

FOR MACINTOSH



ClarisImpact

USER'S GUIDE

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Welcome

Welcome to ClarisImpact



ClarisImpact
application icon

Welcome to the ClarisImpact™ application from Claris Corporation. ClarisImpact is a smart, integrated business graphics program that allows you to create, edit, and communicate attractive, professional-looking business graphics quickly and easily.

ClarisImpact documents share functions and features with other Claris™ products. If you've used the ClarisWorks™, MacDraw™, or MacWrite™ applications, you'll find many similarities.

ClarisImpact documentation

ClarisImpact comes with several Claris publications designed to help you learn and use ClarisImpact.

Getting Started

Use *Getting Started* to install the ClarisImpact application and supplemental files on your hard disk.

Getting Started also introduces you to the basics of ClarisImpact. It includes a hands-on, step-by-step tutorial that you can complete all at once or a chapter at a time.

User's Guide

The *User's Guide* provides in-depth explanations and step-by-step procedures for using ClarisImpact. Because it's organized by task, you can easily find information as you work.

The *User's Guide* also contains appendixes that provide information on QuickTime and Publish & Subscribe.

Quick Reference

The *Quick Reference* lists keyboard shortcuts and shows you the ClarisImpact palettes and tools. The *Quick Reference* acts as a reminder once you've worked through the tutorial and reviewed the *User's Guide*.

Onscreen Help

ClarisImpact Help provides you with onscreen, step-by-step instructions and reference information while you're working in ClarisImpact. You can easily search for topics and move from one topic to another in the Help system. If you are running Apple System 7 or greater, you can also use ClarisImpact Balloon Help. For more information about the Help system and how to use it, see "Using onscreen Help" on page 1-21.

Using this book

This *User's Guide* provides comprehensive, step-by-step instructions and reference information. It's task-oriented, so you'll probably use it to read about specific tasks and procedures instead of reading it from cover to cover.

Step-by-step instructions

Specific how-to instructions are included in each chapter. These numbered steps are easy to spot because of their distinctive font and size. For example:

1. Choose **Master Slide Styles** from the View menu.

Explanatory information may follow the step (indented and in type like this). If you are already familiar with the topic or just want to follow the steps quickly, you can skip to the next numbered step without reading the background material.

Other conventions

This book presents special information in the following ways:

- ◆ **Note** messages give extra information about a procedure.
- ◆ **Tip** messages provide helpful information or describe a different way to do something.
- ◆ **Important** messages alert you to situations that requires special attention, such as an action that you cannot undo.

Text that you should enter from your keyboard appears like this:

`This is text you enter from the keyboard.`

New Claris products users

If you are new to Claris products or want a complete understanding of ClarisImpact:

- Carefully work through the tutorial sessions in *Getting Started* to get a full understanding of what ClarisImpact can do for you.
- Practice using the application while reading this book, particularly chapter 1, “ClarisImpact overview,” and chapter 2, “ClarisImpact basics.”
- As you begin to use the program’s powerful tools, be sure to read the applicable chapters in this book to take full advantage of all features available to you.
- ◆ **Note** If you are new to the Macintosh, you need to learn about Macintosh conventions, such as how to use the mouse and work with disks. Refer to the documentation that came with your Macintosh for this information.

Advanced users

If you're experienced with other Claris products, you can start using ClarisImpact right away. Here's a good approach:

- If you want hands-on experience right away, skim or work through the tutorial sessions in *Getting Started* to get an understanding of what ClarisImpact can do for you.
- In this book, pay special attention to chapter 3, "Understanding models and styles." Styles are a powerful feature and are unique to ClarisImpact.
- As necessary, review chapters in this book to learn more about specific procedures.

ClarisImpact overview

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Chapter 1

ClarisImpact overview

This chapter introduces you to ClarisImpact documents, windows, and tools, and the Help system. This is not a how-to chapter. For instructions on using different document types, tools, and features, see chapters 2 through 14. You can also find information electronically in the ClarisImpact Help system and System 7 Balloon Help. For more information on Help, see “Using onscreen Help” on page 1-21.

About ClarisImpact

ClarisImpact offers a comprehensive selection of automatic charting and presentation features, as well as drawing tools and simple word processing. You can easily create organization charts, flow charts, network diagrams, timelines, outlines, calendars, tables, and data charts using predefined or customized style options. Because the graphics created with models are intelligent, you can modify your work to create professional graphic effects by making style choices. With element and model styles, changes are reflected instantly across the chart or selected portions, eliminating the need for repeating changes and recreating commonly used graphic effects.

Because text and presentation tools are seamlessly integrated, you can produce overhead or onscreen presentations, or publication-quality reports. Since these documents contain your smart diagrams and charts, you don't lose any data; editing has never been easier.

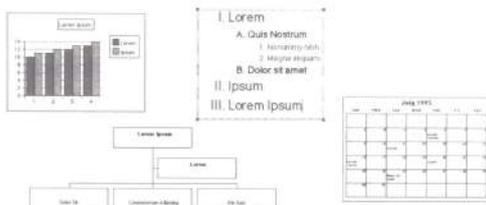
Now, with a single application, you can quickly create, edit, and communicate professional-looking business graphics in reports and presentations. You don't need to master or switch between multiple applications and you don't have to be a graphic artist to achieve impressive results.

Adding information to documents

ClarisImpact offers many powerful tools for creating high quality business graphics. For example, you can open a ClarisImpact document and create an organization chart. Working in the same document, you can use draw tools to dress up the chart and then add text frames to display additional information. In any ClarisImpact document, you can:

- automatically create models (organization charts, flow charts, tables, data charts, timelines, outlines, and calendars)
- draw shapes, lines, curves, and other graphics
- combine graphics with word processor quality text handling

Models



Graphics



Text

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed diam nonummy nibh euismod tincidunt ut laoreet dolore magna aliquam erat volutpat. Ut wisi etiam ad minim veniam, quis nostrud exerci tation ullamcorper suscipit lobortis nisl ut aliquip ex ea commodo consequat.

Adding business graphic models

In ClarisImpact, the term *model* means any of the business graphics you can make with the model tools on the tool panel. Models are intelligent graphics that are easy to create and edit as you update your data. Using the model tools, you can add graphics to your documents automatically. You can also make instant edits without losing any data. With models, you don't need to create graphics from scratch or use several applications to make modifications.

