

CLARIS™



MacDraw™ Pro

Getting Started

CLARISTM

Claris Customer Support

Claris Customer Support

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Customer Relations
Claris Corporation
5201 Patrick Henry Drive
M/S C-11
Box 58168
Santa Clara, CA 95052-8168

Tel: 408/727-8227
FAX: 408/987-7447
AppleLink: Claris.CR

Canadian Customer Support Services 408/727-8227

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Customer Relations can answer questions regarding your registration status. Please have your registration number handy when you call.

Change of Address

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Claris Corporation
5201 Patrick Henry Drive
M/S C-71
Box 58168
Santa Clara, CA 95052-8168

ATTN: CHANGE OF ADDRESS

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Bowdens Information Services
Attn: Claris Upgrades
2206 Eglinton Ave. East
Suite 190
Scarborough, Ontario
M1L 4T5

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Claris Corporation
5201 Patrick Henry Drive
M/S C-11
PO Box 58168
Santa Clara, CA 95054-8168

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Claris Corporation
5201 Patrick Henry Drive
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PO Box 58168
Santa Clara, CA 95054-8168

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Claris Technical Support 408/727-9054

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Software _____ Version _____ Serial Number _____

Computer Type _____ Model _____

RAM (memory) _____ Hard Disk _____

Operating system _____

System version _____ Finder version _____

Printer _____ Plotter _____

Expansion Board #1 _____ slot # _____

Expansion Board #2 _____ slot # _____

Expansion Board #3 _____ slot # _____

Expansion Board #4 _____ slot # _____

Modem Type _____

Network Type _____ Network Software Version _____

We also welcome you to contact Claris Technical Support in the U.S. Our English-speaking team of service specialists are available Monday through Thursday, from 6:00 AM to 6:00 PM; Fridays, 6:00 AM to 2:00 PM Pacific Standard Time. You can also write, FAX, or AppleLink us, and we will reply promptly!

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AppleLink: Claris.Tech
Compuserve: 76004,1614
America On Line: CLARIS



MacDraw Pro

Getting Started

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Welcome

Welcome to MacDraw Pro

About the MacDraw Pro Tour

W-3

Register Your Ownership

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Welcome

Welcome: Start Here

If you've just opened your MacDraw™ Pro package, start here. The *MacDraw Pro Getting Started* explains the procedures for installing a working copy of MacDraw Pro on your Macintosh. It also provides a step-by-step tutorial that teaches fundamental and advanced procedures for using the many MacDraw Pro features.

For an easy-to-follow introduction to MacDraw Pro, take the tour provided on the HyperTour™ disk. The tour explains and demonstrates many features of MacDraw Pro. Refer to "About the MacDraw Pro Tour" next for information about using the HyperTour disk.

To install MacDraw Pro on your Macintosh, start by reading and following the instructions in chapter 1, "Installing MacDraw Pro." It lists the MacDraw Pro hardware and software requirements you need, provides instructions for installing the application and its files, and tells how to set the Macintosh to display color (if you have a color computer).

After installing MacDraw Pro, you can follow the hands-on exercises in chapters 2, 3, and 4 that allow you to try out MacDraw Pro as you work on sample documents.

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For in-depth explanations of MacDraw Pro features and procedures, refer to the *MacDraw Pro User's Guide*. For additional information about using color in MacDraw Pro documents, refer to the *MacDraw Pro Color Guide*. Included in your MacDraw Pro package is a Quick Reference Guide that provides useful procedures and shortcuts for working with MacDraw Pro.

Next, you can take the MacDraw Pro tour for an introduction to MacDraw Pro, or turn to chapter 1, "Installing MacDraw Pro" for information about installing the application on your system.

About the MacDraw Pro Tour

If you are new to MacDraw Pro, you may want to take a guided tour of the application. The HyperTour disk included in the package introduces you to features and uses of MacDraw Pro.

To use the HyperTour disk, you need the HyperCard™ (version 1.2.5 or later) application and a Home stack. (For information about using HyperCard and Home stack, consult the HyperCard user's guide that came with your Macintosh.) You can run the tour directly from the HyperTour disk, or copy the tour onto your hard disk for optimum performance.

Instructions for taking the tour are on the HyperTour disk label. After completing the disk tour, you can continue learning about MacDraw Pro by following the exercises in the tutorial chapters 2, 3, and 4 in this guide.

Register Your Ownership

Take a minute now to complete and mail the Claris Registration Card. As a registered licensee of MacDraw Pro you will be notified of enhancements to this product and other Claris products.



Installing MacDraw Pro

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Chapter 1

Installing MacDraw Pro

Before you can use MacDraw Pro, you must install the application and files on your system, and select a printing device. An installer application provided with MacDraw Pro places a copy of the files required to use MacDraw Pro on your system. This chapter provides step-by-step procedures for using the Installer application and setting up MacDraw Pro.

This chapter:

- lists hardware and software requirements for using MacDraw Pro.
- lists the contents of each disk in your MacDraw Pro package.
- provides step-by-step procedures for creating a working copy of MacDraw Pro.
- provides steps for setting up your Macintosh to use color.

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After installing MacDraw Pro, you can use your current printing device, or select a different one using the Chooser in the Apple menu. Refer to your printer manual and the Macintosh User's Guide for information about installing printer resources on your system and selecting a printer. If you are using an Apple LaserWriter, MacDraw Pro requires the Laser Prep and LaserWriter 6.0.2 printer resources, supplied with the MacDraw Pro package. (If you will be using a plotter with MacDraw Pro, refer to your plotter driver documentation for information about installing the plotter driver on your system.)

Hardware and Software Requirements

To use MacDraw Pro, you must have the following hardware and software:

Hardware

- Macintosh Plus, Classic, Portable, SE, LC, or II family (SE30, LC, or II family recommended)
- 1 megabyte (MB) RAM (minimum), 2 MB recommended
- One 800K disk drive and a hard disk (minimum)

Color Requirements

- Macintosh that supports color (i.e., SE30 or Macintosh II family)
- 2 MB RAM (minimum), 4 MB recommended for 32-bit color
- Apple color monitor or other color monitor and adaptor card

System Software

- System 6.0.5 (or later version)
- Finder 6.1.5 (or later version)
- 32-bit QuickDraw 1.2 (supplied with MacDraw Pro)
- ◆ **Note** To check which version of the System and Finder you have, open the System Folder on your Macintosh desktop. Shift-click the System and Finder icons and choose Get Info from the File menu. Two windows appear that list the System and Finder version number. If you do not have the versions required for MacDraw Pro, contact your Apple Computer dealer for an update.

What's on Your MacDraw Pro Disks

The MacDraw Pro package contains six disks, organized as follows:

- Installer disk: contains printer resources, 32-Bit QuickDraw, Installer application, Installer Script files, and sample files.
- Program 1 disk: contains the MacDraw Pro application, Read Me file, and TeachText system software.
- Program 2 disk: contains MacDraw Pro Tools and folder containing colors and gradient palettes.
- Reference disk: contains dictionaries, the Claris™ XTND System and translators.
- Help disk: contains the MacDraw Pro Help System.
- HyperTour disk: contains the MacDraw Pro HyperTour.

Installing MacDraw Pro

The Installer application installs the MacDraw Pro application and files onto your hard disk. You can use the Installer to install all the files at once on your system, or you can install the required files and a selection of the optional files that you want to use. For example, optional files include color and black-and-white palettes, sample files, file translators, dictionaries, and so on. If disk space is limited on your hard disk, you can install a selection of only those files you require.

- ◆ **Note** You must use the Installer application to install MacDraw Pro. You cannot install the MacDraw Pro application by dragging copies of the application files onto your hard disk.

The Installer application automatically creates a folder called *MacDraw Pro Folder* and places the MacDraw Pro application and related files in it. It also places additional files in the Claris folder in your System Folder. If you do not have a Claris folder in your System Folder, the installer automatically creates one.

To install MacDraw Pro, you must place the Installer disk in a disk drive, and open the Installer application.

To install all of the files at once, you start the Installer application and select the Easy Install option. Follow the instructions in “Installing All the Files” in the next section to install all the files at once.

To pick and choose among the individual files to install, select the Customize option. Skip ahead to the instructions in “Installation Options” to customize your installation.

As the installation takes place, you will be requested to insert your copies of the MacDraw Pro disks at specific times.

Installing All the Files

To install all the files, you must have approximately 5 MB of space available on your hard disk.

1. **Remove all virus checking utilities from your System Folder by dragging their icons out of the folder.**

Removing such utilities prevents them from interfering with or stopping the installation of MacDraw Pro. You can reinstall these utilities in your System Folder after installing MacDraw Pro.

2. **Choose Restart from the Special menu.**

Your Macintosh ejects all disks from 3.5-inch disk drives and turns itself back on.

3. **Insert the Installer disk into a 3.5-inch disk drive.**

The Installer disk icon appears on the Macintosh desktop.

4. **Double-click the Installer disk icon.**

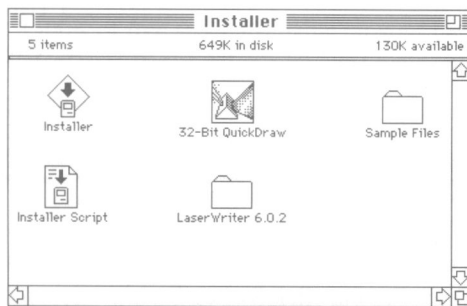
The Installer, Installer Script, 32-bit QuickDraw, Sample Files folder and LaserWriter 6.0.2 folder icons appear (figure 1-1).



Installer

Installer disk icon

Figure 1-1
Icons on the
Installer disk





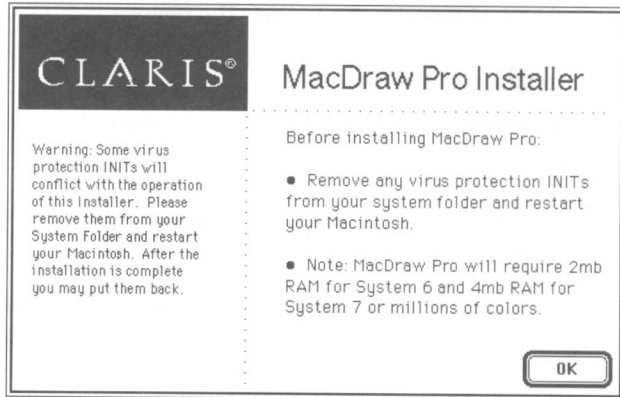
Installer

Installer icon

Figure 1-2
Installer title screen

5. Double-click the Installer icon.

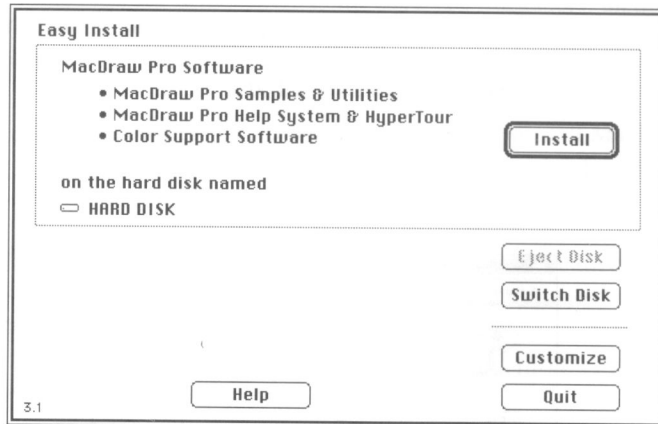
The MacDraw Pro Installer title screen appears (figure 1-2).



6. Click OK.

The Easy Install dialog box appears (figure 1-3).

Figure 1-3
Easy Install
dialog box



- If the disk named in the dialog box is not the disk you want to install MacDraw Pro on, click Switch Disk to select a different hard disk.

7. Click Install.

The Installer places MacDraw Pro on the disk you selected. The Installer will request that you insert the MacDraw Pro disks in the following order:

- Installer disk
- Program 1 disk
- Program 2 disk
- Reference disk
- Help disk
- HyperTour disk

Insert the disks as requested.

8. Click Quit.

- When the Installer is finished, you may see a message telling you to restart your Macintosh. If so, click Restart.

When you see the Macintosh desktop again, look for a new folder named MacDraw Pro Folder. Inside that folder you'll find MacDraw Pro. To reinstall a virus checking utility, drag its icon back into the System Folder and choose Restart from the Special menu.

Installation Options

If disk space is limited, or if you want only a selection of optional files placed on your system, use the Customize option of the Installer.

To use MacDraw Pro in black and white, you must have approximately 1500K of free space available on your hard disk for the required files. To use MacDraw Pro in color, you must have approximately 1700K of free space available.

To install the minimum MacDraw Pro configuration, select the *MacDraw Pro Application* option. To use MacDraw Pro in color, you must also select the *Color Support* option.

1. Remove all virus checking utilities from your System Folder by dragging their icons out of the folder.

Removing such utilities prevents them from interfering with or stopping the installation of MacDraw Pro. You can reinstall these utilities in your System Folder after installing MacDraw Pro.

2. Choose Restart from the Special menu.

Your Macintosh ejects all disks from 3.5-inch disk drives and turns itself back on.

3. Insert the Installer disk into a 3.5-inch disk drive.

The Installer disk icon appears on the Macintosh desktop.

4. Double-click the Installer disk icon.

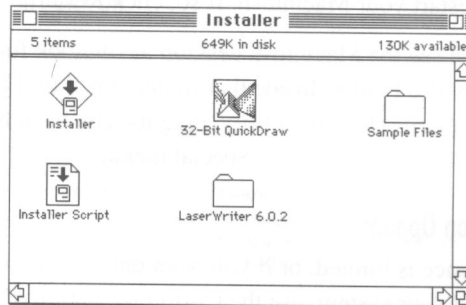
The Installer, Installer Script, 32-bit QuickDraw, Sample Files folder and LaserWriter 6.0.2 folder icons appear (figure 1-4).



Installer

Installer disk icon

Figure 1-4
Icons on the
Installer disk



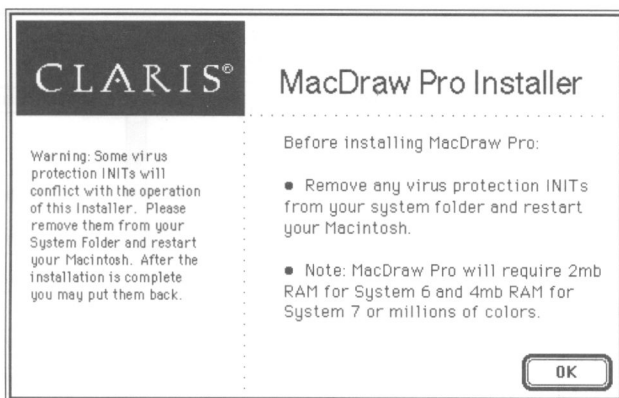


Installer
Installer icon

Figure 1-5
Installer title screen

5. Double-click the Installer icon.

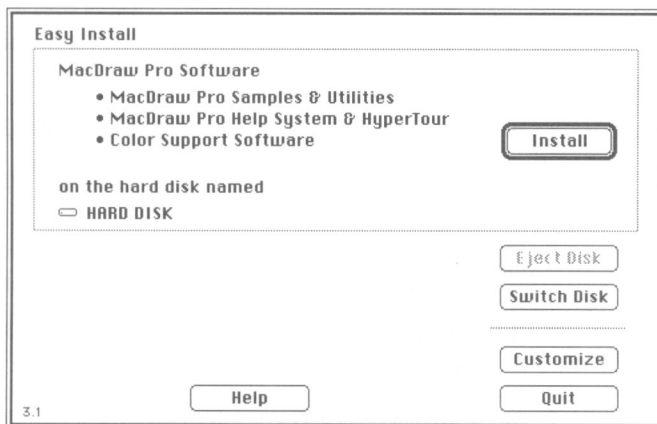
The MacDraw Pro Installer title screen appears (figure 1-5).



6. Click OK.

The Easy Install dialog box appears (figure 1-6).

Figure 1-6
Easy Install
dialog box

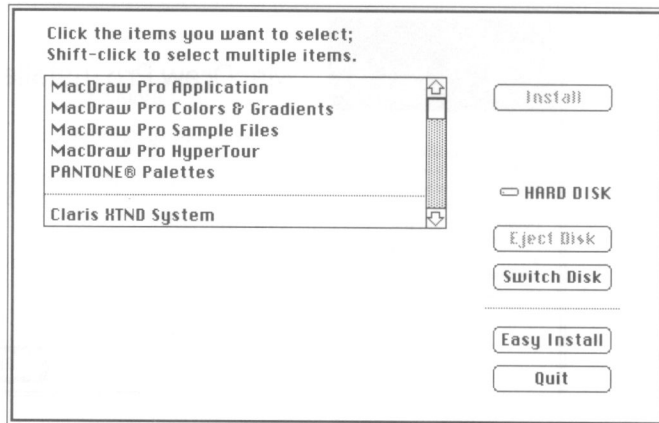


- If the disk named in the dialog box is not the disk you want to install MacDraw Pro on, click Switch Disk to select a different hard disk.

7. Click Customize.

The Customize dialog box appears (figure 1-7).

Figure 1-7
Customize
dialog box



8. Click or Shift-click the files you want to install.

- *MacDraw Pro Application* (required) installs the MacDraw Pro application files.
- *MacDraw Pro Colors & Gradients* (optional) installs color palettes and gradient palettes.
- *MacDraw Pro Sample Files* (optional) installs sample files of stationery, slide presentation templates, and the files used in the *Getting Started* tutorial.
- *MacDraw Pro HyperTour* (optional) installs a guided tour that provides an overview of MacDraw Pro features.
- *PANTONE® Palettes* (optional) installs the PANTONE COLOR MATCHING SYSTEM® palettes.
- *Claris XTND System* (required) installs translation files for importing and exporting text and graphics between MacDraw Pro and other Macintosh programs.

- *Claris Dictionaries* (optional) installs the latest versions of the Main and User Dictionaries. The Installer checks to see if you have the most current version of the Claris Main Dictionary on your computer. If not, the Installer will install the latest version. The Installer will not replace User Dictionaries you have created.
- *Claris Help System* (optional) installs the Help system that allows you to access on-screen information.
- *Color Support Software* (required to display documents in color) installs the LaserWriter 6.0.2 printer resources and 32-Bit QuickDraw file for printing and displaying color.
- ◆ **Note** Your system may not require 32-bit QuickDraw. If so, it will not be installed in your System Folder. If your system already has 32-bit QuickDraw installed, it will not be reinstalled in your System Folder.
- *Black & White Options* (optional) installs black-and-white palettes and sample black-and-white documents.

At the bottom of the window, the Installer displays a list of the files you select.

9. Click Install.

The Installer places MacDraw Pro and your selection of files on the disk you selected. The Installer will request that you insert particular disks. Insert the disks as requested.

10. Click Quit.

- When the Installer is finished, you may see a message telling you to restart your Macintosh. If so, click Restart.

When you see the Macintosh desktop again, look for a new folder named MacDraw Pro Folder. Inside that folder you'll find MacDraw Pro. To reinstall a virus checking utility, drag its icon back into the System Folder and choose Restart from the Special Menu.

Checking the Installation

After you have installed MacDraw Pro, the MacDraw Pro files should be organized on your hard disk as follows:

In the MacDraw Pro folder:

- MacDraw Pro
- Read Me
- Color and Gradients
- Sample Files folder
- Tutorial documents
- TeachText

In the Claris folder (in the System Folder):

- Claris XTND System
- Claris Help System
- MacDraw Pro Help
- Claris Translators folder
- Main Dictionary
- User Dictionary

In the System Folder:

- LaserWriter
- Laser Prep
- Print Monitor
- 32-Bit QuickDraw (not installed if 32-bit QuickDraw is already in your system.)

If you will be using MacDraw Pro in color, go to “Setting Up the Macintosh for Color.”

Setting Up the Macintosh for Color

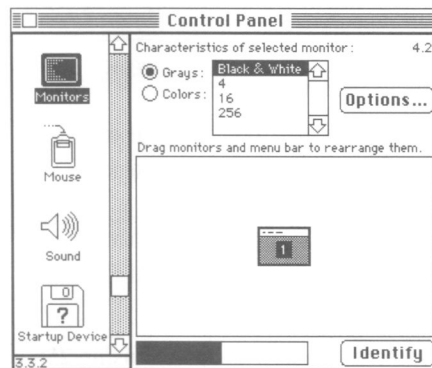
You can set up your Macintosh to display the maximum number of colors possible or limit it to showing fewer colors or black, white, and grays. Use the Control Panel to set the number of colors you want the Macintosh to display. If memory is limited as you use MacDraw Pro, you can also use the Control Panel to set your system to display fewer colors or gray scales.

Setting the Control Panel

1. Choose Control Panel from the Apple menu.
2. Click the Monitors icon.

The Monitors panel appears (figure 1-8).

Figure 1-8
Monitors panel



3. Click Colors to change the number of colors, or click Grays to change the number of gray scales that your monitor displays.
4. Select the number of colors or gray scales you want.
5. Click the Control Panel close box to close the window and save your changes.

Allocating More Memory for Color Documents

MacDraw Pro automatically uses all available memory when started from the Finder. You can specify how much memory MacDraw Pro has access to when you use MultiFinder. If you are using MultiFinder and a color monitor or a large gray-scale monitor, MacDraw Pro may need more memory.

