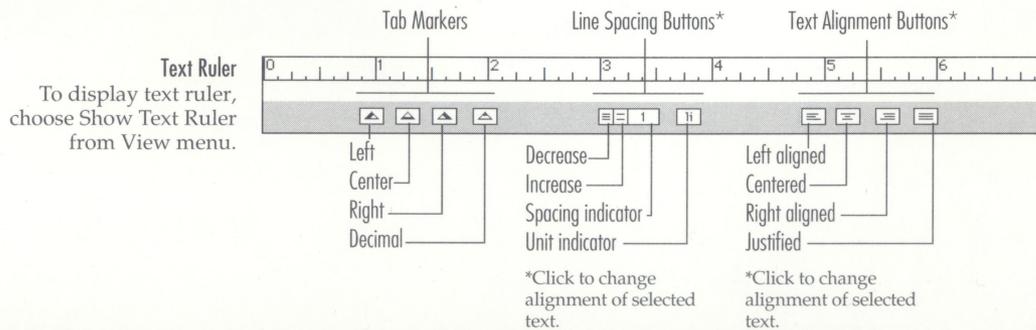
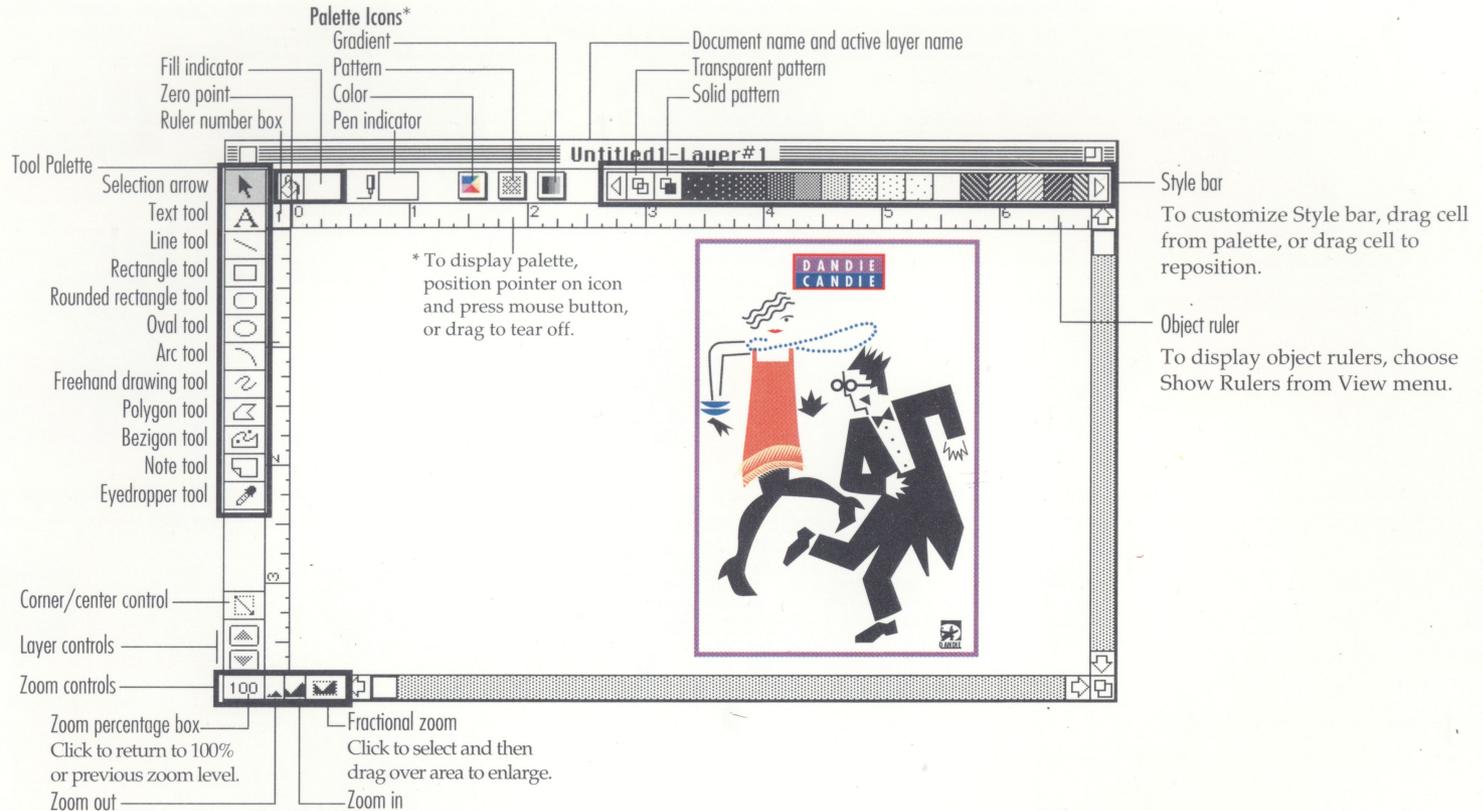