You can add the following models to any ClarisImpact document:

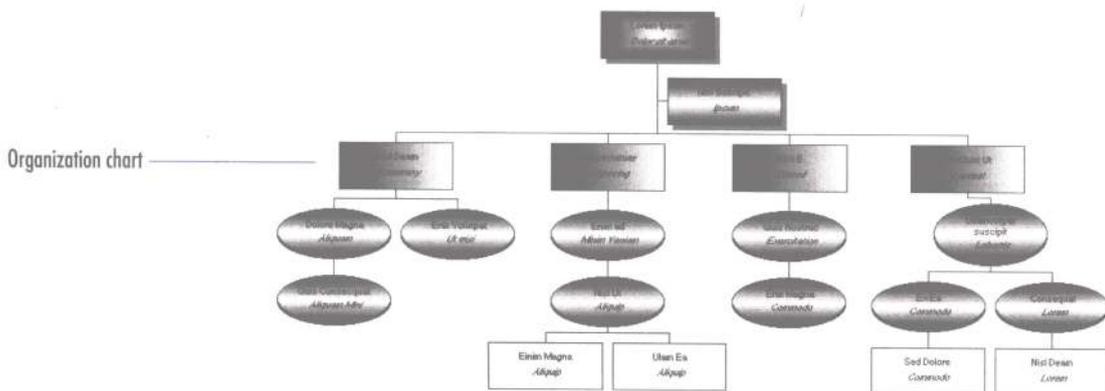
- organization charts
- flow charts
- tables
- data charts
- timelines (also called *Gantt charts*)
- outlines
- calendars

ClarisImpact comes with several professionally designed styles for models and chart elements. These styles are grouped into *families* of similar styles. When you add a model to a document, you can use a predefined style or you can make your own design. For information on model and element styles, see “Using model styles” on page 3-6 and “Using element styles” on page 3-10.

Examples of models

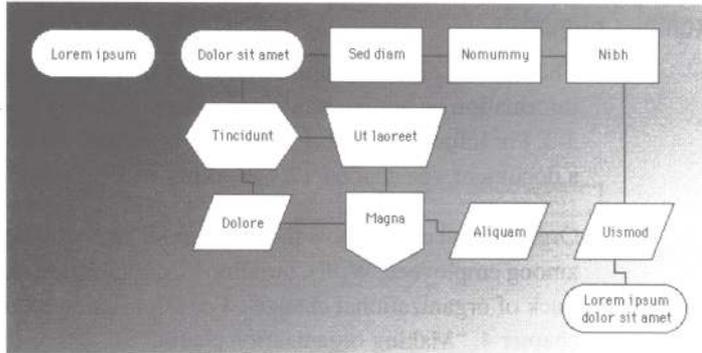
This section gives examples of the kinds of models you can make. For information on adding models to a document, see “Creating models” on page 3-3. For information on changing the appearance of a model after you add it to a document, see chapter 12, “Working with objects.”

Organization charts show the structure of an organization and the relationships among employees. With ClarisImpact organization charts, you can easily keep track of organizational changes. For information on organization charts, see chapter 4, “Making organization charts.”



You can use flow charts to visualize, communicate, and track steps in complex tasks. You can also set up a custom network diagram using the Computer Network symbol library. For information on flow charts, see chapter 5, “Making flow charts.”

Flow chart



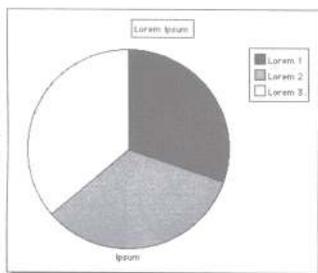
With tables, you can present and manage any information that’s suited to a tabular format, such as comparison charts or expense reports. You can choose from several ClarisImpact table formats. For more information about working with tables, see chapter 6, “Making tables.”

Table

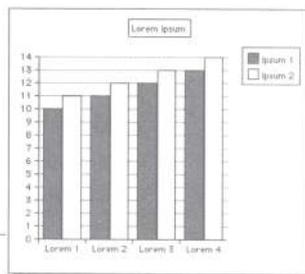
LOREM IPSUM		Ipsum 1	Ipsum 2	Ipsum 3	Ipsum 4
LOREM	• Lorem 1	✓	✓		
	• Lorem 1		✓	✓	✓
	• Lorem 1		✓		
IPSUM	• Ipsum 2				
	• Ipsum 2	✓	✓	✓	✓
	• Ipsum 2				
DOLOR	• Dolor 3				
	• Dolor 3		✓	✓	
	• Dolor 3	✓			
	• Dolor 3	✓	✓	✓	✓

If you want to turn numbers into pictures for quick comprehension, you can create data charts—graphics that represent numerical data. ClarisImpact comes with a variety of data chart styles, including: area, bar, hi-low, line, pictogram, pie, and scatter. For more information on working with data charts, see chapter 7, “Making data charts.”

Pie chart

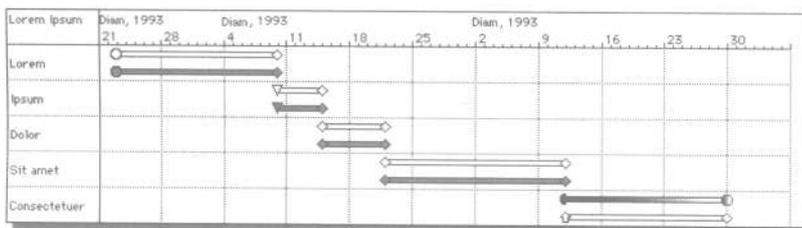


Bar chart



ClarisImpact also helps you graph project tasks using timelines (also called *Gantt charts*). Timelines represent tasks as bars on a time scale. For information on timelines, see chapter 8, “Making timelines.”

Timeline



With outlines, you can organize and prioritize your ideas.” You can choose from several preset outline styles, or you can create your own format. You can also turn outlines into organization charts. For information on outlines, see chapter 9, “Making outlines.”

Outline

<p>I. Lorem</p> <p>A. Quis Nostrum</p> <p>1. Nonummy nibh</p> <p>2. Magna aliquam</p> <p>B. Dolor sit amet</p> <p>II. Ipsum</p> <p>III. Lorem Ipsum</p>
--

To organize personal or work-related activities, you can create monthly or yearly calendars. On monthly calendars, you can enter events for individual days, and banner events that last several days. For information on calendars, see chapter 10, “Making calendars.”

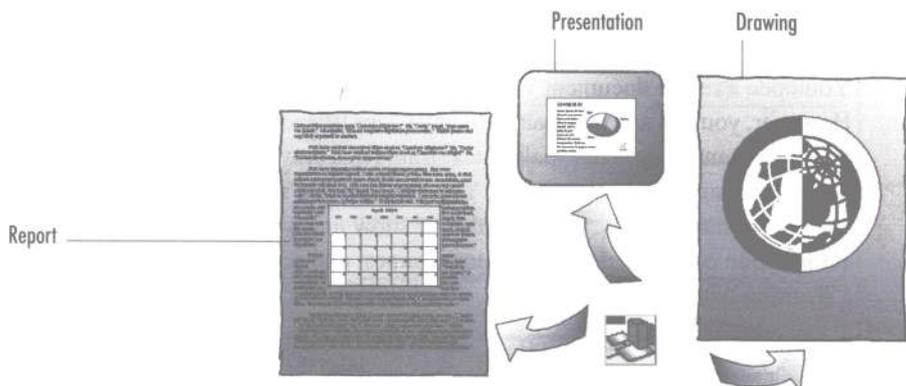
Calendar

Lorem 1995						
S	M	T	W	T	F	S
		1	2 Lorem ipsum	3	4	5
6 Lorem ipsum	7	8	9	10 Lorem ipsum	11	12
13	14	15	16	17	18	19
Lorem ipsum dolor sit amet consectetur adipiscing						
20	21 Lorem ipsum	22	23	24	25	26
27	28	29	30	31 Ut ut sit enim ad minim		

ClarisImpact document types

With ClarisImpact, you can work with three different kinds of documents: drawings, reports, and presentations. Whenever you start the ClarisImpact application, you see the New Document dialog box and you can choose the kind of document you want to open.