The amount of memory required to run MacDraw Pro depends on several factors, including the type of monitor you use and the number of colors it can display. When determining memory allocation for an application (under MultiFinder), remember that the System software requires a significant amount of memory, and MacDraw Pro requires additional memory as indicated in the table below. If you are checking spelling as you type, MacDraw Pro requires an additional 70K of memory. Your desk accessories, fonts, INITs, and the RAM cache also require additional memory. The memory requirements may vary depending on the size and complexity of the drawing.

The following table lists the memory required to open a new untitled document in MacDraw Pro under MultiFinder with a variety of color options:

Product	Memory Required
Built-in 9" black and white monitor	1000K
Apple color monitor	
256 colors	2000K
thousands or millions of colors	4000K
19" color or gray-scale monitor	
256 colors	2500K
thousands or millions of colors	5000K

For example, to create a new document using 256 colors on an Apple color monitor, you would need 2000K for MacDraw Pro, in addition to the memory requirements of your system.

- ◆ **Note** The larger the monitor or the higher its resolution, the more memory MacDraw Pro requires.

To use the Apple color monitor with 256 colors, it's recommended that you allocate at least 2MB of RAM to MacDraw Pro when using MultiFinder.

If your Macintosh is low on memory as you use MacDraw Pro, you can try the following to make more memory available:

- Set MacDraw Pro so that it does not check spelling as you type text.
- If you are using a color monitor, use the Control Panel to set your system to use fewer colors or gray scales.
- If you are using MultiFinder, increase the amount of memory allocated to MacDraw Pro in the Get Info dialog box.

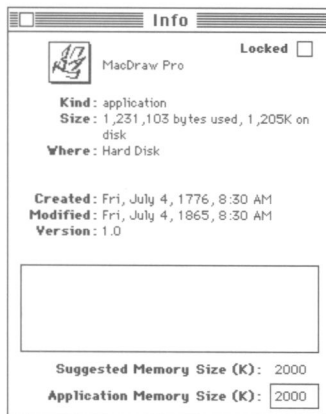
To allocate more memory to MacDraw Pro (skip this procedure if you don't use MultiFinder):

- ◆ **Note** You cannot allocate more memory when MacDraw Pro is running. You must quit the application before performing this procedure.

1. Select the MacDraw Pro icon on the Macintosh desktop.
2. Choose Get Info from the File menu.

You see the Get Info window (figure 1-9).

Figure 1-9
Get Info window



3. Double-click the Application Memory Size box to select it.
4. Enter the amount of memory that you want to allocate to MacDraw Pro (2000K or more).
5. Click the close box to close the window and save your changes.

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When you start MacDraw Pro, it will use the specified amount of memory.

- ◆ **Note** Refer to Appendix A in the *MacDraw Pro User's Guide* for further information about making more memory available.

What Next?

After installing MacDraw Pro, you can continue to the next chapter and begin the tutorial exercises that teach basic and advanced features of MacDraw Pro. Or, take an introductory tour of MacDraw Pro using the HyperTour disk, if you haven't already. To read up on detailed information about all the MacDraw Pro features, turn to the *MacDraw Pro User's Guide*. For information about using MacDraw Pro color features, read the *MacDraw Pro Color Guide*.

Basic Drawing

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Chapter 2

Basic Drawing

Introduction

Learning the basics of MacDraw Pro is easy. Chapters 2 through 4 introduce the most important concepts and features of MacDraw Pro, and give you some hands-on experience. If you like to learn by doing, these chapters are for you.

During this chapter's tutorial exercises, you'll complete portions of a candy display case (figure 2-1).

Figure 2-1
Display case drawn
with MacDraw Pro



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You'll learn about the MacDraw Pro desktop and the fundamentals of creating and working with shapes that you place in a document.

Before you use MacDraw Pro, you must install the application. Refer to chapter 1, "Installing MacDraw Pro," in this manual for information about installing the MacDraw Pro files.

As you follow the tutorial, actions that you must perform appear as numbered steps, like the following:

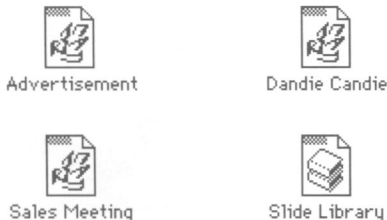
1. **Perform instructions that appear as bold-faced steps.**

Explanations of concepts and descriptions of the results of your actions appear in plain text. Although explanations may sometimes tell you of alternative actions that you can take, only perform those actions that appear in bold.

Starting Up MacDraw Pro and Opening a Document

Before beginning the tutorial, turn on your Macintosh and open the folder, Sample Files, containing the tutorial documents, Dandie Candie, Advertisement, Sales Meeting, and Slide Library (figure 2-2).

Figure 2-2
Tutorial document
icons



- ◆ **Note** All the illustrations for the tutorial are in black and white in the manual. If you have a color monitor, the color tutorial documents appear in color on your screen. If you have a black-and-white monitor, the documents will appear in black-and-white and shades of gray. You can carry out all steps in the tutorial using a color or black-and-white monitor. The documents also displays fonts and font sizes standardly available on most types of Macintosh. If you have removed these standard fonts and font sizes from your Macintosh System file, the text in the tutorial documents may appear different than pictured in the illustrations.

Icons for printer resources and other sample documents may also appear on the folder.

Let's open the document *Dandie Candie*.

1. Click the *Dandie Candie* document icon to select it (figure 2-3).

Figure 2-3
Dandie Candie
document icon



2. Choose Open from the File menu to open the *Dandie Candie* document.

- ◆ **Note** If this is the first time you have opened the MacDraw Pro application since installation, a dialog box will appear asking you to enter your name and other information, including a serial number. You can locate the serial number on the MacDraw Pro registration card. Enter the required information and click OK to proceed with the tutorial.

MacDraw Pro starts up and soon the desktop appears showing the candy label that you'll work on during the tutorial (figure 2-4).

Figure 2-4
Dandie Candie
document



- ◆ **Important** Depending on the size of your monitor, your view of the document may be different from the one shown in this manual. You can adjust the size of the MacDraw Pro window to match the screen size

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shown in the figures, if you wish. Some tutorial steps such as scrolling the document may not be necessary if you have a large screen and don't adjust the window size.

Viewing a Document

MacDraw Pro documents can be larger than your screen. To see the whole document, you can quickly zoom out for an overview. You can also zoom in on a document to inspect details. To see different parts of document, you use the scroll bars to change your view. Let's zoom out to see the entire document.

1. Click the zoom out control once (figure 2-5).

Figure 2-5
Zoom controls

Zoom percentage box

Zoom out control

Zoom in control



The document reduces on the screen by 50 percent and you can see more of the drawing (figure 2-6).

Figure 2-6
Reduced view of the
Dandie Candie
document



On the left of the zoom controls, the zoom percentage box now shows 50, indicating the document is at 50-percent reduction.

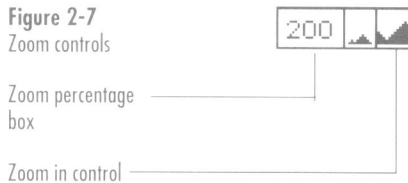
2. Click the zoom out control again.

Your view of the document reduces again. Each time you click the zoom out control, the document scales down to half its previous size. The zoom percentage box now shows 25%.

Now that you have an overview of the document, let's zoom in to inspect details.

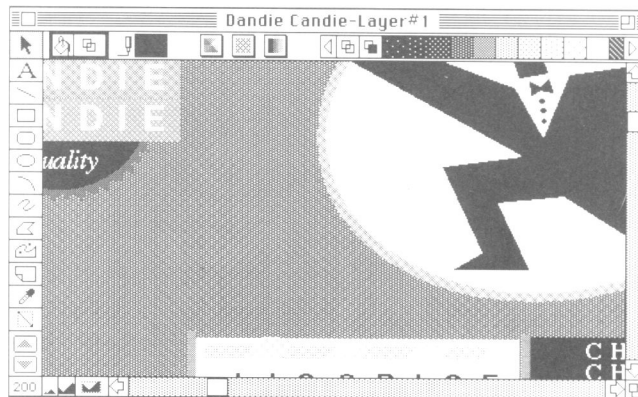
3. Click the zoom in control three times until the percentage box shows 200 (figure 2-7).

Figure 2-7
Zoom controls



The document view enlarges to twice its original size (figure 2-8). Each time you zoom in, the document doubles in size.

Figure 2-8
Dandie Candie
document at 200-
percent enlargement



You can zoom in to enlarge a document to many times the size of the original. You can also draw shapes and change a drawing with a document at any zoom level.

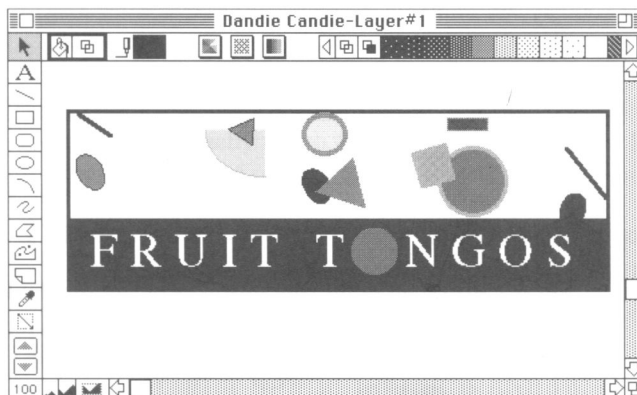
4. Click the zoom controls to enlarge and reduce your view as you wish.
5. Click the zoom percentage box to return the document to a zoom level of 100-percent (figure 2-7).

Clicking the zoom percentage box quickly restores the view to a zoom level of 100-percent. If you click it again, MacDraw Pro changes the document view back to its previous zoom level. Thus, you can quickly switch between a specific zoom level and 100 percent.

Before you go on, familiarize yourself with the entire document to see portions of the label you'll be working with later.

6. Use the scroll bars to scroll through the document as you wish.
7. Scroll the document so that your view is similar to figure 2-9.

Figure 2-9
Your view of the
label for the next
exercise in the
tutorial



- ◆ **Note** If you don't have the sameTimes font size installed on your system, the text in the label may appear different from the figure. Although the text may look different, you can still carry out all steps in the tutorial.

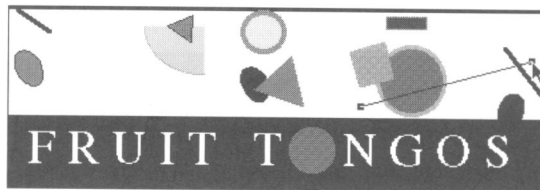
Once your view is similar to figure 2-9, you can continue with the next section.

Any line or shape that you create, including text, is an object. When an object is selected, handles appear on it which you can use to resize the object. In this case, you can change the line's length or angle by dragging a handle.

- ◆ **Important** The three steps of holding down the mouse button, moving the mouse, then releasing the mouse button is called *dragging*. From now on in the tutorial, perform this three-step procedure when you are asked to *drag*.

4. Drag the line's right handle to the right (figure 2-13).

Figure 2-13
Selected line with
handles



You can change any selected object's size by dragging a handle.

Imagine that you have made a mistake and that you want the line to return to its original length. You can always undo your last action.

5. Choose Undo from the Edit menu.

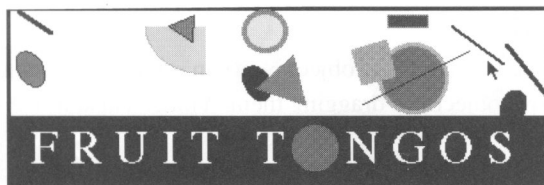
The line returns to its original length. The Undo command is useful for cancelling actions that you didn't intend or that didn't produce the result you wanted. It works with any action that changes the contents of the drawing area. Because the command only cancels the last action you took, be sure to choose Undo before you take any further action.

Changing a Line's Width

To set a drawing tool to draw lines of a specific width, you select the tool and choose a pen size from the Pen menu. To change the line width of an object already in a document, you select the object and choose a pen size. MacDraw Pro comes preset with pen sizes of 1, 2, 4, 6, 8, and 10 points. You can also specify custom pen sizes.

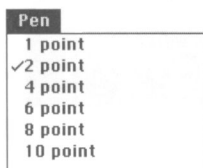
Next, let's add another line to the label. You'll draw a line similar to the line in figure 2-14.

Figure 2-14
Finished line



1. Click the line tool to select it.
2. Choose the 2 point pen size from the Pen menu (figure 2-15).

Figure 2-15
Pen sizes in the Pen menu



MacDraw Pro is now set to draw all objects with the selected line width.

3. Drag to draw a line similar to the one in figure 2-14.

Your line appears drawn with the selected pen size.

You can also change the line width of any object after you draw it. You first select the object by clicking it with the selection arrow, then choose a different pen size from the Pen menu.

4. Position the pointer on the first line you drew and click to select it.

Handles appear to show the line is selected.

5. Choose the 2 point pen size from the Pen menu.

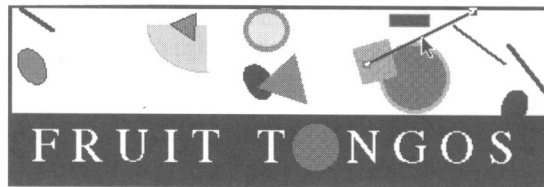
The line's width changes. You can change the width of lines used to draw any object this way.

Moving an Object

Once you create an object, you can reposition it in the document. You can move objects by dragging them. You can also move selected objects in small increments with the arrow keys.

1. Position the pointer on the selected line (but not on a handle), and drag the line up until it touches the top of the label (figure 2-16.)

Figure 2-16
Place the line in
approximately this
position



The line follows the pointer as you drag. You can continue to drag and reposition the line until you release the mouse button. You can drag an object into any position within the drawing area.

You can also move a selected object in small increments with the arrow keys.

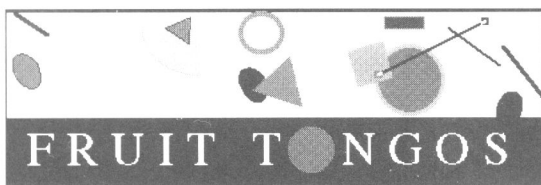
2. With the line selected, press the down-arrow key several times to move the line down.

The object moves one dot on the screen each time you press the key. Using the arrow keys to move selected objects is a handy way to make fine adjustments in positioning. The selected object moves in the direction indicated by the arrow key.

- ◆ **Note** If you are using the MacDraw Pro autogrid feature, which restricts the size and placement of objects to a grid spacing, the arrow keys move objects in increments of the grid spacing.

3. Press the Arrow keys as necessary to move the line into position (figure 2-17).

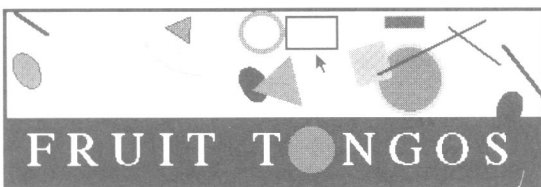
Figure 2-17
Label and line



Drawing a Rectangle and Changing its Size

The rectangle tool draws all four sides of a rectangle at once—you don't have to draw them individually. Next, you'll draw a rectangle as part of the label's design (figure 2-18).

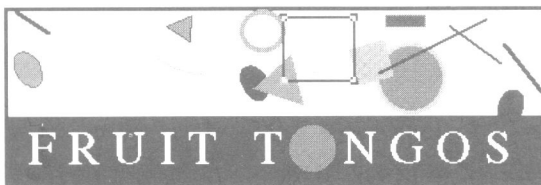
Figure 2-18
Rectangle to be drawn



Selecting the
rectangle tool

1. Click the rectangle tool to select it.
2. Position the pointer by the upper right portion of the circle and drag diagonally to the bottom left corner of the square (figure 2-19).

Figure 2-19
Draw this rectangle



MacDraw Pro automatically creates a rectangle that changes with the pointer's movements. After you release the mouse button, the rectangle becomes selected, showing four handles at its boundary corners. The

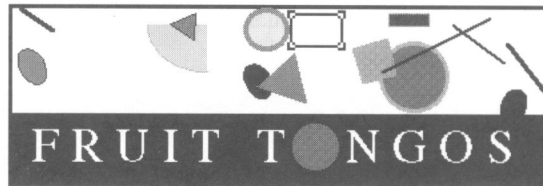
rectangle is drawn with a 2 point line, the last pen width you chose from the Pen menu.

You can change a rectangle's size after drawing it.

3. Drag a corner handle to enlarge or shrink the rectangle until it is similar in size to the rectangle in figure 2-20.

You can also drag this rectangle into different positions.

Figure 2-20
Finished rectangle



4. Position the pointer on a line of the rectangle and drag to move the rectangle into position, if necessary (figure 2-20).

Remember, you can also use the arrow keys to move the selected rectangle into position.

Drawing an Object Filled with a Fill Pattern

You can fill objects with a pattern, color, or special fill pattern that changes colors called a *gradient*. You can choose a fill pattern for an object before you draw it, or select objects later and fill them.

The Style palette provides a selection of many colors, patterns, and gradients that you can use (figure 2-21).

Figure 2-21
Style palette

Fill indicator

Color palette icon

Pattern palette icon

Gradient palette icon

Style bar



To set MacDraw Pro to use a particular fill pattern, you select the fill indicator (if it isn't already selected) and then choose a color, pattern, or gradient from a palette or the Style bar.

Let's draw an oval filled with a pattern.

1. Click the oval tool to select it (figure 2-22).

Figure 2-22
Oval tool



Fill indicator

Next, you select a fill pattern. MacDraw Pro is preset with the fill indicator selected, so you needn't click it now. Let's examine the colors, patterns, and gradients available for filling objects.

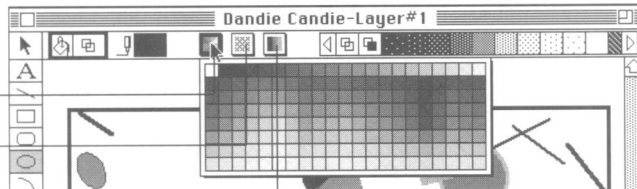
2. Position the pointer over the Color palette icon and hold the mouse button down to display the palette (figure 2-23).

Figure 2-23
Palette icons

Color

Pattern

Gradient



MacDraw Pro opens the Color palette holding the colors that you can select.

- ♦ **Note** If you have a monochrome monitor, the palette appears in black and white.
3. Release the mouse button when you are through looking at the palette.
 4. Position the pointer over the Gradient palette icon and hold the mouse button down to display the palette.

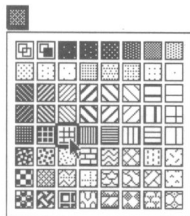
MacDraw Pro opens a palette of gradients that you can select. These preset gradients change color (black-to-white) in different manners. You'll learn more about gradients later in the tutorial.

5. Position the pointer over the Pattern palette icon and hold the mouse button down to display the palette.

The Pattern palette provides a selection of black-and-white patterns. Let's select a pattern for the oval you'll draw.

6. Holding down the mouse button, drag the pointer to select the grid pattern in the Pattern palette (figure 2-24).

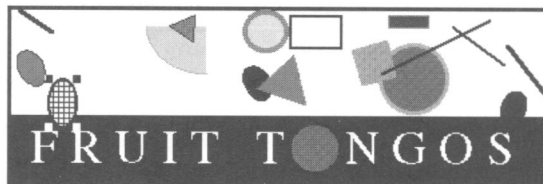
Figure 2-24
Grid pattern



After you release the mouse button, the fill indicator shows the selected pattern. MacDraw Pro is now set to draw all new objects filled with this pattern until you choose a different one.

7. Drag diagonally to draw an oval similar to the one above the "F" and "R" in figure 2-25.

Figure 2-25
Filled oval



The oval fills with the pattern. The oval is selected and handles appear at the object's boundary.

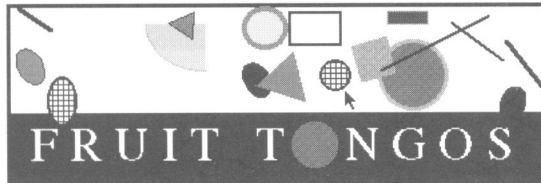
8. Drag a handle to resize the oval, if necessary.
9. Drag the oval to reposition it, if necessary.

Constraining Objects

As you draw, you can limit or *constrain* tools to drawing lines at specific angles or to creating specific shapes such as squares or circles. For example, you can constrain the oval tool to produce perfect circles only.

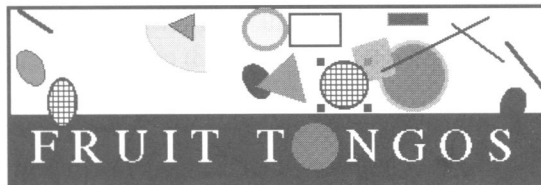
Let's draw a circle (figure 2-26).

Figure 2-26
Circle



1. Click the oval tool to select it.
2. Holding down the Shift key, drag the pointer diagonally to draw a circle (figure 2-27).

Figure 2-27
Drag diagonally to
draw a circle

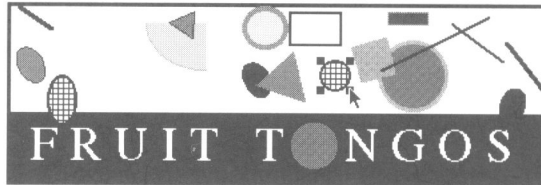


As you drag, MacDraw Pro creates a circle which changes size with the movement of the pointer. As long as you hold the Shift key down, the oval tool continues to draw a circle. When you release the mouse button, the circle fills with the fill pattern you last selected, and handles appear on the circle's boundary.