CLARIS™



MacDraw™ Pro
Quick Reference Guide

Overview



Working with Objects

Task:

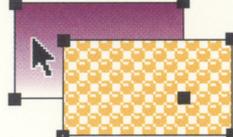
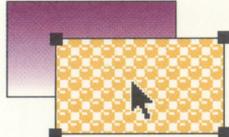
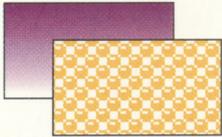
Method:

Selecting and deselecting multiple objects

Click to select one object.

Shift-click (each object) to select additional objects.

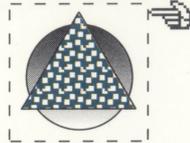
Shift-click selected object to deselect it.



Selecting an object behind another object

Drag a selection box around both objects.

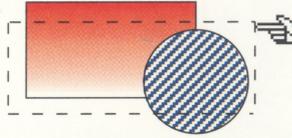
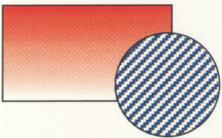
Shift-click top object to deselect it.



Selecting objects (touched by the selection box)

Command-drag the selection box around or through objects or Option-Command-drag to select objects on several layers.

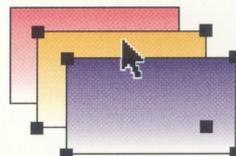
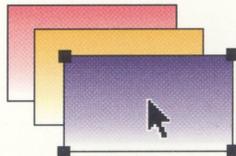
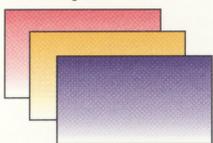
Selects all objects touched by selection box.



Selecting objects on different layers (if "Multilayer selection" option is off in Preferences dialog box)

Option-click object.

Option-Shift-click object.

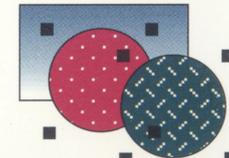
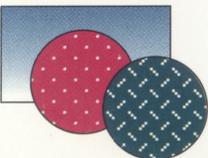


Selecting all objects of a particular type

Select tool that objects were drawn with.

Choose Select All from Edit menu or Command-Shift-A to select all objects drawn with that tool on all visible layers.

MacDraw™ Pro selects all objects created with the tool.



Working with Polygons and Bezigns

Task: Drawing curves with polygon tool

Method:

1. Select polygon tool.
2. Click.
3. Option-click at points 1 and 2.
4. Click.
5. Option-click at points 3 and 4.
6. Click starting point.

Task: Reshaping freehands, polygons, and bezigns

Method:

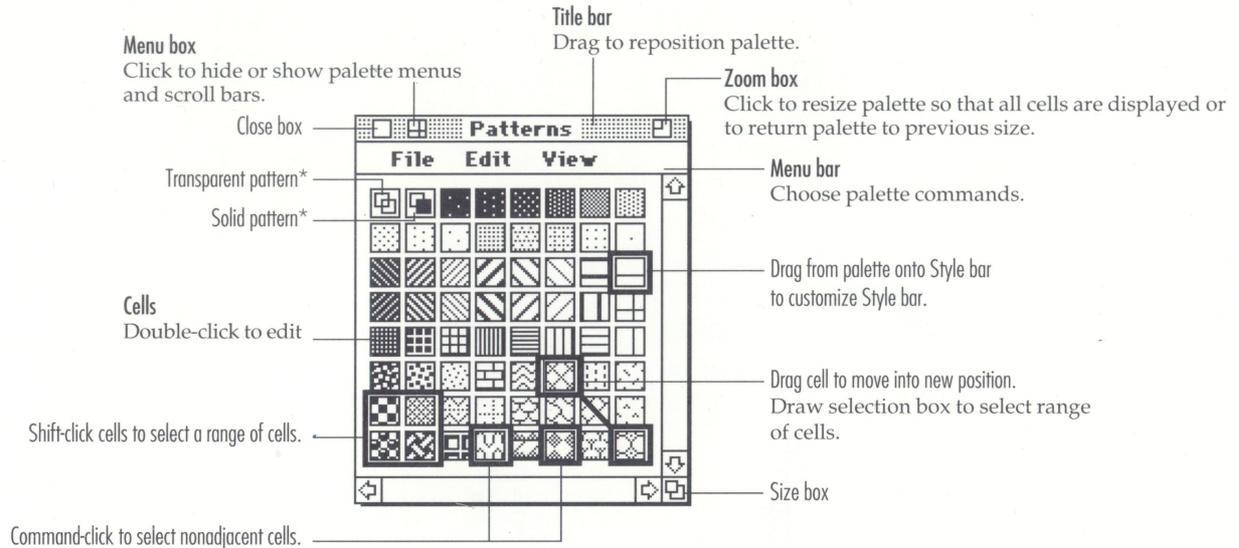
1. Select object.
2. Choose Reshape from Edit menu.
3. Drag handle to right.

Task: Mirroring shapes (polygons, bezigns, and freehand shapes only)

Method:

1. Select polygon tool.
2. Draw left half of shape.
3. Choose Duplicate from Edit menu.
4. Choose Flip Horizontal from Arrange menu.
5. Choose Cut from Edit menu.
6. Select object.
7. Choose Reshape from Edit menu.
8. Select first point.
9. Choose Paste from Edit Menu.

Working with Palettes



* In Pattern palette and Style bar only.

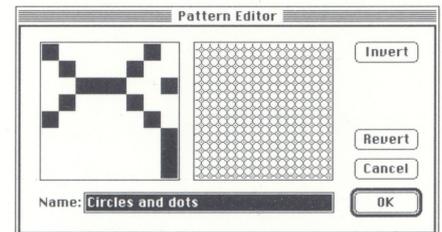
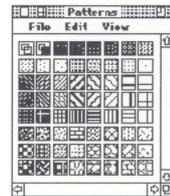
Editing cells

1. Choose Colors, Patterns, or Gradients from Layout menu.

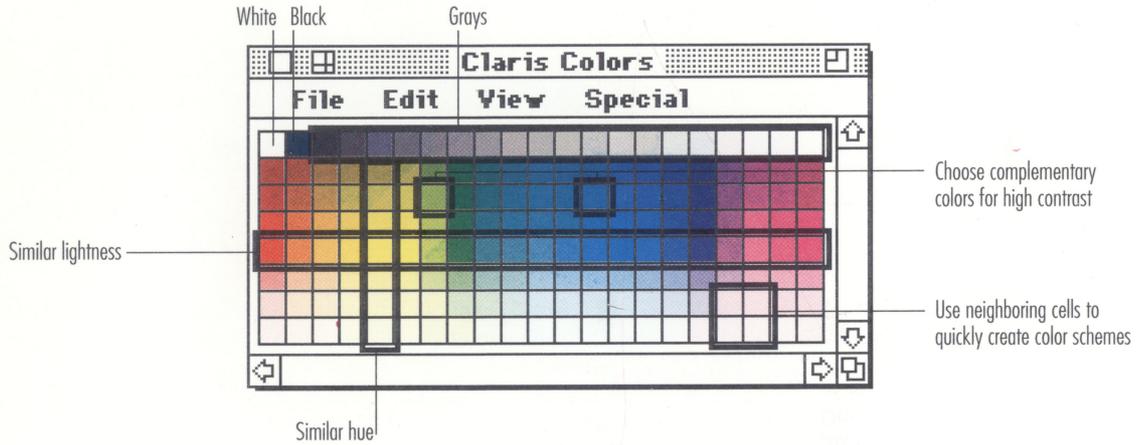
Or double-click cell

Or choose Edit Colors, Edit Patterns, or Edit Gradients from palette's Edit menu.