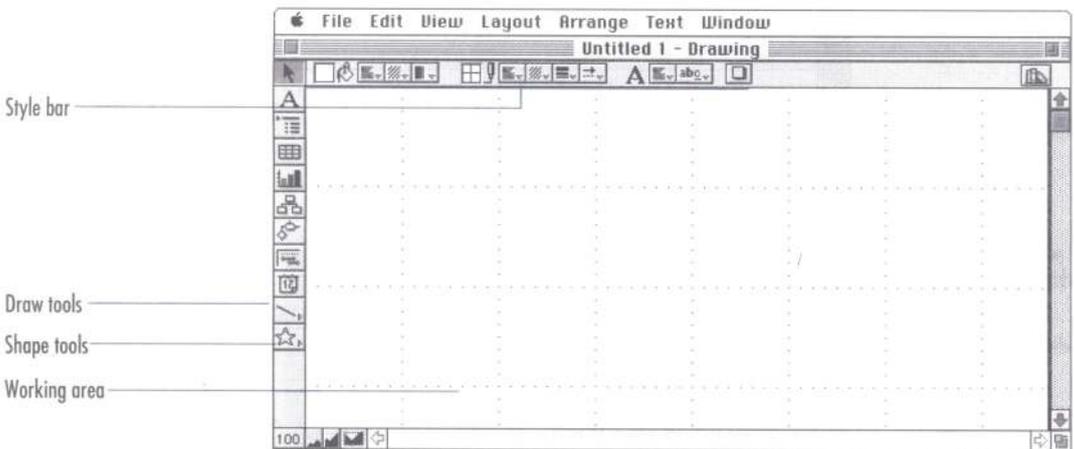
In each of these documents, you have all the standard ClarisImpact tools. For example, you can use the model tools to add charts to any ClarisImpact document. The documents differ mainly in the document format and the kind of output you get. Drawing documents have a graphics grid to aid in positioning objects accurately. You can also change the drawing size so your work can span multiple pages. Report documents are word processor based, with consecutive pages that can have a title page, header, footer, and footnotes. Presentations present your data in consecutive pages or views with a common background. You can produce overhead or slide presentations or deliver onscreen slide shows.



For information on opening any of these documents, see “Creating a document” on page 2-2. For information on using drawing documents, see “Working with drawing documents” on page 11-3. For information on using report documents, see “Working with reports” on page 13-3. For information on using presentation documents, see chapter 14, “Making presentations.”

Drawings

You use drawing documents primarily for charts and graphics that need to be printed on more than one page—or for precise placement of elements on a page. When you first open a drawing document, you see a single page that can grow vertically and horizontally as you add information. Notice the gridlines in the working area of a drawing document. These gridlines help you draw and align objects such as models, rectangles, circles, lines, and polygons. (For more information, see “Using the graphics grid” on page 11-4.)



A drawing document is a good choice for projects like these:

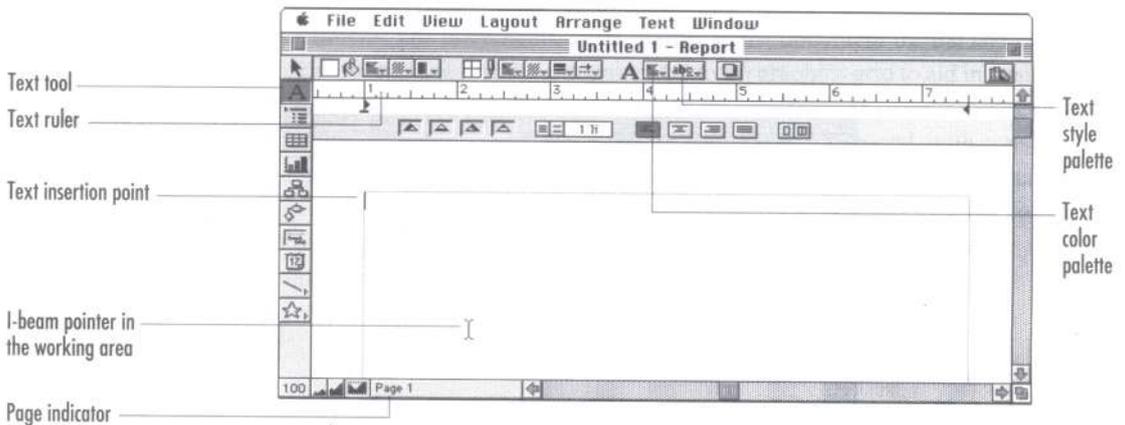
- making large timelines or organization charts with a multipage layout
- creating multiple monthly or yearly calendars that print on separate pages
- adding charts or graphics to preexisting drawings
- placing and precisely sizing chart models

For information about using draw and shape tools, see chapter 11, “Drawing.” For information on manipulating objects once you’ve drawn them, see chapter 12, “Working with objects.”

- ◆ **Tip** Drawing documents are especially useful for complex page layouts—you can add linked text frames so text flows from one frame to the next. For more information, see “Working with text frames” on page 13-7.

Reports

Reports are a good choice for documents that are primarily text based, but may include graphics. ClarisImpact reports offer a comprehensive set of word processing features. You can also add models and other illustrations to your text. Think of a report as a word processing document that can contain editable graphics and charts.



When you first open a report, you see a single page. As you add information, ClarisImpact adds pages and text flows from page to page. You can change your view of the pages to horizontal or side-by-side.

ClarisImpact is preset to display the text ruler in a report. Use the text ruler to set indentation, tabs, line spacing, paragraph alignment, and columns. Notice the text insertion point, a blinking cursor at the top-left corner of the working area, showing where you can enter information. You also see the I-beam pointer when you position the pointer in the working area.

At the bottom, left corner of the document window, you see a page indicator that shows the current page number. If you double-click this indicator, you can go directly to a page in the document. For more information, see "Going to a page" on page 13-39.