To resize a circle, you hold the Shift key down and drag a handle at a 45 degree angle to change the circle's size. If you don't hold down Shift as you drag or you drag at an angle other than 45 degrees, MacDraw Pro resizes the object as an oval.

3. Holding down Shift, drag a handle to resize the circle so that it appears similar to the one in figure 2-28.

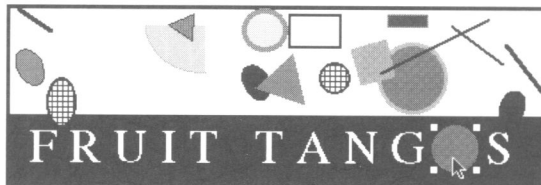
Figure 2-28
Resized circle



As you drag to reposition objects, you can also constrain the selection arrow so that objects move horizontally, vertically, or at a 45-degree angle only. Constraining the movement of objects can help you move an object in a straight line in a specific direction. Let's drag a circle horizontally onto the "O" in "Fruit Tangos."

4. Click outside the label to deselect any selected object.
5. Holding down Shift, drag the circle (located next to the "N" on the label) horizontally to the right until it is over the "O" in "Fruit Tangos" (figure 2-29).

Figure 2-29
Constraining while
moving an object



The circle moves in a straight horizontal direction. When you constrain the movement of an object, the object only moves along a 0-, 45-, or 90-degree axis in the direction that you drag it.

Remember, when an object is filled with a fill pattern, you can position the pointer within the object and click to select it or drag to move it. If an object isn't filled, you must position the pointer on a line that forms the object to select or move it.

Working with Objects

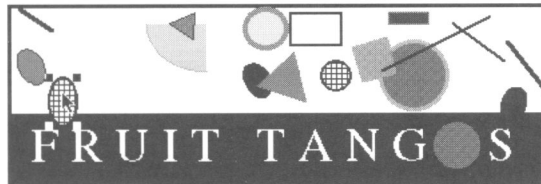
Selecting Objects

To change an object, you first select it. You can select a single object and change it or select a number of objects and change them all at once.

MacDraw Pro provides several ways to select objects. Next, you'll select objects in the drawing and use the Style bar to fill them with different fill patterns.

1. Click the oval you drew earlier to select it (figure 2-30).

Figure 2-30
Selected oval



With the oval selected, you can change its fill pattern. Let's select a pattern from the Style bar, on the right of the Style palette (figure 2-31). The Style bar holds a selection of fill patterns for easy access. To see all the patterns, you scroll the Style bar.

Figure 2-31
Style bar



2. Position the pointer on the right arrow on the Style bar and press the mouse button to scroll the bar until the diagonal patterns come into view (figure 2-32).

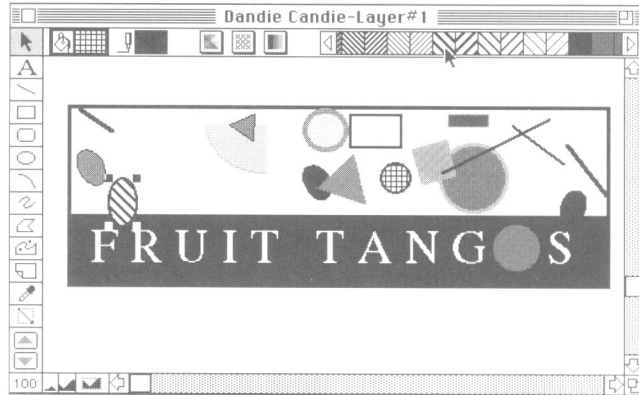
You can also click the right and left arrows on the Style bars to scroll the bar one cell at a time.

Figure 2-32
Diagonal patterns



3. Click the diagonal pattern in the Style bar to change the object (figure 2-33).

Figure 2-33
Filled oval

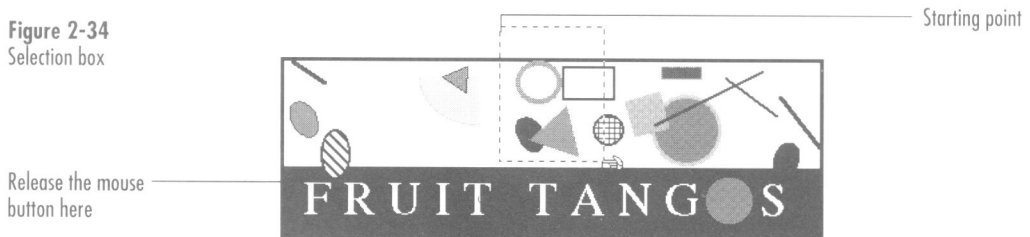


The oval fills with the diagonal stripes.

You can also select an object or several objects by dragging a selection box around the objects. All the objects inside the selection box become selected. (Objects touched by the sides of the selection box are not selected, so be sure to draw a selection box that completely encloses the objects you want selected.) Let's select several objects in the label.

4. With the pointer positioned above and outside the label, drag to draw a selection box around the circle, oval, and triangle in the middle of the label (figure 2-34).

Figure 2-34
Selection box

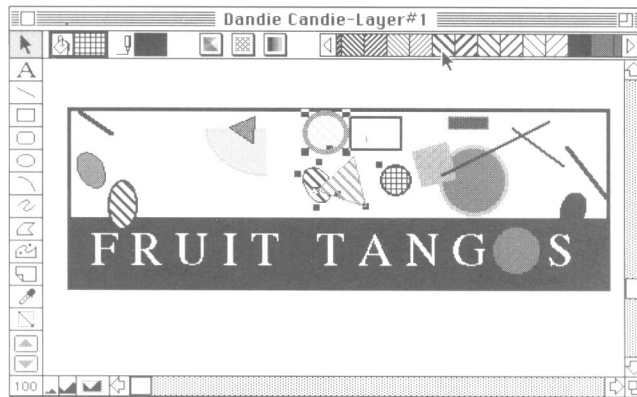


When you release the mouse button, handles appear on each selected object.

If the three objects are not selected, try selecting them again.

5. Click the diagonal pattern on the Style bar (figure 2-35).

Figure 2-35
Diagonal pattern on
the Style bar



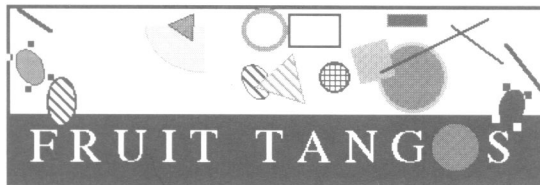
All the selected objects fill with the same pattern.

Selecting Several Objects Individually

When objects are far apart or are hard to select with a selection box, you can select or deselect objects individually by holding down Shift and clicking each object.

Let's select two of the ovals in the label (figure 2-36).

Figure 2-36
Both ovals selected



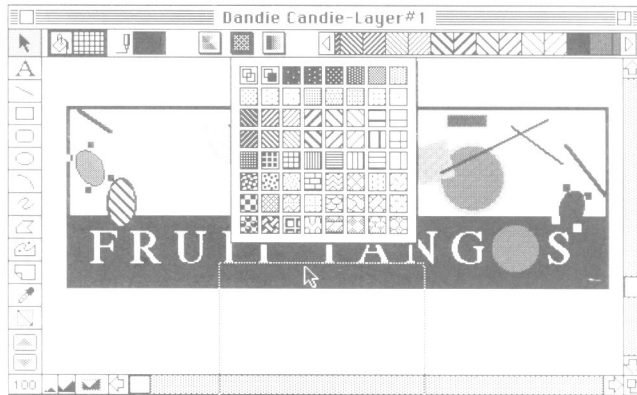
1. Click the oval on the left side of the label, and then holding down Shift, click the oval on the right side.

Both ovals are now selected. Holding down Shift and clicking an object is called *Shift-clicking*. If you shift-click an object you didn't mean to select, you can deselect the object by shift-clicking it again.

Let's choose a pattern from the Pattern palette. To better see the available patterns, let's tear the palette off the Style palette.

2. Place the pointer on the Pattern icon and press the mouse button to display the Pattern palette.
3. Drag downwards until a dashed outline appears and position it as shown in figure 2-37.

Figure 2-37
Tearing off the
Pattern palette



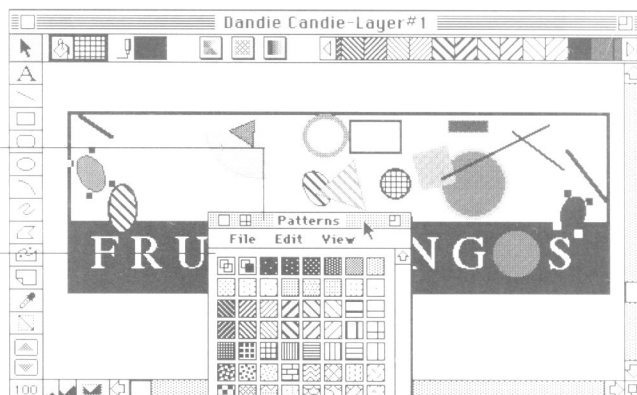
The Pattern palette appears separated from the Style palette when you released the mouse button. With the palette torn off, you can move it to a convenient position.

4. Position the pointer on the palette's title bar and drag the palette into the position shown in figure 2-38.

Figure 2-38
Torn off Pattern
palette

Title bar

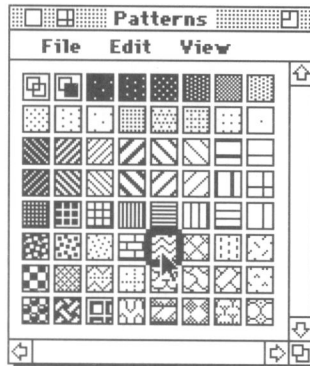
Pattern palette



You can tear off all three of the MacDraw Pro palettes this way and position them to give you easy access to colors, patterns, and gradients.

5. Click the waves pattern to fill the selected objects (figure 2-39).

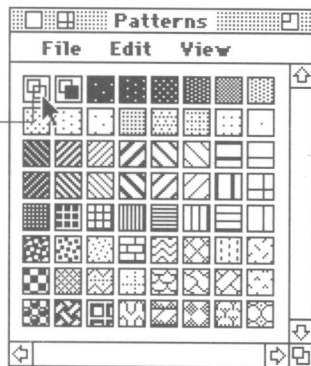
Figure 2-39
Waves pattern



The Pattern palette provides a special pattern for making objects transparent (empty) (figure 2-40). This pattern also appears in the Style bar where it's always ready at hand. Let's make the triangle transparent.

Figure 2-40
Pattern palette

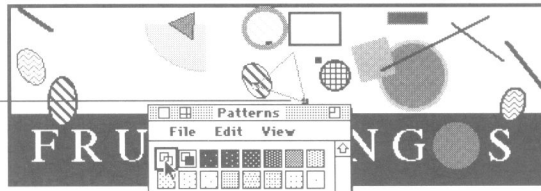
Transparent pattern



6. Click the triangle to select it and then click the transparent icon on the Pattern palette (figure 2-41).

Figure 2-41
Transparent triangle

Triangle



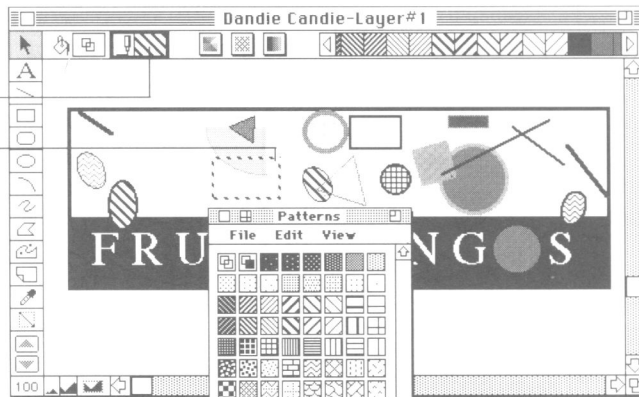
Selecting Pen Patterns

You can create objects that have lines drawn in a color, a pattern, or that are even transparent. To use a colored or patterned line, you select a pen pattern for the object. To select a pen pattern, you click the pen indicator in the Style palette and then select the color or pattern you want from a palette (figure 2-42). Let's draw a rectangle that has a pen pattern.

Figure 2-42
Pen indicator

Pen indicator

Rectangle with pen pattern



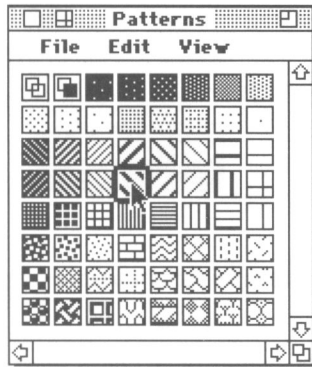
1. Click the rectangle tool to select it.
2. Click the transparent pattern icon on the Pattern palette.
3. Click the pen indicator on the Style palette to select it (figure 2-42).

MacDraw Pro is now set to draw a rectangle with no fill pattern.

Next, you select a pattern that you want for the object's lines.

4. Click the diagonal pattern in the Pattern palette (figure 2-43).

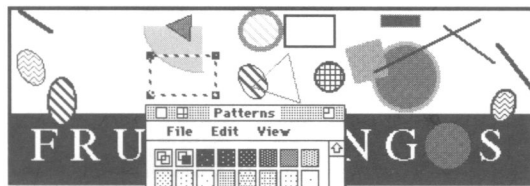
Figure 2-43
Diagonal pattern



The pen indicator fills with the selected pattern. MacDraw Pro is now set to draw all new objects with that pen pattern.

5. Position the pointer near the arc and drag diagonally to draw a rectangle (figure 2-44).

Figure 2-44
Rectangle with
patterned lines



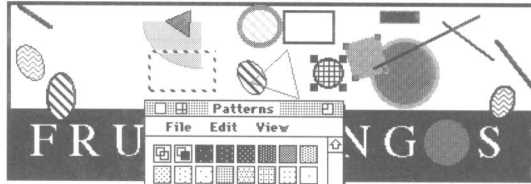
The rectangle appears with patterned lines.

6. Reposition and resize the rectangle as necessary to make it similar to the one figure 2-44.

Next, let's make the lines surrounding a square and a circle disappear by giving them a transparent pen pattern.

7. Click the square and then Shift-click the circle to select both of them (figure 2-45).

Figure 2-45
Selected objects

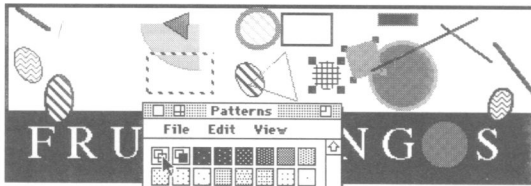


8. Click different patterns on the Pattern palette to see how the lines of the selected objects change.

You can eliminate the outline of an object several ways. For example, you can make the line transparent, or you make the line have the same pattern that fills the object, making the line invisible. Let's make the lines transparent.

9. Click the transparent pattern in the Pattern palette (figure 2-46).

Figure 2-46
Selected objects

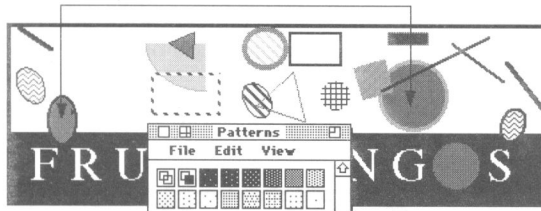


The outlines of the selected objects disappear.

Matching Patterns and Colors

You can select colors, patterns, and gradients already used in a drawing and reuse them in other objects. The eyedropper tool allows you to quickly select and apply fill patterns used in a drawing. Next, let's fill the oval with the same fill pattern that appears in the circle (figure 2-47).

Figure 2-47
Matched fill patterns



1. Double-click the eyedropper tool to select it (figure 2-48).

Figure 2-48
Eyedropper tool



When you double-click a tool on the Tool palette, the tool becomes locked for repeated use. (The tool icon turns black.) You can then draw the same type of object as many times as you need without reselecting the tool each time. In this case, you'll use the eyedropper twice: once to pick up a pattern, and again to fill another object with the pattern.

After selecting the eyedropper, you indicate whether the eyedropper should select a fill pattern or pen pattern by clicking the fill or pen indicator.



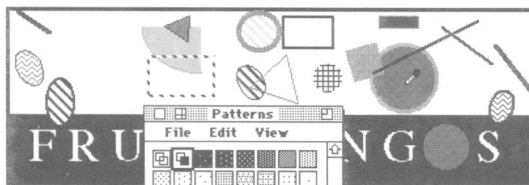
Fill Indicator

2. Click the fill indicator to select it.

The eyedropper is set to select a fill pattern.

3. Position the eyedropper pointer on the circle and click (figure 2-49).

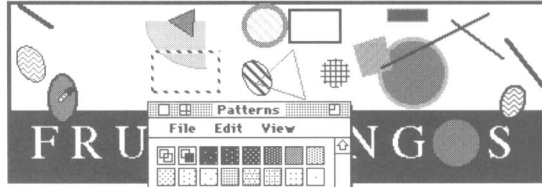
Figure 2-49
Click to pick up the
circle's fill pattern



The fill indicator changes to hold the circle's pattern. Now, let's place that pattern in another object.

4. Holding down the Command key, click the oval in figure 2-50.

Figure 2-50
Filled oval



The eyedropper fills the oval with the selected pattern.

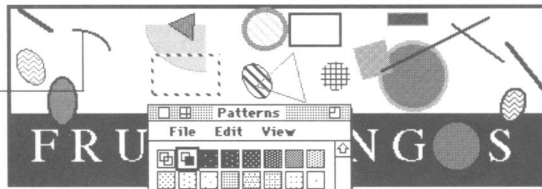
You can easily pick up any color, pattern, or gradient this way without having to locate it in a palette. You can also have the eyedropper tool pick up or apply a pen pattern by first selecting the pen indicator before clicking the tool on an object.

Drawing and Reshaping an Arc

You can draw arcs with the arc tool. The tool is preset to create 90-degree arcs. After creating a 90-degree arc, you can reshape it to produce an arc larger or smaller than 90 degrees. In this exercise you'll draw the arc in figure 2-51.

Figure 2-51
Arc

Arc



1. Click the arc tool on the Tool palette to select it (figure 2-52).

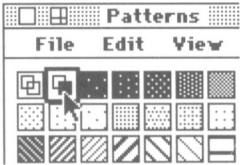
Figure 2-52
Selecting the arc tool



The tools are now set to draw objects with patterned lines. Let's set the arc tool to draw a solid black line.



Pen indicator



Solid pattern

2. Click the pen indicator to select it and then click the solid fill pattern in the Pattern palette.

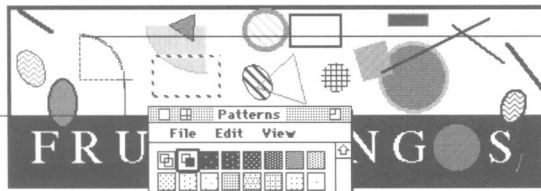
Selecting the solid pattern eliminates a black-and-white pattern and returns the pen to solid black!

3. Position the pointer where the arc should start and drag down diagonally to where the arc should end (figure 2-53).

Figure 2-53

Arc

Drag pointer to here



Position pointer here to start

A 90-degree arc appears with four handles on its boundary. Like other objects, you can resize the arc by dragging the handles, and reposition the arc by dragging its outline.

The curve of the arc is determined by the direction you drag from the starting to ending point. An easy rule of thumb for drawing arcs is that the curve follows the clockwise direction of a round clock face. For example, if you drag from a 3 o'clock position to 6 o'clock, the arc curves around the edge of the clock face (figure 2-54).

Figure 2-54

Arcs curve clockwise as if around a clock face

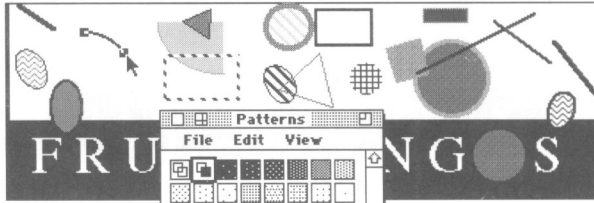


You can reshape arcs to make them larger or smaller.

4. Choose Reshape from the Edit menu.

Handles appear on both ends of the selected arc. To make the arc larger or smaller than 90 degrees, you can drag a handle. Let's change the arc to make it similar to the one in figure 2-55.

Figure 2-55
Reshaped arc



5. Drag the arc's handle to reshape it as in figure 2-55.

When you're done reshaping an arc, you can select another object to reshape or turn off reshaping by selecting another tool or choosing Reshape from the menu again.

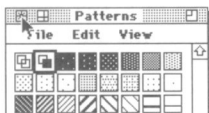
6. Holding down Command, click the fill indicator to fill the arc with the current fill pattern.

Whenever an object is selected, you can quickly fill it with the current pattern in the fill indicator by Command-clicking the indicator this way.

7. Choose Reshape from the Edit menu to turn off reshaping.

You're done using the Pattern palette for now. Let's close it.