2. Make changes in Editor dialog box and click OK; or select another cell to edit.



Color Palette



Sample gradients

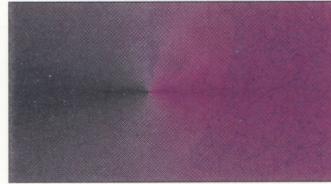
Gradients work best with a color and gray, or with colors of similar hue.



Similar hues



Hues and gray



Hues and black



Hues and white



Working with Colors and Patterns

Task:

Method:

Applying a fill or pen pattern
(selecting objects first)

1. Select the object you want to change.

2. Click the fill or pen indicator.

3. Click a cell on the Style bar or select a cell from a palette.



Applying a fill or pen pattern
(without selecting objects)

1. Double-click eyedropper tool.

2. Click fill or pen indicator.

3. Click object that has the fill or pen pattern you want.

4. Command-click object you want to change to apply fill pattern or Command-Option-click to apply pen pattern.



Creating a colored pattern

1. Select object.

2. Select black-and-white pattern.

3. Select color.



Eliminating a pattern combination

1. Select object.

2. Click solid pattern cell on Pattern palette or Style bar to remove pattern.

Or

Click black on the Color palette to remove color.



Color Editor

The screenshot shows the Color Editor dialog box with the following components and labels:

- Color bar:** A horizontal bar at the top showing a color gradient from red to blue.
- Selected color:** A blue color swatch.
- Changed color:** A lighter blue color swatch.
- Name:** A text field containing "Vivid cyan".
- Color system:** A dropdown menu set to "HSL".
- Hue:** A slider with a rainbow spectrum, set to 184 degrees.
- Saturation:** A slider from black to white, set to 89%.
- Lightness:** A slider from black to white, set to 41%.
- Buttons:** "Revert", "Cancel", "OK", "Warmer", "Cooler", "Lighter", "Darker", "Blend", "Similar...", "Invert", and "Wheel...".
- Lock icon:** A padlock icon in the top right corner.
- Help icon:** A question mark icon in the bottom right corner.

Annotations and instructions:

- Drag to move editor.
- Click Padlock to lock color and prevent changes.
- Select color system for editing.
- Drag slide bars to change color.
- Click Cooler to add blue.
- Click Warmer to add red.
- Click flag to hide/display buttons.
- Click Lighter to add white.
- Click Darker to add black.
- Click Wheel to choose a color from the Apple color wheel.
- Click Invert to change selected color to its complementary color.

To create a range of colors:

1. Select three or more colors.



2. Click Blend.



3. Resulting blend.



To create similar colors:

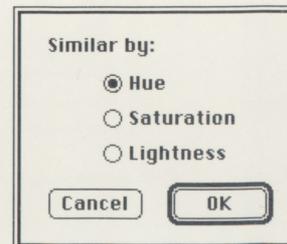
1. Select two or more colors.



2. Click Similar.



3. Select a color component.



4. Click OK.



Working with Gradients

To create:

Shaded sphere



Method:

1. Select oval tool and draw circle.
2. Fill shape with shape burst gradient from Gradient palette.
3. Select transparent pattern for the pen.



Shaded cylinder



1. Select oval tool and draw oval.
2. Select rectangle tool and draw rectangle.
3. Duplicate oval and position at top of rectangle.
4. Select all three objects and fill with directional gradient from Gradient palette.
5. Select rectangle and bottom oval; select transparent pen.



Shadowed box



1. Double-click polygon tool and draw and fill polygon.
2. Draw another polygon.
3. Draw another polygon.
4. Select polygons and fill with directional gradients from Gradient palette.



Elbow



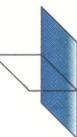
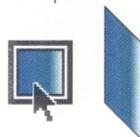
1. Select polygon tool and draw polygon.
2. Fill with directional gradient from Gradient palette.
3. Draw another polygon.
4. Fill with directional gradient from Gradient palette.
5. Select polygons; select transparent pen.



Intersecting planes



1. Select polygon tool and draw polygon.
2. Fill with directional gradient from Gradient palette.
3. Draw intersecting polygon.
4. Fill with a directional gradient from Gradient palette.
5. Duplicate intersecting polygon and reposition.
6. Move duplicate to back of stacking order.