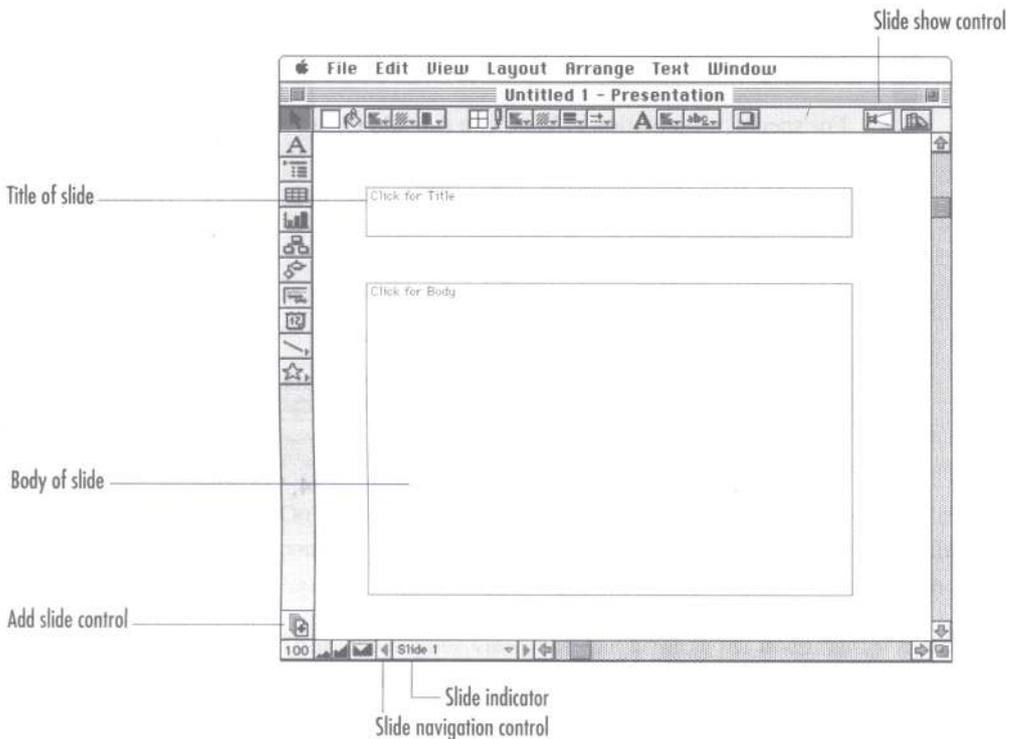
A report document is useful for projects like these:

- outlining and writing business plans and reports
- writing articles and bulletins
- composing letters, memos, and general correspondence

For more information about using ClarisImpact reports and other text features, see chapter 13, “Working with text.”

Presentations

You use a presentation document to create slides and overheads that share a common background, or *master slide*, and size. You can also use a presentation to set up and run a slide show from ClarisImpact.



A new presentation document has a single page. You can add slides to your presentation and you can change the document size. In the presentation window, the working area contains two placeholders for the slide's title and body text. As soon as you type in the placeholders, the information you enter replaces the words **Click for Title** and **Click for Body**. Notice the slide show control on the right of the style bar. You can click this control to view your slides on your Macintosh screen. (To stop a slide show, press Command-period.)

Other slide controls make it easy to work with your presentation. You can use the add slide control on the lower left side of the tool panel to add slides. The slide indicator gives you easy access to individual slides or a master slide, which contains slide background settings. You can move to different parts of a presentation using the slide navigation controls.

ClarisImpact comes with professionally designed master slides to help you build your presentations. You can choose from a variety of backgrounds and borders, or you can create your own.

For special presentation effects, you can add QuickTime movies for onscreen animation and use special effects such as looping or fading from one slide to the next. For information about QuickTime, see appendix A, "Working with QuickTime movies."

A presentation document is useful for projects like these:

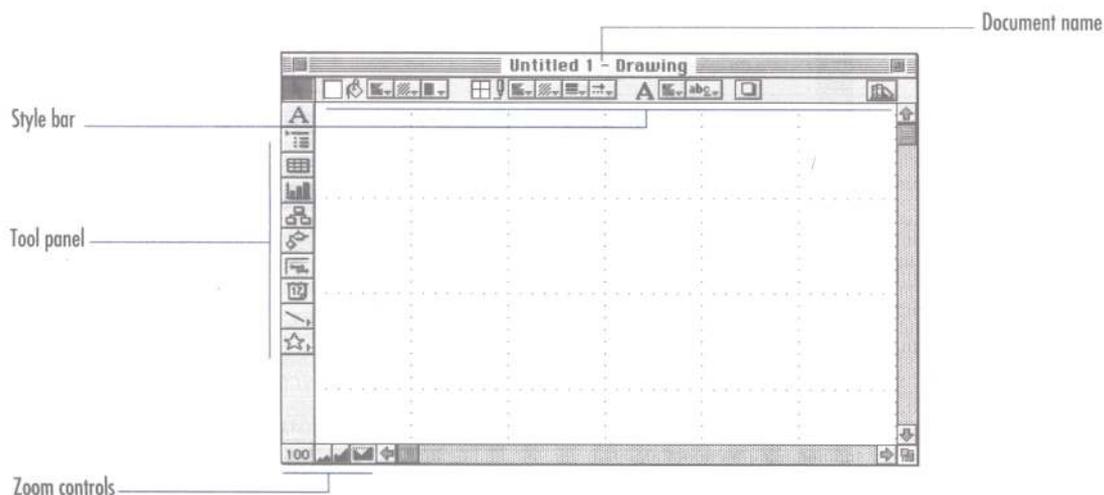
- making visuals for a speech or a sales pitch
- setting up a self-running demonstration for a trade show or showroom floor
- creating lessons for a training session

For information about presentations, see chapter 14, "Making presentations."

ClarisImpact windows

The contents of a ClarisImpact document appear in a window, with the name of the document in the title bar and standard controls for closing and resizing the window. Although the working area appears different in each type of document, the document window looks similar. In each of the ClarisImpact documents, a style bar appears under the title bar with controls for changing the appearance of objects and text.

The tool panel, to the left of the working area, also looks the same in every ClarisImpact document. In drawings, reports, and presentations, you can use these tools to add models and text frames and to draw and select objects.

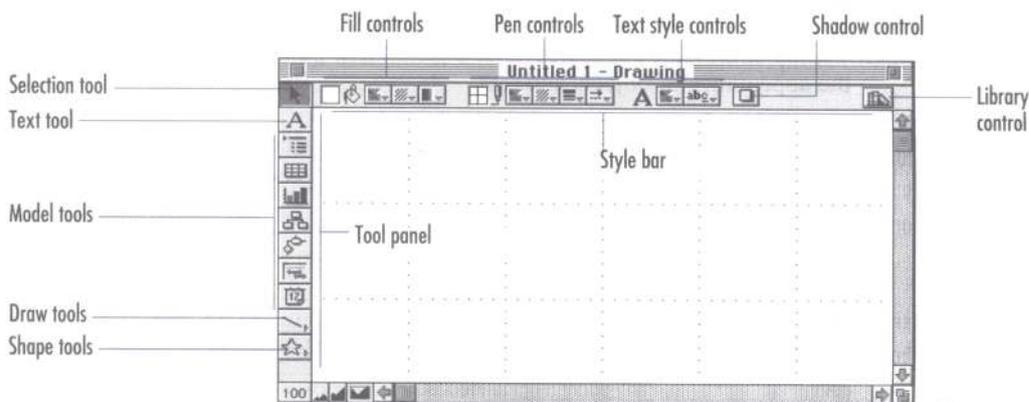


On the bottom of the window, you see the zoom controls. You can use these controls to change your view of the working area. For more information on the zoom controls, see "Getting a closer look at your document" on page 2-15.