8. Click the close box in the Pattern palette to put the palette away.



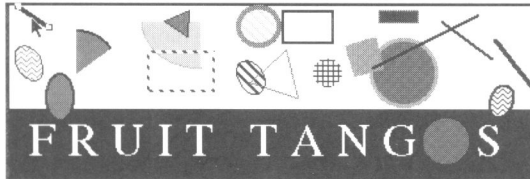
Click the close box to
close the palette

Deleting Objects

You can quickly delete objects when you no longer want them. To delete an object, you select it and then choose Cut or Clear from the Edit menu. Let's delete two unneeded lines from the drawing.

1. Click the line on the left side of the label to select it (figure 2-56).

Figure 2-56
Selected line



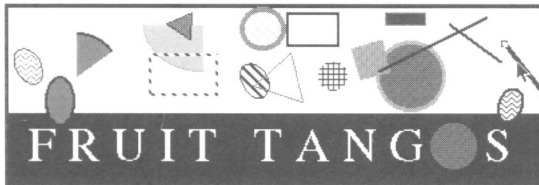
2. Choose Cut from the Edit menu.

The line vanishes. When you delete a selected object by choosing Cut, MacDraw Pro places the object on the Clipboard. Should you want to restore the object to the drawing, you can choose the Paste command from the Edit menu. (Or choose Undo to undo the Cut command.)

You can also delete objects another way.

3. Click the line on the right side of the label to select it (figure 2-57).

Figure 2-57
Selected line



4. Choose Clear from the Edit menu or press the Backspace or Delete key.

When you choose Clear, or press the Backspace or Delete key, MacDraw Pro deletes selected objects, but does *not* place them on the Clipboard. You can only restore the object with Undo. You might delete objects this way when you want to keep the contents of the Clipboard unchanged.

Rotating Objects

You can rotate objects to any angle after you draw them. For example, after drawing an image you may want to turn it at an angle. To rotate a selected object, choose the Rotate command from Arrange menu and then drag a handle to turn it.

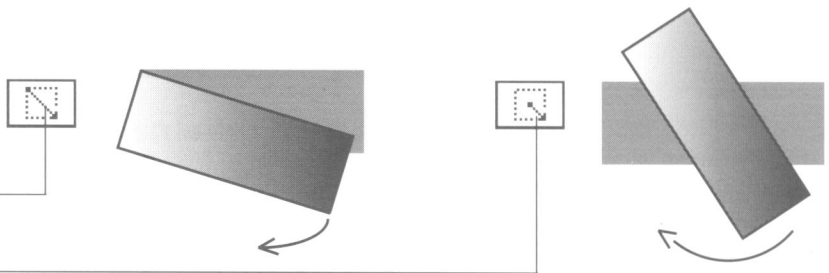
You can rotate an object around the center of its boundary or around a corner handle. You set the corner/center control to specify how an object should rotate (figure 2-58).

Figure 2-58

You can rotate an object around a corner or around its center

Corner/center control set to corner

Corner/center control set to center

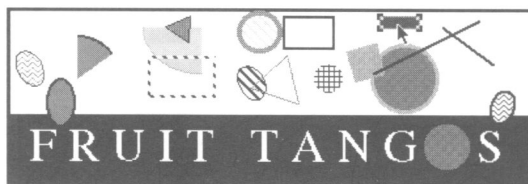


Let's rotate two objects to see how rotating objects works.

1. Click the rectangle at the top of the label to select it (figure 2-59).

Figure 2-59

Selected rectangle

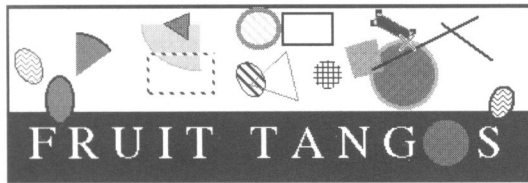


2. Choose Rotate from the Arrange menu.

The pointer changes to an X. MacDraw Pro is preset to rotate an object around a corner.

3. Drag the bottom right handle of the rectangle to rotate it as shown in figure 2-60.

Figure 2-60
Rotate the rectangle
around a corner



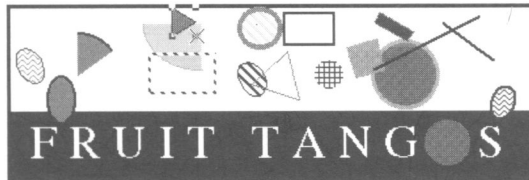
The object's outline appears as you rotate it, allowing you to judge the object's final position. You can also rotate an object around its center to maintain the position of the object. To do that, you set the corner/center control to center.



Corner/center
control set to center

4. Click the corner/center control to set it to center.
5. Click the filled triangle above the "l" in "Fruit Tangos."
6. Drag a handle to rotate the triangle (figure 2-61).

Figure 2-61
Rotated triangle



The triangle now rotates around its center. After rotating an object, you can select another one and rotate it. You can also select and rotate several objects at the same time.

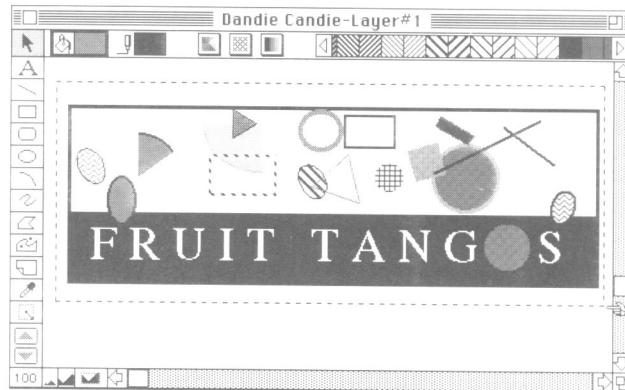
To stop rotating objects, you can choose Rotate again from the Arrange menu, or click another tool.

7. Choose Rotate from the Arrange menu to turn off rotating.

Once several objects are grouped together, you cannot change the individual objects that make up the group. To change any of the objects that make up a group, you must ungroup the objects again.

- As you drag the selection box, the pointer changes to a pointing hand.

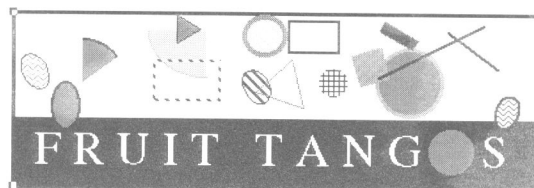
Figure 2-62
Drag to draw a selection box



When you release the mouse button, all the objects within the selection box become selected.

2. Choose Group from the Arrange menu to group all the objects (figure 2-63).

Figure 2-63
Grouped label



Now four handles appear around the boundary of the grouped object. You can resize or move the entire label just as you can an individual object.

3. Drag the label up or down slightly to see that the label now moves as one object.

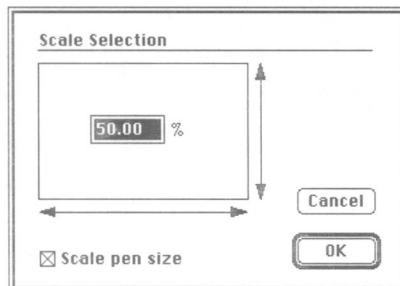
Scaling Objects

The label you were working on is too large to place in the display case. You can enlarge or reduce the size of objects by scaling them up or down. Rescaling is helpful when you want to resize one or several objects by a specific amount. Let's reduce the size of the label to fit the display case.

1. With the label selected, choose Scale Selection from the Arrange menu.

The Scale Selection dialog box appears (figure 2-64). You can now enter the percentage of enlargement or reduction that you want.

Figure 2-64
Scale Selection
dialog box



2. Type 30 in the Percentage box and click OK.

The label reduces in size (figure 2-65). Typing 30 tells MacDraw Pro to reduce the selected object to 30 percent of its original size. You enter numbers under 100 to reduce the object; numbers over 100 enlarge it.

You can enlarge or reduce objects individually or select several objects and change them all at once.

Figure 2-65
Reduced label



With the label reduced, let's position it in the display case. Although the display case is out of sight above the label, you can still drag the label up onto the case.

When you drag an object past the edge of the window, MacDraw Pro automatically scrolls the document. As long as the pointer is on the window edge, the document continues to scroll until the edge of the document is reached. To stop scrolling, you move the pointer away from the window edge.

3. Drag the reduced label upwards to the top of the window until the document begins scrolling. Release the mouse button when the display case appears as in figure 2-66.

Figure 2-66
Repositioned label



Autoscrolling works on all four edges of the window. If you scroll too far, you can always scroll back again.

Autoscrolling is also useful for drawing objects larger than the window. As you draw an object, you can move the pointer to the window's edge and continue drawing as the document scrolls.

4. Drag to reposition the label as necessary.

Duplicating Objects

The display case needs two additional copies of the label. MacDraw Pro provides a Duplicate command that creates duplicates of selected objects in a single step. Let's duplicate the label in the document to create a column of labels (figure 2-67).

Figure 2-67
Column of labels



1. With the label selected, choose Duplicate from the Edit menu.

A copy of the label appears slightly down and to the right of the original.

2. Drag the duplicate to the position shown in figure 2-68. (Don't drag or reposition the duplicate again.)

Figure 2-68
Repositioned label



MacDraw Pro keeps track of the distance that you move a duplicate. If you duplicate the moved object again, MacDraw Pro automatically positions the next duplicate that distance away.

3. Choose Duplicate from the Edit menu again.

The second duplicated label appears the same distance away as you dragged the last one (figure 2-67). Duplicating this way makes it easy to create rows or columns of objects.

Changing the Stacking Order of Objects

As you can see from positioning the labels on top of the display case, objects can overlap each other. When you draw a new object, it's always in front of all the other objects on screen. The order in which objects appear in front of or behind each other is called the *stacking order*. At times you need to change the stacking order of objects as you work with objects. To change stacking order, you can choose Move commands from the Arrange menu.

To try out changing stacking order, you'll move the bottom label behind the display case flap.

1. With the bottom duplicate selected, choose Move Backward from the Arrange menu.

The label moves backward one level in the stacking order, with the display case flap now appearing in front of it (figure 2-69). You can also move the label all the way to the back, behind the display case.

Figure 2-69
Label moved
backward



Figure 2-70
Label behind
display case

2. Choose Move To Back from the Arrange menu.

The label is now out of sight behind all the other objects (figure 2-70). You can also move objects forward in the stacking order.



3. Choose Move To Front from the Arrange menu.

The label moves to the front of the stack again. By changing stacking order, you can create special shapes with overlaying objects, similar to creating a collage. Let's place the label in its final position behind the display case flap.

4. Choose Move Backward from the Arrange menu.

Creating Irregular Shapes

Drawing Polygons

You can easily draw shapes that are composed of angles and straight lines. You can draw angular shapes such as stars, parallelograms, and other shapes made of line segments with the polygon tool. A polygon can have as many sides or line segments as you wish. In this section, you'll draw a hat for the man in the display case (figure 2-71).

Figure 2-71
Man with hat



The polygon tool works a little differently than the tools that you've used so far. After selecting the polygon tool, you click (instead of dragging) to specify the first point of the polygon. You then move the pointer and click to specify the next point, and continue clicking to specify points, until you reach the last point. To stop drawing the polygon, you double-click the last point or click the first point if you want to connect the last line to the beginning of the polygon.

Let's first zoom in on the Dandie Candie man to make drawing his hat easier.

1. Scroll the drawing until the top of the candy display appears and then click above the head of the Dandie Candie man where his hat should be (figure 2-72).

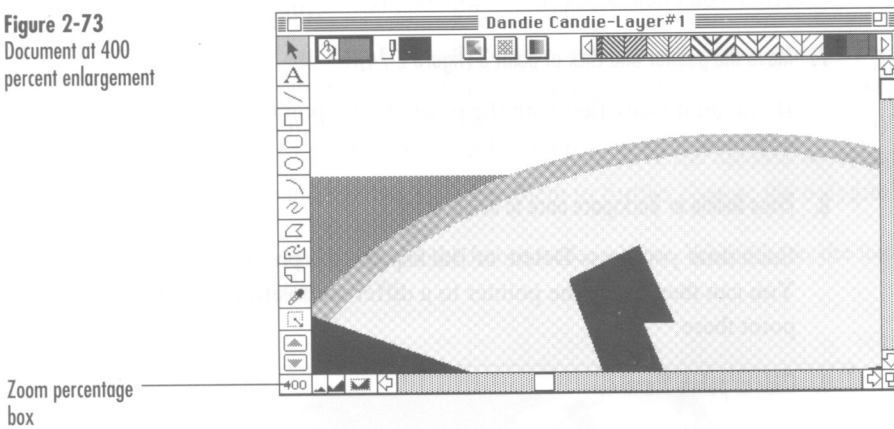
Figure 2-72
Scrolled document



Clicking indicates the point you want to zoom in on. In addition to using the zoom in and zoom out controls, you can enlarge or reduce your view of the document by a specific percentage. Let's enlarge the document to 400 percent to make drawing the small hat easier.

2. Double-click the zoom percentage box, type **400** , and press Enter (figure 2-73).

Figure 2-73
Document at 400
percent enlargement



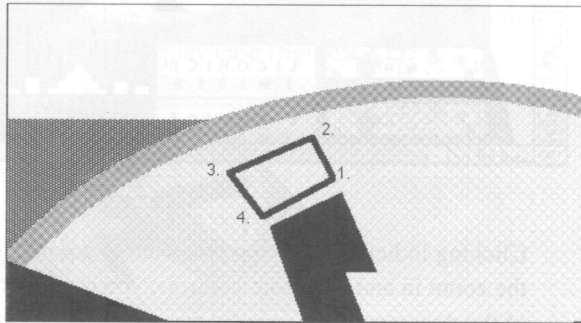
The document enlarges to 400 percent of its original size. Now, let's draw the man's hat.



Polygon tool

Figure 2-74
Click these points

3. Click the polygon tool to select it.
4. Choose the 1 point pen size from the Pen menu.
5. Position the pointer above the top right corner of the man's head and click at point 1 (figure 2-74). (Do not drag or hold the mouse button down.)



6. Move the pointer to point 2 and click (figure 2-74).

As you move the pointer you see a line segment stretch from the pointer. After you click, a new line segment stretches from that point.

7. Move the pointer and click at point 3 (figure 2-74).

If you aren't satisfied with the position of a point you clicked, you can eliminate it by pressing Backspace or Delete.

8. Press Delete or Backspace once to delete point 3.

Each time you press Delete or Backspace, the previous point is deleted. You can then move the pointer to a different position and click to place a point there.

9. Click at points 3 and 4.

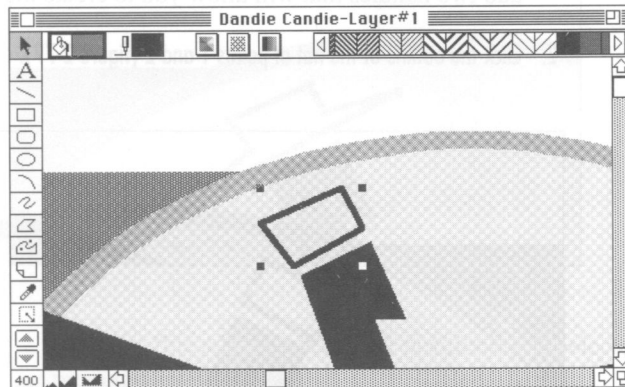
You can also temporarily stop drawing a polygon and reposition the points by holding down Command and dragging a handle. When you release the Command key, you can continue drawing the polygon from the point you left off.

10. Holding down Command, try repositioning any of the points, if necessary. When you have the points in their proper positions, release the Command key.

To stop drawing the polygon, you double-click the last point or click the first point again to connect the last line to the first point.

11. Click point 1 to complete the polygon (figure 2-75).

Figure 2-75
Completed polygon



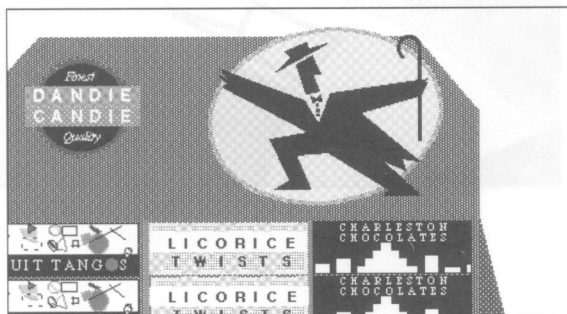
MacDraw Pro connects the last line segment to the first point.

Editing Polygons

After you draw a polygon, you can modify its shape. You can stretch or shorten lines, change angles, and add or eliminate line segments. You select the polygon and choose the Reshape command to display handles along the object's outline. You can then move the handles to reshape the polygon or add handles or delete them to further change the polygon's shape.

Let's reshape the hat to make a brim. When done, the hat will look like figure 2-76.

Figure 2-76
Completed hat



1. With the hat polygon selected, choose Reshape from the Edit menu.

Handles appear along the outline of the hat. The pointer changes to a square and crosshair. You can now drag the handles to change the hat's shape. You can add handles to the outline by clicking the outline. Let's add two handles that will allow you to create the hat brim.

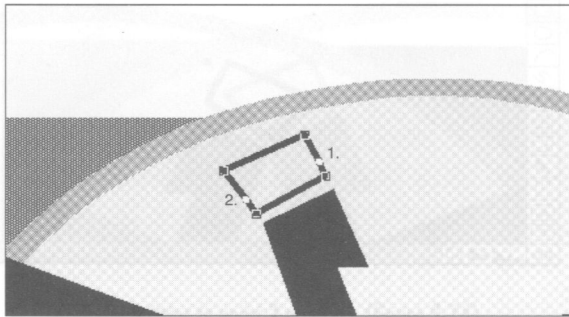


Reshape pointer

Figure 2-77

Add these points

2. Click the outline of the hat at points 1 and 2 (figure 2-77).

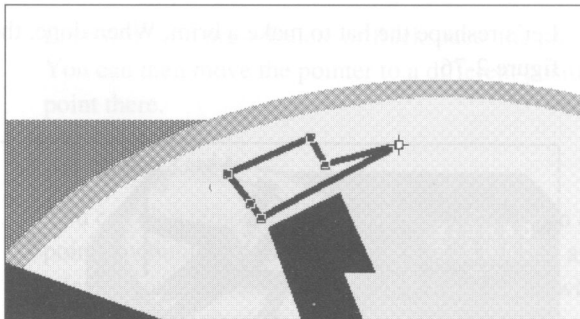


A handle appears at each point you click. You can add handles anywhere on the outline of the polygon. Next, you'll select a handle and drag it to form half of the hat brim.

3. Position the pointer on the handle in the bottom right corner of the hat and drag it to create part of the brim (figure 2-78)

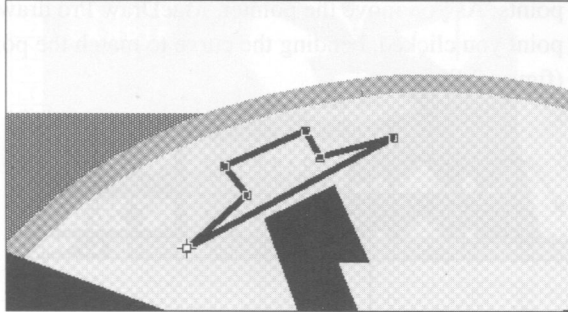
Figure 2-78

Newly positioned
handle



4. Position the pointer on the handle in the bottom left corner of the hat and drag it to complete the brim (figure 2-79).

Figure 2-79
Extended brim



To make fine adjustments to the positioning of selected handles, you can press the arrow keys.

You can also delete handles to change the polygon's shape by selecting a handle and pressing Backspace or Delete.

Let's complete the hat by filling it with black.

5. Click the solid black pattern on the Style bar to fill the hat with black.
6. Choose Reshape again from the Edit menu to turn off reshaping.

You can also turn off reshaping by selecting a tool on the Tool palette.

7. Click the zoom percentage box to return to 100 percent view.

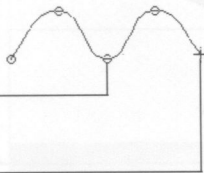
Drawing Bezigons

Graceful curved lines are especially easy to draw with the bezigon tool. The bezigon tool works similarly to the polygon tool in that you click to specify points. As you move the pointer, MacDraw Pro draws a curve through each point you clicked, bending the curve to match the pointer's movement (figure 2-80).

Figure 2-80
Bezigon

Click to specify
points

Line curves to follow
pointer



Next, you'll draw the handkerchief shown in figure 2-84. You'll draw it in the empty space next to the man's head, then reshape and move it into position.

You can select an area of the document and have MacDraw Pro enlarge it to fill your screen. Zooming in on a specific area is called *fractional zooming*.

Let's zoom in on the man's head and chest in the logo.



**Fractional
zoom control**

1. Click the fractional zoom control to select it and position the pointer over the drawing area.

The pointer becomes a magnifying glass, indicating that you are going to zoom in on a specific area.

2. Drag to draw a selection box around the area to be enlarged (figure 2-81).

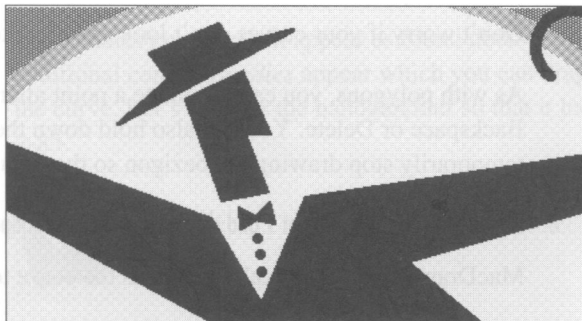
Figure 2-81

Draw a box around
the man's head and
chest



When you release the mouse button, MacDraw Pro enlarges the selected area to fill the screen, similar to figure 2-82. (If you want to change the area you zoomed in on, click the zoom percentage box, and try again.)

