots, until the symbol looks like the symbol of a wine bottle pictured below:



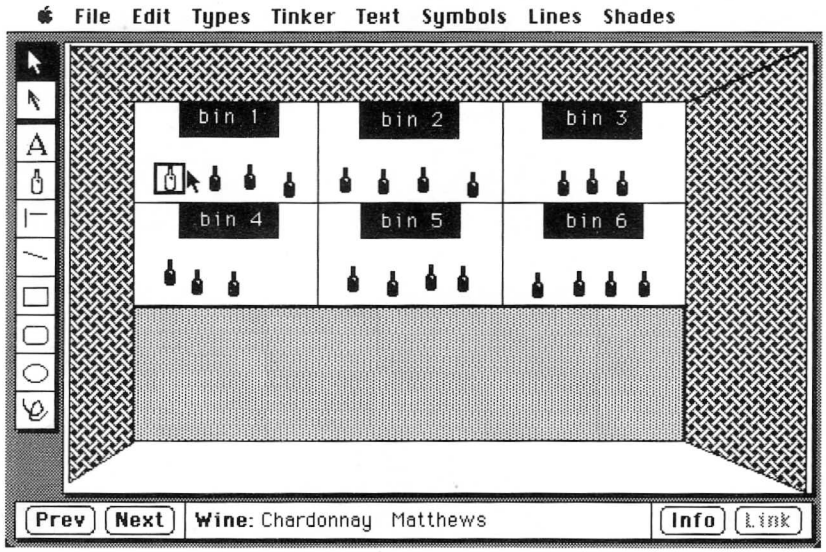
- Click **Done** when you have finished drawing the symbol.
- Pull down the **Symbols** menu.

The new symbol is now shown on the **Symbols** menu. This is the selected symbol, and is also shown in the toolbox as the symbol tool.

---

step 3 changing a symbol

- Click **Next** to scroll through objects until **Chardonnay Matthews** is selected.
- Choose the white wine symbol from the **Symbols** menu (not the toolbox).



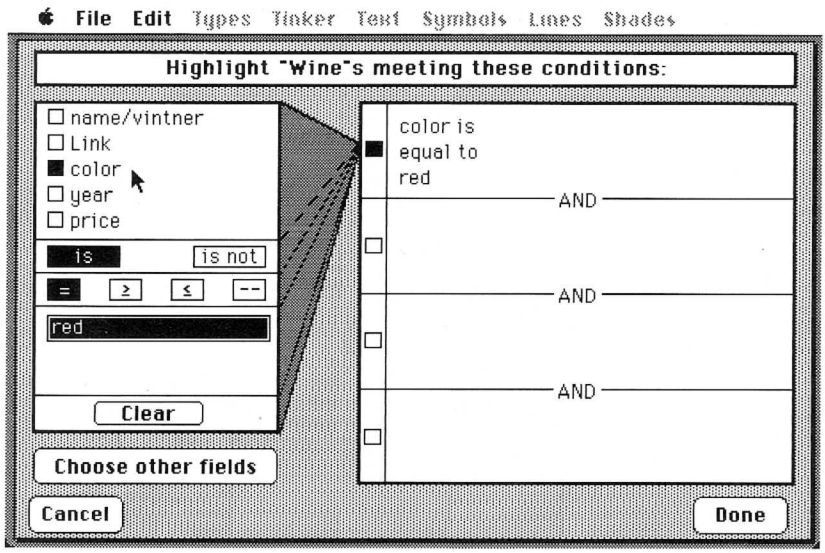
By selecting an object and then selecting a symbol, you have changed the appearance of that object.

---

step 4 changing a group of symbols

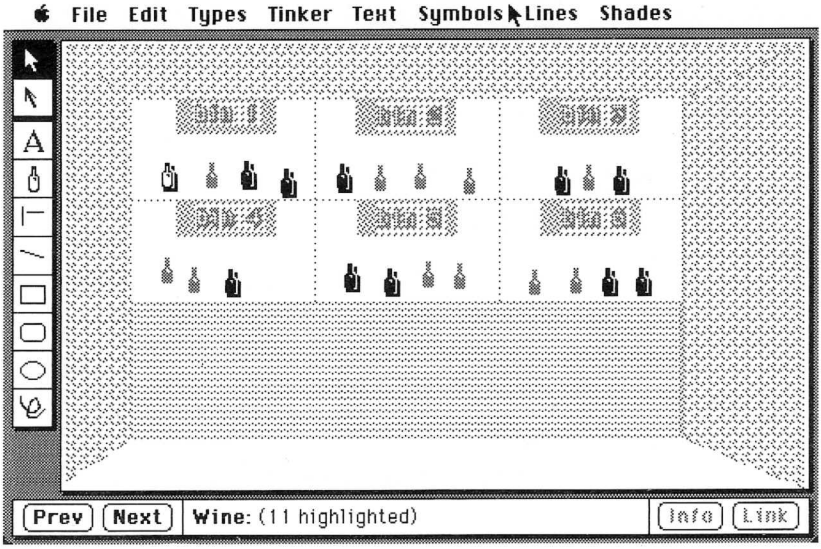
In a previous section, you learned to select a group of objects by highlighting, and then printed a list of the selected objects. In this step, you select a group of objects by highlighting those objects, and then change the symbols that represent those objects.

- Click the object selector.
- Choose **wine** from the **Types** menu.
- Choose **Highlight some** from the **Tinker** menu.



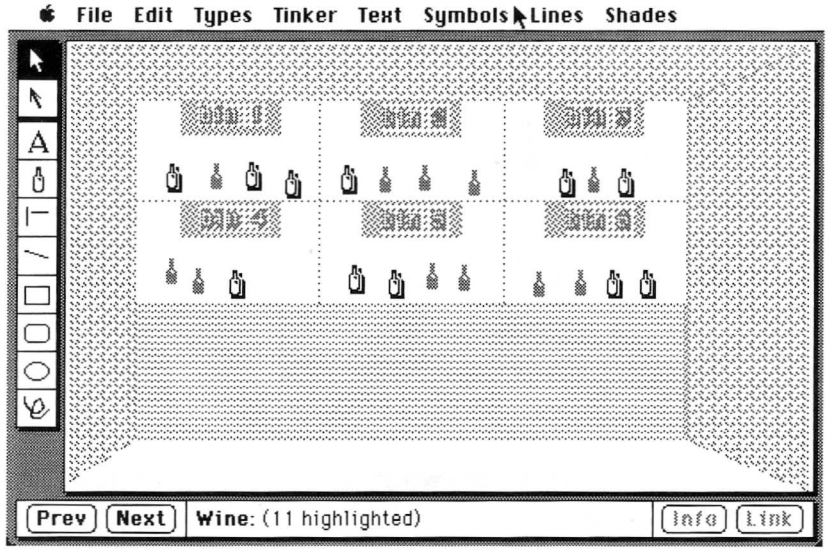
The Highlight selection screen shows the selection criteria that you set when highlighting all red wines. For this step, you use the same selection criteria, except that you select all *white* wines.

- Type **white**; it will appear in the selection value area.
- Click **Done** to highlight the white wines in the drawing file.



Eleven wines are now highlighted on the screen. What is important to note is that they are selected.

- Choose the white wine symbol from the **Symbols** menu (not the toolbox).



All selected (highlighted) wines are now represented by a white wine symbol in your drawing file.

- Choose **Cancel highlighting** from the **Tinker** menu.

Summary

Congratulations. You've completed half of the tour. You have learned a great deal about Filevision in a very short time. In this section you have learned how to make changes to the objects in your drawing. Continue with the rest of the tour to learn more of the features of Filevision.

Adding types

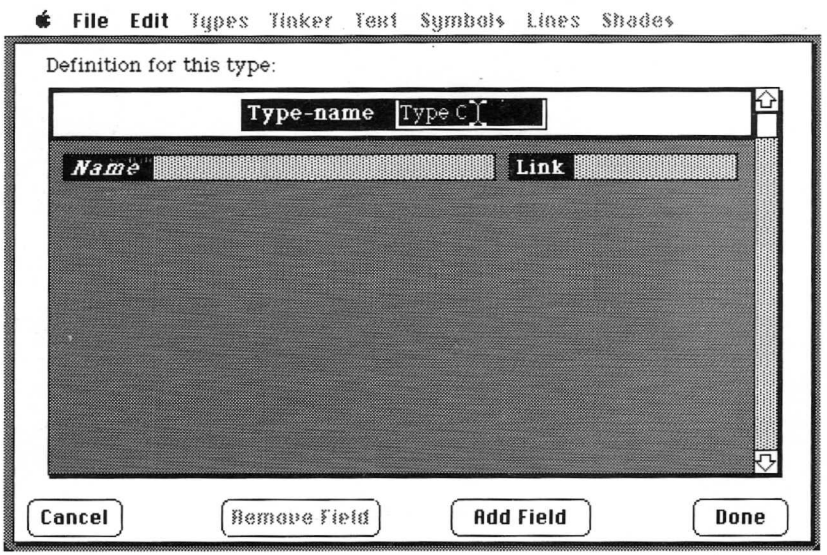
Previously, you learned how objects are organized by type. You selected the objects of two types, **wine** and **bin**. In this lesson, you learn how to create a new type, and how to add an object of this type to your drawing file. Then you are introduced to two techniques to hide objects.

---

step 1 adding a new type

The wine cellar represented in this drawing file has bottles of wine in bins, as you have seen. In this step you add a new type to the wine cellar—**case**.

- Click the object pointer.
- Choose **Add Another** from the **Types** menu.



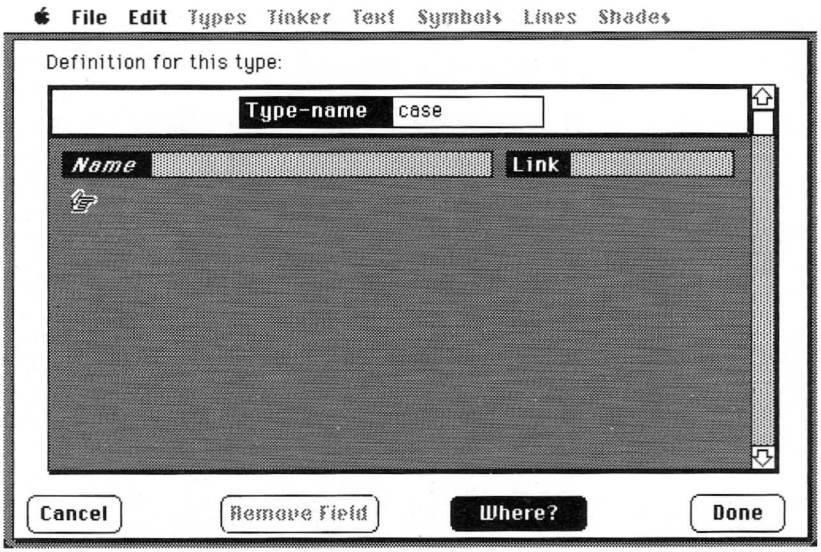
The Define Type screen is shown. This screen has an area to name the new type, and an area to place fields of information for this type. When you have completed the type definition, you will have designed a data form for objects of this type that you add to the drawing file.

In the type-name area the name, **Type C**, is highlighted to indicate that this text is selected.

- Type **case** to change the name of this type from **Type C** (a name provided by Filevision), to **case**.

The large grey area of this screen is the area where you add and arrange the fields of information for the new type. Two fields, **Name** and **Link**, are present in this area. These two fields are used by Filevision, and must be present for every type. The information from the **Name** field is shown in the selection information area when an object is selected. You will be introduced to the **Link** field in Chapter 2. For now, follow the instructions below to add more fields to the data form.

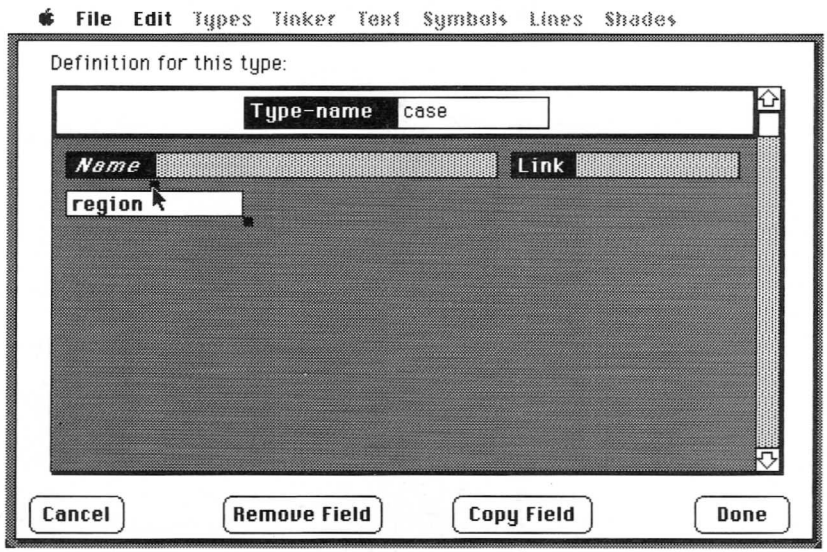
- Click the **Add Field** button on the bottom of the screen to select this option.



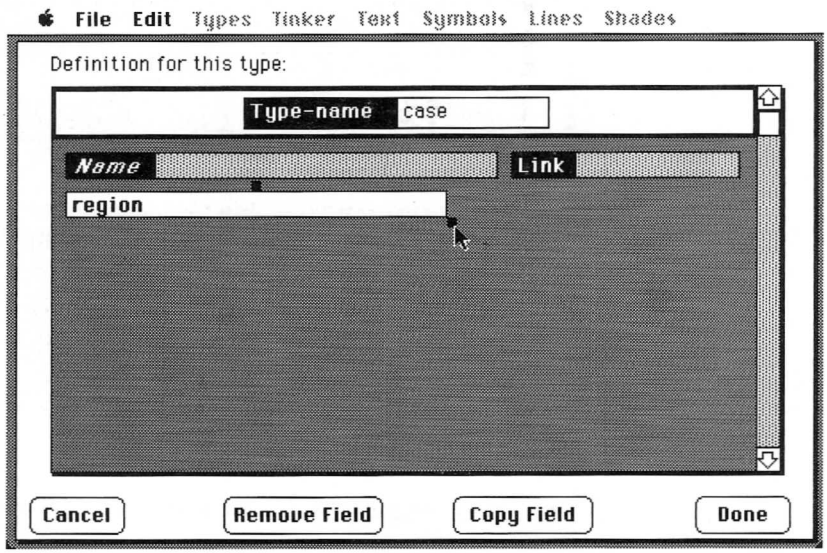
- Move the pointer onto the data field area of the screen and position the pointing finger where you would like to place this new data field.
- Click to place a new field.

The new data field is drawn on the data form. This field is now selected, as indicated by the presence of handles on the field. An insert bar is blinking, to indicate that you may type in a name for this data field.

- Type **region**.
- Drag the top handle on this field up and to the left, until the new field is lined up with the **Name** data field.



- Drag the bottom corner handle to stretch the size of this field.



- Click **Copy Field** to make a copy of the selected field.

Note that when a field is selected the third button reads **Copy Field**. This button reads **Add Field** when no field is selected.

- Move the pointing finger to where you want to place a new field and click.

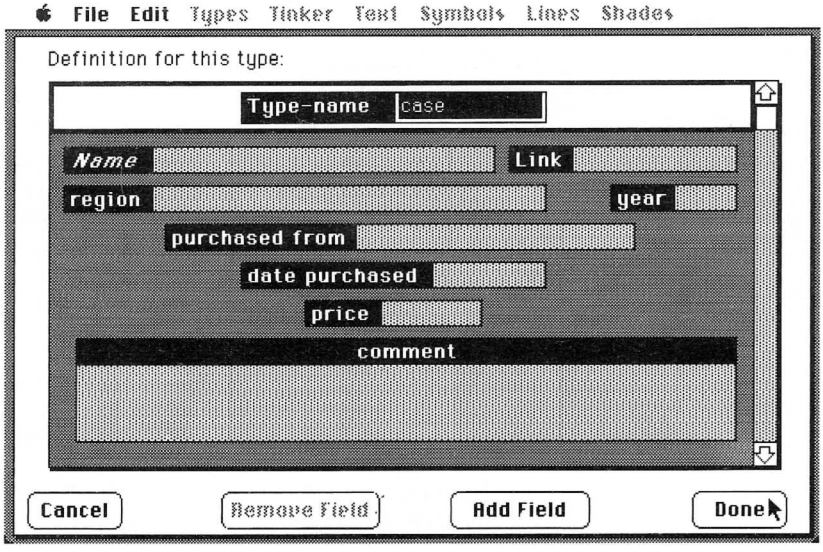
The new field is now selected, and the one you copied is no longer selected.

- Type **year** to name this field.
- Drag the bottom handle to the left to shrink the size of this field.
- Drag the top handle to move the field to where you want.
- Click on an area where no data field is located to deselect the field.

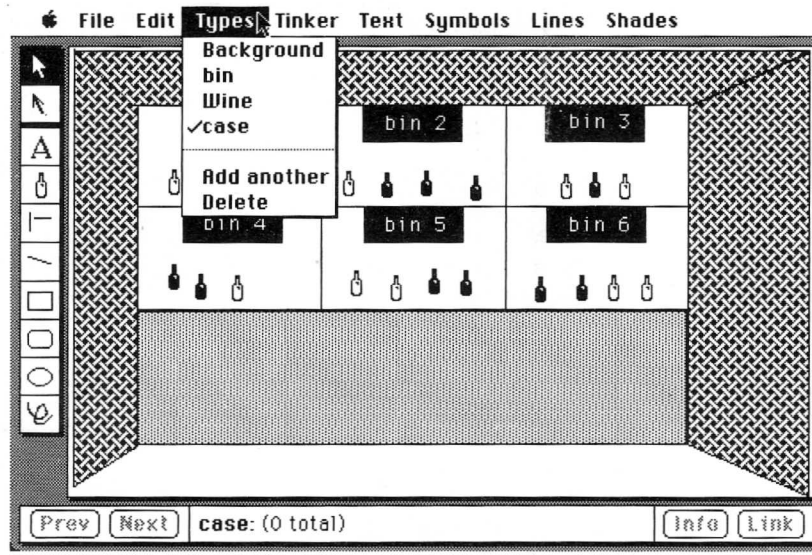
Note that the third button now reads **Add Field**.

- Using the procedures you have just learned for adding and copying fields, continue adding and naming data fields, until the data form for **case** looks like the illustration below.

To make the **comment** field size stretch over several lines, drag the corner handle down on the page. If you go too far, use the up arrow in the upper right corner of the screen to scroll up, or the down arrow in the lower right corner to scroll down. These arrows let you build a data form that is larger than what can be shown on the screen at one time.



- When you have completed defining the data form for the new type, click **Done**.
- Pull down the **Types** menu.



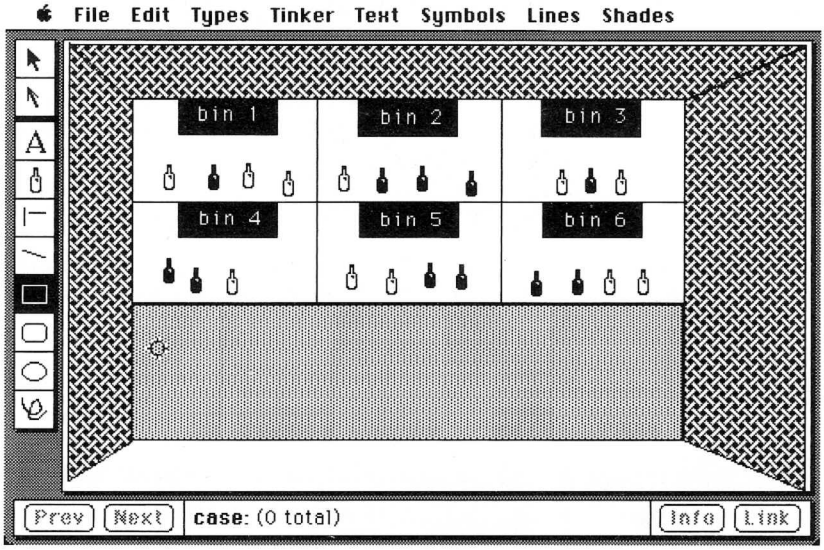
The newly added type is shown on the **Types** menu and is the selected type.

---

step 2 adding an object

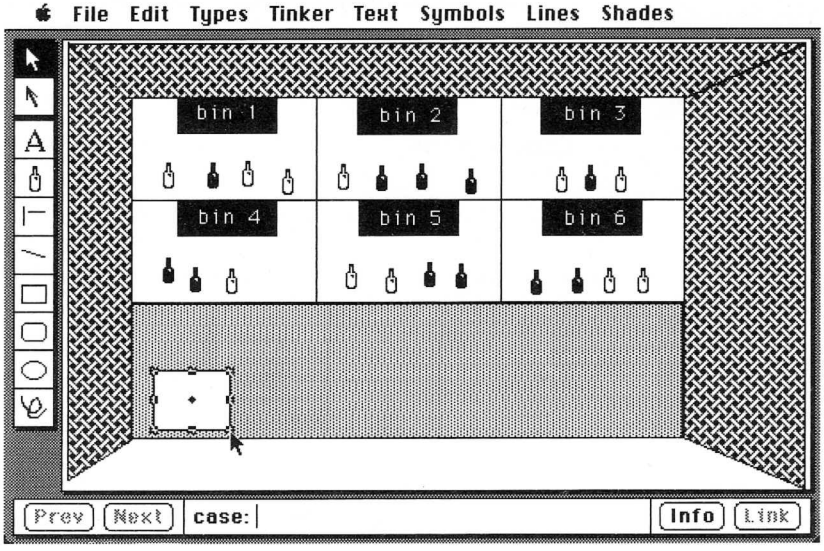
In this step, you add an object to your drawing file for the type that you just added. Previously, you used the symbol tool to add an object to your drawing file. In this step you learn to add an object by drawing with one of the other tools in the toolbox.

- Click the object selector.
- Choose **case** from the **Types** menu.
- Choose the rectangle tool from the toolbox by clicking it.
- Choose the white shading pattern from the **Shades** menu by dragging the pointer through the menu until a dark box surrounds the all white pattern.



- Move the pointer onto the drawing area and position the o-shaped pointer in the area below **bin 4**.

- Press the mouse button and drag the pointer down and to the right, until you have drawn a rectangle that looks like the rectangle illustrated below. Then release the mouse button.



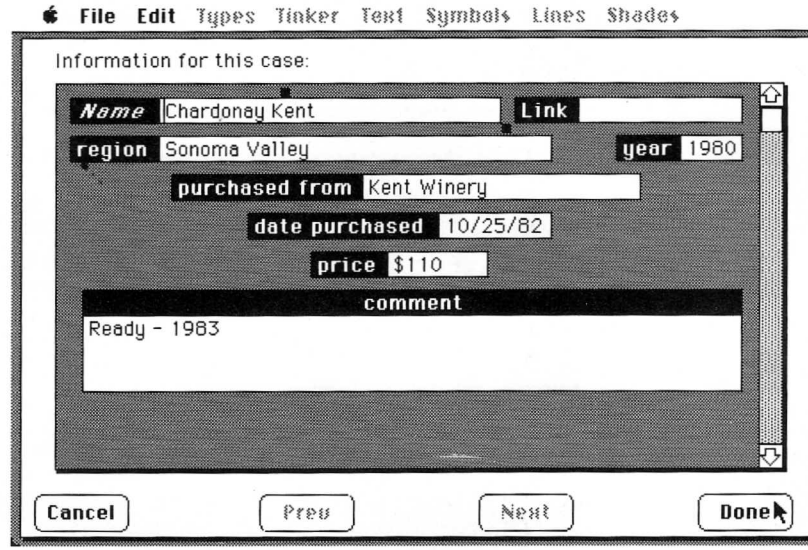
You have just added an object to your file, by selecting a tool and drawing the shape that the tool represents. The new object is selected, as indicated by handles. But it doesn't have any information yet.