To improve your view, you can arrange the document windows on your Macintosh screen and you can have more than one window open at a time. For information, see "Working with document windows" on page 2-12.

ClarisImpact tools

In all ClarisImpact documents, you can use the tools on the tool bar and the style bar to create and edit graphics and other information.



This chapter gives a brief overview of ClarisImpact tools. For detailed information on working with these tools, see the following sections of this manual:

For more information on	See
Text tool	"Working with text frames" on page 13-7
Models	Chapter 3, "Understanding models and styles"
Draw and shape tools	"Using the draw and shape tools" on page 11-16
Fill, pen, and shadow controls	"Fill palettes" on page 11-10 and "Pen palettes" on page 11-11
Text style controls	"Using custom text styles" on page 13-34
Library control	"Using libraries" on page 12-21

Tool panel

Much of the work you do in ClarisImpact involves the tool panel—an icon located on the left side of the document window of all ClarisImpact documents.

To add a model or a text frame, choose the tool from the tool panel and then drag the pointer diagonally on the page. To draw or add shapes, choose a tool from the draw tools or shape tools palette and then draw on the page. For more information about creating models, see “Using model styles” on page 3-6 and “Using element styles” on page 3-10. For information about using the draw or shape tools, see chapter 11, “Drawing.”

The table below shows the tools from the tool panel that you can use to insert information in your document.

Tool	Type of information
	Text
	Outline
	Table
	Data chart
	Organization chart
	Flow chart
	Timeline
	Calendar
	Line (opens draw tools palette)
	Star (opens shape tools palette)

After inserting information in your document, you can manipulate the information. For example, you can align, group, and rotate an organization chart. For more information on manipulating text frames, drawings, or models once you've placed them in your document, see chapter 12, “Working with objects.”

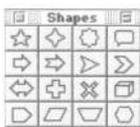
Draw and shape tools

On the bottom of the tool panel, you see the controls for the draw tools palette and the shape tools palette. A *palette* is a window with options you can apply to an object or image. You can use the tools on the draw tools palette to draw objects such as lines, ovals, and rectangles in any document. Try using the eyedropper to apply styles to objects. Or, add notes to a document page with the note tool. For information on notes, see “Working with notes” on page 13-5.



Draw tools palette

Draw tool	Tool name	Use to
	Line	Draw straight lines
	Arc	Draw arcs that curve between two points
	Right-angle connector	Draw bent connecting lines between two shapes
	Straight connector	Connect two object points with a right-angled line
	Rectangle	Draw rectangles or squares
	Rounded rectangle	Draw rectangles or squares with rounded corners
	Oval	Draw ovals or circles
	Freehand	Draw curving or irregular lines—freehand objects like those you draw with a pen or pencil
	Polygon	Draw shapes composed of angles and straight lines, such as triangles and stars
	Bezigon	Draw shapes with Bezier curves
	Note	Add a note that can be shown or hidden
	Eyedropper	Pick up and apply object attributes—such as pen color, fill pattern, and line styles



Shape tools palette

You can also draw a variety of shapes with the shape tools in the shape tools palette. To select these tools, click the shape tool and drag the pointer to choose a tool from the palette. When you release the mouse button, the tool you chose appears on the style bar. For more information on working with the draw or shape tools, see “Draw tools palette” on page 11-8 and “Shape tools palette” on page 11-9.

Style bar

To change the appearance of objects or text in your document, you can use the controls on the style bar. The style bar appears under the title bar of your document and gives you controls for changing the appearance of objects and text.

You can style an object's fill color, pattern, and gradient as well as its pen (line) width. With the text style controls, you can change text color and styles. Click the text style control to see the text style palette, which contains several preset styles. You can apply these styles to text or create your own styles. (You can also style text with commands from the Text menu.) For more information on styling text, see "Changing the appearance of text" on page 13-31.

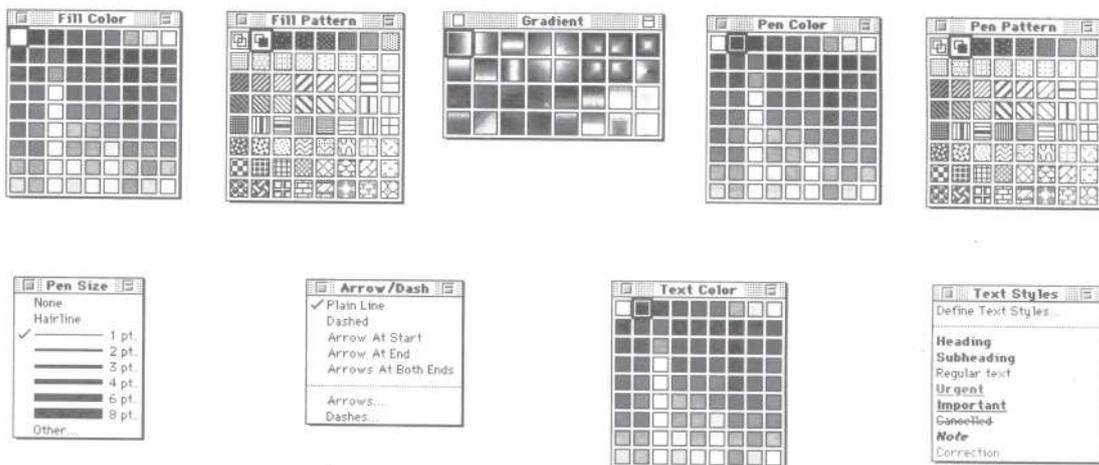
Use the shadow control to create a drop shadow around objects. If you want to save a copy of an object for future use, you can store the object in a *document library* using the library control. For more information about libraries, see "Using libraries" on page 12-21.



The style bar looks the same in all three document types, except that in a presentation you also see a slide show control to the left of the library control. (For more information on slide shows and using the slide show control, see chapter 14, "Making presentations.")

Fill, pen, text, and shadow controls

If you click the fill, pen, and text controls on the style bar, you see the fill, pen, and text palettes. You can click and drag a palette onto the document page to leave it open while you work. For more information on palettes, see “Working with palettes” on page 2-29.



By double-clicking the fill palettes, you can change the predefined fill color, fill pattern, or gradient of an object. With the pen palettes, you can change the color, pattern, and style of the lines that form the borders of an object. With the arrow/dash palette, you can change the style of arrows and dashes in a document. For more information on working with the fill, pen, and arrow/dash palettes, see “Fill palettes” on page 11-10 and “Pen palettes” on page 11-11.