Figure 2-82
Enlarged area



You're now ready to draw the handkerchief with the bezigon tool.

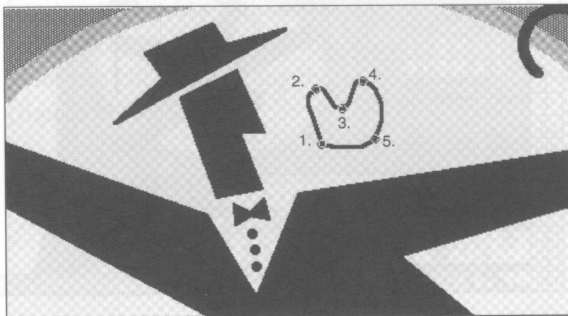
3. Click the bezigon tool to select it.



Bezigon tool

Figure 2-83
Handkerchief's
starting point

4. Click to create points 1 and 2 (figure 2-83).



A curved line stretches from the pointer as you move the mouse to the next point. The line curves to follow the position of the pointer.

5. Click each of the numbered points shown in figure 2-83.

Don't worry if your curves don't look exactly like the ones in the figure.

As with polygons, you can eliminate a point after you click by pressing Backspace or Delete. You can also hold down the Command key to temporarily stop drawing the bezigon so that you can change it.

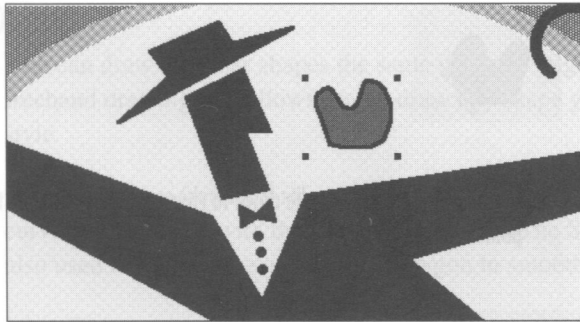
6. Position the pointer on point 1 and click to complete the shape.

MacDraw Pro automatically connects the curve to the starting point.

7. Select a red color from the Color palette or a pattern from the Pattern palette to fill the handkerchief.

You have now completed the handkerchief (figure 2-84).

Figure 2-84
Completed
handkerchief



Editing Bezigon

After you draw a bezigon, you can modify its shape, changing the arc and angle of curves as you wish. Similar to editing polygons, you select the bezigon and choose the Reshape command from the Edit menu to display handles along the object's outline. You can then add, move, or remove handles.



Selected handle
and control handles

The handles on a bezigon appear as round dots. When you select a handle, additional *control handles* appear which you can drag to change the shape of the curve. Let's reshape the handkerchief so that it looks similar to figure 2-85.



Figure 2-85
Reshaped
handkerchief

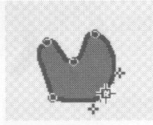
1. With the handkerchief bezigon selected, choose Reshape from the Edit menu.

Round handles appear on the object's outline. You can select and move handles just as you can with polygons. Let's change a curve to a different arc.

2. Click the handle shown in figure 2-86 to select it.

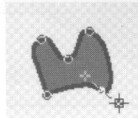
Two control handles appear for modifying the curve through that point.

Figure 2-86
Point to reshape
(enlarged view)



3. Drag the top control handle down to change the direction of the curve passing through the point (figure 2-87).

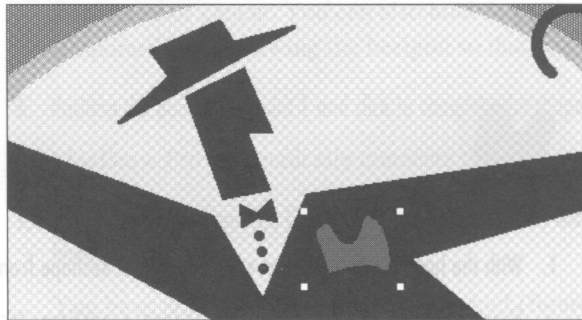
Figure 2-87
Changing the
direction of a curve



Practice modifying the curve to become familiar with moving the control handles. Your finished handkerchief can have any shape you like.

4. Choose Reshape from the Edit menu to turn off reshaping.
5. Drag the handkerchief into position (figure 2-88).

Figure 2-88
Handkerchief in
position



Smoothing Objects

You can draw irregular shapes the same way you might with a pencil. The freehand drawing tool allows you to draw any shape you want in a freehand style.

After drawing a freehand shape, you can have MacDraw Pro smooth out the curves of the shape with the Smooth command. The Smooth command is also used to convert the angles of a polygon to smooth curves.

Let's draw a strand of hair with the freehand drawing tool and then smooth it.

1. Click the freehand drawing tool to select it.
2. Position the pointer and drag to draw a line similar to figure 2-89.



Freehand
drawing tool

Figure 2-89
Freehand shape



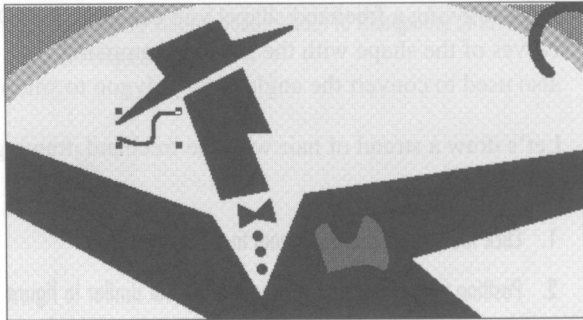
The pointer becomes a pencil as you position it over the drawing and drag.

It is not important if your freehand shape doesn't look exactly like the one in the figure. Next, let's smooth the freehand shape to round out the curves.

3. With the freehand shape selected, choose Smooth from the Edit menu.

MacDraw Pro changes the angles in the object to more flowing curves (figure 2-90).

Figure 2-90
Smoothed object



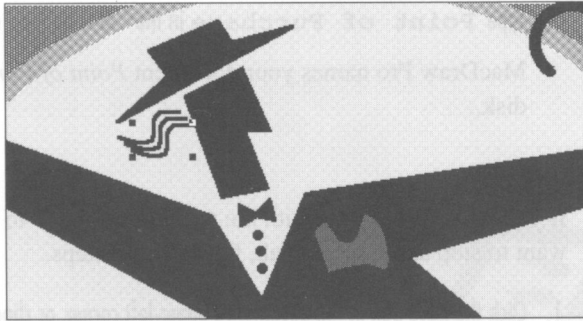
You can also smooth polygons. For example, you might rough out the general outline of a shape using the straight lines of the polygon tool and then smooth the polygon to produce a curved shape.

You can unsmooth the curves in freehand shapes, polygons, and bezigons to produce angular shapes made up of straight lines with the Unsmooth command

To finish the drawing let's duplicate this strand of hair.

4. Choose Duplicate from the Edit menu twice.

Figure 2-91
Hair



Congratulations! You've completed the drawing (figure 2-91).

5. Click the zoom percentage box to return to 100 percent view.

Saving a Document

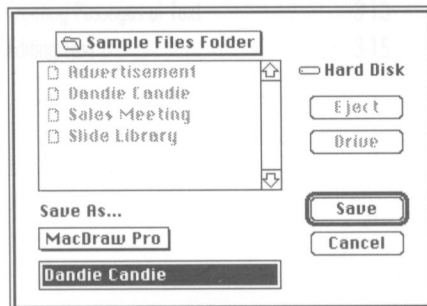
Whenever you complete a document that you want to keep, you save it on disk. It is also a good idea to save changes you make to a document periodically as you work. Once a document is saved on disk, it is safely stored for later use. If you like, you can save your work now before going on to the next chapter of the tutorial.

To save your document:

1. Choose the Save As command from the File menu.

The Save As dialog box appears (figure 2-92).

Figure 2-92
The Save As dialog
box



2. Type **Point of Purchase** in the "Save As" box and click **Save**.

MacDraw Pro names your document *Point of Purchase* and saves it on disk.

Take a Break?

If you want to continue with the tutorial, turn now to the next chapter. If you want to stop and take a break, follow these steps.

1. Click the close box in the document's upper-left corner, or choose **Close** from the **File** menu.

You don't have to worry about accidentally losing your work. If you close a document without saving it, MacDraw Pro always stops to ask if you want to save your work.

2. Choose **Quit** from the **File** menu to leave MacDraw Pro.

MacDraw Pro returns you to the Desktop. You can work in another application or choose **Shut Down** from the **Special** menu and turn off your Macintosh.



Figure 3-1
Finished
ad placement



Chapter 3

Working with Graphics and Text

Introduction	3-2	Changing Margins and Line Spacing	3-17
Closing and Opening Documents	3-3	Using Object Rulers and Autogrid	3-20
Viewing Layers	3-6	Using the Size Bar	3-23
Showing and Hiding Layers	3-7	Aligning Objects	3-25
Changing the Stacking Order of Layers	3-9	Creating Notes	3-27
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Creating Passages of Text	3-13	Look at the Finished Ad	3-31
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Chapter 3

Break?

2. Type *Point of Purchase* in the "Save As" box and click Save.

MacDraw Pro names your document *Point of Purchase* and saves it on disk.

If you want to continue with the tutorial, turn now to the next chapter. If you want to stop and take a break, follow these steps.

1. Click the Close box in the document's upper-left corner, or choose Close from the File menu.

You don't have to worry about accidentally losing your work. If you close a document without saving it, MacDraw Pro always stops to ask if you want to save your work.

2. Choose Quit from the File menu to leave MacDraw Pro.

MacDraw Pro returns you to the Desktop. You can work in another application, or choose Shut Down from the Special menu to turn off your Macintosh.

Working with Graphics and Text

Introduction

If you took a break after the last chapter, welcome back. To continue the tutorial, turn on your Macintosh and open the folder containing MacDraw Pro. Start up MacDraw Pro by double-clicking the application icon, or by selecting it and choosing Open from the File menu. If you're continuing the tutorial from chapter 2, the *Point of Purchase* document is on your screen.

In this chapter, you'll learn basic procedures for arranging text and graphics on a page by completing an advertisement (figure 3-1).

Figure 3-1
Finished
advertisement



Closing and Opening Documents

If you've just started up your Macintosh and MacDraw Pro, a new empty document is on the screen. If you are continuing the tutorial, the Point of Purchase display is on the screen; let's close the current document and open the document called Advertisement.

1. Click the close box at the top left corner of the document window.

If you've made changes in the document, MacDraw Pro displays a message asking if you want to save your changes. Save or discard your changes as you want. If you haven't made changes to the document, MacDraw Pro closes it without displaying a message.

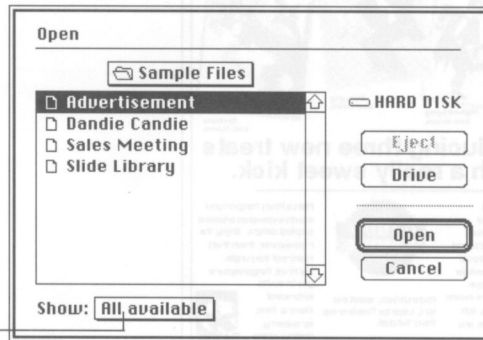


Close box

Figure 3-2
Open dialog box

2. Choose Open from the File menu.

The Open dialog box appears (figure 3-2).



Show pop-up menu

MacDraw Pro is preset to show you all the available documents and folders in the current folder. When you have many different kinds of documents in a folder, you can set MacDraw Pro to display documents of a specific type. You use the Show pop-up menu to select the type of documents you want to see.

3. Position the pointer on the Show pop-up menu and hold down the mouse button.

Examine the different types of documents listed in the menu. The Show pop-up menu lists all the types of documents that you can open with MacDraw Pro. For example, you can open MacWrite® II or MacPaint® files or other text or drawing files created in other applications. Thus, you can use work done in another application in a MacDraw Pro document.

4. When you are through looking at the list, choose MacDraw Pro.

The list window now shows only MacDraw Pro documents.

5. Click the Advertisement document name, if necessary, to select it and click Open.

The Advertisement document appears on screen (figure 3-3).

Figure 3-3
Advertisement



The document is set to a 50-percent zoom level to provide an overview of the advertisement.

- ◆ **Note** If you wish, adjust the size of the MacDraw Pro window to match the screen size shown in the figures.

Viewing Layers

Drawings that are crowded with information can be difficult to create, work with, and understand. MacDraw Pro solves these problems by allowing you to create documents that display information in separate layers.

A layer is similar to a transparent overlay. You can create a document with several layers, each layer showing another aspect of the drawing (figure 3-4).

Figure 3-4
Advertisement
document

Graphics layer

Text layer

Layout grid layer



A new document has one layer. When creating a document, you can add as many layers as you want and place different elements of a drawing on any layer. The Advertisement document has two visible layers: one layer holding graphics, another layer holding text. You'll later display a third layer holding a page layout grid that you'll use as a guide for positioning text and graphics on the page.

To see the different layers of a document, you click the layer controls. In this section, you'll use the layer controls to display layers in the Advertisement document.

The title bar shows the document name and the name of the active layer, Graphics Layer. The active layer is the layer you are currently working on. When you change layers, the title bar always displays the active layer's name.

Let's take a look at the text layer.



Down arrow

1. Click the down arrow on the layer controls to display the text layer.

The title bar shows that the active layer is called “Text Layer.”

Layers are stacked in order from top to bottom. The up and down arrows activate the next layer above or beneath the active layer.

2. Click the up arrow.

Now both the graphics and the text layers are visible. When displaying layers, you can always see the active layer and any layer below it in the stacking order of layers. Layers above the current layer are not visible.

To work on a particular layer, you first make a layer active and then create or edit the objects on it.

3. Click the down arrow to make the Text Layer active again.

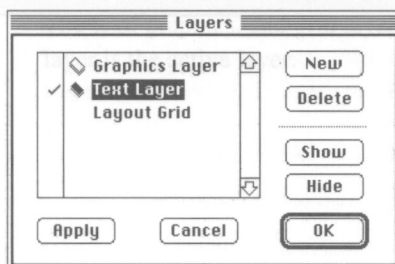
Showing and Hiding Layers

You can hide layers when you don't want them to appear in the drawing. Hiding a layer lets you temporarily hide information or parts of a document. You can redisplay hidden layers when you need them later. Let's display a layer you haven't seen yet — the page layout grid.

1. Choose Layers from the Layout menu.

The Layers dialog box appears (figure 3-5).

Figure 3-5
Layers dialog box



The layer names appear in order from top to bottom in the list box. Layout Grid is the bottom layer. The check mark beside the Text Layer name indicates that this is the active layer.

2. Click the Layout Grid layer name to select it and click Show.

An icon next to the layer name appears, indicating that the layer is showing.

Clicking the New button creates a new layer (don't do this now). You can select layer names and rename them as you wish. You can also delete a layer by selecting the layer name and clicking Delete.

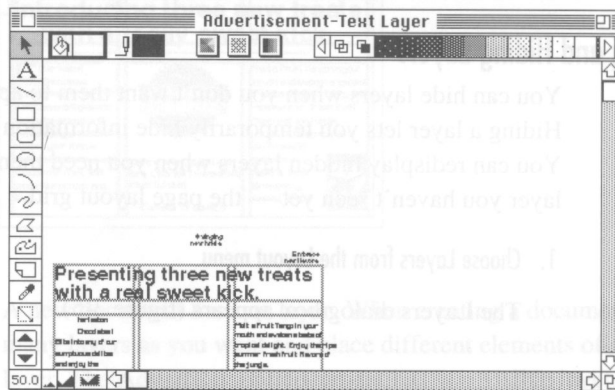
3. Click OK.

The document reappears with the layout grid displayed.

4. Click the up and down arrows to see the three visible layers.
5. Click the layer controls as needed to make the Text Layer active (figure 3-6).

Both the text and layout grid appear together on the screen.

Figure 3-6
Text and page
layout layers
displayed



Changing the Stacking Order of Layers

Layers appear on screen according to their stacking order. You can easily change the order of layers to show them in different combinations. Soon you'll be adding a caption under the Charleston Chocolate label. Let's change the text layer position to the top layer so that you can see the graphics and grid layer when you create the caption on the text layer.

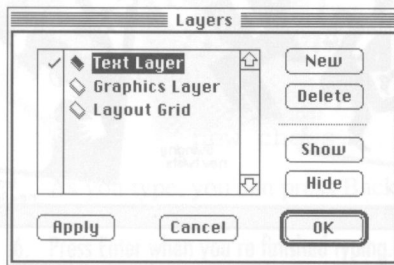
1. Choose Layers from the Layout menu.

The Layers dialog box appears. You can change the order of the layers by dragging them to a new position in the list of layer names.

2. Drag the Text Layer name to the top of the list.

As you position the pointer over the name and drag, the pointer changes shape, indicating that the layer can be moved up or down (figure 3-7).

Figure 3-7
Moved layer name



3. Click OK.

The text, graphics, and grid layers appear together on the screen; the text layer is the active layer.

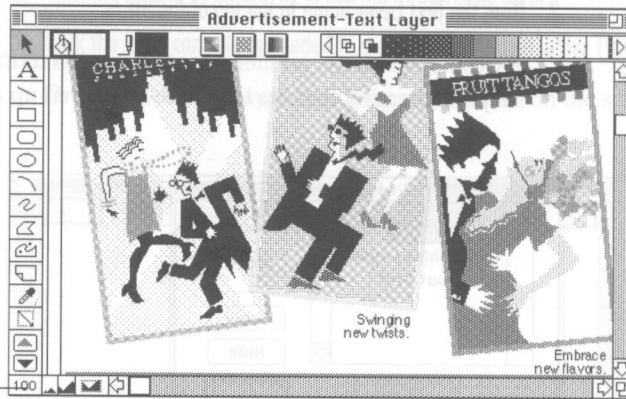
Creating a Caption

You can add text such as titles, labels, callouts, captions, and descriptive or explanatory passages to a document. To add text, you use the text tool. You can select the font, font size, and font style for text before you type it, or change the attributes of your text later. You can mix text of different fonts, sizes, and styles. To try out creating text, you'll type a line of text and change its font size.



Text tool

Figure 3-8
100-percent view



Zoom percentage
box

- Click the text tool to select it.

This MacDraw Pro document is preset to create text that is plain 12-point Geneva. You can set the text tool to create text in any font available in your System file. A check mark in the Font menu indicates the currently selected font.

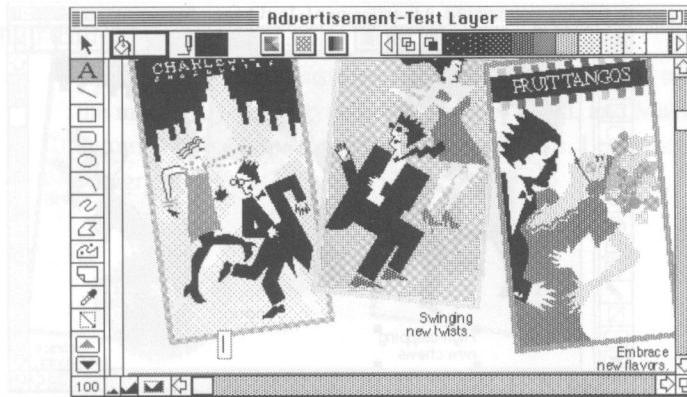
- Choose Helvetica from the Font menu.
- Position the pointer where the caption should appear and click (figure 3-9).

Font



Font menu

Figure 3-9
Position pointer here
and click



A blinking insertion point shows where your text will appear.

5. Type:

High-stepping

(press Return)

new chews.

As you type, you can press Backspace or Delete to erase characters.

6. Press Enter when you're finished typing.

When you are done typing, you select another tool or press Enter to signal that you are finished typing.

Handles appear around the boundary of the text to show it is selected (figure 3-10). Like objects you create with other tools, you can click text objects to select and change them and drag them to new positions.

When an entire text object is selected, you can choose a different font, font size, or font style, and all the text in the selected object changes.

Figure 3-10
Selected text object



Let's change the font size of this text. Your text can be from 1 to 6400 points in size. MacDraw Pro provides a choice of eight font sizes in the Size menu. (You can add as many of your own custom sizes as you wish.)

7. Choose 10 point from the Size menu.

The text size reduces to 10 points.

You can also change text to a variety of styles and alignments, such as boldface, outline, right justified, or centered. Let's change this text to right justified.

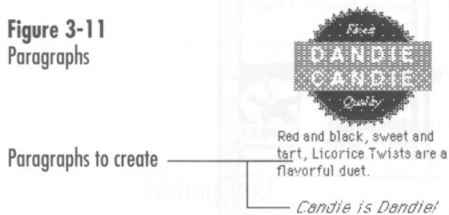
8. Choose Right from the Style menu.

Both lines of text line up on the right.

Creating Passages of Text

You can also create passages of text that have specific margins. After setting the margins, you can type line after line of text, and MacDraw Pro automatically wraps the text to fit the margins. Let's create two short paragraphs of text (figure 3-11).