---

step 3 adding information

In this step you fill in the information for the case of wine that you just added to your drawing file.

- Click **Info** to select the information screen for the new object.
- Use the techniques you learned in **step 10, adding information** of **Learning the Basics** to fill in the information for this new object as in the following illustration:



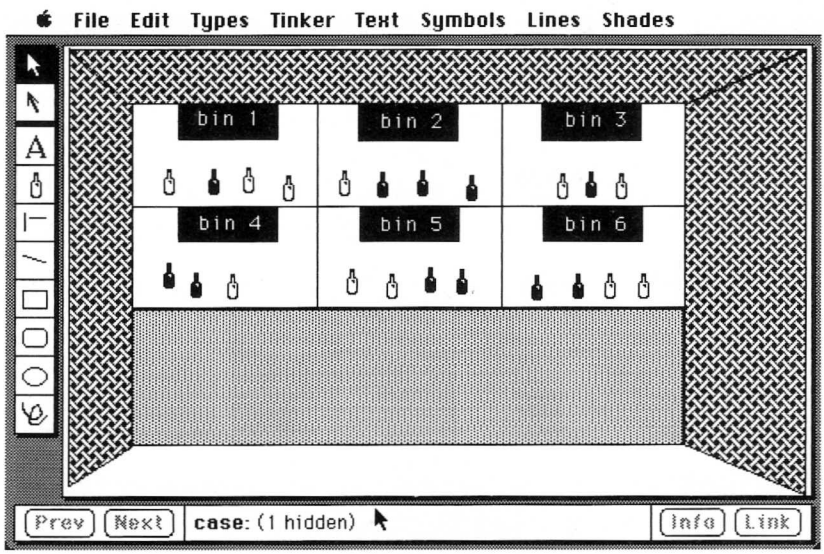
- Click **Done** when you have completed filling in information.

---

step 4 hiding a type

In this step you are introduced to two techniques for hiding objects. Hiding changes the look of your drawing, without removing objects from the file.

- Click the object selector.
- Choose **case** from the **Types** menu.
- Choose **Hide these** from the **Tinker** menu.



You have hidden all of the objects of a selected type (**case**).

- Choose **Show these** from the **Tinker** menu to make the case visible again.

Note that **Show these** appears on the **Tinker** menu where **Hide these** was previously shown.

---

step 5 sending objects to the back

Another way to "hide" an object is to hide it behind another object.

- Select the case of wine by clicking it.
- Choose **Send to Back** from the **Edit** menu.
- Click the object selector.

The case of wine is now hidden behind the background.

- Click **Next** to select the case.
- Choose **Bring to Front** from the **Edit** menu.
- Click the object selector.

The case is visible again.

Summary

In this section you learned how to create a new type and then you added an object of this type to your drawing file. You also learned to hide objects and to place them in front of or behind other objects.

Drawing

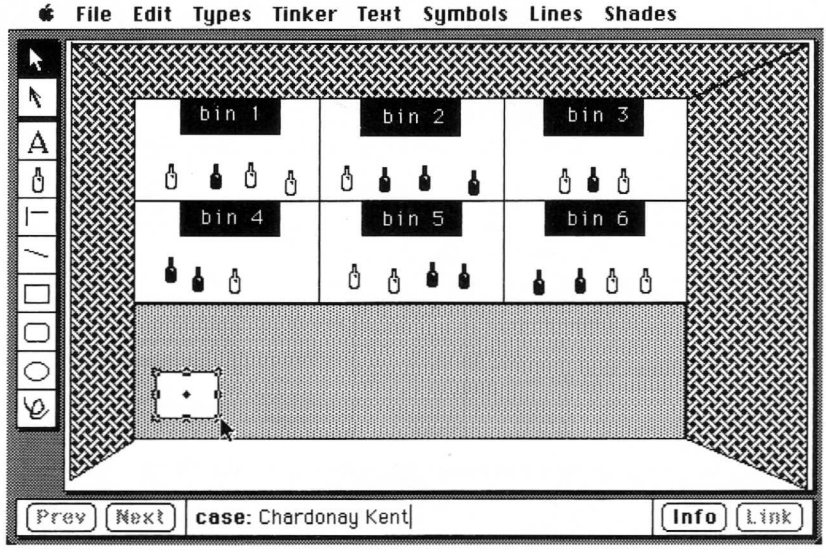
You have learned quite a lot about what makes up a Filevision drawing file. You have learned about types, objects, information, how to select, add, change and print, and how to draw simple objects. The steps in this section teach you more about drawing with the tools in the toolbox.

---

step 1 changing the size of an object

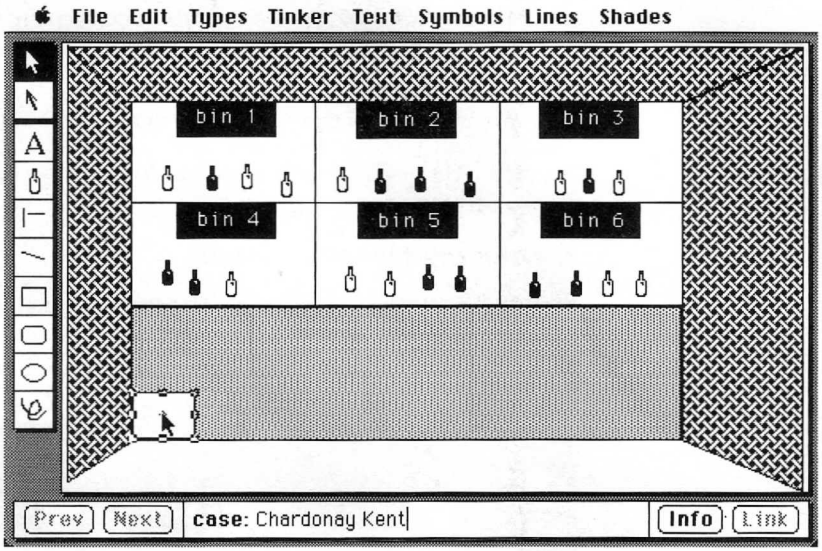
In this section, you add two more bins to the wine cellar. To make room for those bins, you need to reduce the size of the case of wine that you added in the previous section.

- Click the case of wine to select it.
- Drag the handle on the bottom righthand corner of the case, up and to the left, to shrink the size.



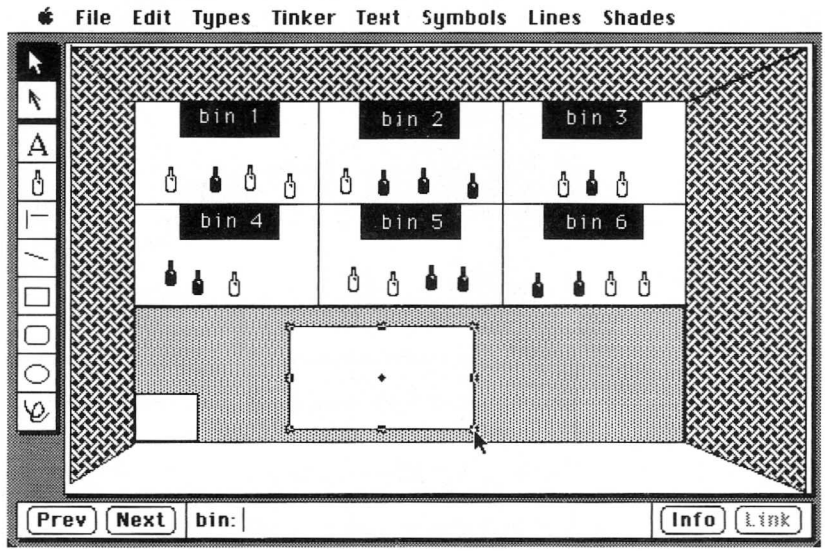
step 2 moving an object

- While the case is selected, drag the diamond-shaped handle in the center to move the case.



step 3 drawing an object

- Click the object selector.
- Choose **bin** from the **Types** menu.
- Choose the white shading pattern from the **Shades** menu.
- Choose the rectangle tool from the toolbox.
- Draw a rectangle that is the size of the rectangles that represent bins in the drawing, just below **bin 5**.



An insert bar is blinking in the selection information area, indicating that you may type in a name for this object.

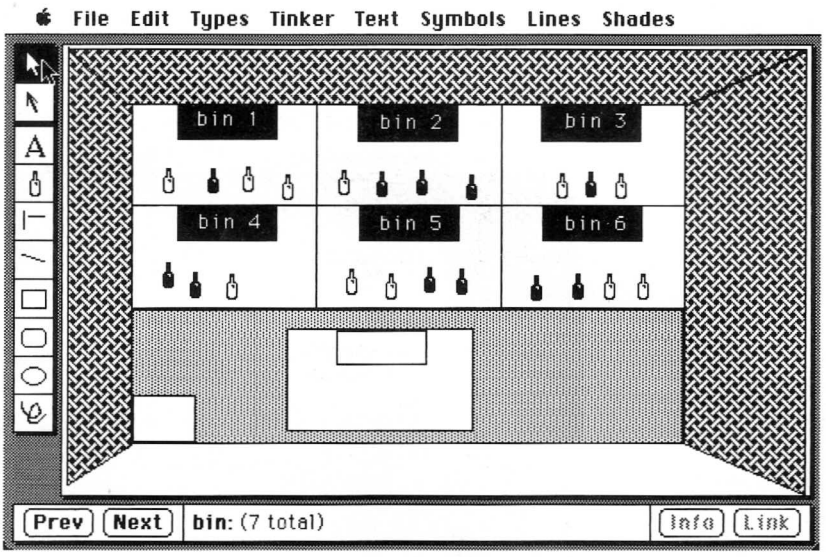
- Type **bin 7** to name this object.

---

step 4 adding to an object

The object that you have drawn needs more work before it will look like the other objects that represent bins. In the following steps, you learn how to draw an object that has more than one element.

- With the object selected, press and hold down the **Shift** key.
- Choose the rectangle tool from the toolbox.
- Release the **Shift** key.
- Draw a smaller rectangle in the upper portion of the rectangle that you just drew.
- Click the object selector.



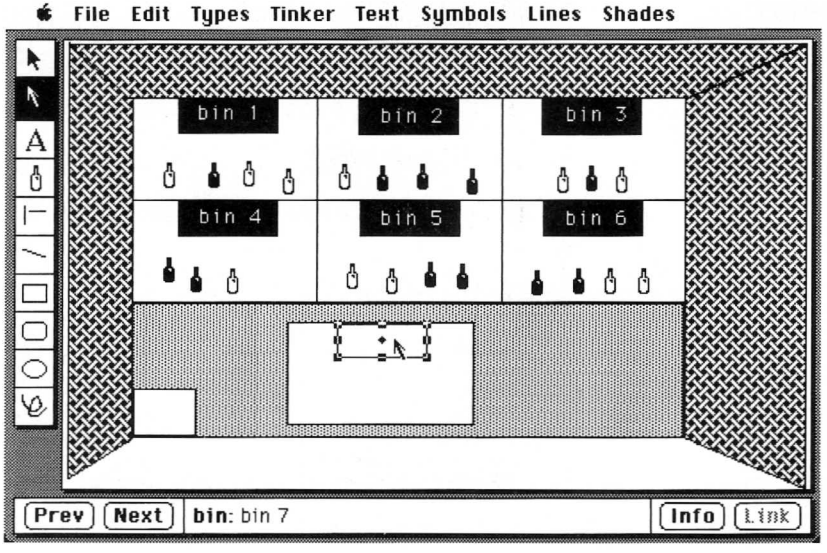
You have just added an element. You created an object by drawing the first rectangle. By holding down the **Shift** key while drawing the second rectangle, you caused this second rectangle to become a part of the object created by drawing the first rectangle.

---

step 5 selecting elements

You can select the individual elements of an object using the element pointer from the toolbox. In this step, you select an element and change the shading of that element.

- Choose the thin, arrow-shaped element selector (just below the object selector) from the toolbox, by clicking it.

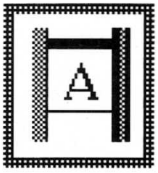


- Click the smaller rectangle to select only this element.
- Choose the black shading pattern from the **Shades** menu to change the shading of the selected element from white to black.
- Click the object selector.

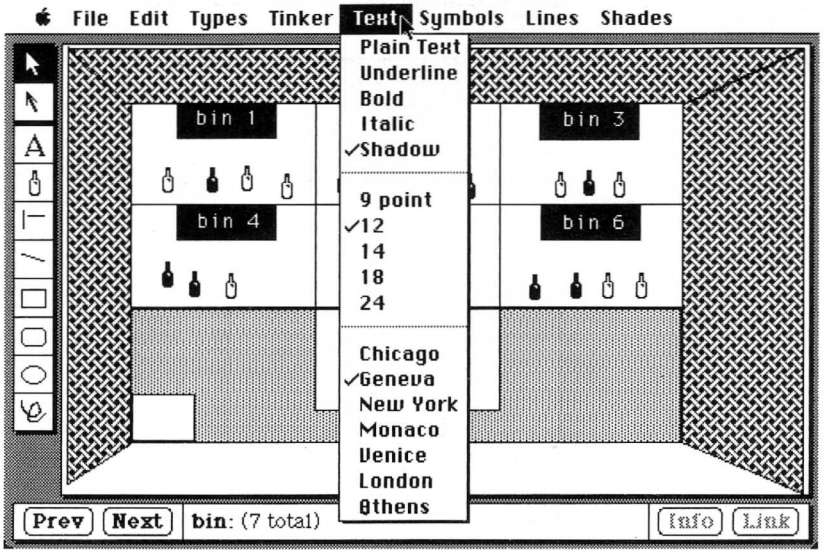
---

step 6 adding text to an object

- Click anywhere on the two-rectangle object to select it.
- Press and hold down the **Shift** key to add another element to this object.
- Choose the Text tool from the toolbox.



- Release the **Shift** key.
- Move the text pointer onto the smaller rectangle and click to create an insertion place (i.e., to indicate the beginning of the text you are about to type).
- Choose **Shadow** from the **Text** menu.



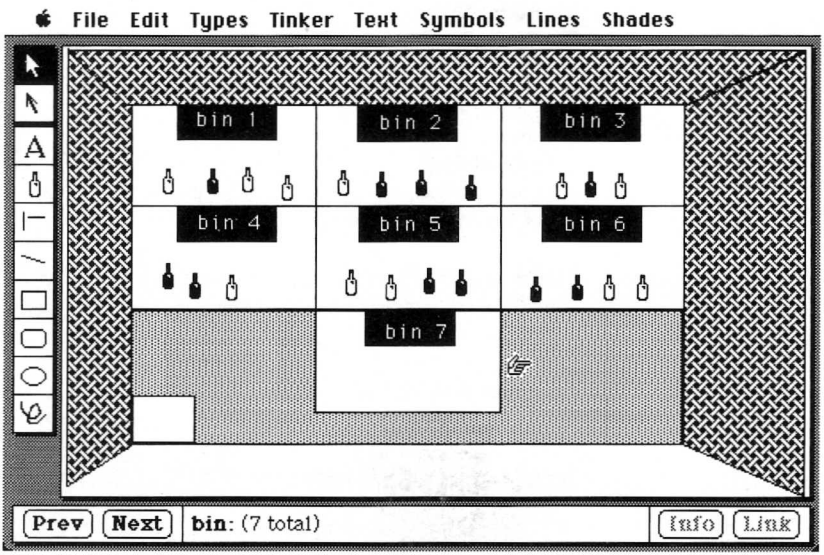
- Type **bin 7**.
- Click the object selector to end text inserting.

You now have an object composed of three elements.

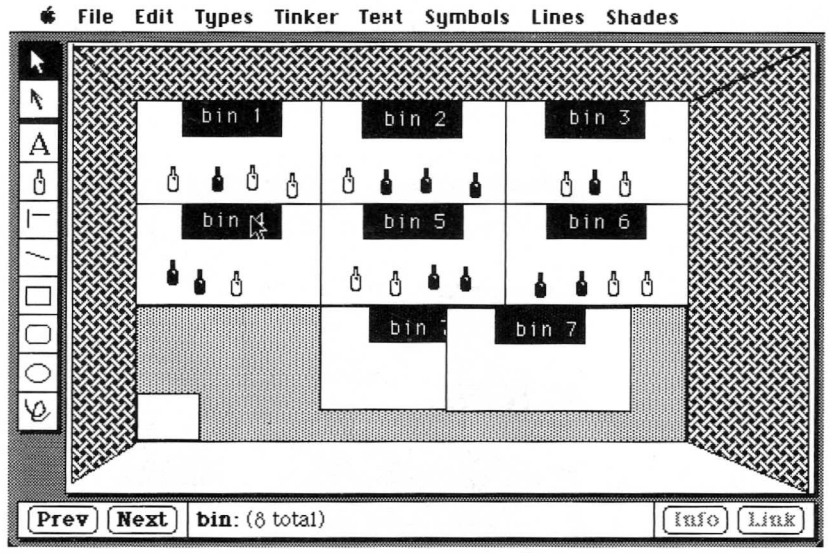
---

step 7 copying an object

- Click this new object to select it.
- Choose **Copy** from the **Edit** menu to make a copy of the object.
- Choose **Paste** from the **Edit** menu.



- Move the pointing finger to the right of the bin labelled **"bin 7"** and click.



You have just added an object to your drawing file by making a copy, and pasting that copy into place. With practice, you will learn where to move the pointing finger before pasting, to place the item exactly where you want it. For now, you will need to move the new object to align it with the other bins.

---

step 8 moving a multi-element object

- While the object is selected, move the pointer to the diamond-shaped handle in the center of the larger rectangle.
- Press the mouse button and drag the object to the right.

Oops, the entire object did not move; only the large rectangle moved.

- Choose **Undo last change** from the **Edit** menu.

This option will undo the effect of the last action that has been taken. In this case, the rectangle moves back into place.

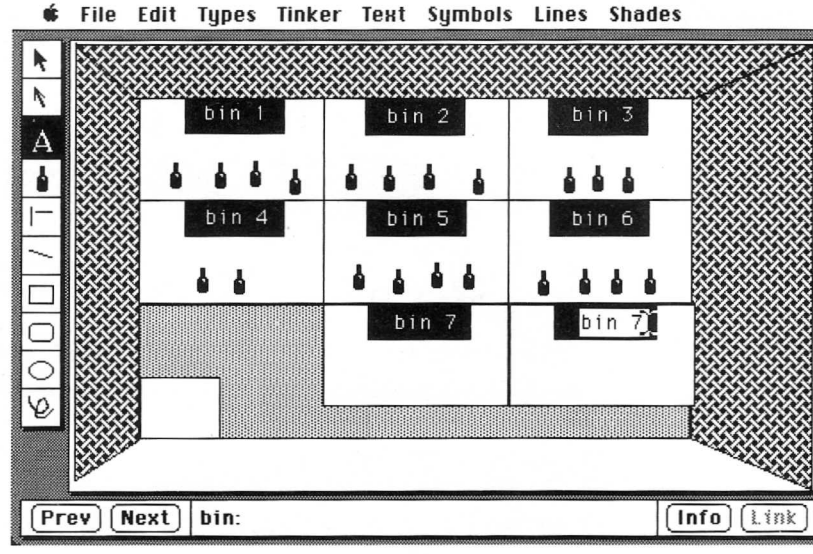
- Choose **Bind** from the **Edit** menu.

This option temporarily binds together all the elements of an object, so that you can move or stretch it as one unit. The handles on individual elements are replaced by one center handle, and handles on the outer borders of the object.

- Drag the diamond-shaped center handle until the copied object is lined up with the other bins in the drawing.
- Click the object selector to unbind the object.

step 9 editing a text element

- Click the text tool in the toolbox.
- Position the pointer just in front of the text "bin 7", press and hold the mouse button, drag the pointer across the text, and then release the mouse button.



The text is highlighted to indicate that it is selected.

- Type **bin 8** to change the text on this box from **bin 7** to **bin 8**.
- Click the object selector to end text insertion and deselect the object.

Summary

In this section you learned how to draw objects with several elements. You learned more about the options on the **Edit** menu, and you learned how to add text to your drawing. With what you have learned in this lesson, you should be able to draw with any of the tools in the toolbox.

Removing Objects

In this section you take steps to clear out the contents of the drawing file. This section combines some of what you have already learned about Filevision, and also introduces you to several new features.

---

step 1 clearing an object

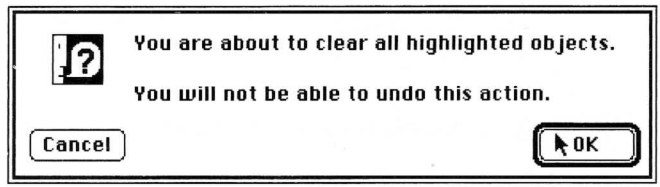
- Click the case of wine to select it.
- Choose **Clear** from the **Edit** menu.

The selection information at the bottom of the screen indicates that there are now zero objects of the type **case**.

---

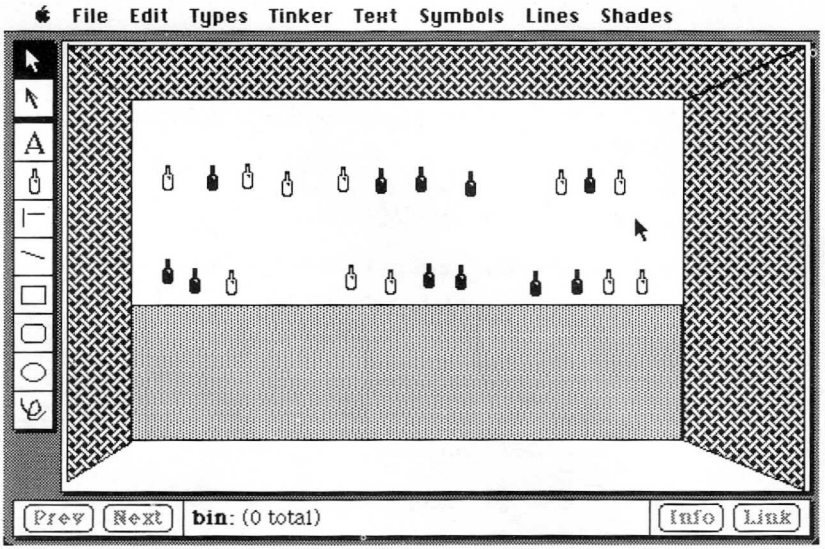
step 2 clearing all objects of one type

- Choose **bin** from the **Types** menu.
- Choose **Highlight all** from the **Tinker** menu.
- Choose **Clear** from the **Edit** menu.



A dialog box is shown on the screen, calling your attention to the severity of the action that you have requested. There are some actions that are too complex to be undone. You have requested that all objects that are currently highlighted be cleared from the drawing file. If you choose to proceed with this action, you cannot bring those objects back into your drawing file without redrawing each object and reentering the information about those objects. You may **Cancel** the request to clear all highlighted objects, or choose **OK** to proceed.

- Click **OK** on the dialog box to remove all bins from your drawing.

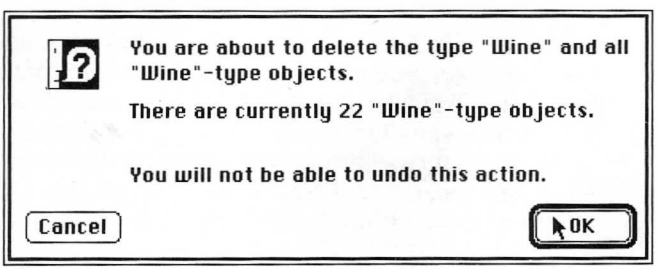


The only objects that now remain in your drawing file are the Background boxes and wines. In the following step you remove the wines from your drawing file by removing that type.