With the text color palette, you can change the color of text. With the text styles palette, you can apply existing styles, or open the Define Custom Styles dialog box to add or modify custom styles. For information on working with custom styles, see “Changing the appearance of text” on page 13-31.

With the shadow control, you can create a drop shadow effect for objects. For more information about the shadow control, see “Adding a shadow to an object” on page 11-12.

Using onscreen Help

In addition to the printed manuals, ClarisImpact offers two sources of onscreen information. ClarisImpact Help and Balloon Help both provide quick access to information about the application.

About ClarisImpact Help

ClarisImpact Help gives you onscreen instructions and reference information you can use while you're working with ClarisImpact documents. Using onscreen Help offers you several advantages. You have direct access to the Help system on the computer screen as you work. And, because the system is computer-based, you can easily search for topics and move quickly between related topics and from one topic to another.

You have two search capabilities that help you find the information you want. You can search for text, or you can choose from a list of keywords that guide you to appropriate topics in the Help system. The Help system also contains a troubleshooting section and a glossary that defines terms used with the ClarisImpact application. As you work with topics in the Help system, you can add your own comments to the system and keep them as electronic notes.

If you're like many new computer users, you may be hesitant to use onscreen Help because you're more familiar with printed books. ClarisImpact Help is easy to use and can provide you with an effective and efficient method of learning. The more you explore it, the more comfortable you'll feel about using it.

Opening ClarisImpact Help

You can open ClarisImpact Help when you have the ClarisImpact application open. If you have a ClarisImpact document open, you can leave it open as you look up topics in the Help system. You can then switch back and forth between your ClarisImpact document and a Help screen when you need more information. For more information about opening the ClarisImpact application, see "Working with document types" on page 2-2.

If you want descriptions of the Help navigation buttons, you can use Balloon Help with ClarisImpact Help. To do so, follow the steps in "Using Balloon Help" on page 1-24.

To open ClarisImpact Help:

1. With the ClarisImpact application open, choose **Help** from the Apple menu (or press Command-?).



If you have an extended keyboard, you can also press **Help**. In System 7, you can also choose **ClarisImpact Help** from the Help menu—the question mark in a balloon in the upper-right corner of the screen.



You see the Help window, with its Help navigation buttons and an interactive table of contents for the Help system.

2. Find a topic you want to see more information about.

You can use the scroll bar to view additional Help topics.

3. Click a topic to go to the information you want.

If you want instructions on how to use Help, choose **About Help**. This topic explains how the system is organized, how to move around in the system, and how to find the information you want.

4. After you review the information, you can click any of the Help navigation buttons to navigate through the Help system:

Click this navigation button	For this option
	Return to the table of contents from anywhere in the system
	See a list of keywords that relate to a topic or group of topics. When you select a keyword, related topics appear.
	Search through ClarisImpact Help for selected text
	Return to the previous Help screen
	Move backward within a topic category
	Move forward within a topic category
	Add comments to a topic

Working with the Help window

You can continue to open, close, and work with ClarisImpact documents while the Help window is open. You can move the Help window to a different part of the screen to make it more convenient to read as you work. To move the Help window, drag it by its title bar.

- ◆ **Tip** If you are using a smaller screen, you can arrange windows for easy access by dragging the ClarisImpact document window and the Help window into a “stack,” so the corners overlap. Then, you can click a corner of any one of the stacked windows to bring that window into view.

To close the Help window, click the close box in the upper-left corner of the window.

Using Balloon Help

If you are using System 7 software or later, you can use ClarisImpact Balloon Help to see brief descriptions of ClarisImpact tools, as well as information about dialog boxes and menus. Help balloons are preset to be hidden from view.



To use Balloon Help, choose **Show Balloons** from the Help menu (the question mark in a balloon in the upper-right corner of the screen). When you no longer need Balloon Help, choose **Hide Balloons**. (**Show Balloons** alternates with **Hide Balloons** in the Help menu.)

When Help balloons are visible, you can open ClarisImpact Help to get more information on the balloon topic you're reading about. To do so, show balloons and then follow the steps in "Opening ClarisImpact Help" on page 1-21.

Other ClarisImpact features

After you insert information in your documents and style it with the tools and palettes, you can use several other ClarisImpact features to enhance your documents:

- *Libraries*—Create collections of objects you want to reuse in documents and store these objects in libraries. You can view and edit the items whenever you want. To place an image in a document, drag the image out of the library and drop it on a page. For more information, see "Using libraries" on page 12-21.
- *Master objects and clones*—The images you store in libraries are called *masters*. Drag an object out of the library and drop it directly on a page to create a *clone*. Clones update whenever you change the master object. For more information, see "Using libraries" on page 12-21.
- *QuickTime movies*—If you've installed QuickTime and use System 6.0.7 or later, you can place movies in your ClarisImpact documents. For more information, see appendix A, "Working with QuickTime movies."
- *System 7 Publish & Subscribe*—Share information with other documents and applications, and send and receive updates when the data changes. For more information, see appendix B, "Using System 7 Publish & Subscribe."

Where to go from here

This chapter provided an introduction to ClarisImpact features. The rest of the manual gives step-by-step instructions for creating and working with different types of ClarisImpact documents. For help while you work with the ClarisImpact application, see the ClarisImpact onscreen Help system.

For more information on	See
Opening and modifying ClarisImpact documents	Chapter 2, "ClarisImpact basics"
Adding models and using model and element styles	Chapter 3, "Understanding models and styles"
Working with specific models	Chapters 4 through 10
Drawing and manipulating objects	Chapter 11, "Drawing" and chapter 12, "Working with objects."
Using ClarisImpact text features, including reports, notes, and text frames	Chapter 13, "Working with text"
Creating presentations and slide shows	Chapter 14, "Making presentations"
Using QuickTime movies	appendix A, "Working with QuickTime movies."
Using System 7 Publish & Subscribe	appendix B, "Using System 7 Publish & Subscribe."
Using the ClarisImpact Help System	"About Help" topic in the ClarisImpact Help System and ClarisImpact System 7 Balloon Help

ClarisImpact basics

Working with document types	2-2
Managing documents	2-4
Working with document windows	2-12
Customizing documents	2-16
Working with palettes	2-29

Chapter 2

ClarisImpact basics

This chapter gives step-by-step instructions on activities that are common to drawing, report, and presentation documents. It describes standard Macintosh and Claris operations for managing files, windows, views, and setting preferences.

Working with document types

In the ClarisImpact application, you can create and work with three types of documents—drawings, reports, or presentations. You can use the ClarisImpact charting, drawing, and text creation features in each document type.

Creating a document

You can create a document when you first start ClarisImpact, or after ClarisImpact is already running.