Figure 3-11
Paragraphs



1. Click the text tool to select it.

The text in the other columns is Geneva, 10 point. Let's match the font, font size, and style of the other columns.

2. Choose Geneva from the Font menu.

MacDraw Pro is currently set to create 12 point text. You'll create the text as 10 point Geneva.

3. Choose 10 from the Size menu.

You next set margins for your text by dragging the text tool.

4. Scroll the document to show the bottom portion of the document (figure 3-12).

Figure 3-12
Scrolled document

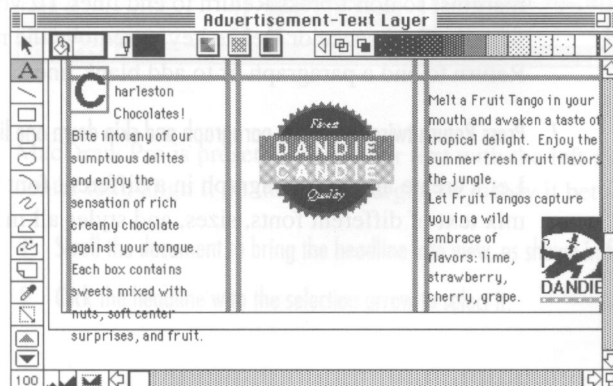
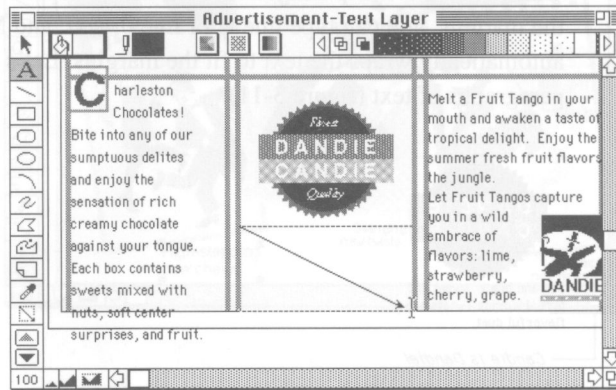


Figure 3-13
Drag to create a
text box

5. Drag diagonally to create a text box (figure 3-13).



A dotted text box appears showing you top, left, and right margins for your text. (The bottom of the text box will automatically lengthen to accommodate as many lines of text as you want.)

Next, you'll type a short paragraph. Don't worry if you make typing errors, you can correct them using standard Macintosh editing procedures.

6. Type:

Red and black, sweet and tart, Licorice
Twists are a flavorful duet.

MacDraw Pro automatically wraps words between lines to fit the set margins, so don't press Return to end lines. (If you do, just backspace with the Backspace or Delete key to remove the return.) You only press Return to end a paragraph or to add blank lines.

7. Press Return twice to end the paragraph and skip down one line.

Let's create another paragraph in a different font style and size. You can mix text of different fonts, sizes, and styles all in the same object.

8. Choose *Italic* from the **Style** menu, choose **Center** from the **Style** menu, and then choose **12 point** from the **Size** menu.

Check marks appear in the menus to indicate the styles you've chosen. Text can have more than one style at a time.

9. **Type:**

Candie is Dandie!

10. Press **Enter** to finish typing this text object.

Reposition the text object, if necessary.

Editing Text

After creating a text object, you can select it and edit the text later. To change an entire text object, you select it with the selection arrow. To change a portion of a text object, such as a word or paragraph, you select the text with the text tool. Next, you'll edit the headline so that it looks like figure 3-14.

Figure 3-14
Changed headline



MacDraw Pro is preset to align your text with the left margin. You can center text, align it on the right margin, or justify it between both margins.

1. Scroll the document to bring the headline into view, as shown in figure 3-14.
2. Click the headline with the selection arrow to select it.

Left	⌘[
Right	⌘]
✓Center	⌘\
Justified	⇧⌘\

Style menu

Figure 3-15
Position the pointer
and click

3. Choose Center from the Style menu.

MacDraw Pro automatically centers all the text between the margins.

Let's add some text to this object.

4. Click the text tool to select it.
5. Position the pointer in the headline, to the right of the "l" in "real," and click (figure 3-15).

Presenting three new treats with a real sweet kick.

An insertion point appears where you clicked. Typing now inserts text at that point.

6. Type:

ly

To change existing text, you must first select it. MacDraw Pro provides some handy shortcuts for selecting words, lines, and paragraphs of text.

For example, you can double-click a word to select it.

7. Double-click "Presenting" to select it (figure 3-16).

Presenting three new treats with a really sweet kick.

8. Type:

Introducing

You can also select a line of text by clicking three times quickly, an entire paragraph by clicking four times, and the entire text object by clicking five times. After selecting text, you can edit or change it with commands from the menu bar.

9. Press Enter.

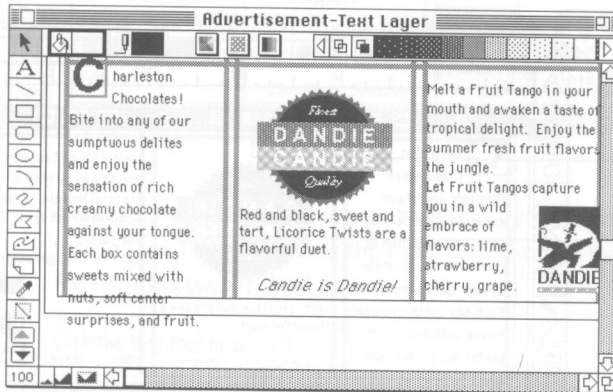
Figure 3-16
Selected text

Changing Margins and Line Spacing

When working with text, you can use a text ruler, similar to the MacWrite II ruler, to set margins, indents, tab stops, line spacing, and paragraph justification. Next, you'll change the first column's margins and line spacing.

1. Scroll the document so that your view looks similar to figure 3-17.

Figure 3-17
Scrolled document

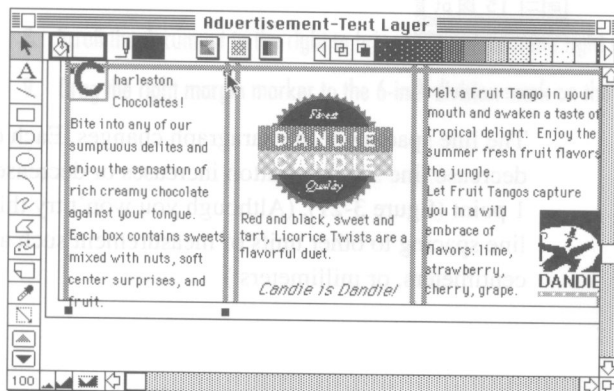


2. Click the first column of text with the selection arrow to select it.

You can change margins for the whole object by dragging a handle to resize the object.

3. Drag the top right handle onto the layout gridline on the right (figure 3-18).

Figure 3-18
Dragging a handle
to change margins



The margin changes when you release the mouse button and the text wraps to fit the new margins. Let's display the text ruler that shows margin settings for selected paragraphs.

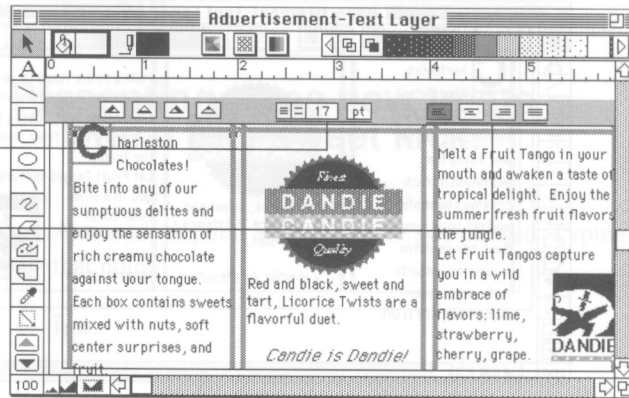
4. Choose Show Text Ruler from the View menu.

The text ruler appears (figure 3-19).

Figure 3-19
Text ruler

Lines spacing
buttons

Text alignment
buttons



With the text ruler displayed, you can use the line spacing buttons to change the line spacing. The current spacing is 17 points, let's change it to 15 points.

5. Click the decrease line spacing button twice (figure 3-20).

Figure 3-20
Decrease line
spacing button



The line spacing of the paragraph changes. Each click of the increase or decrease line spacing button increases or decreases the line spacing by 1 point (figure 3-21). (Although you won't try this here, you can also set line spacing to other units of measurement such as lines, inches, centimeters, or millimeters.)

Figure 3-21
Changed line spacing



You can also change the margins for text by selecting the text with the text tool and then dragging the margin markers in the ruler. Let's change the margins for the third column.

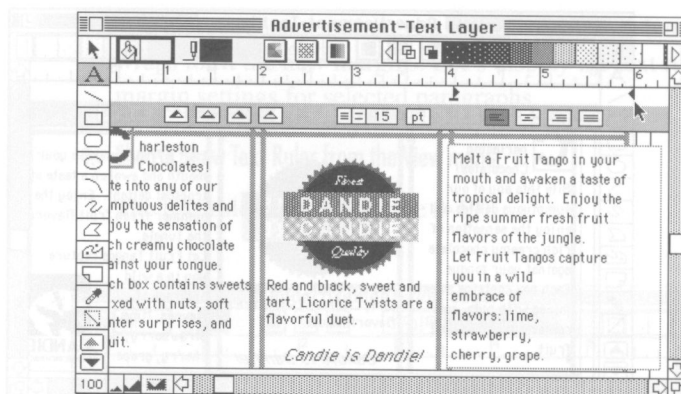
6. Click the text tool to select it.
7. Click the first sentence of the third column to place the insertion point there.

The text ruler appears with two black triangles indicating the current margins for the selected text object. (You may need to scroll to the right to see the second triangle.)

To format a single paragraph, you only need to click it. To format more than one paragraph, you must select all the text that you want to format. After selecting text with the text tool, you can drag the margin markers on the ruler to change the margins.

8. Scroll the document to the right to bring the third column's right margin marker into view.
9. Drag the right margin marker to the 6-inch division mark on the ruler (figure 3-22).

Figure 3-22
New margin position



The text reformats to fit the new margins.

10. Press Enter.

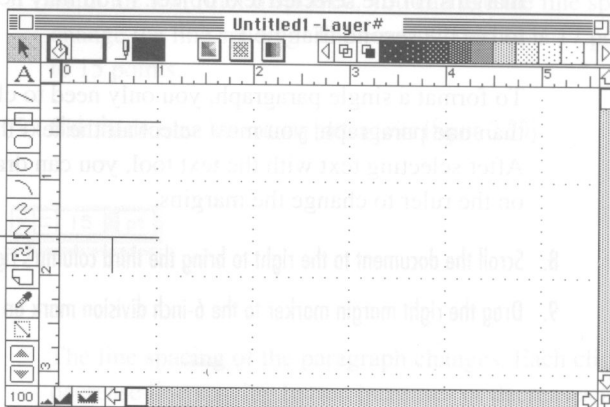
Using Object Rulers and Autogrid

MacDraw Pro also provides object rulers to help you position and size objects (figure 3-23).

Figure 3-23
Object rulers

Gridline

Gridpoints



You can display or hide the object rulers as needed. MacDraw Pro is preset to use rulers that measure in inches. You can also select one of five other preset rulers with different measuring units and scales or customize the ruler settings to match the requirements of your documents.

When you open a new document, MacDraw Pro displays gridlines and gridpoints that match the measuring units of the currently selected ruler.

The grid is a useful guide for drawing objects in precise sizes and in specific locations. One gridpoint appears for each division in the ruler. Gridlines appear at major ruler divisions. You can display or hide the grid whenever you want.

You can have MacDraw Pro help you draw and reposition objects so that they conform to the spacing of the grid. The autogrid feature automatically sizes and positions objects precisely on the grid as you create, resize, or reposition them.

Next, you'll use the object rulers and autogrid to help you draw a line of a specific length.

1. Choose Hide Text Ruler from the View menu.

With the text ruler hidden you have more room for viewing the screen.

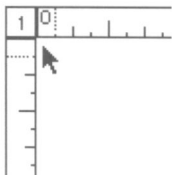
2. Choose Show Rulers from the View menu.

The object rulers appear. The point where the two rulers meet in the upper left corner of the document is called the zero point.

3. Choose Turn Autogrid On from the Layout menu.

From now on all the objects you draw or reposition will conform to the grid spacing. All the objects you drew before turning on the autogrid remain in their original positions. (MacDraw Pro does not reposition them.)

4. Scroll the document so that it looks similar to figure 3-24.



Zero point

Figure 3-24
Scrolled document



5. Click the line tool to select it.
6. Position the pointer 1 inch to the right and 5-1/4 inches down from the zero point and drag to draw a horizontal line that ends at the 5-inch mark on the ruler (figure 3-25).

Figure 3-25
Draw this line



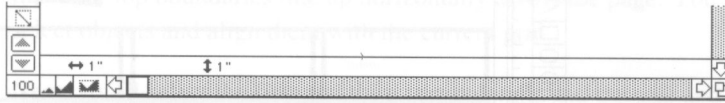
As you move the pointer over the document, thin dotted lines in the rulers show the pointer position. Watching the rulers, you can precisely adjust the pointer's position.

The line extends from gridpoint to gridpoint as you drag. With the autogrid on, MacDraw Pro forces the line to start and end on a gridpoint. MacDraw Pro is preset to create new documents with the autogrid turned on. If you want to draw or reposition objects off the grid, turn the autogrid off.

Using the Size Bar

As additional help for accurately sizing and positioning objects, you can display the Size bar (figure 3-26).

Figure 3-26
Size bar



The Size bar is similar to a gauge that constantly updates with information about the dimensions and positioning of objects. For example, as you move the pointer over a document, the Size bar shows the pointer's horizontal and vertical position. As you draw a line, the bar shows the length, width, and angle at which you are drawing or rotating the object, and the horizontal and vertical distance that the pointer has moved. Let's try out the Size bar and see how it can help you draw and position objects precisely.

1. Choose Show Size from the View menu.

The Size bar appears at the bottom of the window.

2. Move the pointer over the document to see how the Size bar constantly updates to show the pointer position.

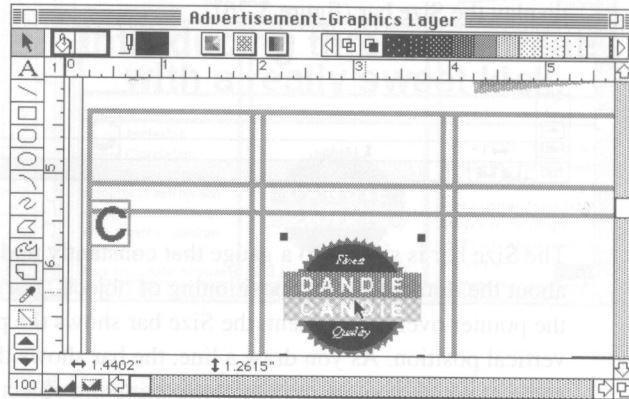
The bar also shows the size of objects when you position the pointer on them and hold down the mouse button.

Next, let's drag the Dandie Candie seal to a new position. This seal is on the Graphics Layers, so you must first make that layer active.

3. Click the down arrow of the layer controls.

4. Position the pointer on the seal and hold down the mouse button (figure 3-27).

Figure 3-27
Showing the size of
an object

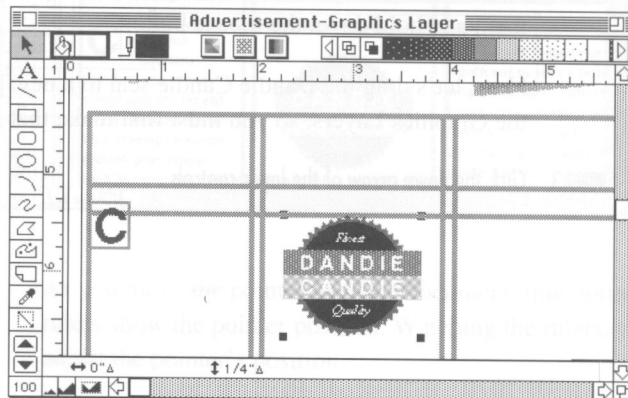


The bar now shows the horizontal and vertical size of the object. When you drag an object, the bar shows the distance that the object has moved.

5. Drag the seal 1/4 inch up until its top is even with the gray gridline (figure 3-28).

Watch the Size bar as you drag to see the exact distance the object has moved.

Figure 3-28
Showing the distance
moved



6. Click the up arrow of the layer controls to view how the seal aligns with the text.

Aligning Objects

The fine adjustments necessary to align objects in straight rows, columns, or diagonally can be time-consuming and difficult. MacDraw Pro can line up your objects automatically for you. For example, you can align objects so that their top boundaries line up horizontally across the page. You can also select objects and align them with the current grid.

Next, you'll select the first and third text columns and the seal and then align them horizontally so their top boundaries line up (figure 3-29).

Figure 3-29
Realigned objects



1. Choose Hide Rulers from the View menu and choose Hide Size from the View menu to view more of your document.
2. Click the first column and then Shift-click the third column to select both of them.

The seal is on a different layer so you can't select it by Shift-clicking. To work with objects on different layers, you can choose the Preferences command from the Layout menu and select the "Multilayer selection" option in the General Preferences panel. You can then select and work with objects on all visible layers at once. MacDraw Pro also provides a shortcut for selecting objects on different layers. Holding down Option allows you to select or move objects on any layer.

3. Holding down Option, Shift-click the seal to select it.

The three objects you want to align are now selected.

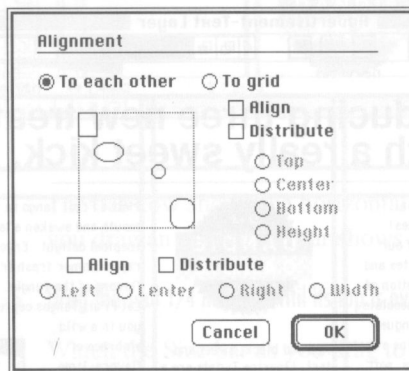
4. Choose Alignment from the Arrange menu.

The Alignment dialog box appears.

The top of the dialog box provides options for aligning objects according to their relative positions to each other, or aligning them to the current grid. You want to align the three selected objects with each other, so leave the “To each other” option selected.

5. Click the Align check box under the “To grid” option (figure 3-30).

Figure 3-30
Alignment
dialog box



MacDraw Pro shows a sample of the alignment that you select.

You can align objects horizontally by their tops, centers, or bottoms. MacDraw Pro is preset to align objects horizontally by their top boundaries.

6. Click the Center and Bottom buttons to see samples of these alignments.

Let's align the selected objects by their top boundaries.

7. Click the Top button and click OK.

MacDraw Pro realigns the objects by their top boundaries.

Creating Notes

You can post notes as temporary reminders, comments, or other notices on a drawing. You can display or hide them whenever you want.



Note tool

A note is a text object that you create with the note tool. You create, edit, and format notes using standard Macintosh text editing techniques. You can also cut, copy, and paste notes in the same way as other MacDraw Pro objects.

Next, you'll create a note (figure 3-31).

Figure 3-31
Note



1. Click the note tool.

The note tool uses the last font, font size, and font style you used in your document. You can choose any font, font size, or style you want for text from the Font, Size, and Style menus.

2. Position the pointer at the top left corner of the third column of text and drag to draw a note object (figure 3-32).

Figure 3-32
Drag to create a
note



The right and left boundaries of the object become the margins for the text.

3. Type:

Please return your comments by
Wednesday.

4. When you are finished typing, press Enter.

You can change the size of the note by dragging a corner handle. When you resize a note, the text wraps to match the changed margins.

To see the rest of the document more easily, let's hide the note.

5. Choose Hide Notes from the View menu.

The note is now temporarily hidden. When you want to view the note again, you can choose Show Notes from the View menu. Show Notes is only available when there are hidden notes in a document.

Checking Spelling

After you create or edit text in a document, you can have MacDraw Pro check your spelling.

MacDraw Pro can compare the spelling of each word in your document against a 100,000-word dictionary, and identify words that may be misspelled, suggest the correct spelling for those words, and then replace them with the correct spelling. MacDraw Pro can check the text in all text objects and notes, whether they are hidden or displayed.

MacDraw Pro also allows you to create your own User Dictionary—a special dictionary that you create to hold correctly spelled words that are not included in the Main Dictionary. A User Dictionary might hold technical or industry-specific terms, names, or non-words, such as part numbers. MacDraw Pro can refer to a User Dictionary and determine when your special vocabulary is correctly spelled in a document. You can create as many different user dictionaries as you want. (MacDraw Pro only refers to one User Dictionary at a time, however.)



Check All in the
Spelling submenu

To check spelling, you choose a spelling command from the Edit menu's Spelling submenu.

Let's check the spelling in all the text objects including the note in the document.

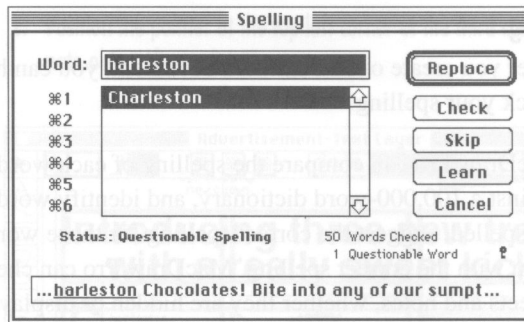
- ◆ **Note** To check spelling for this tutorial, you must have the Main Dictionary placed in the System Folder, Claris folder, or in the folder holding MacDraw Pro. If you have not placed the Main Dictionary in one of these folders, MacDraw Pro will display a dialog box asking you to locate the Main Dictionary. Open the disk or folder containing the Main Dictionary and click OK.