---

step 3 deleting a type

- Choose **wine** from the **Types** menu.
- Choose **Delete** from the **Types** menu.



You are presented with a dialog box similar to the one from step 2 of this section, warning that the action you are requesting cannot be undone. This dialog box gives you a little more information — how many objects of this type are in your file.

- Click **OK** to proceed with this action.

As objects are removed from the file, the disk is updated. The screen shows the progress of this action, by showing how many objects remain to be removed.

---

step 4 clearing the remaining objects

- Choose **Background** from the **Types** menu.
- Choose **Highlight all** from the **Tinker** menu.
- Choose **Clear** from the **Edit** menu.

You are presented with a dialog box similar to the ones in the previous two steps.

- Click **OK** to proceed with this action.

---

step 5 closing a file

- To end the tour, choose **Quit** from the **File** menu.

Summary

Congratulations. You have completed the tour. With what you have learned, you are ready to begin building your own drawing files. By completing the steps in this section, you now have an empty drawing file. Use this file to continue learning about Filevision by trying the features described Chapter 2.

Packaged on your Filevision disk is a sample file entitled "US MAP". This file contains a drawing of the 48 continental United States with miscellaneous data about those states. Use this file to explore more of the features of Filevision, or to build a file of geographical based information.

Chapter 2:
Using Filevision

This chapter presents step-by-step instructions for doing any Filevision task. Filevision tasks fall into three categories: drawing, adding information, and working with objects and information. The sections in this chapter cover those categories, as well as general information about Filevision.

The information in this chapter is instructional, and designed to help you explore the features of Filevision. You do not need to read the information in this chapter in any sequence. Refer to instructions as you need to. However, before you begin working on your own, you should be familiar with the concepts presented in Chapter 1.

Chapter 2
Contents

General Concepts and Techniques

Drawing

Drawing Tools

Drawing Options

Adding Information

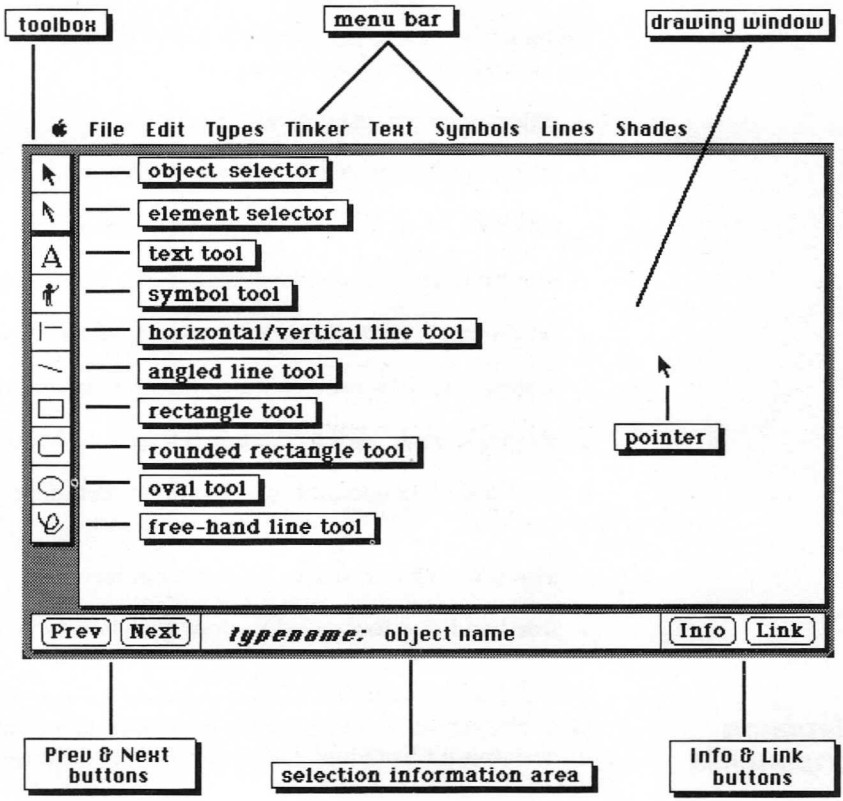
Working with a Drawing File

General Concepts & Techniques

This section covers basic concepts and terminology in Filevision. The topics covered include: the Filevision screen, the basic components of a file, managing files, correcting mistakes, and other basics.

Filevision screen

The illustration below shows the important items on the Filevision drawing screen. Definitions for all items follow the illustration.



menu bar: shows the names of the menus available in Filevision.

drawing window: the area for drawing.

pointer: the symbol on the screen that follows the movement of the mouse.

Next and Prev buttons: used to scroll through objects in sequence.

selection information area: shows the name of the currently selected type and object (if any).

Info button: used to bring information about an object to the screen.

Link button: used to quickly jump to a related drawing file.

toolbox: the row of boxes on the left of the screen, containing tools for drawing and selecting. You have ten tools:

- **object selector**: used to select an object.
- **element selector**: used to select one element of an object.
- **text tool**: used to enter text in your drawing.
- **symbol tool**: used to place symbols in your drawing.
- **horizontal / vertical line tool**: used to draw horizontal and vertical lines.
- **angled line tool**: used to draw straight lines of any angle.
- **rectangle tool**: used to draw rectangles and squares.
- **rounded rectangle tool**: used to draw rectangles and squares with rounded corners.
- **oval tool**: used to draw ovals and circles.
- **free-hand line tool**: used to draw free-hand lines and curves.

Filevision components

With Filevision, you organize information in a drawing file — a picture with underlying information. A drawing file is composed of objects and information about those objects.

Filevision provides a wide range of options for your files, from a very simple drawing, to a file including information about each object in the drawing, to a more complex file grouping objects with similar characteristics.

objects include anything that you draw — shapes, lines, text, symbols.

information is any data that you choose to include about the objects in your drawing.

types are groups of objects with similar information. For example, a state map might consist of cities, highways, mountain ranges, state parks and points of interest. The information about each of these is different, and each would be a type.

menus

Many of the things you do with Filevision you do by choosing an item from a menu. The menu bar shows the names of the Filevision menus. A complete list of each menu item can be found in Chapter 3.

To choose an item from a menu: move the pointer to the menu title, press the mouse button, drag the pointer to the menu item that you want, then release the mouse button. As you drag the pointer on the menu, the items that you can choose will highlight, one by one. (When a menu item is shown in grey rather than black, the item is unselectable at that time.)

Alternatively, some menu items can be chosen by holding down the command key and typing a letter. When you have this option, the command key symbol and a letter are shown on the menu.

Some menu items are followed by an ellipsis (. . .), to indicate that further information is required for this action. When you choose an item that requires more information, you are generally presented with an action screen (Define Type screen, Print List screen, etc.).

correcting mistakes and changing your mind

You are probably familiar with the Macintosh command **Undo**. This command is available in Filevision as **Undo last change**. This command removes the effects of your most recent action. Most mistakes that you make can be corrected by choosing this option immediately following an action.

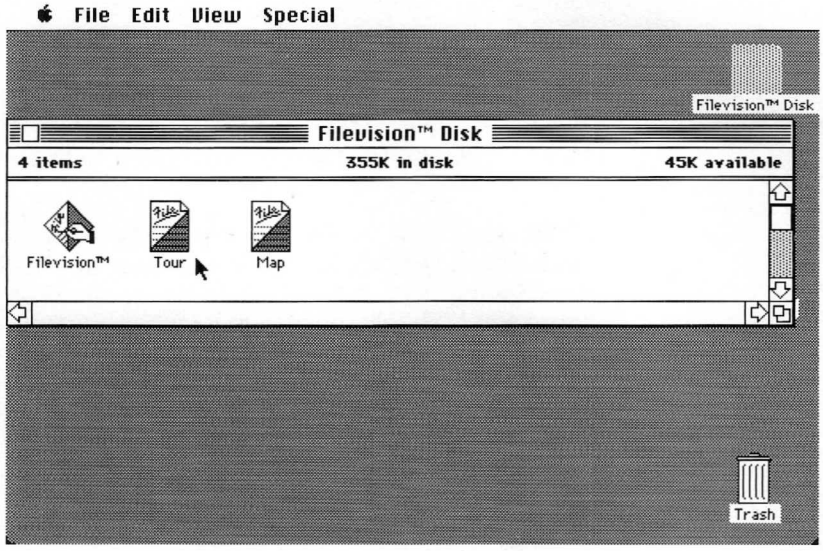
Undo last change is available almost all the time you are working with Filevision (at times the menu item will be shown as **Redo last change**). However, there are some actions that cannot be undone. When **Undo last action** is unavailable, the menu reads **Nothing to undo**.

dialog boxes

A dialog box is a box that appears on your screen in response to certain actions that you request. It informs you of what action has been requested, and allows you to cancel the request or proceed. A dialog box may, at times, warn you (the disk is getting full, you have requested an action that is undoable, etc.). Respond to a dialog box by clicking one of the options presented in the box.

starting

- Turn the Macintosh on.
- Insert the Filevision disk into the disk drive.
- Double-click the Filevision disk icon.



To begin a new drawing file:

- Click the Filevision application icon.
- Choose **Open** from the **File** menu.
- Click **Begin** on the Filevision screen.

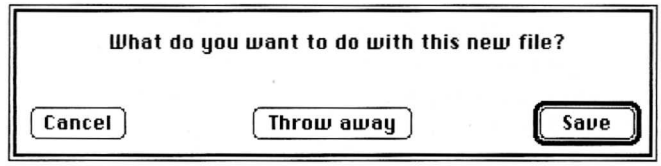
To work with an existing drawing file:

- Click a drawing file icon.
- Choose **Open** from the **File** menu.

stopping

- To return to the desktop, choose **Quit** from the **File** menu.

If you are working with a new drawing file, you are presented with a dialog box asking whether or not you wish to save this file. If you choose to save the file, you are asked to provide a name for that file. You may name a file any name other than "Untitled." If you are working with an existing drawing file, that file is saved automatically when you choose **Quit**.



Note: Never turn off your Macintosh without first returning to the desktop, closing all folders, and ejecting the disk.

closing and opening files

You can close and open drawing files while you are working in Filevision. The **File** menu contains options to close a file, open an existing file, and create a new file.

- To close the file you are working with, choose **Close** from the **File** menu.
- To open another drawing file, choose **Open** from the **File** menu.

You will be presented with list of drawing files that are available for you to open.

- To create a new file, choose **New** from the **File** menu.

Note: You may open or create a file only when no file is currently open.

duplicating a file

Unlike MacWrite™ or MacPaint™, your file is being updated on disk while you work. Changes that you make are generally made to the file on disk as you make them. Some changes are held in memory for a brief period of time. If you encounter problems while you are working (e.g., power failure, hardware problems), your file may not be updated properly. If this should happen, the contents of your file will not be usable. It is, therefore, very important that you routinely make copies of your drawing file. You should make a copy of your file each time you begin to work with it. If you are making extensive changes to the file, you may want to stop work and make a copy before beginning those changes.

You can make a copy of your file on another disk or on the same disk, provided there is enough disk space. Complete instructions for duplicating and copying files can be found in *Macintosh*, the owner's guide.

copying Filevision

Your Filevision diskette contains special information that allows you to start Filevision on your Macintosh. You can make a copy of this disk using the Finder and work with the copy. However, Filevision must read the original disk when starting. If you try to start Filevision with a copy, Filevision will eject the disk in the internal drive, ask you to insert your original disk, verify the information on your original disk, eject the original disk and ask you to reinsert the other disk.

Drawing

A drawing file is composed of objects. You create a drawing file by drawing objects. When you draw an object, you identify the object as a specific type of object, and also set up a record of information about that object.

An object is composed of one or more elements (i.e., lines, rectangles, squares, circles, symbols, or text). To draw an object, draw the element(s) of that object.

In this section are the general instructions for drawing an object and its elements. Following the general instructions are specific instructions for drawing with the tools in the toolbox and options on the menus.

---

drawing an object with one element

You create an object by drawing one (the first) element of that object.

- Choose the object's type from the **Types** menu.
- Choose a drawing tool from the toolbox.
- Draw as described below for the tool that you have chosen.

---

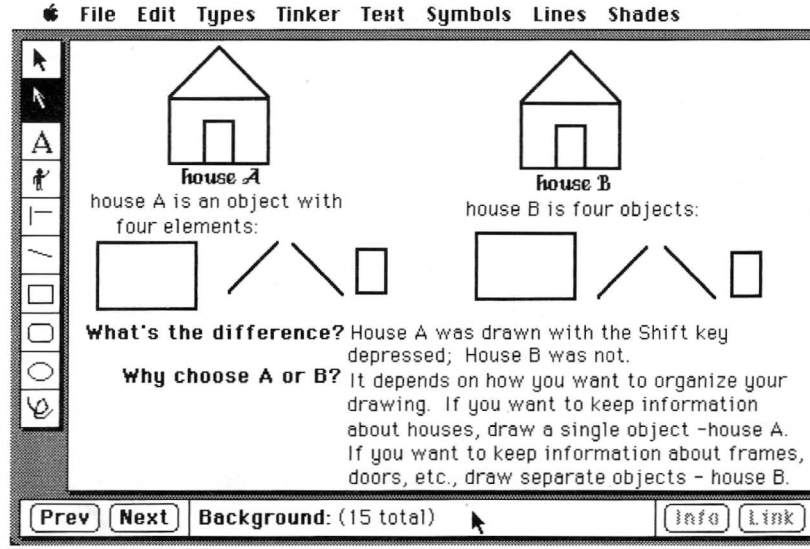
drawing an object with more than one element

You create an object by drawing the first element of that object. You can then add elements to that object. When drawing an object consisting of more than one element, the Shift key is used to indicate that the element you are about to draw is part of a single object that you are drawing.

- Draw the first element of an object as described above.
- Hold down the **Shift** key and choose a drawing tool from the toolbox for the next element.
- Release the **Shift** key.
- Draw the element as described below for the tool that you have chosen.

Filevision combines the two elements into one object. You can add elements to an object by holding down the **Shift** key and choosing a drawing tool, whenever an object is selected. The elements of an object do not have to be drawn with the same tool, connected to each other, or have the same attributes (shading, line thickness, etc).

Note: If you are adding a number of elements using the same tool, continue to hold down the **Shift** key while you are drawing. When you have finished drawing an element, the tool remains selected. You can proceed to draw additional elements without re-selecting the tool.



Drawing Tools

The toolbox on the left of the screen gives you a choice of drawing tools. Each tool produces a different effect, and the technique for drawing is somewhat different for each tool.

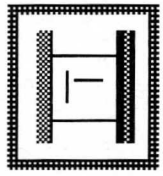
You can draw straight, angled, or free-hand lines. You can draw standard shapes (circles, squares, rectangles, ovals) or irregular shapes. You can annotate your drawing with text, and you can place symbols in your drawing.

How and what you draw will depend on the tool you choose. Following is a description of which tool to choose to produce a desired effect, and the steps to take when drawing with that tool.

---

drawing a horizontal or vertical line

- Choose the horizontal / vertical line tool from the toolbox.

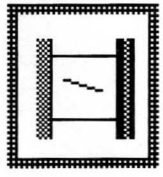


- Choose a line width and color from the **Lines** menu.
- Move the pointer to a starting point.
- Press the mouse button and drag to an end point.
- Release the mouse button.

---

drawing an angled line

- Choose the angled line tool from the toolbox.



- Choose a line width and color from the **Lines** menu.
- Move the pointer to a starting point.
- Press the mouse button and drag to an end point.
- Release the mouse button.

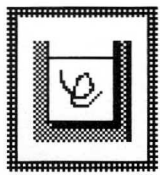
You can draw a line angled at 0°, 45°, or 90° only, using the angled line tool and the Option key.

- Draw as described for drawing an angled line, but hold down the **Option** key when you press the mouse button to begin the line.

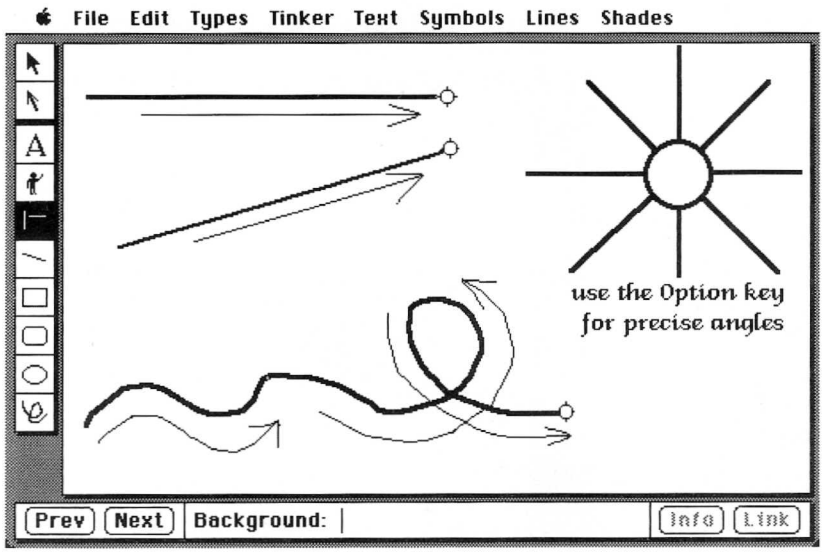
---

drawing a free-hand line

- Click the free-hand line tool.



- Choose a line width and color on the **Lines** menu.
- Move the pointer to a starting location.
- Press the mouse button and drag the pointer until the line is shaped as you want it.
- Release the mouse button.



Note; there is a limitation on the length of a free-hand line, when you reach that limit it will appear as though you are out of ink — the line will stop at this limit even though the pointer will continue to move as you move the mouse.

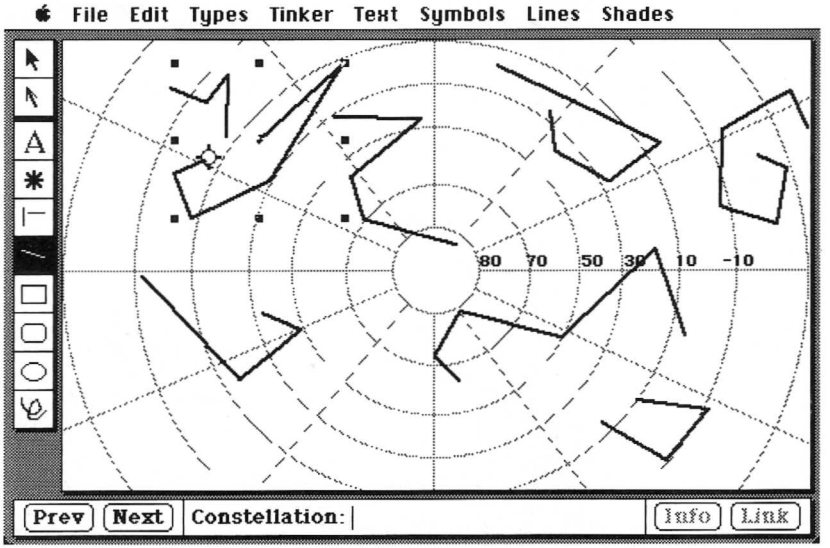
---

drawing connected lines

- Click one of the line drawing tools on the toolbox.
- Choose a line width and color from the **Lines** menu.
- Hold down the **Shift** key.
- Draw the first line according to the instructions for drawing one line, but continue holding down the **Shift** key.
- Press the mouse button and drag to draw a second line.

or

- Move the pointer to an end location for the second line and click the mouse button.



You can draw a series of connecting lines by holding down the **Shift** key. Each additional line will be connected to the previous line. Connect the last line segment to the start of the first line segment, to draw a closed shaped that can be shaded (e.g., triangle).

- To stop drawing connecting lines, click the object selector.

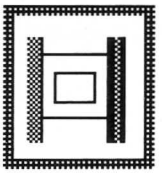
or

- Release the **Shift** key before drawing the last line.

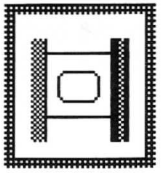
---

drawing a rectangle

- Click one of the two rectangle tools on the toolbox:

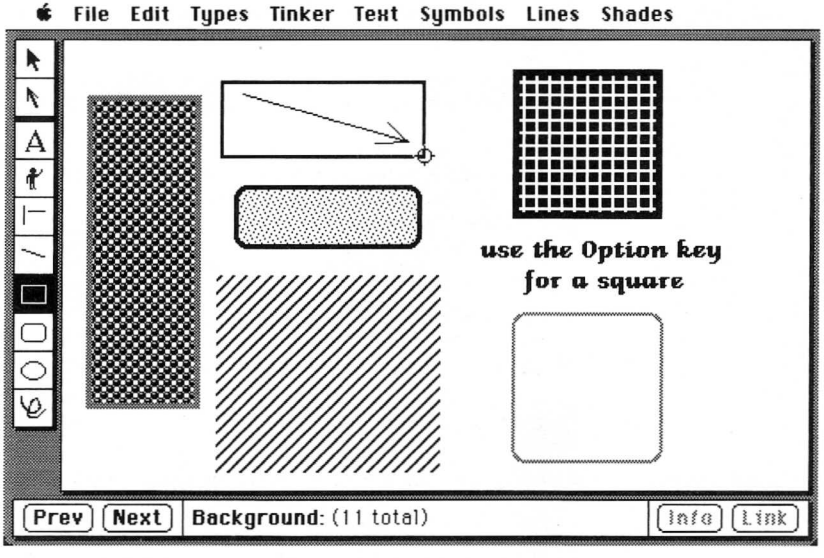


for a rectangle



for a rectangle
with rounded corners

- Choose a line width and color for the border of the rectangle from the **Lines** menu.
- Choose a shade to fill the rectangle from the **Shades** menu.
- Move the pointer to a location for the corner of the rectangle.
- Press the mouse button and drag the mouse to a location for the opposite corner.
- Release the mouse button.



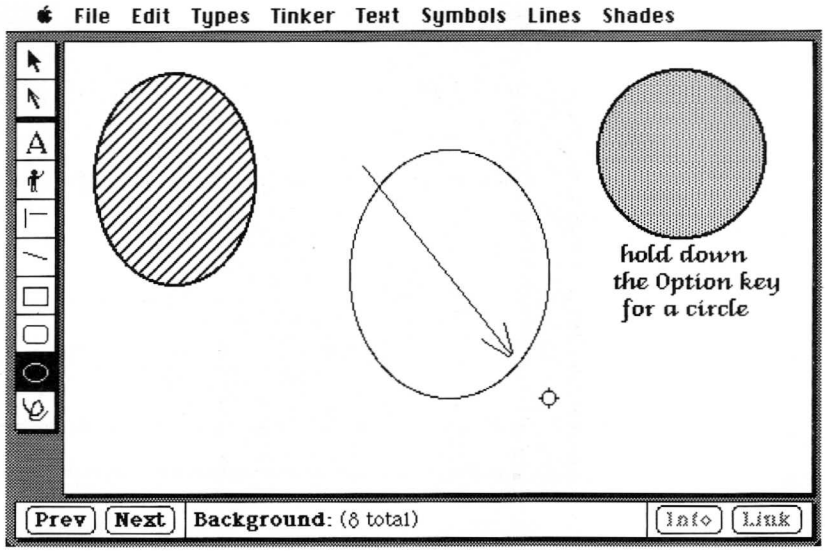
drawing a square

You can draw a square using either of the two rectangle tools and the Option key.