To create a new document:

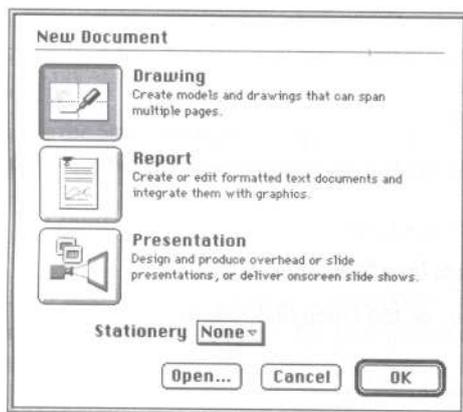
1. Double-click the ClarisImpact application icon to start ClarisImpact, if necessary.



Application icon

2. Choose **New** from the File menu.

You see the New Document dialog box. The preset document type is Drawing.



3. Select the type of document you want by clicking the icon for the document type and then clicking OK (or you can double-click the icon).

The new document opens on the desktop. ClarisImpact names it *Untitled 1*, followed by the document type. ClarisImpact numbers documents in the order in which you create them. If you want to open an existing document instead of creating a new one, click **Open**.

You can give a document a new name when you first save it. For details, see “Saving a document” on page 2-5.

If you select a document type and then decide you want to use the same data in another document type, you can transfer your work (drawings, charts, and text) by cutting and pasting with the Clipboard.

- ◆ **Tip** In the New Document dialog box, you can use the arrow keys or the Tab key (Shift-Tab to move backwards) to move the selection from one type of document to another. To create a new document quickly, you can press Command-1 to create a drawing document, Command-2 to create a report document, and Command-3 to create a presentation document.

- ◆ **Note** The Stationery pop-up menu lists the stationery documents you can use. For more information on stationery, see “Using stationery” on page 2-27.

Managing documents

This section describes how to open, save, close, print, and share documents.

Opening a document

You can open a document from the desktop or from within ClarisImpact.

To open a document from within ClarisImpact:

1. Choose **Open** from the File menu.

You see the Open dialog box.



2. Select the name of the document or stationery you want, and click **Open** (or double-click the document name).

You can use the scrolling list, the pop-up menu above the list, and the **Eject** and **Desktop** buttons to locate the document. Refer to the documentation that came with your Macintosh if you need help.

Use the Show pop-up menu at the bottom of the dialog box to change what type of documents you see in the list of available documents.



Sample
Document icon

The document opens. You can open as many documents as memory allows. If your computer doesn't have enough memory to open a document, ClarisImpact displays a message to let you know.

- ◆ **Note** To open a document from the desktop, double-click the document icon.

Saving a document

You use the **Save** command to update an active document with the most recent changes you've made. When you want to make a copy of a document with the changes, and you also want to keep the original document unchanged, use the **Save As** command to give the new version a different name or location.

You can also save a document as stationery. For more information, see "Using stationery" on page 2-27. For information on saving a document in another format for use in a different application, see "Exporting a document" on page 2-11.

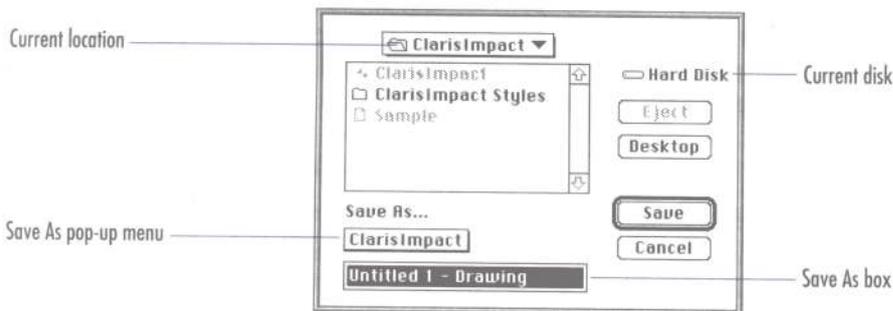
Saving the first time

The first time you save a document, you can name it by using **Save As** from the File menu.

To save a new document:

1. Make sure the document you want to save is active (click anywhere in the document).
2. Choose **Save As** from the File menu.

You see the Save As dialog box.



3. Choose another folder or disk if you want to save the document in a different location.
4. Type a name for the new document in the **Save As** box.

You don't need to delete the **Untitled** text first; you can just start typing to replace the selected text in the box.

5. Click **Save**.

The document's new name appears at the top of the window where **Untitled** was before.

Saving as you work

To save a document you've previously saved, choose **Save** from the File menu. ClarisImpact saves any changes you've made since you last saved the document and leaves the document open.

Saving under a different name

Saving a document under a different name is useful when you want to make changes and also retain a copy of the original document.

To save a document under a different name:

1. Make sure the document you want to save is active (click anywhere in the document).
2. Choose **Save As** from the File menu.
You see the Save As dialog box.
3. Choose another folder or disk if you want to save the document in a different location.
4. Type a new name for the document.
5. Click **Save**.

ClarisImpact makes a copy of the document using the new name, complete with any changes you've made since the last time you saved. The newly named document stays open on the screen. The original closes and keeps the old name.

Closing a document

It's always wise to close documents and windows before you quit ClarisImpact and before you shut down the Macintosh, because you'll be less likely to discard unsaved changes.

To close a document or window:

1. Click anywhere in a document to activate the window.
2. Click the close box, press Command-W, or choose **Close** from the File menu.

If you have multiple windows open, the next window is activated as soon as you close the active window.

If you haven't saved the document or recent changes to it, you're given the opportunity to save the document.

To close all windows at once, hold down the Option key and choose **Close** from the File menu. Or, hold down the Option key and click the close box of the active window.

Printing your work

Before you try to print a document for the first time, be sure your printer is set up properly. When you first use your printer, or when you change printers, you need to identify the printer to the Macintosh system software. You do this with the Chooser desk accessory. For complete information, and for information on using the Chooser on a network, see the manual that came with your printer.

Preparing to print

Most printers are preset to print on 8.5-by-11-inch paper, using vertical orientation (the long way), and 100% scaling. Before you print a document, you can change these options by choosing **Page Setup** from the File menu. For a detailed description of options in the Page Setup dialog box, see the documentation that came with your Macintosh or your printer.

- ◆ **Tip** Only the current, open document is affected by changes you make in the Page Setup dialog box. You can, however, save the document as ClarisImpact stationery and preserve the settings for future use. For more information, see "Using stationery" on page 2-27.

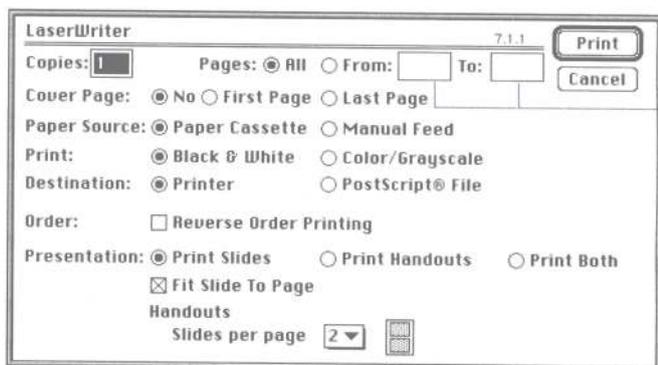
Printing a document

Most printers are preset to print one copy of a document, all pages, no cover page, and on paper fed automatically from the paper cassette. For a detailed description of options in the Print dialog box or on the printable margins of your printer, see the documentation that came with your Macintosh or your printer.