1. Choose Check All from the Edit menu's Spelling submenu.

The Check All command tells MacDraw Pro to check all the text in a document. To check just the text and notes in the active layer, you choose Check Layer. You can also select particular text objects or notes and choose Check Selection to check them.

MacDraw Pro checks the document and shows you the first questionable spelling in the Spelling dialog box (figure 3-33).

Figure 3-33
Questionable word



The questionably spelled word “harleston” appears highlighted in the Word box. This word is spelled correctly because its first letter “C” appears as an ornamental dropped capital letter. Because you don’t need to change the spelling of this word, you can skip it.

2. Click Skip.

MacDraw Pro locates the next questionably spelled word “delites.” This is a misspelling so let’s have MacDraw Pro correct the error.

Underneath the word “delites” (in the Word box) is a list of correctly spelled words, one of which you may have meant to use in the document. You can click one of these words to select it or type the correct spelling in the Word box.

3. Click the third choice “delights” to select it.

4. Click Replace.

The correctly spelled word replaces the misspelling in your document, and MacDraw Pro continues its search for questionable spellings.

The next questionably spelled word MacDraw Pro displays is “Candie.” Because this is a product name, you may want to add it to your User dictionary so that MacDraw Pro won’t stop to correct this spelling in the future. Clicking Learn adds the word to the User Dictionary.

You can have MacDraw Pro learn this spelling or skip the word, if you want.

5. Click Learn or Skip as you wish.

Again, MacDraw Pro finds the next questionable word “Dandie.” Again you can have MacDraw Pro learn the word or skip it.

6. Click Learn or Skip as you wish.

MacDraw Pro continues checking the spelling until all the text has been checked and the Done button appears.

7. Click Done to stop checking spelling.

Look at the Finished Ad

You’ve now tried out many MacDraw Pro features for working with text and graphics. Let’s look at the finished advertisement (figure 3-34).

Figure 3-34
Completed ad



1. Click the zoom out control to reduce the document to a 50-percent zoom level.

Last, let’s hide the layout grid layer.

2. Choose Layers from the Layout menu.

The Layers dialog box appears.

3. Click Layout Grid to select it and click Hide.

4. Click OK.

5. Scroll the document to see your work.

In the next section, you'll try out some advanced drawing features and work with slides. You can save your document and take a break, or continue on with the next chapter.

Take a Break?

To quit now and take a break, follow these steps.

1. Click the close box in the document's upper-left corner, or choose Close from the File menu.

2. When MacDraw Pro asks if you wish to save your changes, click Yes or No, as you wish.

You won't be using the current document in the next chapter, so you can save the changes or not, as you wish.

3. Choose Quit from the File menu to leave MacDraw Pro.

Once you close your document and choose Quit, you can choose Shut Down from the Special menu to turn off your Macintosh.

Figure 4-1
Slides of the Sales
Meeting document

Chapter 4

Advanced Features

Introduction	4-2	Filling Objects With a Gradient	4-16
Creating Presentations	4-4	Showing a Slide Presentation	4-22
Working With a Library	4-6	Creating Stationery	4-23
Working With Slides	4-10	Quitting	4-26
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Chapter 4

4. Click OK.
5. Scroll the document to see your work.

In the next section, you'll try out some advanced drawing features and work with slides. You can save your document and take a break, or continue on with the next chapter.

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You won't be using the current document in the next chapter, so you can save the changes or not, as you wish.
3. Choose Quit from the File menu to leave MacDraw Pro.

Once you close your document and choose Quit, you can choose Shut Down from the Special menu to turn off your Macintosh.

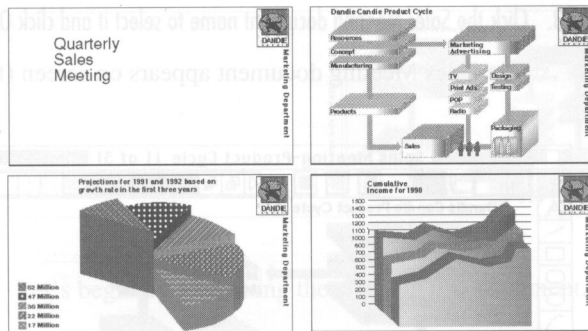
Advanced Features

Introduction

If you took a break after the last chapter, turn on your Macintosh and again open the folder containing MacDraw Pro. Start up MacDraw Pro by double-clicking the application icon, or by selecting it and choosing Open from the File menu. If you're continuing the tutorial from chapter 3, the Advertisement document is on the screen.

In this chapter you'll complete a MacDraw Pro slide presentation (figure 4-1). The Sales Meeting document holds three slides of business graphics and charts. After adding some final touches to the slides and trying out several advanced features of MacDraw Pro, you'll display the slides as a presentation on the Macintosh screen.

Figure 4-1
Slides of the Sales Meeting document



If you've just started up MacDraw Pro, a new empty document is on the screen. If you're continuing the tutorial, the Advertisement document is on your screen. Next, you'll close the current document and open the Sales Meeting document.



Close box

1. Click the close box at the top left corner of the document window.

If you've made changes in the document, MacDraw Pro displays a message asking if you want to save your changes. Save or discard your changes as you want. If you haven't made changes to the document, MacDraw Pro closes it without displaying a message.

2. Choose Open from the File menu.

The Open dialog box appears (figure 4-2).

Figure 4-2
Open dialog box

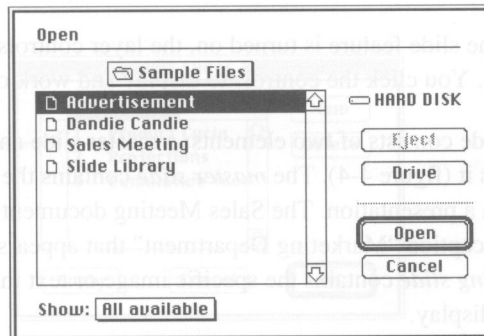
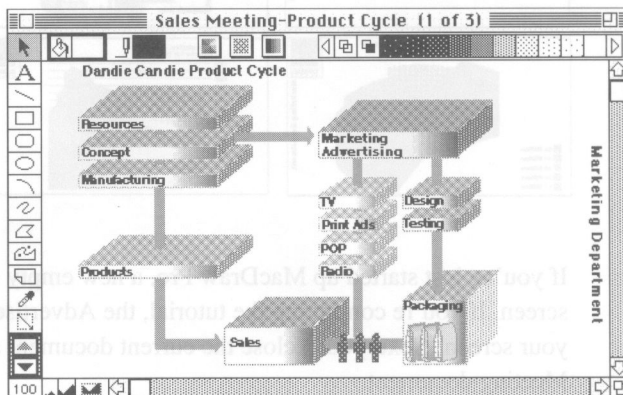


Figure 4-3
Sales Meeting
document

3. Click the Sales Meeting document name to select it and click Open.

The Sales Meeting document appears on screen (figure 4-3).



- ◆ **Note** You can adjust the size of the MacDraw Pro window to match the screen size shown in the figures, if you wish.

Creating Presentations

You can use MacDraw Pro to create a document as a series of slides or overheads that you can print or display on the Macintosh screen. To create slides, you must turn on the MacDraw Pro slide feature with the Turn Slides On command from the Layout menu. In the Sales Meeting document, the slide feature is already turned on; the first slide appears on your screen.

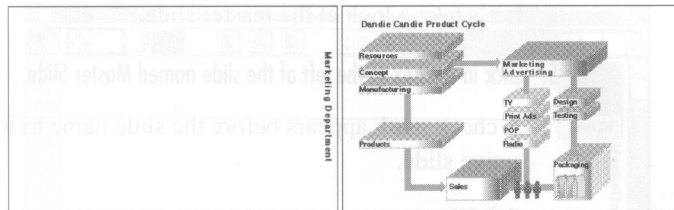
When the slide feature is turned on, the layer controls become the slide controls. You click the controls to display and work on different slides.

Each slide consists of two elements: a master slide and a slide which overlays it (figure 4-4). The *master slide* contains the background for all the slides in a presentation. The Sales Meeting document master slide contains the text caption “Marketing Department” that appears on all slides. The *overlying slide* contains the specific image or text that a particular slide should display.



Slide controls

Figure 4-4
Master slide and
slide overlay



Let's begin by examining the slides in this document.

1. Click the down arrow of the slide controls to see the next slide.

A different slide appears showing a sales projections chart. The title bar changes to show the name of the current slide. The number after the name shows that it is the second slide of a series of three.

2. Click the down arrow again.

The next slide appears. Because this is the last slide, the down arrow becomes dimmed.

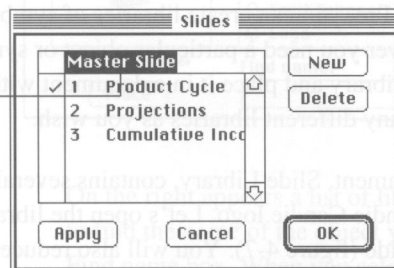
3. Click the up arrow twice to display the first slide again.

The up arrow dims because this is the first slide. You cannot use the slide controls to display the master slide alone. To display and work on the master slide, you make the master slide active by first choosing the Slides command and then selecting the master slide.

4. Choose Slides from the Layout menu to open the Slides dialog box (figure 4-5).

Figure 4-5
Slides dialog box

Master slide position



The Slides dialog box shows the names of slides in the document. The slide at the top of the list is the master slide. The other slide names are numbered to show the order in which they will appear.

Let's take a look at the master slide.

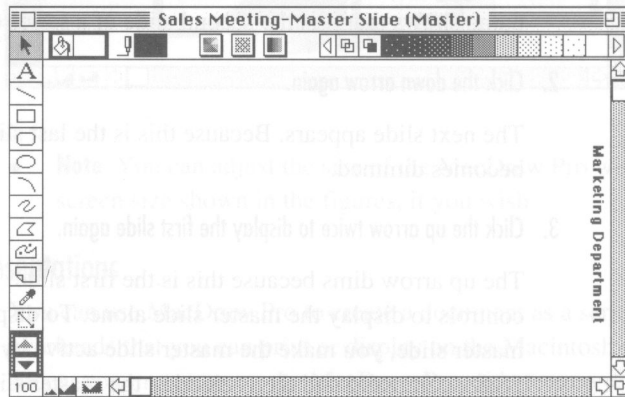
5. Click in the box to the left of the slide named Master Slide.

A check mark appears before the slide name to indicate that this is the active slide.

6. Click OK.

The master slide appears by itself on the screen (figure 4-6). The objects that you place on this slide will appear on every slide in the series. Next, you'll add the Dandie Candie logo to the master slide so that all slides in your presentation will display the logo.

Figure 4-6
Master slide



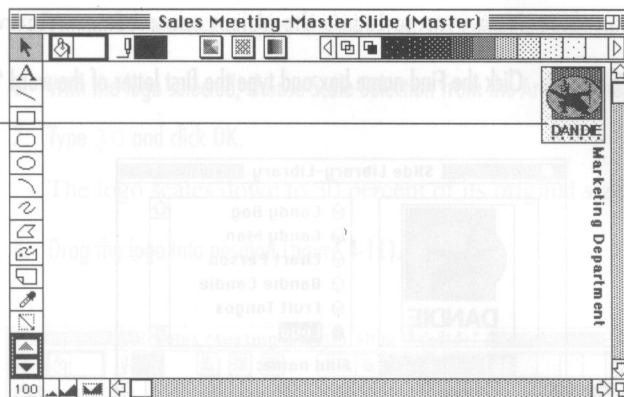
Working With a Library

With MacDraw Pro, you can create libraries of symbols or ready-made objects. Whenever you need a particular object or symbol, you can quickly recall it from a library and place it in a document without redrawing. You can create as many different libraries as you wish.

The library document, Slide Library, contains several library objects, one of which is the Dandie Candie logo. Let's open the library and place the logo on the master slide (figure 4-7). You will also reduce the size of the logo and store the scaled version in the library for future use.

Figure 4-7
Master slide

Object taken from
library



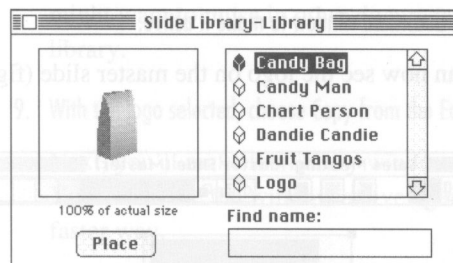
1. Choose Open from the File menu and choose Library from the Show pop-up menu.

The Open dialog box appears. If many files are on your disk, you can make it easier to look for library documents by choosing Library from the Show pop-up menu. This limits the names in the list box to only those documents that are libraries (and folder names).

2. Click the library document named Slide Library and click Open.

MacDraw Pro opens the library window (figure 4-8).

Figure 4-8
Library window

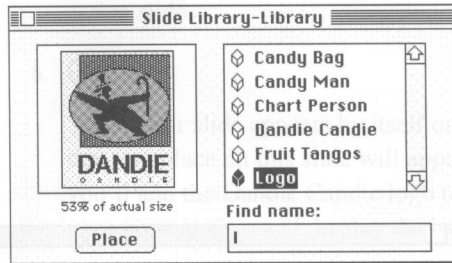


On the right appears a list of library object names. You can scroll the list to find the name of the object you want, or you can type the name in the Find name box. When you select a name in the list box, a representation of the object appears in the box on the left.

You want to locate the object named *Logo* (figure 4-9).

3. Click the Find name box and type the first letter of the word "Logo": 1

Figure 4-9
Selected library
object



As you enter a letter, MacDraw Pro automatically locates the first library object whose name begins with "L." MacDraw Pro locates the logo library object and displays its representation in the left box.

With the object selected, you can now place it in the document.

4. Click Place.

MacDraw Pro places the logo on the slide. You can now make the document window active and reposition the object.

5. Click the document window to make it active.

You can now see the logo on the master slide (figure 4-10).

Figure 4-10
Logo on the master
slide

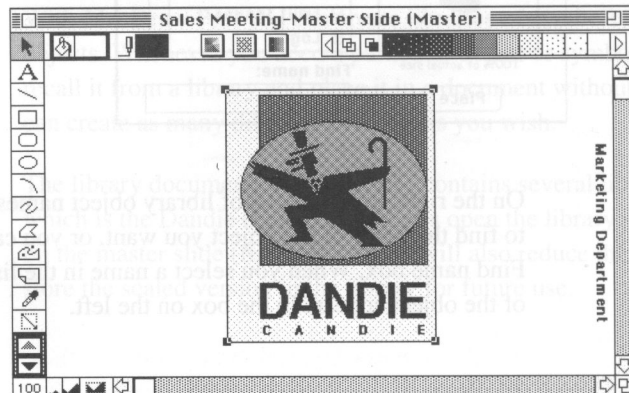


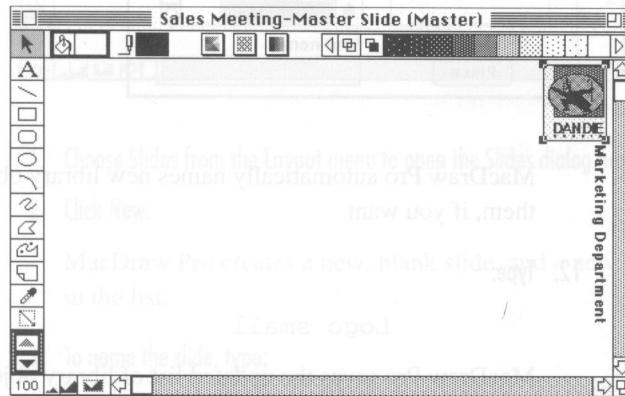
Figure 4-11
Scaled and properly
positioned logo

Let's reduce the logo's size so that it fits better on the slide.

6. With the logo selected, choose Scale Selection from the Arrange menu.
7. Type 30 and click OK.

The logo scales down to 30 percent of its original size.

8. Drag the logo into position (figure 4-11).



This document has a new object — the scaled-down logo — that you might want to reuse in other documents. Let's place a copy of it in the library.

9. With the logo selected, choose Copy from the Edit menu.

Next, you'll make the library window active and paste the copy into it. You can make the window active again by clicking it, but let's use a faster way.

10. Press Command-Shift-W.

This key combination sends the current window back behind any other open windows and makes the next inactive window the active one.

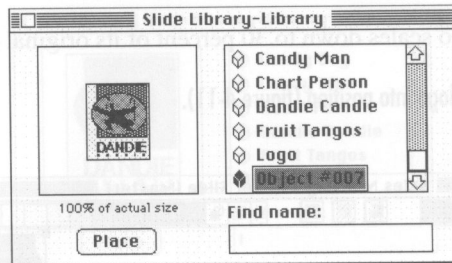
MacDraw Pro has many such key combinations, called command keys, that you can use instead of choosing commands from menus or clicking controls.

With the library window active, you can place the copied object into the library.

11. Choose Paste from the Edit menu.

The scaled-down logo appears in the library document (figure 4-12).

Figure 4-12
Newly sized logo in
the library



MacDraw Pro automatically names new library objects. You can rename them, if you want.

12. Type:

Logo small

MacDraw Pro saves the updated list of library objects when you close the library window or save the document.

13. Choose Close from the File menu or click the library document's close box to close the library window.

Because you've made changes to the library that you're closing, MacDraw Pro asks if you want to save your changes.

14. Click Yes in the Save Changes dialog box.

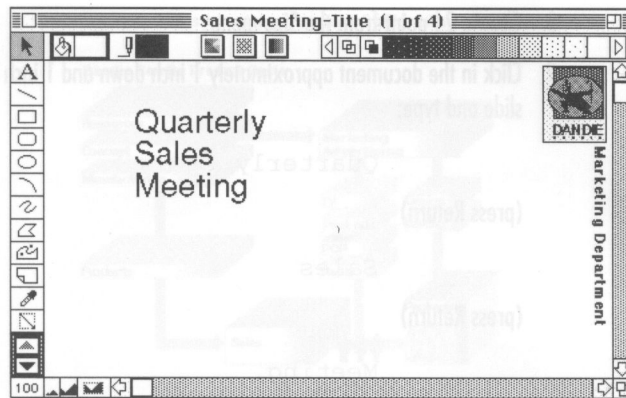
15. Click the down arrow several times.

The logo now appears on all the slides.

Working With Slides

When working with slides, you can change the order of slides, create new ones, and delete or rename them. Let's create a new slide similar to the one shown in figure 4-13, name it, and then change the slide order so that the new slide is first.

Figure 4-13
New slide



1. Choose Slides from the Layout menu to open the Slides dialog box.
2. Click New.

MacDraw Pro creates a new, blank slide, and a new slide name appears in the list.

3. To name the slide, type:

Title

You can select and change any of the slide names that appear in the list. This slide will be the opening slide of a presentation, so let's place it first in the slide order.

4. Drag the Title slide name into the number 1 slide position (below the Master Slide.)

The Title slide now occupies the first position in the series, and the Product Cycle slide moves down into the second position.

5. Click in the column to the left of the slide name to make the Title slide active.

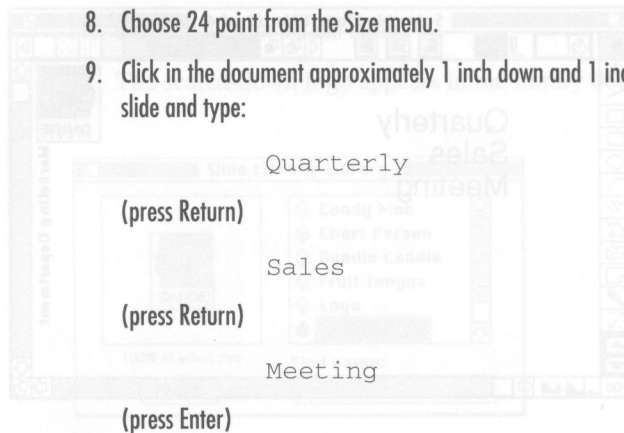
Next, let's add some text to the slide.

6. Click OK.

The new slide appears on the screen showing only the contents of the master slide. You can now create an image or type text that should appear on the slide.

7. Select the text tool.

Figure 4-12
Newly sized logo in
the library



8. Choose 24 point from the Size menu.
9. Click in the document approximately 1 inch down and 1 inch from the left edge of the slide and type:

Quarterly

(press Return)

Sales

(press Return)

Meeting

(press Enter)

10. Click the up and down arrows to see the new order of the slides.

Setting Views

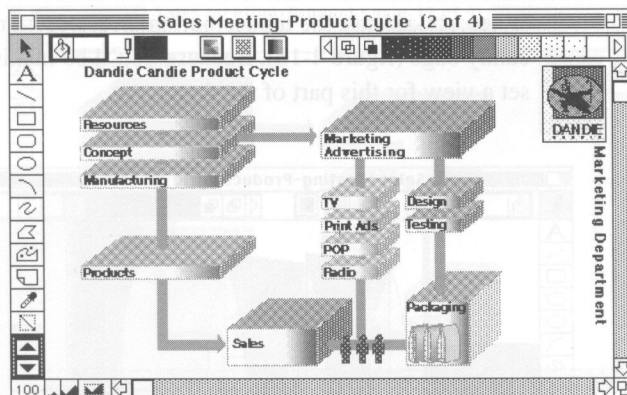
At times you may find yourself frequently returning to specific areas of a document to change or modify them. You can set MacDraw Pro to automatically show specific views of your work at a specific location or zoom level. Setting views gives you a simple way to move quickly to different locations in a document without scrolling.