- Draw as described for drawing a rectangle, but hold down the **Option** key when you press the mouse button to begin drawing.

drawing an oval

- Click the Oval tool on the toolbox.
- Choose a line width and color for the border of the oval from the **Lines** menu.
- Choose a shade to fill the oval from the **Shades** menu.
- Move the pointer to a starting location.
- Press the mouse button and drag the pointer until the oval is the correct shape and size.
- Release the mouse button.



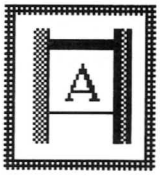
drawing a circle

You can draw a circle using the oval tool and the Option key.

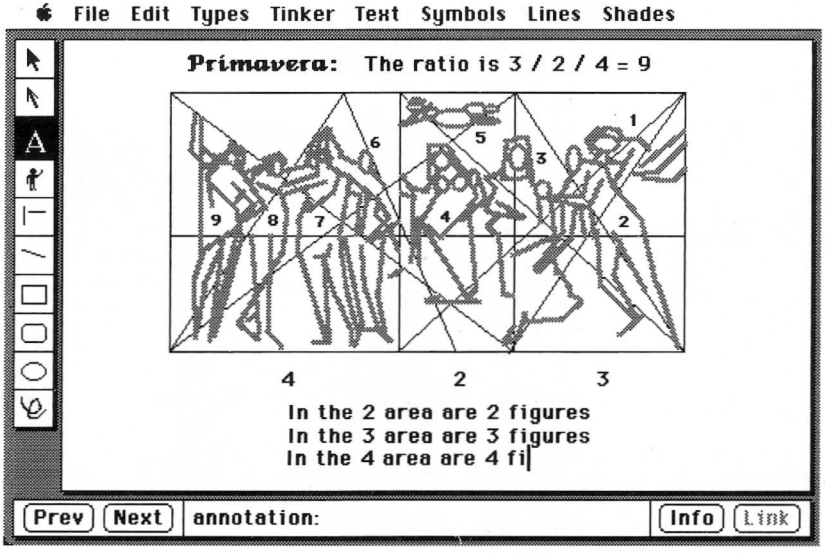
- Draw as described for drawing an oval, but hold down the **Option** key when you press the mouse button to begin drawing.

adding text to your drawing

- Click the text tool on the toolbox.



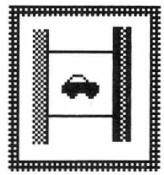
- Choose style, size and font for the text from the **Text** menu.
- Select an insertion point in your drawing by positioning the I-beam pointer and then clicking the mouse button.
- Type the text.
- Click the object selector to end text insertion.



placing symbols in your drawing

There are 20 symbols on the **Symbols** menu that you can select and place in your drawing. The currently selected symbol is shown on the toolbox, and is indicated on the **Symbols** menu by a darkened box.

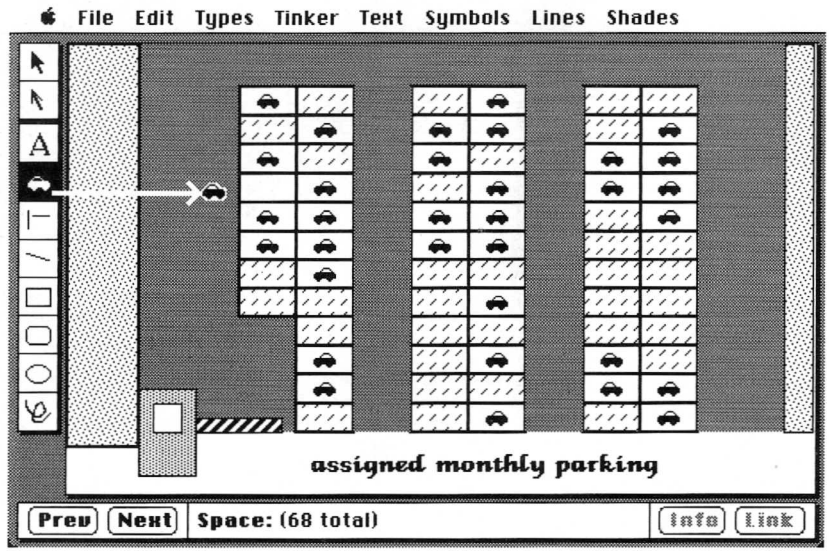
- Choose a symbol from the **Symbols** menu.
- Click the symbol tool on the toolbox.



- Move the pointer to a location in your drawing.

As you move the pointer onto the drawing area, the pointer becomes the symbol.

- Click to place the symbol in your drawing.



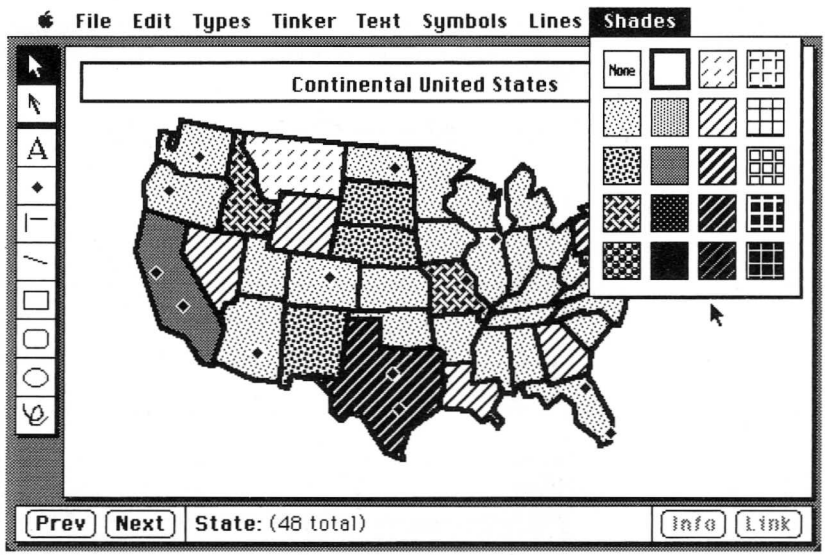
Note: You can create your own symbols using the **Symbol Editor** (see *Editing Symbols*).

Drawing Options

Several of the Filevision menus provide options that determine the look of the objects that you draw. Those choices include line width and color; text style, size, and font; shading patterns for enclosed shapes; and a choice of symbols. Selections are indicated by checks or darkened boxes, on the menus. The current selections indicate the attributes of a selected object, or, if no object is selected, attributes of what you draw in the future. There are two methods of specifying drawing options: you can choose the options that you want and then draw; or you can select an object and then choose options that change it.

shading an object

The **Shades** menu gives you a choice of shading patterns to fill enclosed shapes that you draw. Objects that can be shaded include: rectangles, ovals, circles, squares, and shapes composed of lines that connect start to end.

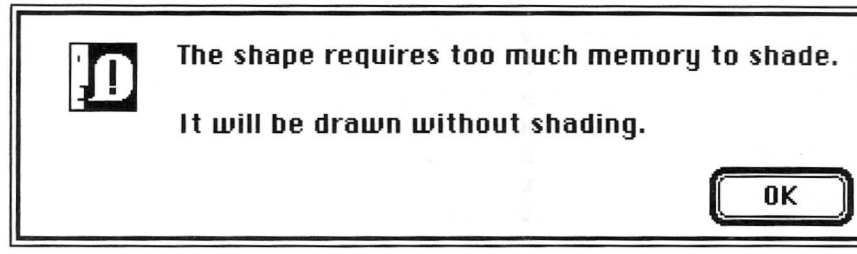


- To choose a shading pattern, drag through the **Shades** menu and release the mouse button on the shade you want.

Notes:
A shape composed of connecting lines can be shaded only when the start and end line segments connect.

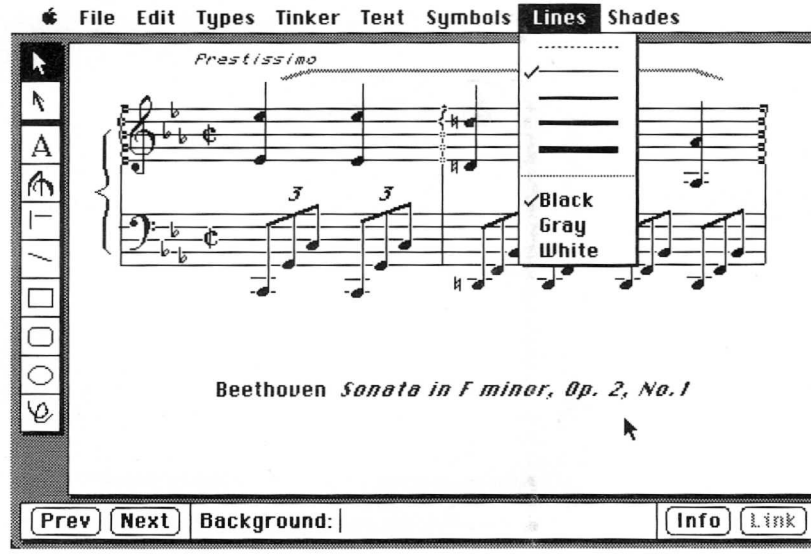
The choice of no shading causes an object to consist of borders only. That object cannot be selected by clicking inside of the shape; to select an unshaded object you must click on its border.

A very large and complex object may require too much memory to shade. If an object cannot be shaded, you are presented with a dialog box explaining this.



choosing line width and color

The **Lines** menu gives you a choice of line width and color (limited to black, grey, and white) for the lines and borders on shapes that you draw. The current selections are indicated by checks.



- To choose a line width and color, drag through the **Lines** menu and release the mouse button on the width or color that you want.

Notes:
As you are drawing, a thin line follows the pointer. When you release the mouse button, a line or border of the chosen line width and color is drawn.

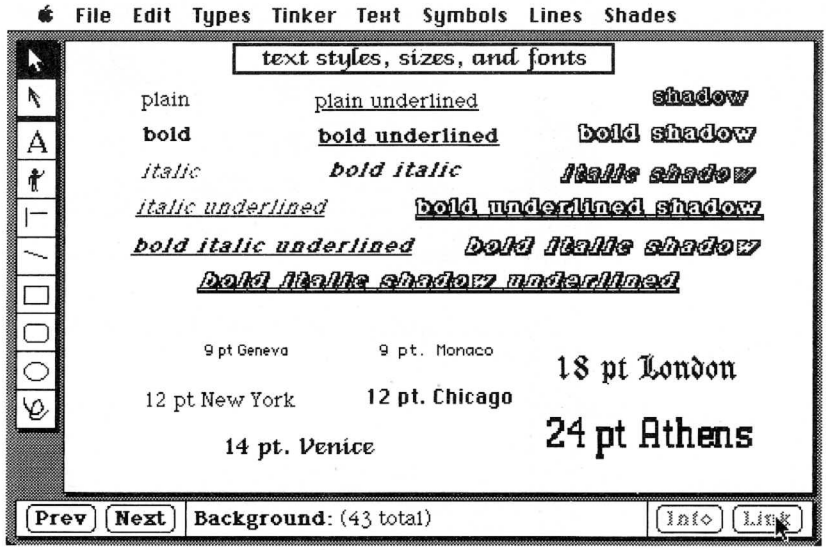
The line width and color that you choose may cause an object to become invisible (e.g., a white line on a white area).

The dashed line on the **Lines** menu indicates a line of no width (i.e., invisible).

---

choosing text style, size, and font

The **Text** menu gives you a choice of style, size, and font for text that you place in your drawing. The current selections are indicated by checks on the **Text** menu. Several styles may be combined (i.e., **bold**, *italic*, and **underlined**) to achieve a special look.



- To choose text characteristics, drag through the **Text** menu to the style, size, or font that you want.

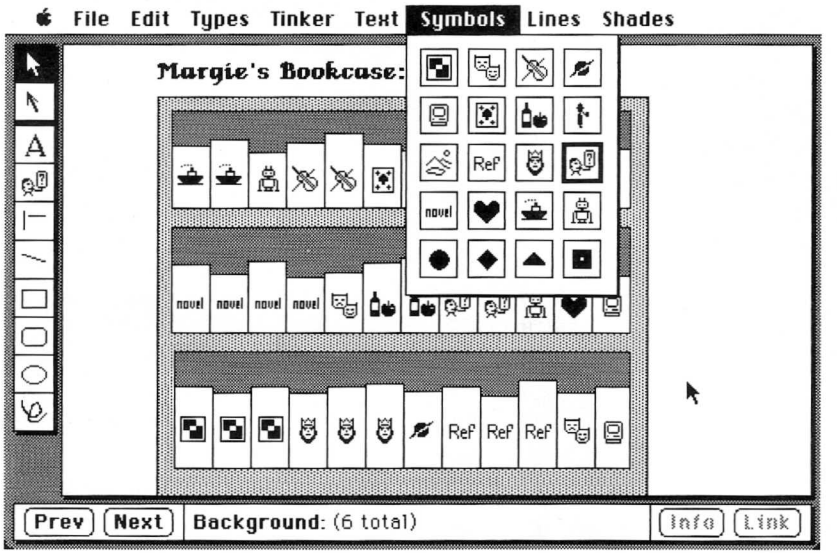
Notes:
Changing text style, size, or font may cause text to be repositioned.

Some combinations of style, size, and font may appear jagged or unreadable.

To remove a selection of combined styles (e.g., **bold**, **underlined**, and **italic**), choose **Plain Text**.

choosing symbols

The **Symbols** menu gives you a choice of symbols that you can place in your drawing. The current selection is indicated by a darkened box on the **Symbols** menu.



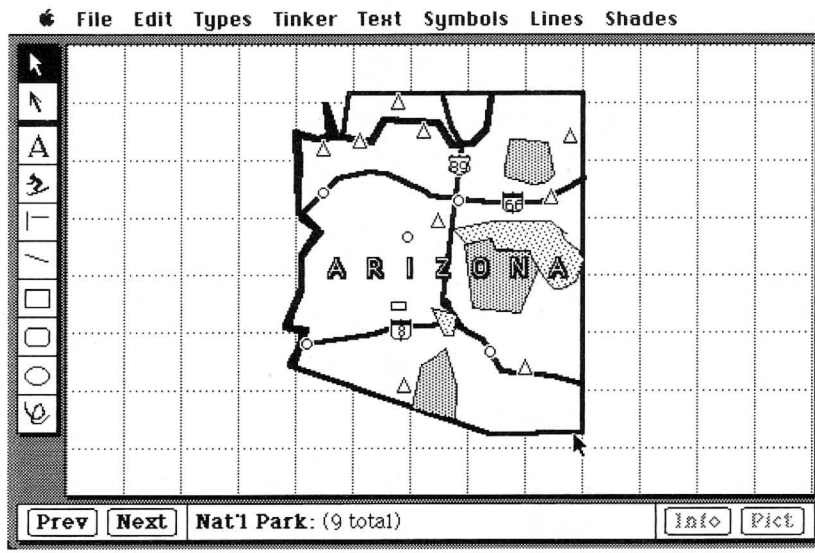
- To choose a symbol, drag through the **Symbols** menu and release the mouse button on the symbol that you want.

Note: You can create your own symbols using the **Symbol Editor**, described later in this chapter.

using the grid

You can display grid lines, as a visual aid, while you are drawing. The grid is helpful when you are transferring a likeness to the screen, or in determining the size and placement of objects in your drawing.

- To display the grid, choose **Grid** on the **Edit** menu.



- To remove the grid pattern from the screen, choose **No Grid** on the **Edit** menu.

Note: The grid is behind all objects on the screen, and will be hidden by shaded objects.

---

aligning objects

Alignment helps you to position objects horizontally and vertically in your drawing. When alignment is selected, invisible horizontal and vertical alignment locations are present every 1/8 inch. The start and end of every straight line or shape drawn while alignment is in effect are positioned on an alignment location. If you move an object while alignment is active, its center moves from alignment location to alignment location only.

- To begin alignment, choose **Alignment** on the **Edit** menu.
- To end alignment, choose **No Alignment** on the **Edit** menu.

Notes:
Choosing alignment has no effect on the placement of objects drawn previously. If you want to align such objects, you need to select and move or stretch each object while alignment is selected.

If you find that you can't quite get an object lined up the way you want it, try combinations of moving, stretching and shrinking.

Editing your Drawing

You can change the appearance of your drawing by editing the objects in it. You can change sizes, text and line characteristics, shading, and symbols. You can move objects around, position objects in front of or behind other objects, cut, copy, paste, and clear. You can edit an object, an element of an object, or a group of objects. The techniques for editing are described in this section.

selecting objects

Before you can edit an object, that object must be selected. There are several methods that may be used to select.

- Click the object selector.
- Select by clicking on the edge of an object or on an enclosed area of a shaded object;

or

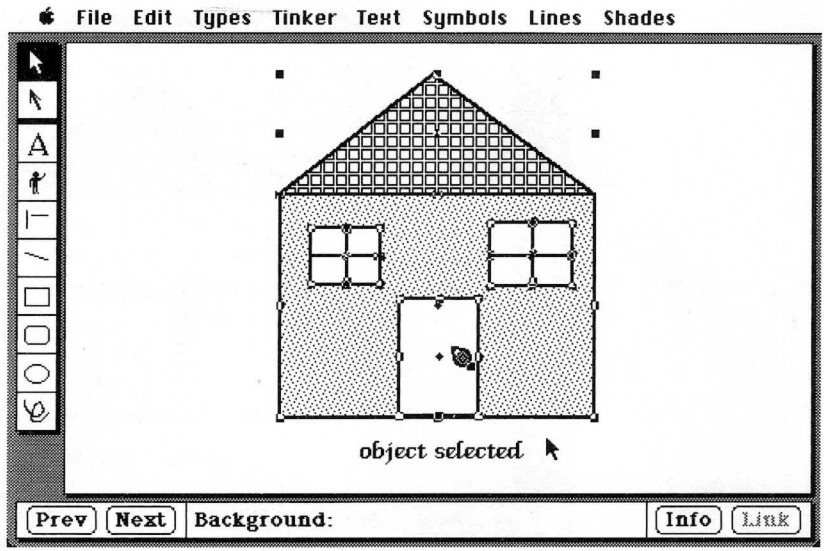
- scroll using the **Next** and **Prev** buttons, to select the objects of a selected type in sequence;

or

- select a group of objects by highlighting them.

Note: Not all editing functions described in this section can be done with a group of selected objects. You can change text and line characteristics, change shading patterns, change symbols, position objects in front of or in back of others, or clear a group of objects. To move, change the size of, reshape, or copy an object, you must select a single object.

Complete instructions for selecting objects by highlighting can be found in the *Highlighting* section of this manual.



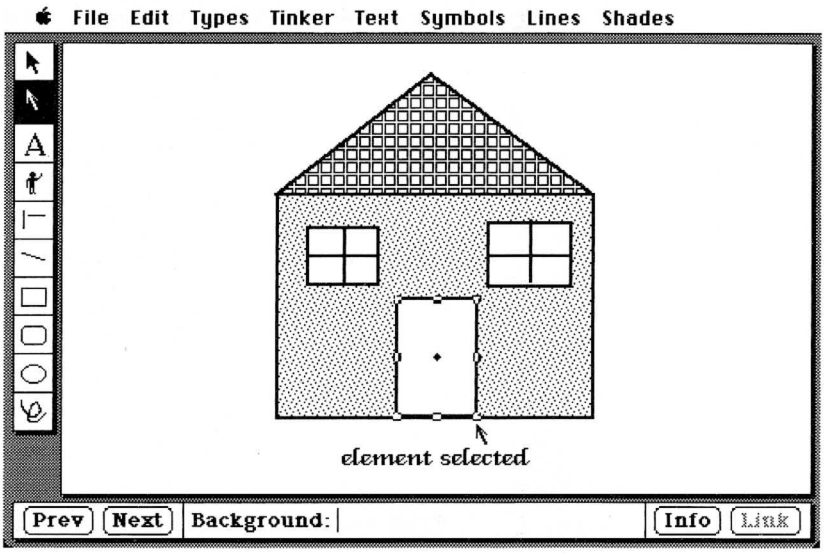
When an object is selected, small square handles are visible in the center of and surrounding that object. Or, if the object is composed of text or symbols, a darkened area or box surrounds it.

---

selecting an element

To edit an element of an object, select that element only.

- Click the element selector.
- Select the element by clicking it.



When an element has been selected, handles are visible on that element only.

deselecting

- Click the object selector to deselect a single object or an element;

or

- click an area where no objects are present;

or

- choose **Cancel highlighting** on the **Tinker** menu, to deselect a group of objects.

changing the size of an element

You can stretch or shrink the size of some elements (lines, rectangles, squares, circles, ovals) by dragging one of the handles that are present when the element is selected.

- Select the element.
- Drag one of the handles until the element is the size that you want.

To shrink an element, drag toward the center; to stretch an element, drag away from the center.

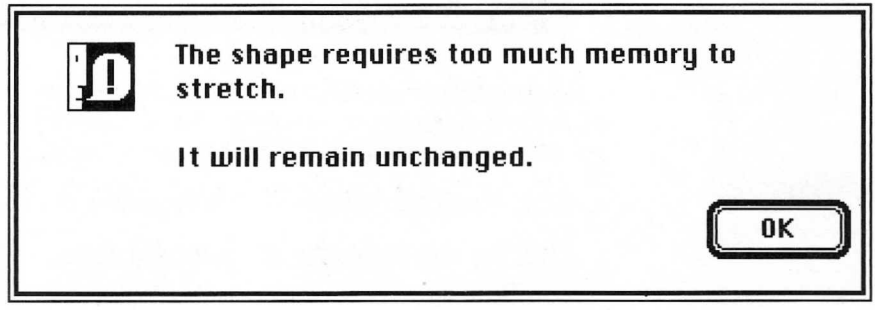
Notes:
To change the size of a text element, change the text characteristics on the **Text** menu.

You cannot change the size of a symbol.

There is a minimum size for an element. An attempt to shrink to a size smaller than this minimum does not work.

When stretching or shrinking round or box shapes, hold down the **Option** key when you press the mouse button for a square or circle.

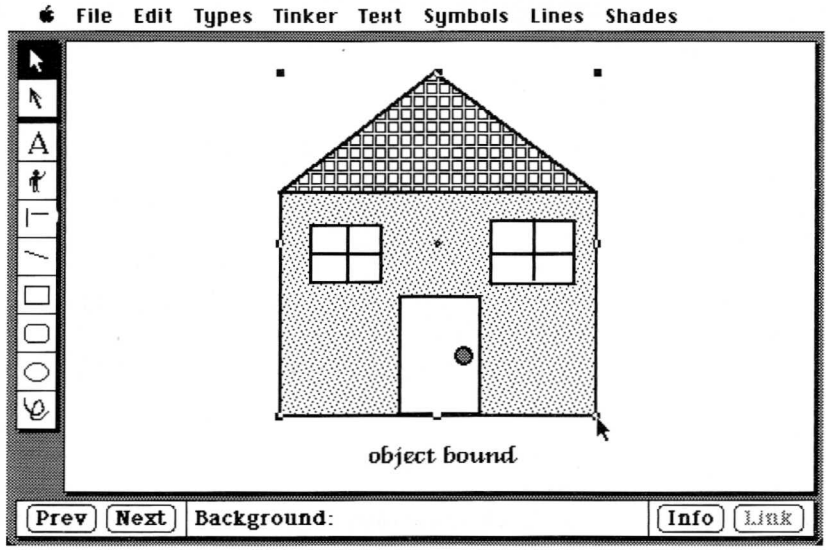
Stretching some objects may exceed the limits of available memory. If this happens, you are presented with a dialog box:



changing the size of a multi-element object

Change the size of a single-element object using the procedure described for changing the size of an element. Follow the instructions below to change the size of a multi-element object.

- Select the object.
- Choose **Bind** from the **Edit** menu.



Bind temporarily combines all the elements of an object. Handles on the individual elements of the object are replaced by one center handle, and handles on the outer border of the entire object.