Gradient Editor

The main Gradient Editor dialog box is titled "Gradient Editor". It contains the following elements:

- Name:** A text field containing "0° directional".
- Sweep:** A dropdown menu set to "Directional".
- Colors:** A row of color selection boxes. The first is a solid black box. The second is a white box with a small square handle. The third is a square with a diagonal gradient. The fourth is a white box with a small square handle. To the right is a large rectangular preview window showing a horizontal gradient from black to white.
- Buttons:** "Edit...", "Revert", "Cancel", and "OK".

Annotations with leader lines point to various parts of the dialog:

- "Choose a gradient type." points to the Sweep dropdown.
- "Click and select a starting color from Color palette." points to the first color box.
- "Optionally, click a transitional color box, and then select a color from Color palette." points to the third color box.
- "Click Edit to change a gradient's angle or focus. (See below.)" points to the Edit... button.
- "Click Revert to return to original gradient." points to the Revert button.
- "Click Cancel to ignore any changes and return to document." points to the Cancel button.
- "Click OK to accept your changes." points to the OK button.
- "Drag to move editor." points to the top border of the dialog box.
- "Click and select an ending color from Color palette." points to the fourth color box.

Directional

The Directional sub-dialog has a title bar "Directional". It includes:

- Angle:** A text field with "0" and a degree symbol.
- Sample:** A preview window showing a horizontal gradient from black to white.
- A circular diagram with a small circle on its right edge, connected to the Angle field by a line, indicating that dragging this circle changes the angle.
- Buttons:** "Cancel" and "OK".

Type an angle or drag the small circle to change a gradient's angle and ending color position.

Shape Burst

The Shape Burst sub-dialog has a title bar "Shape Burst". It includes:

- Focus:** A square preview window showing a small square in the center, representing the focus area.
- Sample:** A preview window showing a square gradient that is brightest in the center and fades to black at the edges.
- Buttons:** "Cancel" and "OK".

Drag the box to change the position of the focus, or drag the handle to resize focus area.

Circular

The Circular sub-dialog has a title bar "Circular". It includes:

- Angle:** A text field with "135" and a degree symbol.
- Sample:** A preview window showing a circular gradient.
- A square diagram with a small circle and a crosshair in the center, connected to the Angle field by a line, indicating that dragging this circle changes the angle.
- Buttons:** "Cancel" and "OK".

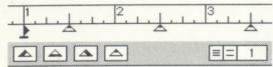
Drag the larger circle to change the focus position. Type an angle or drag the small circle to change position of ending color.

Working with Text

Task:

Method:

Setting Tabs*



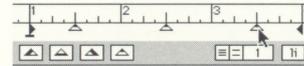
1. Select the text tool.



2. Drag to create a text object.



3. Drag left, center, right, or decimal tab marker onto ruler.

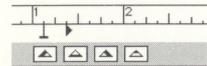


4. Type text and press Tab to align.

1.23	2.34	3.45
23.45	34.50	12.34
4.56	6.67	11.33

* If necessary, choose Show Text Ruler from View menu.

Creating a hanging indent*



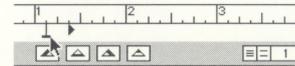
1. Select the text tool.



2. Drag to create a text object.



3. Drag the First Line Indent marker on the ruler.



4. Type text.

1. Second quarter sales for Fruit Tangos Candies increased from first quarter sales.
2. Second quarter sales for Licorice Twist Candies decreased from first quarter sales.
3. Second quarter sales for Charleston Chocolates increased from first quarter sales.

* If necessary, choose Show Text Ruler from View menu.