For example, you can set MacDraw Pro to show a close up view of details that you're working on and set another view that provides an overview of the whole document. You can set up to nine different views.

Let's set two views of the Product Cycle slide.

1. Click the slide controls to display the Product Cycle slide on the screen (figure 4-14).

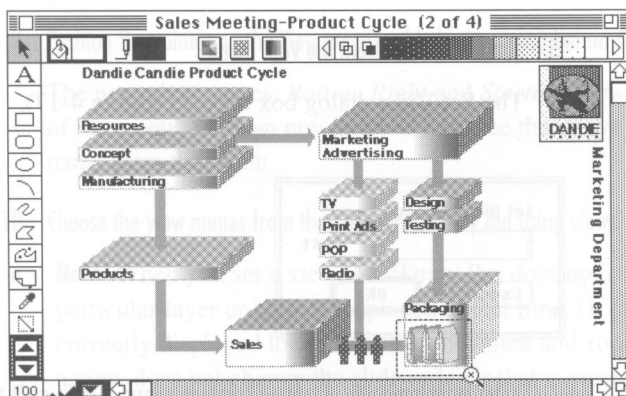
Figure 4-14
Product Cycle slide



Fractional zoom
control

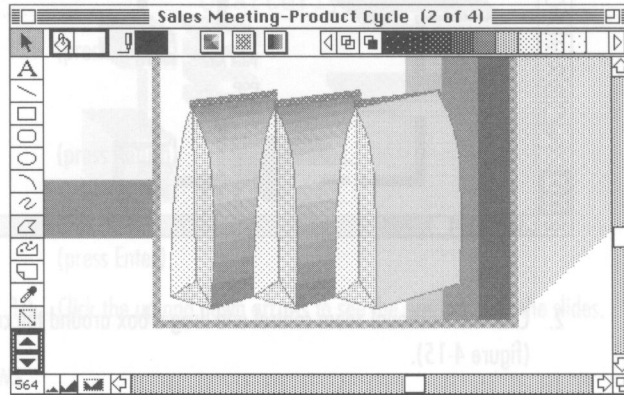
- Click the fractional zoom control and drag a box around the candy bags in the drawing (figure 4-15).

Figure 4-15
Enlarging the candy
bags



When you release the mouse button, MacDraw Pro zooms in on the candy bags (figure 4-16). Because you'll be making changes here, let's set a view for this part of the document.

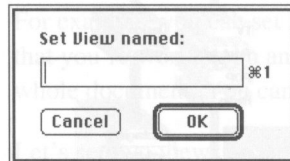
Figure 4-16
Enlarged candy bags



3. Choose Set View from the View menu.

The Set View dialog box appears (figure 4-17).

Figure 4-17
Set View dialog box



You now specify a name for the view. Let's call this view *Bottom Right*.

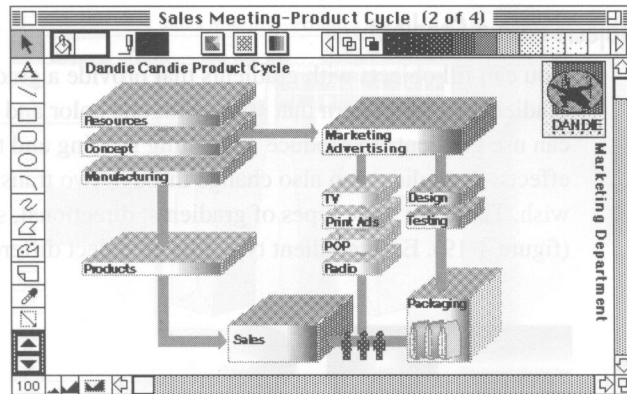
4. Type:

Bottom Right

5. Click OK.

6. Click the zoom percentage box to return the document to the 100-percent zoom level, and scroll the document to the view you saw when you first opened the document (figure 4-18).

Figure 4-18
Starting view



7. Choose Set View from the View menu, type:

Starting View

8. Click OK.
9. Position the pointer on the View menu and hold the mouse button down to open the menu.

The new view names, *Bottom Right* and *Starting View*, appear at the end of the menu. You can now immediately see the views by choosing a view name from the menu.

10. Choose the view names from the View menu to try out using views.

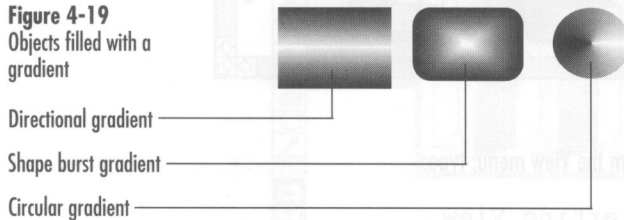
- ◆ **Note** When you set a view, MacDraw Pro does not record which particular layer or slide is displayed at that time. (It only records the currently displayed location in the document and zoom level.) Choosing a view does not change the slide or layer that is currently on the screen. Thus, you can use the same views to view other slides or layers.

11. Before continuing, choose the Bottom Right view from the View menu.

Filling Objects With a Gradient

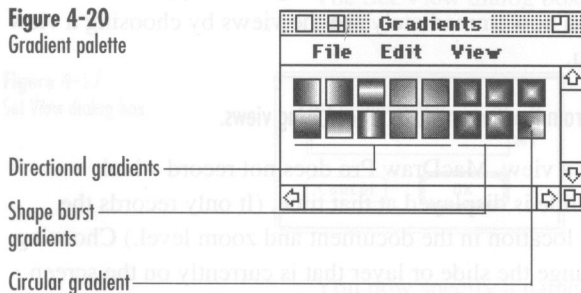
You can fill objects with gradients that provide a gradual change of color. A gradient is a fill pattern that starts with one color and ends with another. You can use gradients to produce interesting shading and three-dimensional effects. A gradient can also change through two transitional colors, if you wish. There are three types of gradients: directional, shape burst, and circular (figure 4-19). Each gradient type fills an object differently.

Figure 4-19
Objects filled with a gradient



The Gradient palette provides a choice of black and white gradients ready for use (figure 4-20). You can create new gradients of your own, using colors from the Color palette.

Figure 4-20
Gradient palette

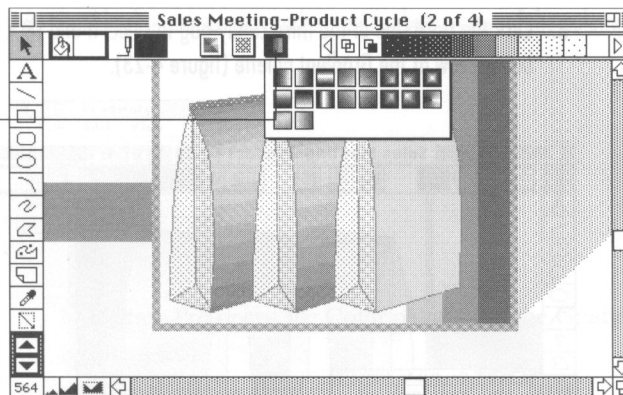


In this exercise, you'll fill the two objects with different gradients to see how they look.

1. Position the pointer on the Gradient icon in the Style palette and drag to tear off the Gradient palette (figure 4-21).

Figure 4-21
Style palette

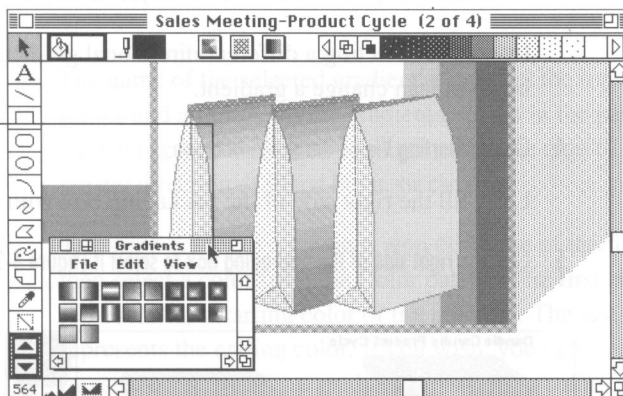
Gradient icon



- ◆ **Note** A new document displays 16 black-and-white gradients in the Gradient palette. Two additional gradients were added to this document's Gradient palette especially for this tutorial.
2. Position the pointer on the palette's title bar and drag the palette to the lower left corner of the document (figure 4-22).

Figure 4-22
Gradient palette

Title bar

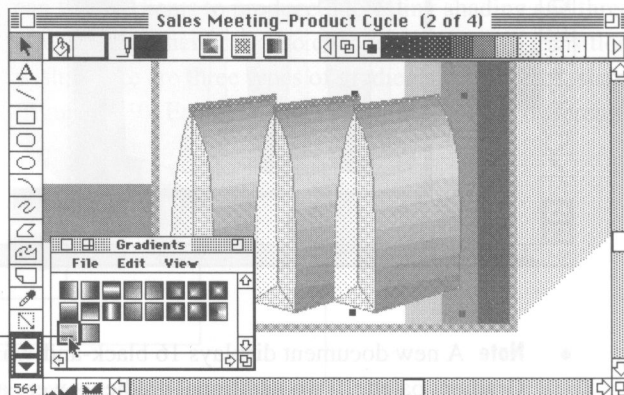


Let's fill the candy bag on the right with a gradient.

Figure 4-23
Candy bag filled
with a directional
gradient

First gradient cell

3. Click the right side of the third candy bag to select it and click the first gradient cell in the bottom row of the Gradient palette (figure 4-23).



The object fills with a directional gradient. With a directional gradient, the gradient colors change from one side of the object to the other.

A directional gradient can fill an object at any angle you want.

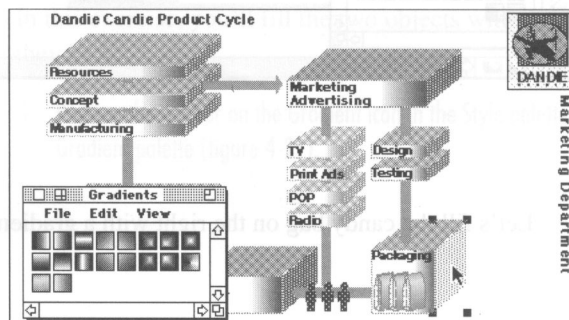
Instead of selecting a different directional gradient, let's edit one to see how you can change a gradient.

4. Choose Starting View from the View menu.

Let's fill the right side of the packaging box with an edited gradient.

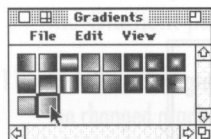
5. Click the right side of the packaging box to select it (figure 4-24).

Figure 4-24
Select the right side
of the packaging
box



6. Double-click the second gradient on the bottom row of the palette (figure 4-25).

Figure 4-25
Double-click this
gradient



MacDraw Pro opens the Color palette and the Gradient Editor dialog box (figure 4-26).

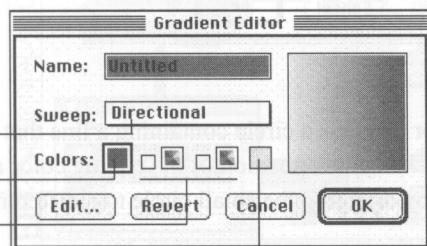
Figure 4-26
Gradient Editor
dialog box

Sweep pop-up menu

Starting color box

Transitional color
boxes

Ending color box



The name of the selected gradient appears at the top of the Gradient Editor and a sample of the gradient appears in the panel on the right. The Sweep pop-up menu allows you to select the type of gradient you want to create: directional, shape burst, or circular.

To assign colors to a gradient, you click one of the four Color boxes and then select a color from the Color palette. The first box on the left represents the starting color of the gradient. The last box on the right represents the ending color. If you wish, you can select one or two transitional colors for a gradient by selecting colors for the middle two boxes.

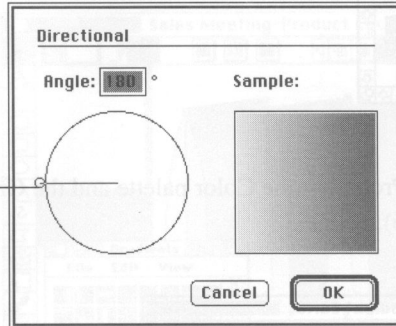
Let's leave the colors as they are for now and change the direction of this gradient.

7. Click Edit.

MacDraw Pro opens another dialog box for editing directional gradients (figure 4-27).

Figure 4-27
Directional Editor
dialog box

Ending color position

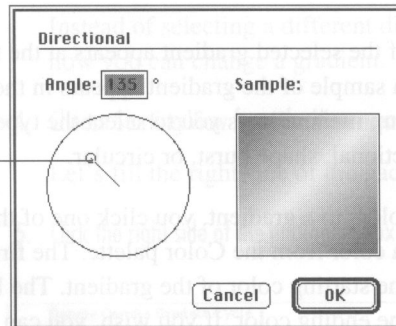


The editor displays a circle containing a line that ends with a small circle. You can change the position of the ending color and the angle of the gradient by dragging the small circle to a different position.

8. Position the pointer on the small circle and drag it to the position shown in figure 4-28.

Figure 4-28
Edited gradient

Ending color position



The sample panel shows you the result of your changes.

With the gradient edited, let's see how it looks in the document.

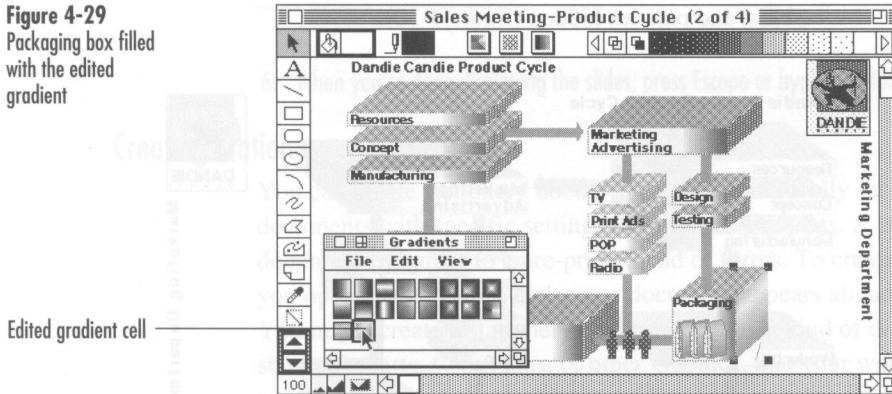
9. Click OK in the Directional Editor dialog box.

10. Click OK in the Gradient Editor dialog box.

The edited gradient now appears in the cell that you doubled-clicked in the Gradient palette.

11. Click the edited gradient cell in the Gradient palette to fill the packaging box object with the changed gradient (figure 4-29).

Figure 4-29
Packaging box filled
with the edited
gradient



MacDraw Pro fills the object with the edited gradient. You can edit and select different colors for all three gradient types.

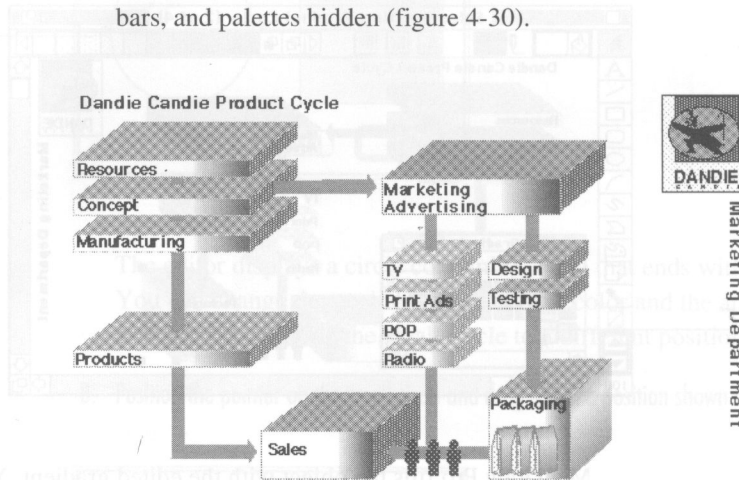
Showing a Slide Presentation

You can use MacDraw Pro to give a slide presentation on your Macintosh and control the presentation by pressing keys or pressing the mouse button. Let's display these slides as a presentation.

1. Choose Turn On Slide Show from the View menu to start a full-screen presentation.

The active slide appears on your screen with menus, title bars, scroll bars, and palettes hidden (figure 4-30).

Figure 4-30
Full-screen slide



You can use the arrow keys to display the slides one by one.

2. Press the right arrow key to go to the next slide.
3. Press the left arrow to return to the previous slide.

You can also click the mouse button to advance through the slides.

4. Click the mouse button to see all of the slides.

As you give a presentation, you can also jump to a specific slide, or blank or black out the screen when you temporarily halt a presentation.

MacDraw Pro provides several useful display functions that you can call with the press of a key.

5. Experiment displaying the slide using the control keys listed in table 4-1.

Table 4-1
Control keys for
displaying a slide
presentation

Function	Key
Show next slide	Right or Down Arrow
Show previous slide	Left or Up Arrow
Show a specific slide	Type slide number, press Enter
Blank or display screen	, (comma)
Blackout or display screen	. (period)
Hide or display pointer	= (equals)
Stop slide show	- (hyphen) or Esc

6. When you're done displaying the slides, press Escape or hyphen to turn off the slide show.

Creating Stationery

You can create stationery documents that automatically set up new documents with specific settings and graphic elements. A stationery document is similar to a pre-printed pad of forms. To create a new document, you open the stationery and a new document appears already set up for you. You might create a stationery document for each kind of document, such as standard charts, floor plans, or other graphics, that your work routinely requires. You can also create automatic stationery that changes the original MacDraw Pro preset options for settings and holds graphic elements you want in every new document.

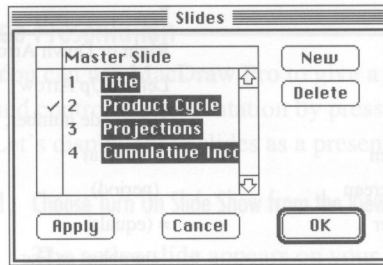
Let's save this document and its master slide as a stationery document. You could use this stationery to create new slide presentations.

1. Choose Slides from the Layout menu.

The Slides dialog box appears. You'll next select and delete the four slides in this series, leaving only the master slide in the document.

2. Shift-click the slide names so that all four slides are selected (leave the master slide unselected) (figure 4-31).

Figure 4-31
Selected slides



You can select more than one slide to copy or delete by Shift-clicking slide names.

3. Click Delete.

A dialog box appears telling you that the objects on the selected slides will be deleted.

4. Click OK.

MacDraw Pro deletes the slides; now only the master slide remains in the document.

5. Click OK to dismiss the dialog box.

The document is now set up with a master slide and settings for a slide document. If you wanted, you could draw objects, enter text, or select other settings that you want new documents to have. After setting up the document, you then save it as stationery.

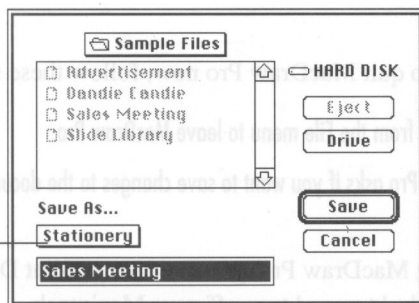
6. Click the close box in the Gradient palette to close the palette.

7. Choose Save As from the File menu.

The Save As dialog box appears (figure 4-32).

Figure 4-32
Save As dialog box

Save As pop-up
menu



You next indicate that this document should be saved as a stationery document.

8. Choose Stationery from the Save As pop-up menu (figure 4-32).
9. Type the document name:

Slide Stationery

10. Click Save.

The document is saved as stationery. From now on when you open Slide Stationery, an untitled copy appears on the screen.

11. Click the close box in the document's upper-left corner, or choose Close from the File menu to close this document.

Let's open the stationery document to see how it works.

12. Choose Open from the File menu.
13. In the Open dialog box, click Slide Stationery to select it and click Open.

A new, untitled document appears on the screen, ready for you to create a slide presentation. When done creating slides, you save the document as a MacDraw Pro document. Your slide stationery remains unchanged on disk and is available whenever you need to create a new presentation.

Congratulations, you've successfully completed the tutorial! Feel free to try out the many features of MacDraw Pro on your own and experiment further with the documents you created during the tutorial. Also, the *MacDraw Pro HyperTour* disk provides additional guided training. Read the *MacDraw Pro User's Guide* for in-depth explanations of MacDraw Pro features. To learn about MacDraw Pro color capabilities, refer to the *MacDraw Pro Color Guide*.

Figure 4-31
Selected slides

Quitting

If you want to quit MacDraw Pro now, follow these steps.

1. Choose Quit from the File menu to leave MacDraw Pro.
2. If MacDraw Pro asks if you want to save changes to the document, click Yes or No, as you wish.

After quitting MacDraw Pro, you can choose Shut Down from the Special menu on the desktop and turn off your Macintosh.

Figure 4-32
Save As dialog box