- Drag one of the handles until the object is the size you want.
- Click the object selector to unbind the object.

---

moving an element

You can move an element by selecting and dragging that element to a new location.

- Select the element.
- Move the pointer to the diamond-shaped center handle.
- Press the mouse button and drag the object to a new location.
- Release the mouse button.

Notes:
There are no center handles on text or symbols; to move these elements, simply select and drag the element.

To move an object horizontally or vertically only, hold down the **Option** key when you press the mouse button to begin moving.

moving a multi-element object

Move a single-element object using the procedure described for moving an element. Follow the instructions below to move a multi-element object.

- Select the object.
- Choose **Bind** from the **Edit** menu.

Bind temporarily combines all the elements of an object. Handles on the individual elements of the object are replaced by one center handle, and handles on the outer border of the entire object.

- Move the pointer on the diamond-shaped center handle.
- Press the mouse button and drag the object to a new location.
- Click the object selector to unbind the object.

reshaping a line

You can change the shape of a straight or free-hand line, or an object composed of lines, using the **Reshape** option. By reshaping a line, you can create shapes other than the shapes provided by the tools in the toolbox.

- Click the element selector.
- Select a line element.
- Choose **Reshape** from the **Edit** menu.

The handles on the element change to reshape handles.

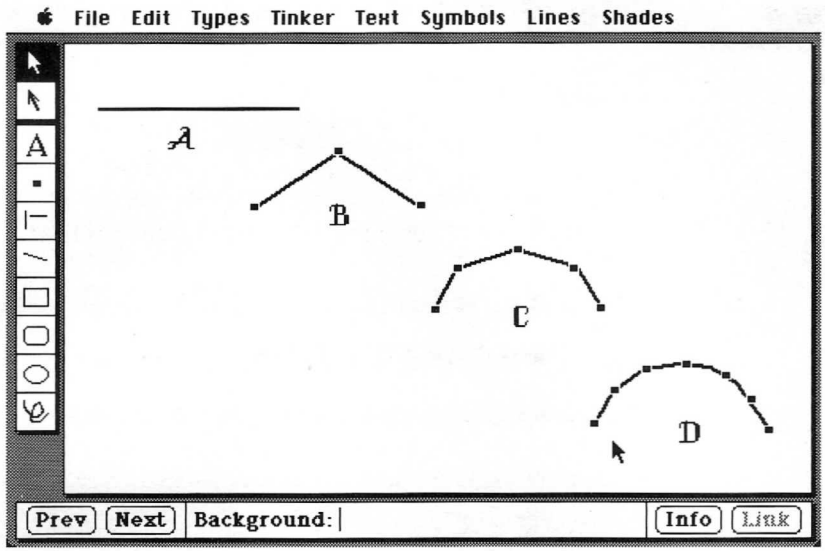
- Drag the reshape handle to reshape the line.

You may create a new reshape handle at any point on the line.

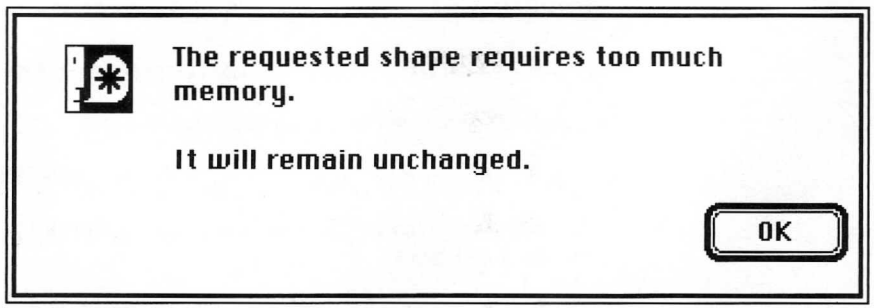
- To create a reshape handle, move the pointer anywhere on the line and press the mouse button.

There is a limit to the number of reshape handles that you can create on a line. When you reach that limit, a handle does appear when you click a location.

- To clear a reshape handle that you no longer need, position it directly on top of another reshape handle.
- To more easily align a handle on top on another handle, hold down the **Option** key when you press the mouse button to begin dragging.
- Click the object selector to end Reshaping.



Notes:
Reshaping some objects may exceed the limits of available memory. If this happens you are presented with a dialog box:



changing lines, text shading, and symbols

Selections on the **Lines**, **Shades**, **Text**, and **Symbols** menu control the appearance of objects that you draw. You can change these characteristics with the instructions that follow.

- Select an element, an object, or highlight a group of objects.

- Choose a line width or color on the **Lines** menu;

or

- choose a shading pattern on the **Shades** menu;

or

- choose a text style, size, or font on the **Text** menu;

or

- choose a symbol on the **Symbols** menu.

clearing

You can remove an element or object from your drawing using the **Cut** or **Clear** option. You can remove a group of highlighted objects using the **Clear** option.

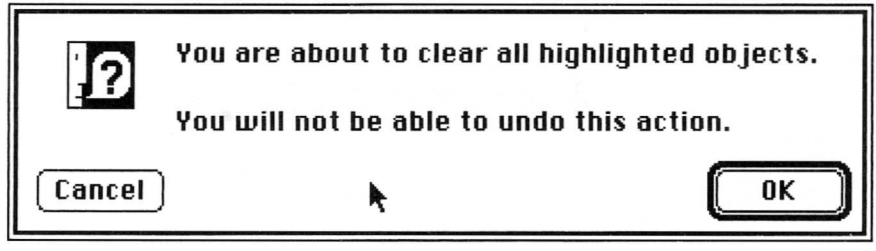
- Select an object, an element, or highlight a group of objects.

- Choose **Clear** from the **Edit** menu;

or

- choose **Cut** from the **Edit** menu, to remove the object and save it on the Clipboard.

Clearing an object removes that object and its information from your drawing file. To bring the object back, choose **Undo last change** immediately after clearing or cutting. (Clearing a group of objects cannot be undone). If you choose to clear a group of selected objects, you are presented with a dialog box asking whether or not you wish to proceed with the action:



copying

You can copy an element or an object and then paste that copy into your drawing.

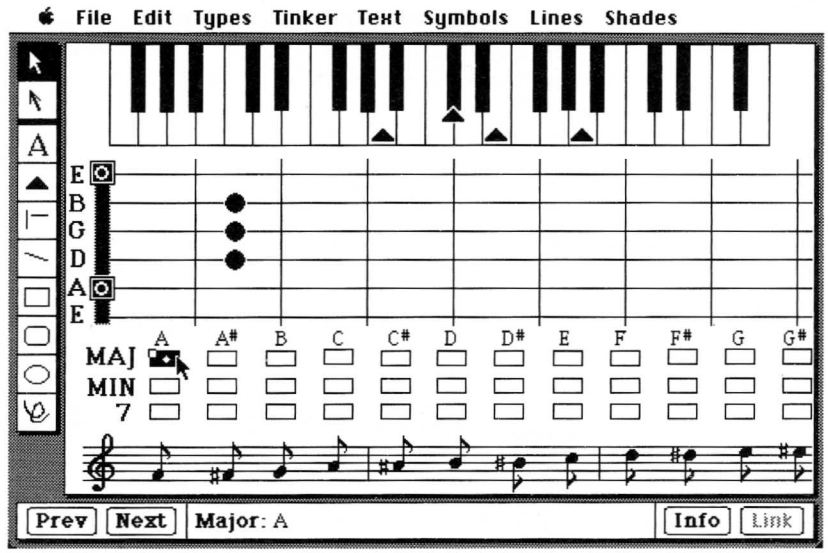
- Select an object or element.
- Choose **Copy** from the **Edit** menu.
- Choose **Paste** from the **Edit** menu.
- Move the pointing finger to the location where you want to place the object or element, and click.

Notes:
When you copy an object, the object and its data are copied onto the Clipboard. You can paste multiple copies into your drawing as long as a copy remains on the Clipboard.

If you are pasting multiple copies into your drawing, the pasted copies can be positioned and pasted automatically (no pointing finger) on the second and succeeding pastes if the first paste is accurately aligned with the original object. This is easier to do if you have **Alignment** selected. Here is an example:

- Add a symbol to your drawing.
- While the symbol is selected, choose **Copy** from the **Edit** menu.
- Choose **Paste** from the **Edit** menu.
- Position the pointing finger directly to the right of the first symbol and click.
- If the symbol isn't exactly lined up, move it so that it lines up with the first symbol.
- Choose **Paste** from the **Edit** menu (or press the **Command** key and type **V**).

Another copy of the symbol will appear on the right if you have lined everything up correctly. Repeated paste operations will create more copies. This paste works to the right, left, up or down.



combining objects

You can cut and paste an element of one object into another object. You can also cut and paste an object into another object, to make it an element.

- Click the element selector.
- Select an element or an object.
- Choose **Cut** or **Copy** from the **Edit** menu.
- Select an object by clicking it.
- Choose **Paste** from the **Edit** menu.

If you have **Cut** the element, it is automatically pasted in its original position, and becomes an element of the selected object. If you have Copied the element, you must position the pointing finger and click to place the element.

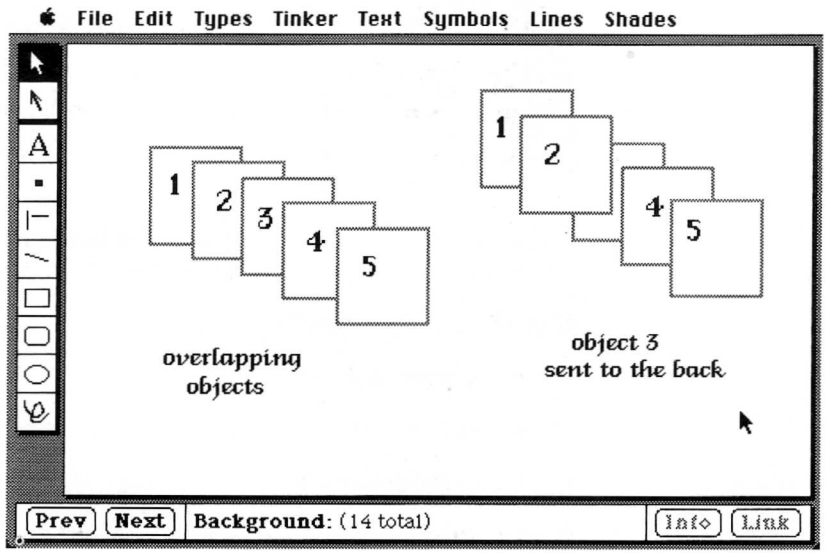
overlapping

Unlike drawing on a sheet of paper, when you draw with Filevision you can draw on top of another object or element without destroying it. There is depth in your drawing file. You can layer objects and elements by drawing directly on top of others, or positioning such that an area of one object covers a portion of another. The sequence that you draw in determines this positioning. You can change the positioning of overlapping objects or elements by bringing to the front or sending to the back objects or elements.

- Select an element, an object, a type, or highlight a group of objects.
- Choose **Bring to Front** from the **Edit** menu;

or

- choose **Send to Back** from the **Edit** menu.



Notes:
Sending an object to the back or bringing it to the front will position that object in back of or in front of all other objects in your drawing.

Sending an element to the back or bringing it to the front will position that element in back of or in front of all other elements of that object.

Sending a type or a group of highlighted objects to the back or bringing it to the front will position those objects behind or in front of all other objects in your drawing.

If you choose to send to the back or bring to the front a type or a group of highlighted objects, you are presented with a dialog box.

Editing Symbols

You can change symbols with the **Symbol Editor**. Using the **Symbol Editor**, you can create customized symbols that are just right for your drawing. The symbols that you create appear on the **Symbols** Menu. Symbols that you have used in your drawing change to reflect the new symbols that you make using the **Symbol Editor**.

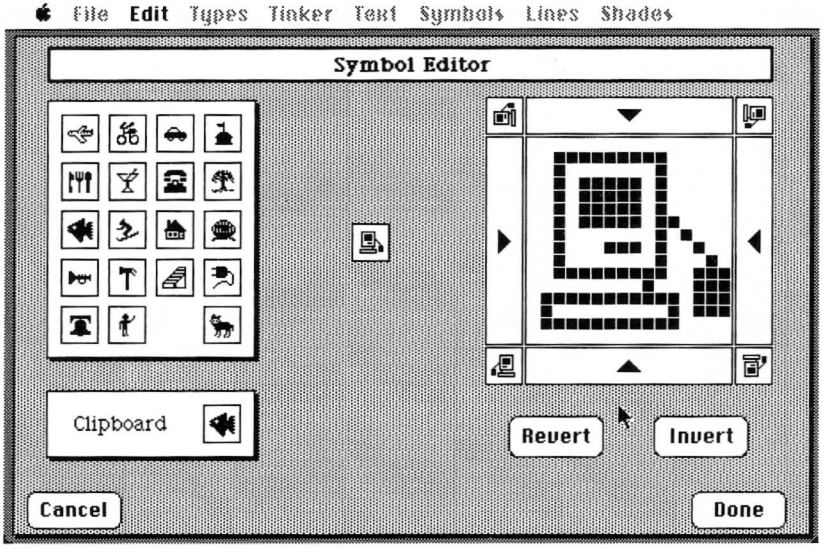
---

editing a symbol

- Choose the **Symbol Editor** from the **File** menu;

or

- double-click the symbol tool on the toolbox.



- Click any one of the symbols that you would like to change.

  An enlargement of the selected symbol is shown on the right of the screen.

  A "true-to-scale" view of the symbol, including any changes, is shown in the center of the screen.

- To change individual dots from white to black, or from black to white, click the dots, or drag through a group of dots, on the symbol enlargement.

- To reverse the color of every dot in the symbol, click **Invert**.

- To rotate or flip the symbol, click the corners of the symbol enlargement.

- To move the symbol up, down, left or right, click the top, bottom, or side bars of the symbol enlargement.
- To make a copy of, or erase the symbol, choose **Cut**, **Copy**, **Paste**, or **Clear** from the **Edit** Menu.

When you copy or cut a symbol, that symbol is placed on the symbol clipboard. This is the symbol that is pasted in, if you choose **Paste**.

- To cancel changes you have made to the symbol since selecting it, click **Revert**.

---

editing another symbol

- To continue editing symbols, click to select another symbol.

  The symbol being edited is saved when you make a new selection.

---

saving changed symbols

- To save the symbols that you have created and return to your drawing, click **Done**.

Your symbols replace the symbols on the **Symbols** menu, and the symbols in your drawing reflect your changes.

---

canceling changes to symbols

- To return to your drawing without saving the changes you have made to the symbols, click **Cancel**.

Adding Information

Your drawing file can hold information about the objects in it. That information can be used to locate and select specific objects. You can point to an object and see the information on file for that object, you can print information for selected objects, or you can change your drawing based upon information.

When you draw an object, you create a record of information for that object. The kind of information in that record depends on the type of object that you draw. Objects in your drawing file are organized by type, and each type can have different kinds of information associated with it. When you define a type, you also define the kind of information that you want to keep track of, by designing a data form for the type.

Generally, you build a drawing file by:

1. Defining the types of objects that the file will contain and designing the data form for each type.

2. Drawing objects and filling in information about each object.

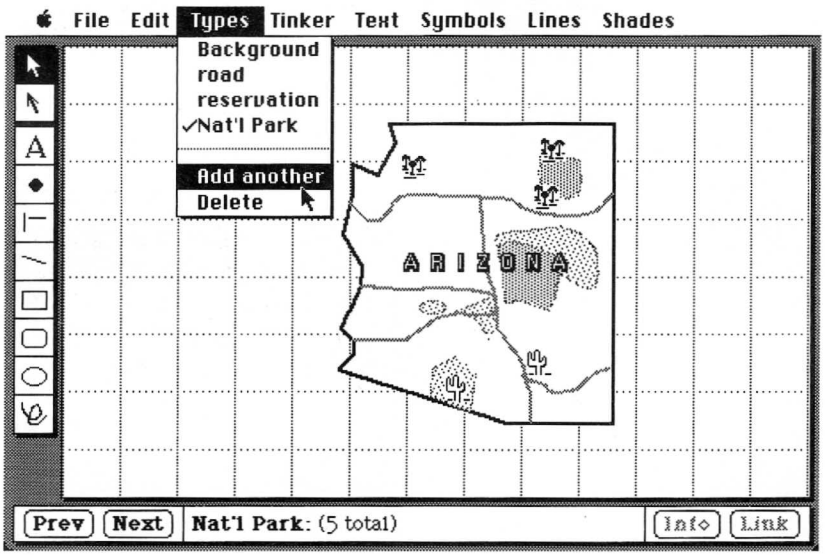
In this section are instructions for adding types, designing the data form for a type, and adding information about the objects in your drawing file.

Defining Types

Types help to organize your drawing file. By defining a type, you are setting up a classification for a group of objects in your file. You can then select and work with the objects of that type. The **Types** menu lists the types that have been defined in your drawing file. When you begin work with a new drawing file, one type, **Background**, is present on the **Types** menu. To add specific information about some objects, and different information about others, you need to create new types.

adding a type

- Choose **Add Another** from the **Types** menu.

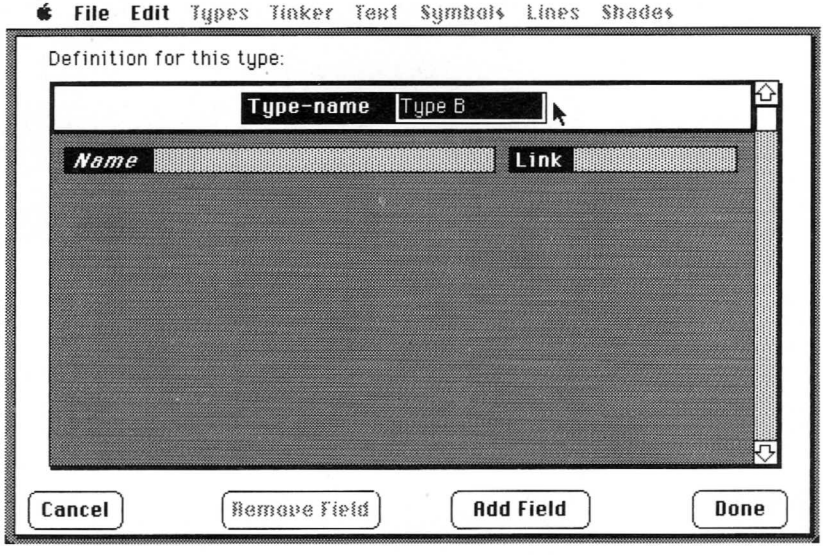


Note: You may add as many types as will fit on the **Types** menu (16 different types). When there is no more room on the **Types** menu, the **Add Another** command is not selectable.

When you choose **Add Another**, a new type is created, and the Define Type screen is shown. On the Define Type screen you can give a name to the new type, and add the fields of information that are of interest for this type. The data form that you design on this screen is a template that is used to create a record of information for each individual object of this type that you draw.

naming a type

When you add a new type, that type is initially given a type-name (**Type A**, **Type B**, **Type C**, etc.). You can change this name to a name that is more meaningful to your drawing, or you can leave the type as named by Filevision.



The name in the type-name area is selected, as indicated by the darkened background that surrounds the text.

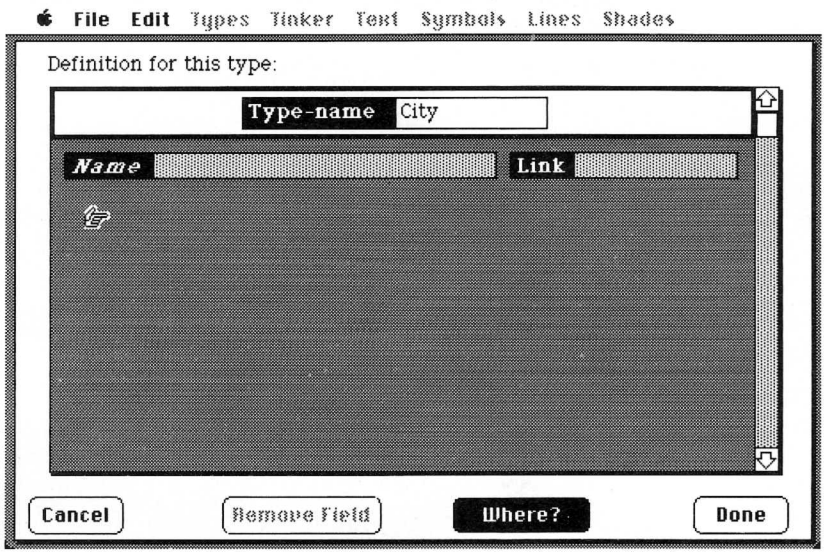
- Type in the name that you want to give to this new type.

The name you give to the type will be added to the list of types on the **Types** menu.

adding a data field

On the Define Type screen there is an area for the name of the type, and also an area to add data fields. You can add up to 30 data fields for each type.

- Click **Add Field** on the Define Type screen.
- Move the pointing finger to a location in the data field area of the screen, and click.



Note: The data field area extends vertically beyond the area that is shown on the screen. Each data form is 9 inches in length, while only 3 inches are visible at one time. Use the up or down arrows on the righthand corners of the screen to bring the additional data field area into view.

changing the size of a data field

When you add a new field, the field is given a standard size. You can change the size of the data field to a smaller or larger size. The size of the data field can be any size up to the limit of the actual data form.

- Click a data field to select it.
- Move the pointer to the right corner handle on the data field.
- Press the mouse button and drag the handle to stretch or shrink the field size.

Notes: If you stretch a field size vertically beyond the area that is visible on the screen, the data form will scroll automatically to show the area that you are stretching to.

The **Name** data field size is fixed at 30 characters. You can stretch the size of the field, however, you cannot enter information larger than this fixed size.

If you enter a value in the **Name** data field that is less than 30 characters, the unused character area may be used by Filevision for other information about the object. Later, you may not be able to change the name to a longer name.

---

removing a data field

- Select a data field that you want to remove.
- Click **Remove Field**.

Note: Any data that is present in this field in the information records is removed when you remove the field from the data form. This action may take some time, as the information stored on disk must be rearranged. When complete, this action is not undoable.

---

changing the data form

You can edit the data form of an existing type by adding new fields, moving fields, changing the name or size of fields, or removing fields. The changes that you make to an existing data form are reflected on the information record for objects of this type in your drawing file.

- Choose a type from the **Types** menu.
- Choose **Change form** from the **Tinker** menu.
- Make changes to the form as described for adding a data field, naming a data field, changing the size of a data field, moving a data field, or removing a data field.

---

saving the data form

When you have completed designing or changing a data form, update your drawing file with the new or changed data form by saving it.

- Click **Done** to save the data form and return to your drawing.

Note: You may choose **Cancel** to return to your drawing without saving the data form.

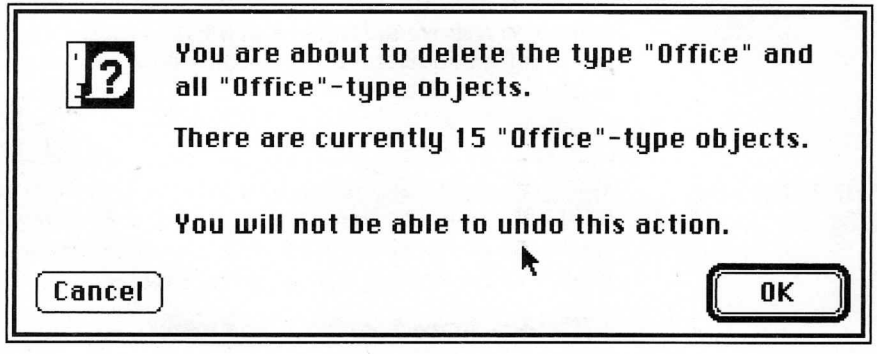
deleting a type

You can delete a type from your drawing file. By doing so, the type name is removed from the **Types** menu, the data form for the type is removed, and all objects of this type are removed from your drawing file.