Changing letter spacing

To:

Increase the amount of space between selected letters

Decrease the amount of space between selected letters

Reset selected text to normal

Press:



Result:

LICORICE TWISTS

LICORKE TWISTS

LICORICE TWISTS

Selecting Text

To:

Select word

Select line

Select paragraph

Select all text within object

Select all text between two points

Action:

Double-click

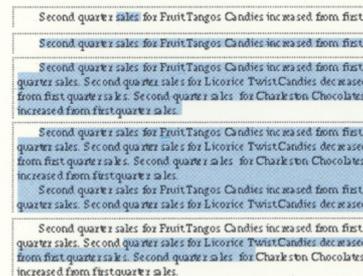
Click three times

Click four times

Click five times (or Command-A)

Click at the beginning of text,
then Shift-click at end of text

Result:



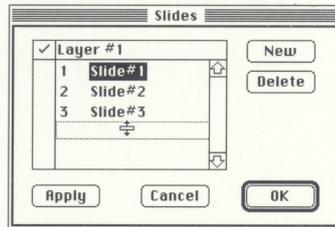
Working with Slides

Renaming and reordering slides

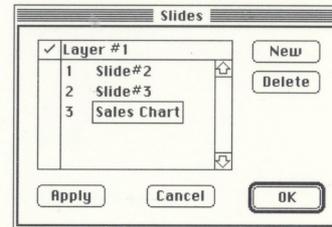
1. Choose Slides from Layout menu.*



2. Drag a slide name to change slide order.



3. Click a slide name to select it and type a different one.



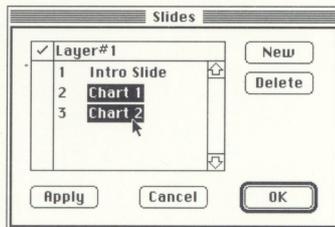
* If necessary, choose Turn Slides On from Layout menu.

Copying and pasting slides in another document

1. Choose Slides from Layout menu.*



2. Shift-click to select slides you want to copy.



3. Choose Copy from Edit menu and click OK.



6. Choose Paste from Edit menu.



4. Open the document you want to paste the slides into.

7. Click OK.

5. Choose Slides from the Layout menu.



* If necessary, choose Turn Slides On from Layout menu.

On-screen presentations*

Task:

Next slide

Press:

or or or mouse button

Previous slide

or

Specific slide

Type number of slide (order in presentation), press Enter

Blank or display screen with white background

Blackout or display screen with black background

Hide or display pointer

Stop slide show

or or or

* If necessary, choose Turn On Slide Show from View menu.

Shortcuts for Tools and Controls

Select "Typing activates shortcuts" in the General panel (Preferences dialog box) to use keyboard shortcuts for drawing tools. (Choose Preferences from the Layout menu or double-click the corner/center control to see the dialog box.)

Tool Name:	Press:
 Selection arrow	<code>enter</code> *
 Text tool	<code>T</code>
 Line tool	<code>L</code>
 Rectangle tool	<code>R</code>
 Rounded rectangle tool	<code>D</code>
 Oval tool	<code>O</code>
 Arc tool	<code>A</code>
 Freehand drawing tool	<code>F</code>
 Polygon tool	<code>P</code>
 Bezigon tool	<code>B</code>
 Note tool	<code>N</code>
 Eyedropper tool	<code>E</code> or <code>tab</code> *†
 Corner/center control	<code>M</code>
 Layer or slide controls	<code>⌘ ↑</code> or <code>⌘ ↓</code> *
To zoom 100-900%	<code>1</code> <code>2</code> <code>3</code> <code>4</code> <code>5</code> <code>6</code> <code>7</code> <code>8</code> <code>9</code>

* These shortcuts can be used with "Typing activates shortcuts" on or off.

† Tab switches between last tool used and eyedropper.

"Typing activates shortcuts" may be on or off when you perform the following tasks.

Task:	Press:
To switch between windows	<code>⌘ shift W</code>
To create a new layer or slide	<code>⌘ shift L</code>
To zoom in	<code>⌘ →</code>
To zoom out	<code>⌘ ←</code>
To turn on/off keyboard shortcuts	<code>⌘ option S</code>
To hide or show Tool and Style palettes	<code>⌘ option spacebar</code>
To turn on or off "Fast display of Gradients"	<code>⌘ option G</code>
To select objects on all layers (Multilayer selection off)	<code>⌘ option -Drag</code>
To select all objects on all visible layers	<code>⌘ shift A</code>
To print one copy of a document	<code>⌘ option P</code>
To get help	<code>⌘ ?</code> or <code>help</code> (if you have an extended keyboard)
To reselect the last tool	<code>⌘ spacebar</code> or <code>enter</code>

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