- Choose a type from the **Types** menu.
- choose **Delete** from the **Types** menu.

Notes:
There is at least one type present at all times. When only one type is present, **Delete** is not selectable.

When you choose **Delete**, a dialog box is presented, asking whether or not you want to proceed with this action:



Defining an Object's Type

Every object in your drawing file has a type. When you draw an object, that object is assigned the type that is currently selected on the **Types** menu. You can choose an appropriate type before drawing an object, or you can change the type once the object has been drawn.

assigning a type

- Choose a type from the **Types** menu.
- Draw the object.

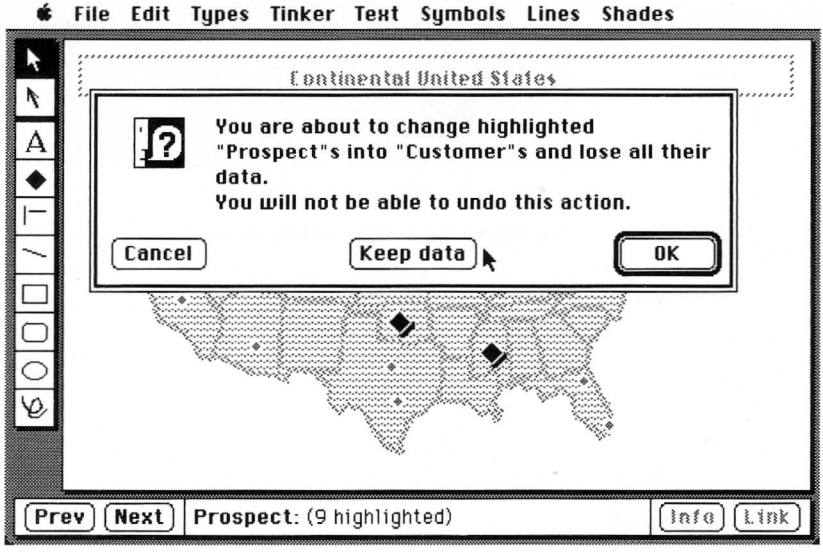
changing an object's type

- Select a single object;

or

- select a group of objects by highlighting them.
- Hold down the **Shift** key.
- Choose a type from the **Types** menu.

When you change an object's type, information about that object is normally erased (except for the **Name** and **Link** data fields). If there is other information present for this object, a dialog box asks whether or not you wish to retain the information, even though it may be inappropriate for the new type:



Filling in Information

When you draw an object, you create a record of information for that object. This record looks like the data form for the type of object that you are drawing. The data fields that you defined for the type are present on this record. You can bring this record to the screen to view the information and to add information. You can add information, change information, or remove information using standard techniques for text editing. You can also use options on the **Edit** menu (**Cut**, **Copy**, **Paste**, and **Clear**), to fill in information.

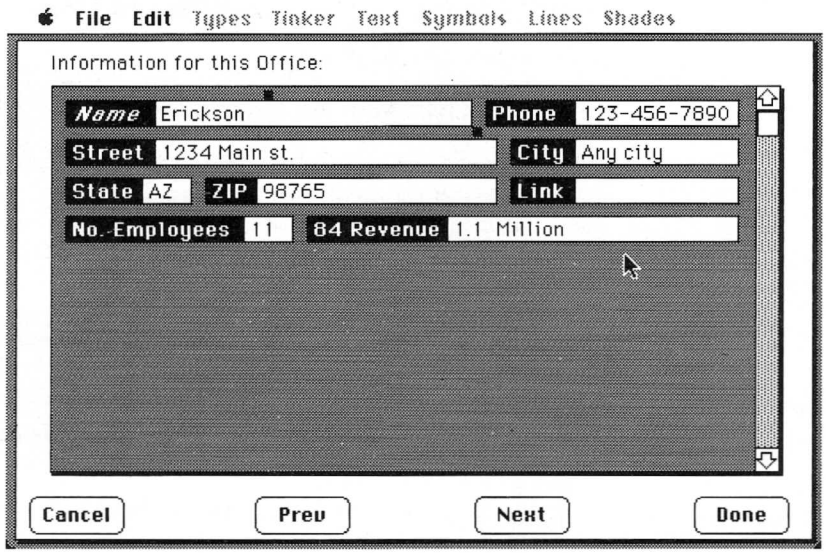
---

viewing information

- Select an object and click **Info** on the lower right of the screen;

or

- double-click on an object.



Note: Click **Next** or **Prev** on the information screen to scroll through information records in sequence.

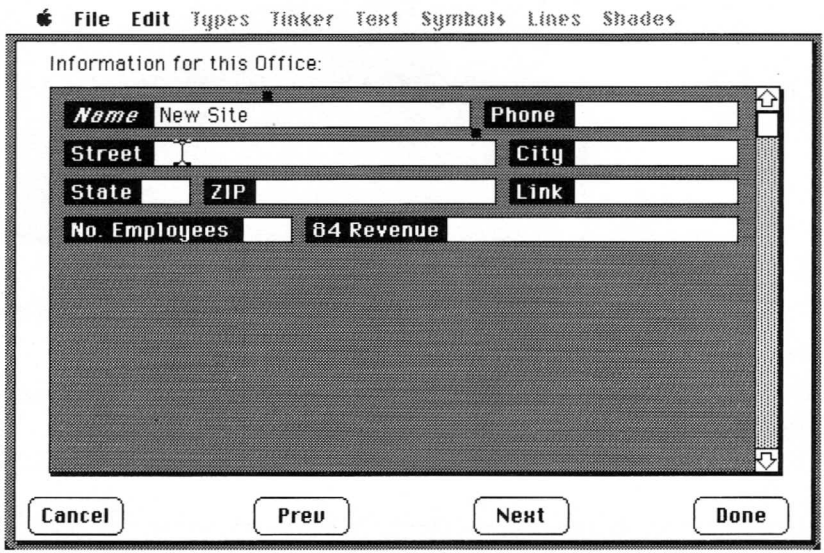
adding information

You can add information in any of the data fields of the record.

- Position the I-beam pointer on a data field and click.

A blinking insert bar shows you where the next character you type will be placed.

- Type text.



Note: It is possible to enter more text than fits in the data field. If you type beyond the end of the field, a "beep" is sounded. You can stretch the data field to see the text that is beyond the border of the field.

removing text

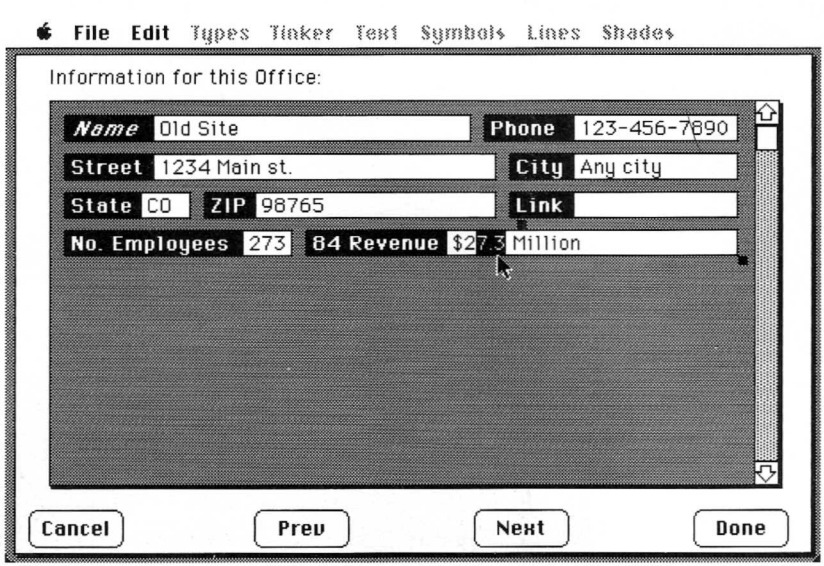
- Click to select an insertion point to the immediate right of the character(s) you wish to remove and press the Backspace key;

or

- select the section of text you wish to remove by dragging through it, and then press the Backspace key.

changing text

- Select the section of text you wish to change by dragging through it.
- Type in changed text.



moving from field to field

- To quickly move from field to field on the data form press the **Tab** key;

or

- click individual data fields to select them.

saving information

- To save the changes you have made, and return to your drawing, click **Done**;

or

- to save the changes you have made and select the information record for another object, click **Next** or **Prev**.

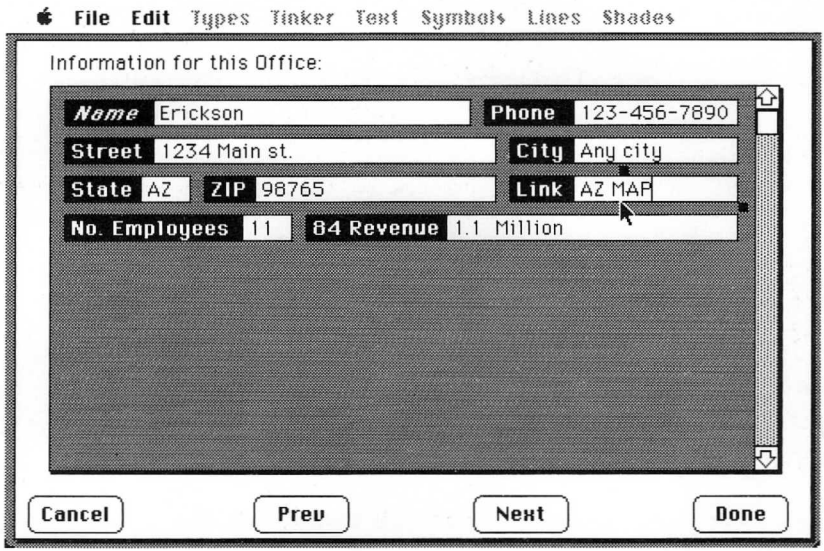
canceling changes

- To return to your drawing without saving your changes click **Cancel**.

adding links

You can establish a connection between an object and another drawing file by defining a link. With a link established, you can quickly "jump" to the linked drawing file. You may use links to show a more detailed drawing of an object, or to show a related drawing. The use of linked drawing files is described in *Linking and Returning.*

- Select the information record for an object.
- Click the **Link** data field to select it.
- Type the name of a drawing file that you wish to link with the object.
- Click **Done**.



Notes:
Be sure to use the exact name of the drawing file, so that Filevision can find the file.

If you don't want a link leave the **Link** field empty.

Working with a Drawing File

This section provides the instructions for working with your drawing file. By drawing objects and adding information, you have created a collection of facts and "figures" about a subject. You can access that information in a variety of ways. Using a combination of features, you can consider different aspects of the information that your drawing file represents. Use the techniques presented in this section to visualize the body of knowledge built into your drawing file.

With Filevision, you can inquire about information in your drawing file, you can *see* the answers to questions that you have about that information, you can identify trends and uncover hidden patterns, you can portray results based on certain conditions, and more.

The best way for you to understand the power and flexibility of Filevision is to experiment with the features that are described in this section. You will discover a new and different way of working with information.

Tinkering

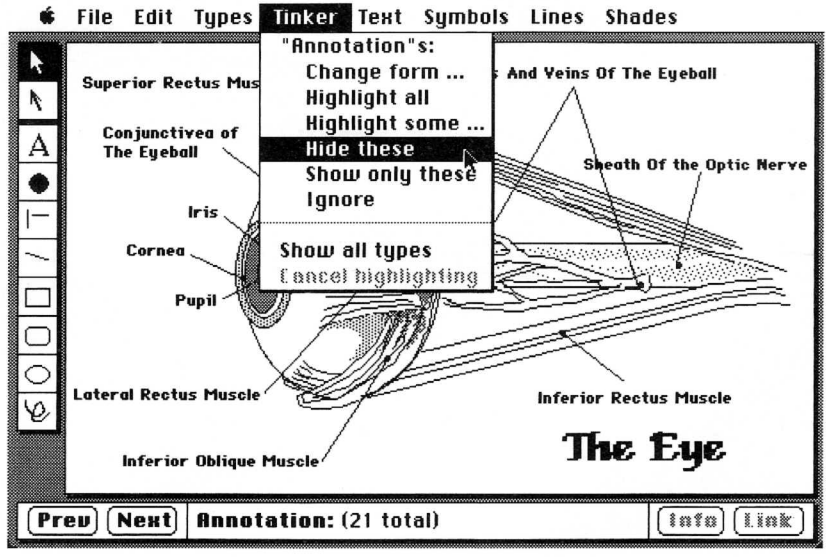
After building a drawing file, you can use the options on the **Tinker** menu to look at or change certain aspects of the file. The **Tinker** menu contains options for highlighting, hiding, ignoring and showing only one type of objects.

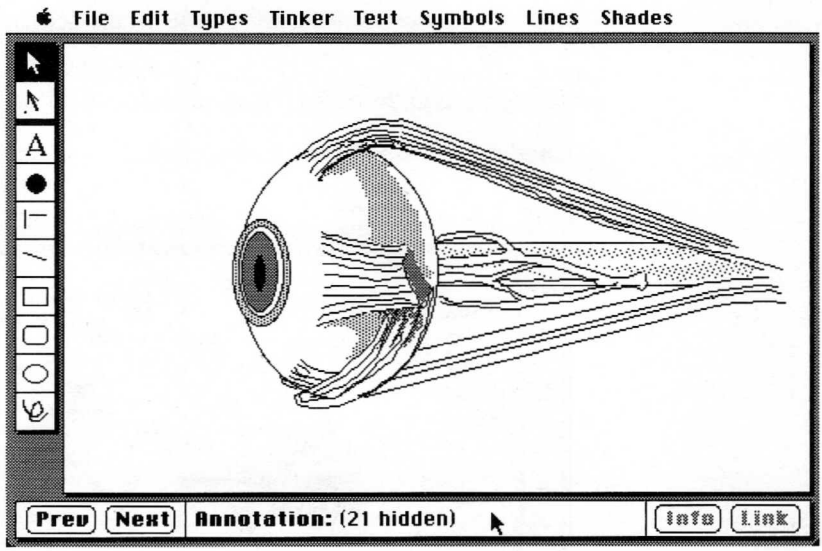
Highlighting is described separately in the section following this one. Described here are options that are performed on all objects of a selected type (**Ignore**, **Hide these**, **Show only these**, **Show all types**, **Activate**).

hiding objects

You can hide objects of a specified type in your drawing. Hidden objects remain in your drawing file, but they are not visible on the screen.

- Choose a type from the **Types** menu.
- Choose **Hide these** on the **Tinker** menu.





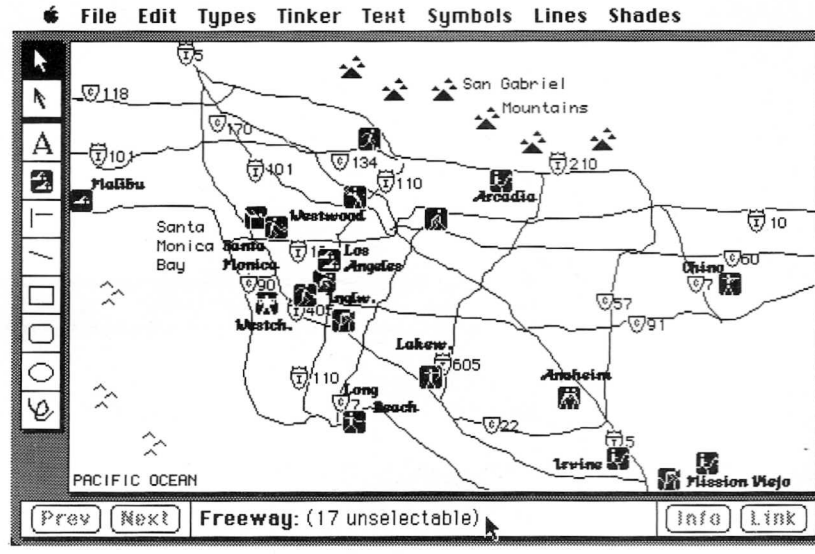
showing hidden objects

- To cancel the effects of hiding, choose **Show these** on the **Tinker** menu.

ignoring

You can choose to ignore a type, and make the objects of this type not selectable. Ignored objects are visible on the screen, but are not selected in any processing.

- Choose a type from the **Types** menu.
- Choose **Ignore** from the **Tinker** menu.



Note: Objects of an ignored type (and not the currently selected type) are ignored during a highlight process — they are not faded.

activating

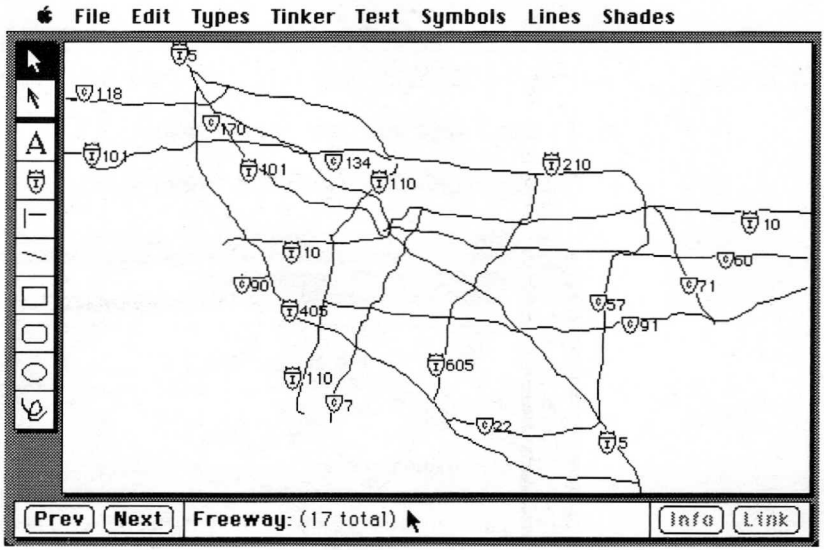
To cancel the effect of Ignoring:

- Choose the ignored type from the **Types** menu.
- Choose **Activate** from the **Tinker** menu.

showing one type only

You can select and show only one type of objects. The selected objects are the only objects shown on the screen, all other objects are hidden.

- Select a type from the **Types** menu.
- Choose **Show only these** from the **Tinker** menu.



showing all types

- To cancel the effects of showing only one type, or hiding several types, choose **Show all types** from the **Tinker** menu.

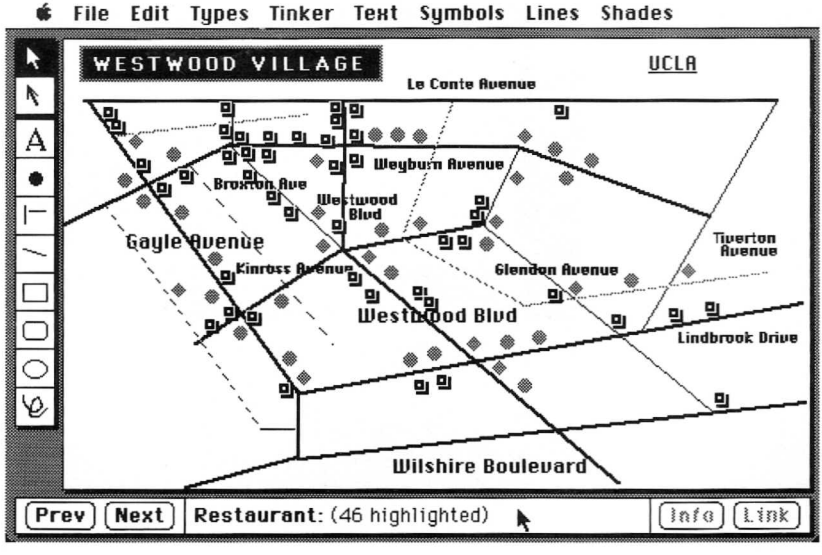
Highlighting

Highlighting is a way of visually portraying the results of selection. Highlighting shows a representation of your drawing with selected objects emphasized, and unselected objects de-emphasized. Described in this section are the options for highlighting all objects of a selected type and for highlighting only objects with certain characteristics.

highlighting a type

You can highlight all objects of a selected type with the **Highlight all** option.

- Choose a type from the **Types** menu.
- Choose **Highlight all** from the **Tinker** menu.

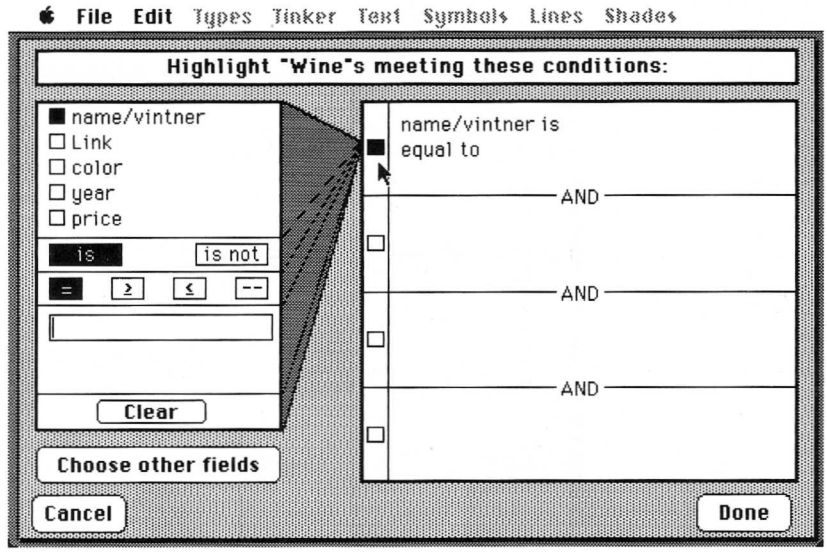


highlighting objects with special characteristics

You can highlight only some objects of a selected type with the **Highlight some** option.

- Choose a type from the **Types** menu.
- choose **Highlight some** on the **Tinker** menu.

With **Highlight some** you describe the objects you want to highlight by filling in items on the Highlight selection screen. The items that you enter on this screen are "selection criteria". The remainder of this section describes how to fill in the items on this screen.



setting criteria for selection

On the Highlight selection screen, you can set the conditions for highlighting. The **highlight some** process selects objects by comparing information about those objects to the set of conditions that you specify. You can specify up to four conditions for selecting objects. To be selected and highlighted, an object must satisfy all the conditions that you specify. If no criteria are entered, no objects are selected.

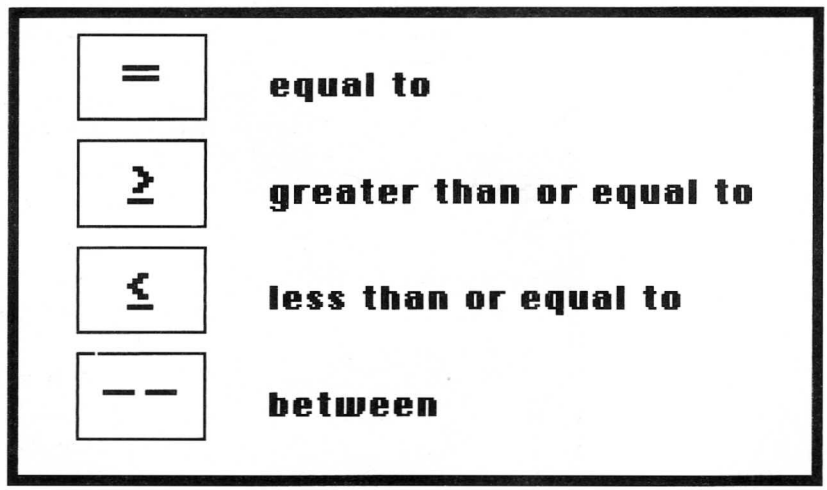
setting a condition

You specify a selection condition by choosing a data field for comparison and choosing the type of comparison to perform.

- Choose a data field by clicking the box to the left of one of the data fields shown in the condition selection area.

If you want to compare information in a data field that is not listed here, click **Choose other fields** (described later in this section).

- Click **Is** or **Is Not** to specify the comparison verb.
- Choose a comparison operator:



by clicking it.

- Type a value in the comparison value area below the comparison operators.

Notes:
The *between* operator requires two values; use the **Return** key to begin entering a value in the second comparison value box.

As you choose options and type in a value, a text explanation of the comparison information is shown in the condition box on the right of the screen.

- When you have finished setting conditions, click **Done**, to highlight the selected objects;

or

- click **Cancel**, to return to your drawing without highlighting.

specifying a comparison value

You can specify a value for comparison in several different ways. The way in which you specify this value determines the outcome of the selection process.

There are two categories of comparison values: numeric comparison and alphanumeric comparison.

numeric comparison

This method compares information in an object's data field to an arithmetic value that you enter. The following chart describes the way Filevision compares numeric information.

characters in field	numeric value	comment
1234	1234	positive number
-1234	-1234	negative number
$1,234	1234	$ and commas are ignored
1.237	1.23	only 2 digits to the right of the decimal point are significant
12,345,678	none	numbers greater than 9,999,999 are not supported
112%	1.12	percent means divide by 100
12/34	12	operators other than a leading sign or trailing percent sign act as separators; the first number in a field determines its value
12+34	12	
12-34	12	

alphanumeric comparison

This method of comparison searches for a character or string of characters in the object's data field. There are two kinds of alphanumeric comparisons: equality and range comparison. The equal operator (=) allows you to look for an exact match on any portion of a data field, as shown in the examples below. All other operators merely allow you to compare a value to data fields of the specified type. This comparison starts only at the beginning of the data field.

There are three special characters that have meaning for an equality search:

^ (Press key twice)	looks for an exact match starting at the beginning of a data field (does not scan the field)
..	matches any characters
@	matches any single character

The following chart shows the results of several hypothetical searches. It illustrates the effects of several different methods of specifying a comparison value. The column labeled "meaning" explains the use of the special characters (.., ^, and @).

information in data field:		
Annette Flowers Ann Pepler Anne Berger Mary Ann Parker John Hannah Marianne Smith Joann Hanson		
value specified:	**meaning:**	**objects selected:**
Name Is = **Ann**	find the word " Ann " anywhere in the field	Ann Pepler Mary Ann Parker
Name Is = **Ann..**	find a word that begins with " Ann" followed by any characters	Annette Flowers Ann Pepler Anne Berger Mary Ann Parker
Name Is = **..Ann**	find a word that ends with "Ann "	Ann Pepler Mary Ann Parker Joann Hanson
Name Is = **..Ann..**	find the letters "Ann" in any word	Annette Flowers Ann Pepler Anne Berger Mary Ann Parker John Hannah Marianne Smith Joann Hanson
Name Is = **^Ann**	find the word " Ann " at the beginning of a data field	Ann Pepler

information in data field:
R23001 Q23001 Q23012 Q24001 Q27001 Q23XY

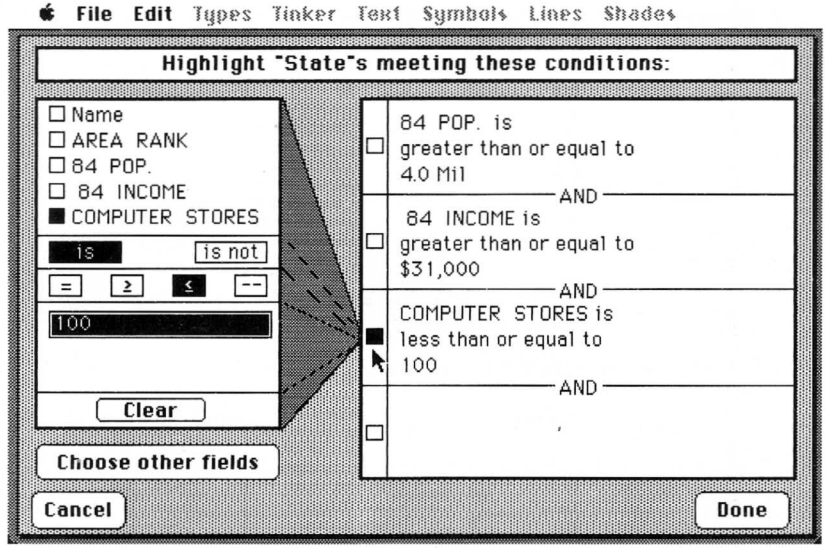
value specified:	meaning:	objects selected:
Part **Is** = @23001	find "23001" preceded by any single character	R23001 Q23001
Part **Is** = Q23@@@	find "Q23" followed by any three characters	Q23001 Q23012
Part **Is** = Q2@001	find "Q2" followed by any single character followed by "001"	Q23001 Q24001 Q27001
Part **Is Not** = ...	find fields that contain no data (i.e., all spaces)	none

erasing a condition

- To erase a condition, select the condition by clicking the condition box associated with that condition on the right of the screen, then click **Clear**.

setting additional conditions

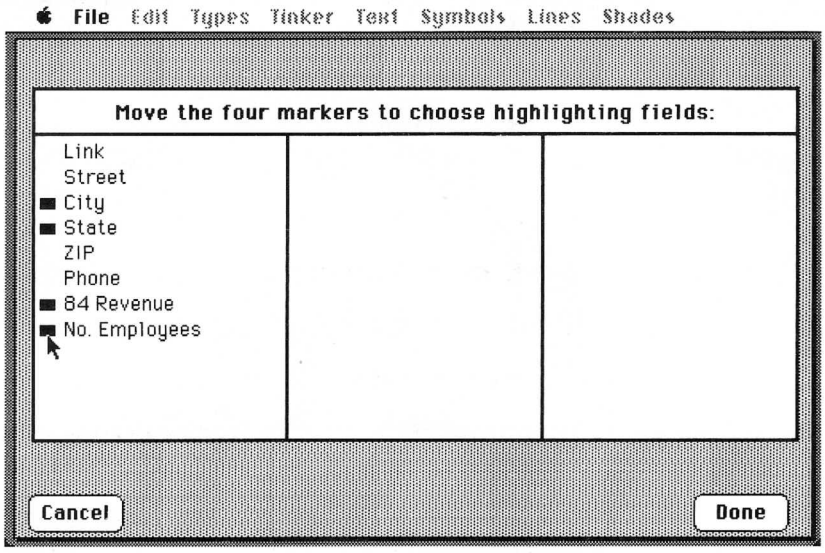
- To select additional conditions, click the small square next to the second and following condition boxes. Fill in selection criteria as described above.



choosing other fields

On the Highlight selection screen, five data fields are listed. These are data fields that you may select to set a condition for the highlight some selection process. The five fields listed are the first five fields on the data form for the selected type. To select from other than the listed five data fields, use **Choose Other Fields**.

- Click **Choose Other Fields**, on the Highlight selection screen.
- Move the pointer to one of the four black markers that are present on the **Choose Other Fields** screen.



- Press the mouse button and drag the marker to a field that you want.
- Click **Done**, to return to the Highlight selection screen.

The Highlight selection screen will now list the data fields that you selected on the **Choose Other Fields** screen.

- To return to the Highlight selection screen without choosing other fields, click **Cancel**.

---

highlighting speed

The time that a search operation takes depends on where Filevision has to look to evaluate the information. In general, searching for the name of an object, numeric information or short data fields (up to 4 characters in length) does not require reading information from the disk. This type of search proceeds much faster than when data fields are read from the disk file. You should keep this in mind when designing a data form and filling in information. If you store "key" information in a short format, searching for that information will be quick.

using highlighted objects

You can change a group of objects by highlighting those objects to select them, and then editing. The specific functions that you can perform on a group of objects includes:

- Changing types
- Changing the font, style, and size of text
- Changing the width and color of lines
- Changing shading patterns
- Changing a symbol
- Clearing the objects from the drawing file
- Changing the placement of objects by moving to the front or back

Notes:
Editing changes that you choose affect every object that has been selected by highlighting. When you edit a single object, you can usually reverse the change by selecting **Undo last change**. Editing a group of objects is not always undoable. If you choose an action that cannot be undone, you are presented with a dialog box asking whether or not you want to proceed.

Highlighting some objects of a type that is hidden has an interesting effect: Selected objects are visible (highlighted), while unselected objects remain hidden.

canceling highlighting

- To cancel highlighting, choose **Cancel highlighting** from the **Tinker** menu.

Printing

There are four options for printing with Filevision. You can choose to print a copy of the screen, print the items of information about objects, print a report of selected information, or print information in a format suitable for adhesive labels.

printing the screen

To print a copy of what is currently shown on the screen:

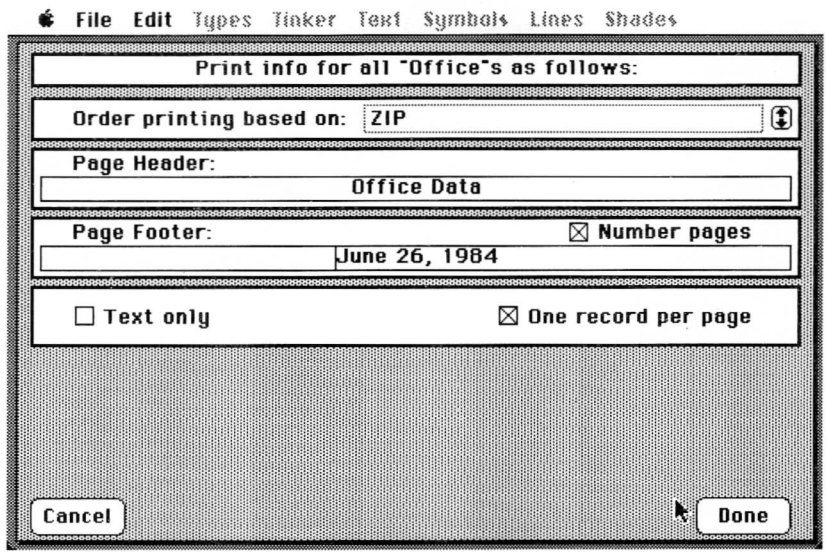
- choose **Print Display** from the **File** menu

printing information

You can print the items of information about objects in your drawing file. You can print the information for a selected object, for all the objects of a selected type, or for a selected group of objects.

Information can be printed in several different formats. Select the format that you want by choosing options on the **Print Info** screen. On this screen, you can select the order in which objects will be printed. You can choose to print or not print heading and footing information. You can choose to print or not print page numbers. You can choose to print information fields surrounded by decorative boxes, or to print text only.

- Select a type, an object, or a group of objects.
- Choose **Print Info** from the **File** menu.



- Select a printing order by clicking on the *up* or *down arrows* on the scroll button in the **Order print based on** field.

  Generally, you want to print information about objects in object name sequence. But, you can choose to order the printing based on the sequence of information in any of the data fields for the selected type.

- Enter a line of heading information by typing in the **Page Header** field, or leave this field blank.

- Enter a line of footing information by typing in the **Page Footer** field, or leave this field blank.

- Click **Number pages** to print or not print page numbers on the report. An "X" in this box indicates that page numbers are to be printed on the report.

- Click **Text only** to print text only; click again to remove the "X" from this box and print each information item surrounded by a decorative box.

- Click **One record per page** to print information for each object on a separate page.

- Click **Done** to begin printing;

or

- click **Cancel** to return to your drawing without printing.

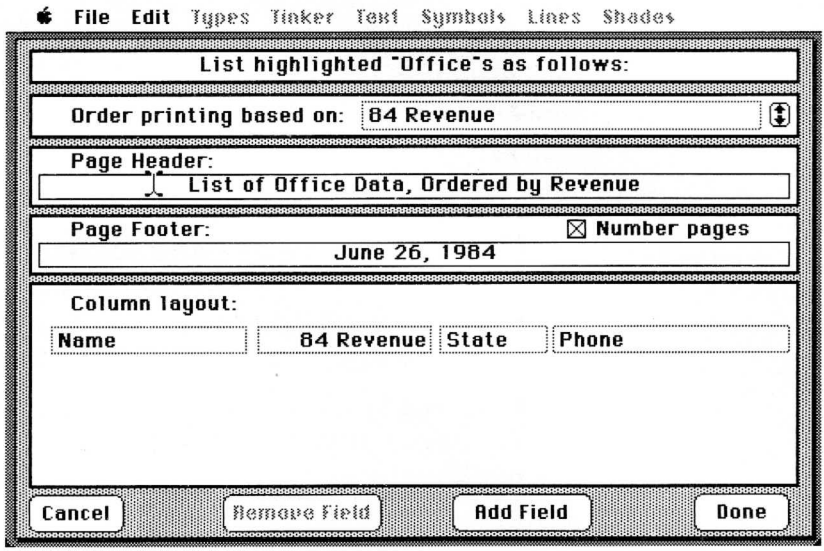
---

printing a list

You can print a report of selected information for objects in your drawing. You can print a list for a selected object, for all the objects of a selected type, or for a selected group of objects. The list can be printed in several different formats. Select the format that you want by choosing options on the **Print List** screen. On this screen, you can select the order in which objects will be printed. You can choose to print or not print heading and footing information. You can choose to print or not print page numbers. You can choose the fields of information that you wish to list, and identify the placement and alignment for those fields.

- Select a type, an object, or select a group of objects by highlighting.

- Choose **Print List** from the **File** menu.



- Select a printing order by clicking the *up* or *down arrows* on the scroll button in the **Order print based on** area.

  Generally, you will want to print a list in object name sequence. You can choose to order the printing based on the sequence of information in any of the data fields for the selected type.

- Enter a line of heading information by typing in the **Page Header** field, or leave this field blank.

- Enter a line of footing information by typing in the **Page Footer** field, or leave this field blank.

- Click **Number pages** to print or not print page numbers on the report.

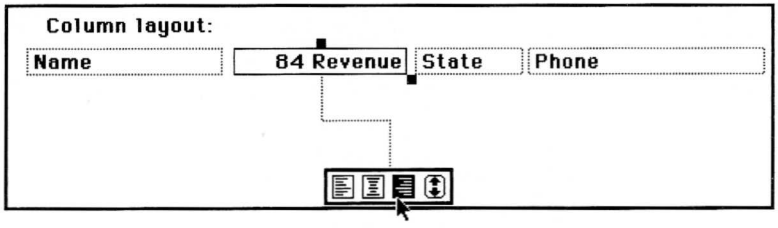
- Click **Add Field**, position the pointer and click to place a print field into the **Column layout** area.

- Select the information field that you want to print, by clicking the *up* or *down arrows* on the scroll button in the **Column layout** area while a print field is selected in this area.

- Position the print field in the column layout area, by clicking to select it, then drag the handles to move, stretch or shrink the field.

- Repeat the preceding three steps for each item of information that you wish to include on the printed report.

- To remove a print field from the layout, select the print field and click **Remove field**.
- Choose alignment (left, right, or centered) for the print field, by selecting the print field and clicking the appropriate alignment icon in the **Column layout** area.



- Click **Done** to begin printing;

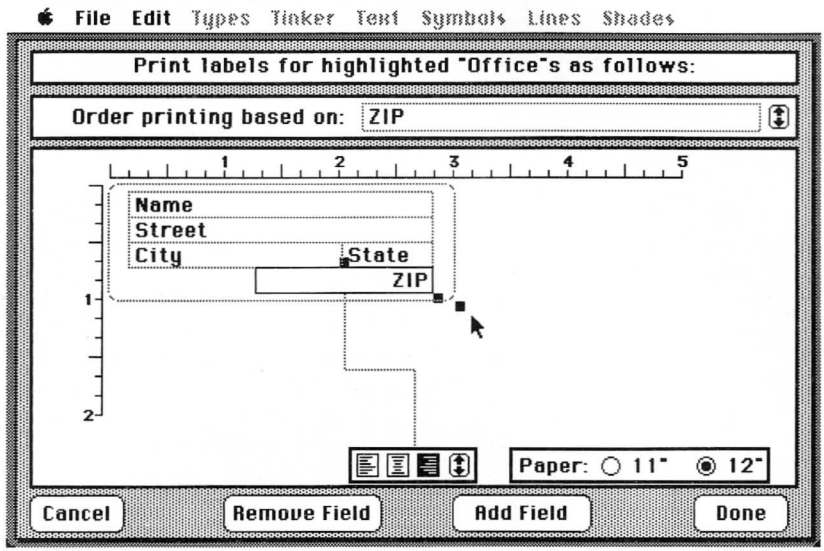
or

- click **Cancel** to return to your drawing without printing.

printing labels

You can print information about selected objects in a format suitable for adhesive labels. With this option you will be able to produce mailing labels or labels that can be used to tag items. The labels that you use should be one-up, continuous-form data processing labels. The size of the labels can be from 1/2 inch to 2 inches in length, and from 1/2 inch to 5 inches wide. You can print labels for a selected object, for all the objects of a selected type, or for a selected group of objects. Choose the fields of information that you want to print on the **Print labels** screen. On this screen, you can specify the size of the labels and where on the label to print each field.

- Select a type, an object, or a group of objects.
- Choose **Print Labels** from the **File** menu.



- Select a printing order by clicking on the *up* or *down arrows* on the scroll button in the **Order print based on** area.

You can choose to order the printing based on the sequence of information in any of the data fields for the selected type.

- Drag the handle on the corner of the label to stretch or shrink the size of the label.

The ruled markings will help you to specify the correct length and width of the labels

- Click **Add Field**, position the pointer and click to place a print field into the label layout area.
- Select information that you want to print by clicking the *up* or *down arrows* on the scroll button in the label layout area, while a print field is selected in this area.
- Position the print field in the label layout area, by clicking to select it, then drag the handles to move, stretch or shrink the field.
- Repeat the preceding three steps for each item of information that you wish to include on the label.
- To remove a print field from the layout, select the print field and click **Remove field**.

- Choose alignment (left, right, or centered) for the print field, by selecting the print field and clicking the appropriate alignment icon in the label layout area.
- Select **11″** or **12″** paper length (the length between folds) by clicking the appropriate length.
- Click **Done** to begin printing labels;

or

- click **Cancel** to return to your drawing without printing labels.

---

printing options

When you click **Done** on the Filevision print screens, you are presented with the Macintosh print screen. This is the screen that you see when printing a document with MacWrite and other Macintosh applications. On this screen, select the print quality, page range, number of copies, and type of paper to use. Then click **OK** to begin printing, or **Cancel** to return to your drawing without printing.

Note: Use of **draft** quality can cause the printer to space forward and backward while printing, and is not recommended.

---

stopping a report

While information is being printed, the progress of the print process is shown on the screen. Shown are the number of copies left remaining to print, and the number of objects that remain to be printed for the copy that is currently being printed. You can stop the printing of a report or labels by pressing the **Command** key and typing a period (.).

Locking your Drawing

You can lock your drawing file to prevent any changes from being made. When the drawing is locked, you can view objects and information about those objects, but you cannot perform any editing changes. Locking the drawing file is useful when you have completed adding objects to your drawing file. While a drawing file is locked, the editing options are not selectable, and the tools are not displayed on the toolbox.

---

locking a drawing

- Choose **Lock picture** from the **Edit** menu.

Note: While a drawing file is locked, a selected object will be shown without the handles that are present on selected objects in an unlocked drawing. Instead, the selected object blinks.

---

unlocking a drawing

If you want to make changes to a file that is locked, you can unlock the picture.

- Choose **Unlock picture** from the **Edit** menu.

Linking and Returning

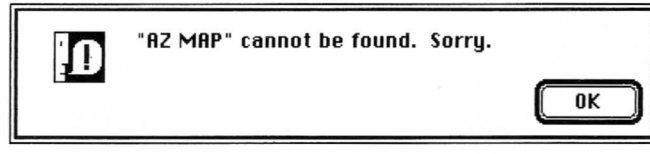
You can establish a connection between an object and another drawing file. This may be a detailed view of that object, or an adjacent view.

You establish a link by entering the name of a drawing file into the **Link** data field on the information record for an object. When you select an object that has an established link, the **Link** button is selectable (shown in black). Clicking the **Link** button is a quick method of closing the file you are currently working with and opening the file named in the **Link** data field.

linking to another file

- Select an object that has an established link (the **Link** data field for this object contains the name of a drawing file).
- Click the **Link** button, to close the file you are working with and open the file named in the **Link** data field.

  Note: If the drawing file named in the **Link** field is not available you will be presented with a dialog box. Be sure that the name in the **Link** data field exactly matches the name of the file you are linking to (including any leading or embedded spaces).

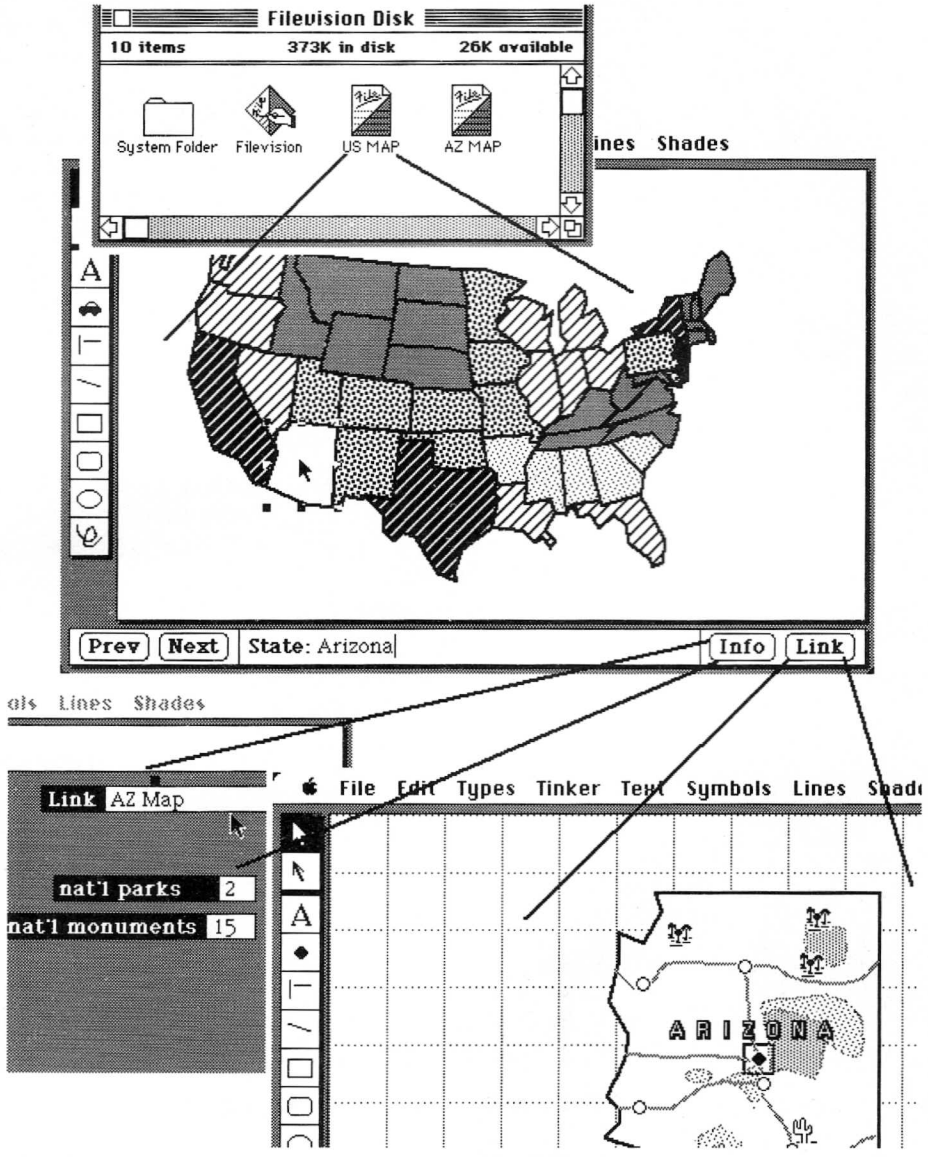


returning to another file

The **File** menu has an option to **Return to** a file that you have previously worked with. If you open and close a file, and then open another file, the name of the previously opened file will be shown on this menu. This option will close the file the file you are working with and open the file named on the menu.

- Choose **Return to** from the **File** menu.

Note: If you open, close, and then reopen the same file, this filename will be shown on the menu.


Filevision Disk
10 items
373K in disk
26K available
System Folder
Filevision
US MAP
AZ MAP
ines Shades
Prev
Next
State: Arizona
Info
Link
ols Lines Shades
Link AZ Map
nat'l parks 2
nat'l monuments 15
File Edit Types Tinker Text Symbols Lines
ARIZONA

Chapter 3:
Filevision Reference

This chapter contains summary information and provides a quick reference for terminology, the menus, and technical specifications. Detailed explanations and step-by-step instructions can be found in Chapter 2.

Chapter 3
Contents

Glossary

activate
To make **ignored** objects selectable.

Background
The name of the first type in a drawing file.

bind
To group all elements of an object together when moving, stretching, or shrinking.

button
Buttons (e.g., **Cancel**, **Done**, **Next**, **Prev**) appear on various screens and may be clicked to request, confirm, or cancel an action.

Cancel
A button on a screen or dialog box that may be clicked to cancel the requested action or revert to a previous state.

choose
To pick a menu item by dragging the pointer to that item and releasing the mouse button.

clear
To remove (erase) a selected item (an element, an object, text, or a group of objects).

click
To move the pointer to something on the screen and then press and release the mouse button.

clipboard
Any of three areas to hold copied text, objects, information, or a symbol — for the purpose of subsequent pasting.

data field
An item of information on the data form for a type, and in the record of information for an object.

data form
The template information form associated with a type.

deselect
To cause a selected item to no longer be selected. This can be done by clicking the object selector or by clicking on an area where there is no item.

Done
A button on various screens that is clicked to indicate that you have completed filling in information or making selections.

double-click
To move the pointer to something and then press and release the mouse button twice in quick succession.

drag
To move the pointer to something, press and hold the mouse button, move the mouse, and then release the mouse button.

drawing window
A Filevision file: a picture with underlying information.

drawing area
The area where you draw (i.e., the entire screen except the menu bar, toolbox, selection information area and buttons).

element
The smallest selectable item in a drawing. A part of an object.

element selector
The thin arrow-shaped tool second from the top of the toolbox used to select and deselect elements.

Finder
The Macintosh application that manages disks and files.

font
A family of text characters, numbers, punctuation marks, and other symbols.

footer
A line of information at the bottom of a printed page. A footer is repeated on every page.

header
A line of information at the top of a printed page. A header is repeated on every page.

hide
To cause objects to not be visible on the screen.

highlight
To emphasize and make distinct on the screen, indicating selection.

I-beam pointer
An indicator that shows where text can be entered.

icon
A symbol representing a disk, file, or application.

ignore
To cause objects to be unselectable, and also not to be faded during highlighting.

Info
A button on the drawing screen that allows you to view an information record.

information record
A record of information about an object in a drawing file.

link
A connection between an object and another drawing file. Also, a button on the drawing screen that allows you to quickly "jump" to a linked drawing file.

lock
To cause a drawing file to be uneditable.

menu
A list of options and commands.

menu bar
The menu titles across the top of the screen.

object
An item that you draw and record information about.

object selector
The arrow-shaped tool at the top of the toolbox used to select and deselect objects.

option key
The key on the keyboard that, when pressed, constrains certain drawing effects (i.e., using the oval tool to draw a circle, using the rectangle tool to draw a square).

Paste
To place a copy of the item currently on the clipboard onto the screen.

pointer
A symbol on the screen that follows the movement of the mouse.

redo
To repeat an action that has been undone.

scroll
To select objects or information in sequence. Also, to move a data form or information record in a window so that a different part is visible.

select
To designate or make ready for action.

selection information area
Information at the bottom of the screen that identifies the currently selected type and object.

symbol
A small picture that may be placed in a drawing. One of 20 symbols available from the **Symbols** menu.

tool
An option for drawing or selecting.

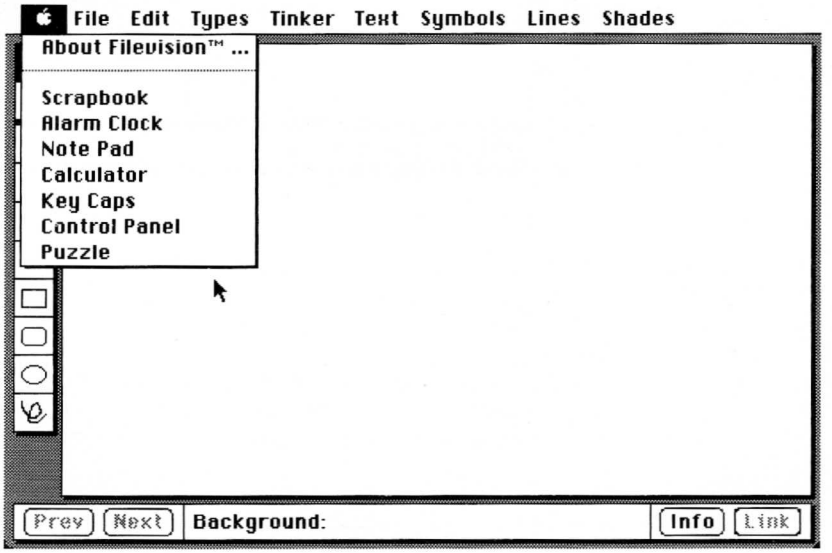
toolbox
The column of tool icons at the left of the screen.

undo
To remove the effects of an action.

Filevision menus

Commands, choices, and selections are contained on the menus. Some menu options are followed by the control key symbol and a character; those options can alternately be specified by pressing the control key and the character shown. Commands that require additional information appear on the menu with an ellipsis (.) after the command. Choosing those commands causes a dialog box or secondary screen to appear. A summary description of each menu item follows. . .

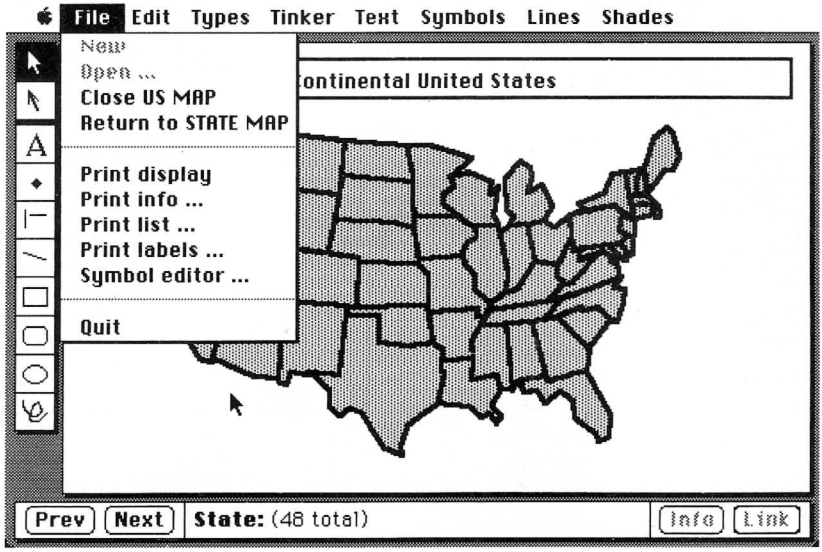
Apple menu



About Filevision...
This command shows you information about Filevision and the drawing file you are working with.

Desk Accessories (Scrapbook, Alarm Clock, etc.)
The list of Macintosh desk accessories appears on the Apple menu. See *Macintosh*, the owner's guide, for a discussion of the accessories that are listed on this menu.

File menu



New
The **New** command creates and opens a new drawing file. This command is available only when no drawing file is open.

Open...
Use the **Open...** command to open another drawing file. When you choose **Open**, a dialog box lists the names of drawing files that are available for you to open. This command is available only when no drawing file is open.

Close...
The **Close...** command closes the drawing file you are working with. If you are closing a new file "Untitled", a dialog box is presented for you to specify whether or not you wish to save the drawing file.

Return to...
Use the **Return to...** command to close the current drawing file and open a drawing file that you previously had open. The name of the file last used is displayed on the menu.

Print display...
The **Print display...** command prints the currently displayed screen.

Print info...
The **Print info...** command prints the information in your drawing file for selected objects.

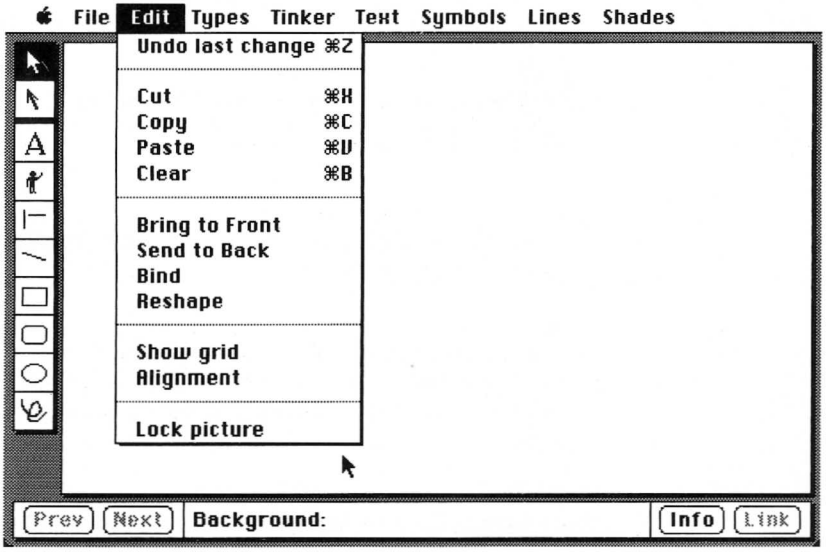
Print list...
The **Print list...** command prints a listing of selected objects.

Print labels...
The **Print labels...** command prints information about selected objects in a format suitable for adhesive labels.

Symbol Editor...
The **Symbol Editor...** command allows you to edit symbols for your drawing.

Quit
The **Quit** command returns you to the desktop. If you have opened a new drawing file (Untitled), a dialog box asks if you want to save this file.

Edit menu



Undo last change
The **Undo last change** command removes the effects of your most recent action. When this action is unselectable, the command, **Nothing to undo** is shown. Immediately following an undo action, the command is shown as **Redo last change**, and may be used to repeat an action that has been undone.

Cut
The **Cut** command removes the current selection and places it on the Clipboard.

Copy
The **Copy** command places a copy of the current selection on the Clipboard.

Paste
The **Paste** command inserts the contents of the Clipboard at a selected location.

Clear
The **Clear** command removes a selected item.

Bring to Front
The **Bring to Front** command changes the placement of overlapping objects or elements in your drawing.This command positions a selected object in front of all other objects; a selected element in front of all other elements of an object.

Send to Back
The **Send to Back** command changes the placement of overlapping objects or elements in your drawing. This command positions a selected object in back of all other objects; a selected element is positioned in back of all other elements of an object.

Bind
The **Bind** command temporarily combines the elements of a multi-element object for moving or resizing.

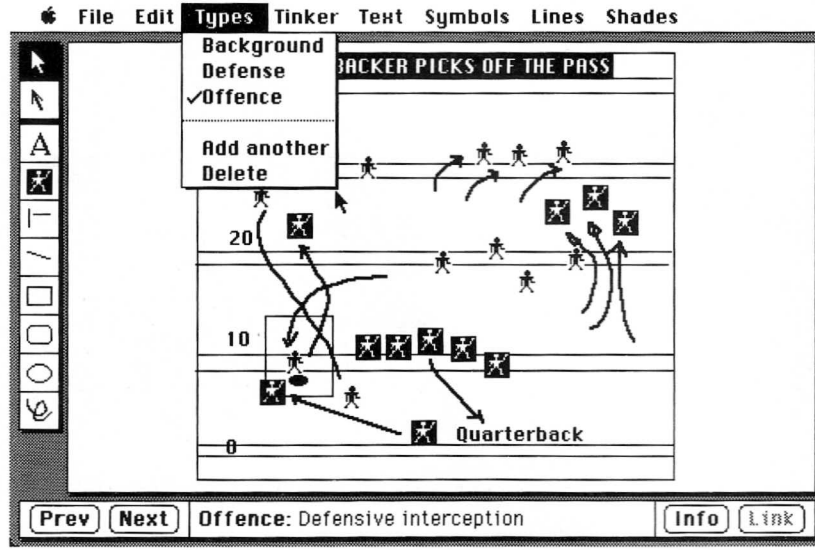
Reshape
The **Reshape** command provides you with the capability to change the shape of a line. Using **Reshape**, you can move a line to create any shape that you want. When reshaping, any location you select is given a reshape handle that can be dragged, pushed, or pulled to change its shape.

Show Grid
Show Grid is used to display visual grid lines on the screen. If a grid is currently selected, the command **No Grid** is shown on the menu.

Alignment
The **Alignment** command activates the automatic alignment drawing aid. Objects are automatically aligned on the nearest alignment location. Alignment locations are located every 1/8 inch on the screen. When alignment is active, the command **No Alignment** is shown.

Lock picture
The **Lock picture** command locks your drawing file, preventing any changes from being made. You may view the picture, but no changes can be made while the drawing file is locked. There are a number of commands that are unavailable when the picture is locked. Selected objects blink when the picture is locked. While the picture is locked, the command **Unlock picture** is shown.

Types menu



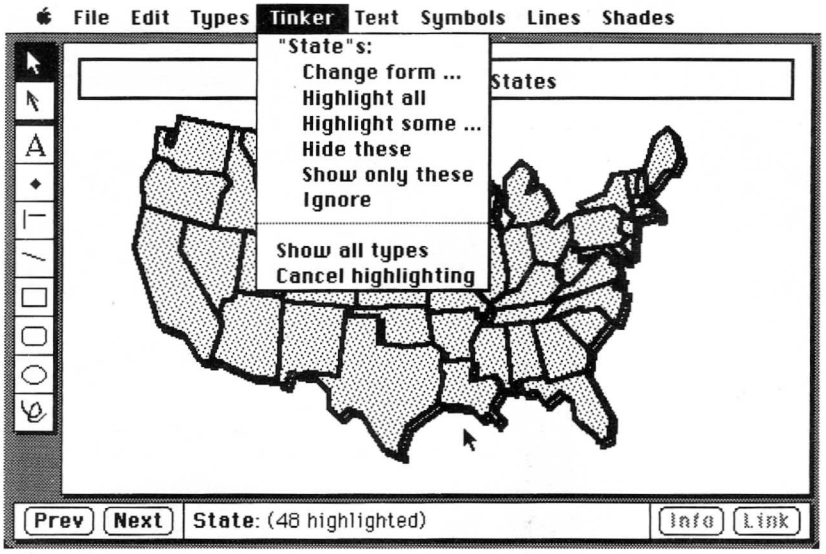
Background
Background is the name of the default type provided by Filevision. When you begin a new drawing, **Background** is the only type listed on the **Types** menu. If you do not define additional types, the objects that you draw are **Background** objects.

typenames
The types that you have defined in your drawing file are listed here. The selected type is indicated by a check.

Add another
The **Add another** command is used to define a new type in your drawing file. When you choose **Add another**, a blank data form is displayed. When a new type is added, the new type becomes the current type selection.

Delete
The **Delete** command removes the selected type, including all objects of that type.

Tinker menu



"typename"s:
The name of the currently selected type is shown at the top of the **Tinker** menu. The type is shown to indicate that the **Tinker** actions you choose will be performed on objects of this type.

Change form...
The **Change form...** command brings the data form for the selected type to the screen for editing. Changes that you make to the data form are reflected on the information forms of all objects of this type in your drawing.

Highlight all
The **Highlight all** command causes all objects of the selected type to be highlighted.

Highlight some...
The **Highlight some...** command is used to highlight selected objects in your drawing. When you choose **Highlight some...**, the Highlight some selection screen is displayed.

Hide these
The **Hide these** command removes from view objects that are the selected type. When **Hide these** has been chosen, the command **Show these** is shown. Use **Show these** to cancel the effects of hiding.

Show only these
The **Show only these** command hides all objects in your drawing that are not the selected type.

Ignore

The **Ignore** command prevents objects of the selected type from being selected. Also, ignored objects remain visible during highlighting. When Ignore has been chosen, the command **Activate** is shown. Use **Activate** to cancel the **Ignore** action.

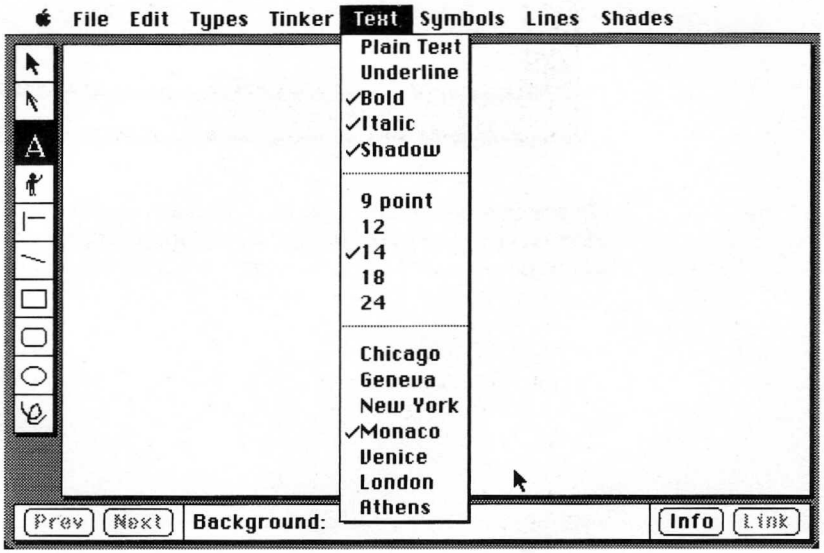
Show all types

The **Show all types** command cancels the effect of hiding or showing only one type.

Cancel highlighting

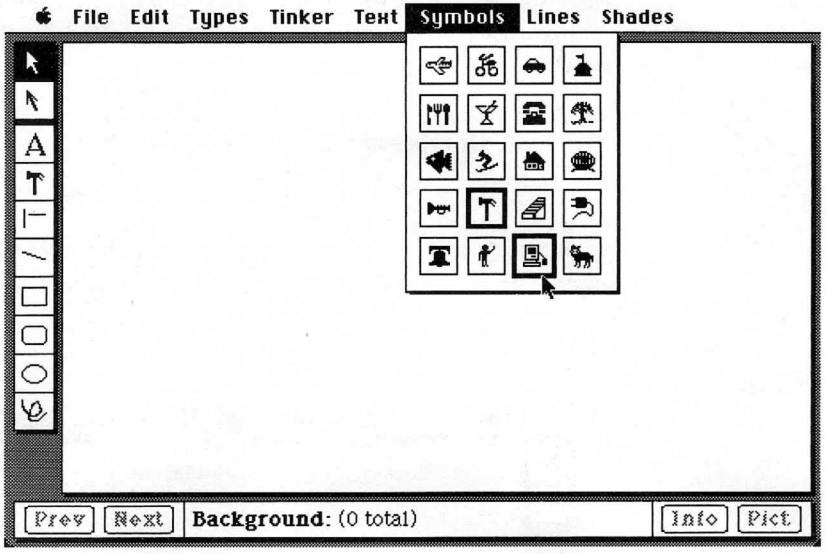
The **Cancel highlighting** command cancels the effect of highlighting. The objects in your drawing are displayed in normal intensity.

Text menu



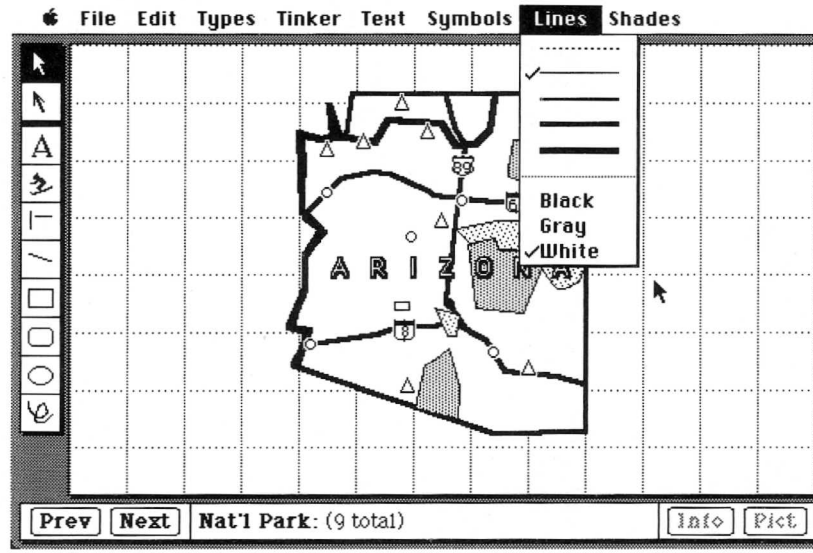
On the **Text** menu you can choose the style, size, and font for text in your drawing. Current selections are indicated by checks.

Symbols menu



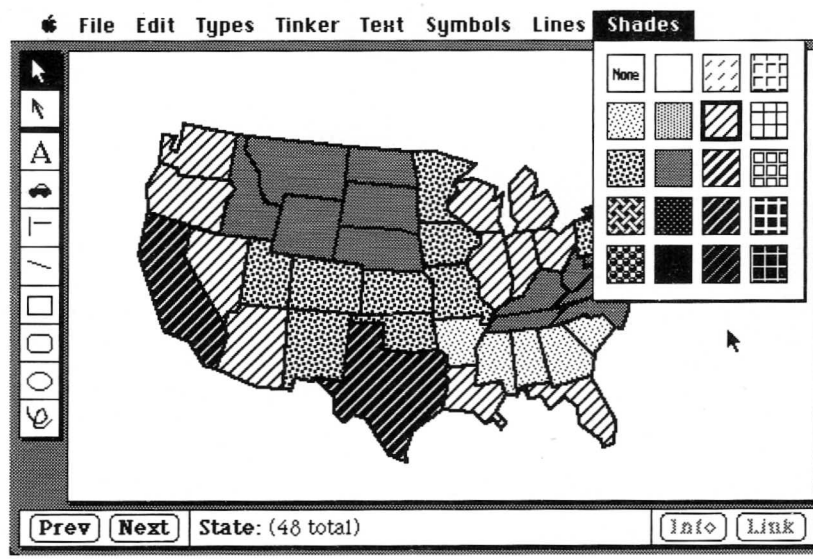
On the **Symbols** menu you can choose a symbol to draw with. The current symbol selection is indicated by a darkened box, and is also displayed on the toolbox.

Lines menu



On the **Lines** menu you can choose the color and width for lines and the borders of shapes in your drawing. The current selections are indicated by a check.

Shades menu



On the **Shades** menu you can choose a shading pattern to fill shapes in your drawing. The current selection is indicated by a darkened box.

Technical Specifications

drawing file size:
- minimum.....4K
- maximum.....132K

maximum:
- objects per file..... 999
- types per file..... 16
- data fields per type 30
- data field name...15 characters

object limits:
- graphic size.....100 points
- data size..... 2,000 bytes

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