To print a document:

1. With the document open, choose **Print** from the File menu.

You see the Print dialog box. The dialog box looks different if you're using a printer other than a LaserWriter or a different printer driver.



For a range of pages

2. If you're printing a presentation, select the presentation options.

See "Printing your presentations on paper" on page 14-36.

3. Click **Print**.

ClarisImpact prints the document.

To print a single copy of a document without opening the Print dialog box, hold down the Option key and choose **Print** from the File menu.

Importing, placing, and exporting documents

You can share ClarisImpact documents with other applications in several ways. If you want to work with a document created in another application, you can import it. When you import a document, you make a copy of it in the ClarisImpact file format and work with that copy. (*File format* refers to the way an application organizes and stores the contents of a document.)

You can also place a file into a ClarisImpact document. This inserts the entire contents of a document created in another application into an existing ClarisImpact document.

If you want to use a ClarisImpact document in another application, you can export it—save it in that application’s file format.

To share documents with other applications, the ClarisImpact application uses special files called *translators*. These translators change the file format of a non-ClarisImpact document into the ClarisImpact file format, or a ClarisImpact document into a file format another application can use. Before you import, place, or export a document, be sure the appropriate translators are installed. For information on installing translators, see *Getting Started*.

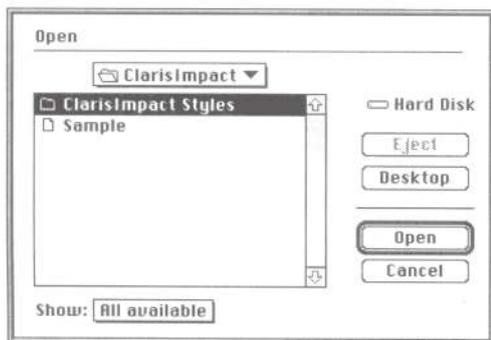
Importing files

Import a document or graphics file when you want to work with it as a ClarisImpact document. The changes you make affect only the ClarisImpact document—the original file is unchanged.

To import a document or graphics file created in another application:

1. Within ClarisImpact, choose **Open** from the File menu.

You see the Open dialog box.



2. Choose a file format from the Show pop-up menu.

The list of available files changes to show only documents in the file format you chose. What you see in this pop-up menu depends on which translators you have installed. (For more information, see *Getting Started*.)

3. Select the name of the file you want and click **Open** (or double-click the name).

ClarisImpact opens the document and adds the word *Converted* to the title. You see a progress message as the conversion takes place.

- ◆ **Tip** If you want to open a document from an application that isn't listed, try this: open the document in the other application and save it in a format that's compatible with a ClarisImpact translator, such as ASCII text or PICT. (This process is called *saving out*.)

Placing a document

You can merge an entire document saved in another format into a ClarisImpact document.

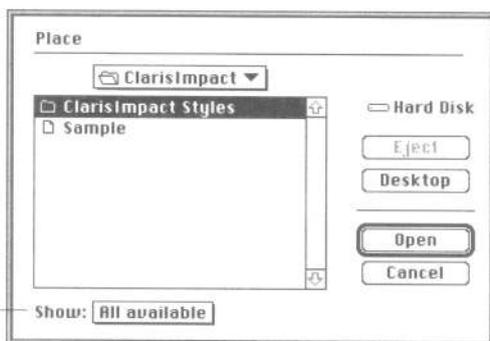
To place a file:

1. In the receiving document, click where you want the file to appear.

ClarisImpact places the file where you last clicked in the window.

2. Choose **Place File** from the File menu.

You see the Place dialog box.



The list shows only the documents in a format that you can insert into the current document.

3. Choose the file format from the Show pop-up menu.

The list of available files changes to show only files of the format you chose. If you prefer, you can leave the selection on **All Available** to have ClarisImpact choose the correct translator for you.

4. Select the name of the file you want to place and click **Place** (or double-click the document or filename).

You see the contents of the file in your ClarisImpact document.

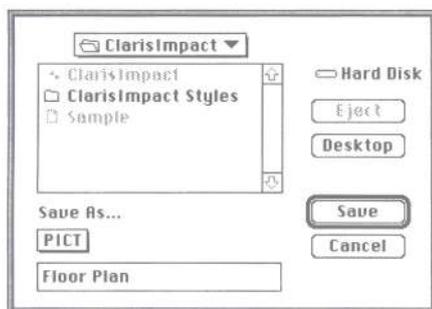
Exporting a document

Export a document when you want to open it in an application other than ClarisImpact. When you export a document, you end up with two copies: the original ClarisImpact document and a copy in another file format.

To export a document:

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

You see the Save As dialog box.



2. Find the disk and folder where you want to save the exported document. Type a name for the exported document.
3. Choose the file format type from the Save As pop-up menu.

What you see in this pop-up menu depends on which translators you've installed.

4. Click **Save**.

The document is stored, with the new name, in the folder and on the disk you specified.



Exported Report



PICT file

Working with document windows

ClarisImpact gives you several ways to customize your view of a document in a window. This section explains how to arrange several document windows on the screen, set views in a document, and zoom the contents of a document.

Arranging windows

ClarisImpact can tile or stack open document windows so they are arranged neatly onscreen.

Tiling windows

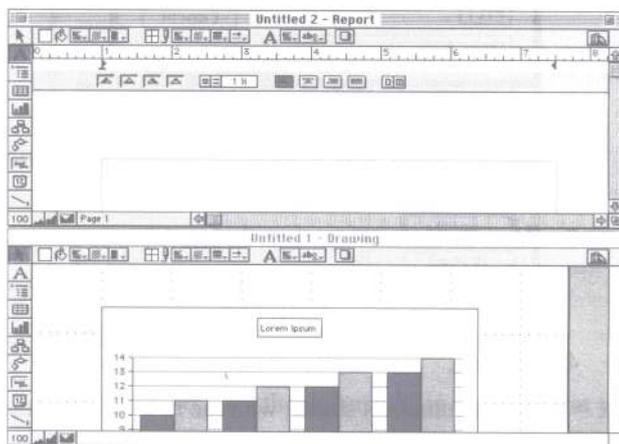
Tiling arranges open windows so they fill the screen and do not overlap. All the windows are the same size.

To tile windows side by side as if they were in columns, choose **Tile Across** from the Window menu. The windows are arranged across the screen.

To tile windows top to bottom, as if in rows, choose **Tile Down** from the Window menu. ClarisImpact resizes the windows and arranges them to fill the screen.



Windows tiled from top to bottom



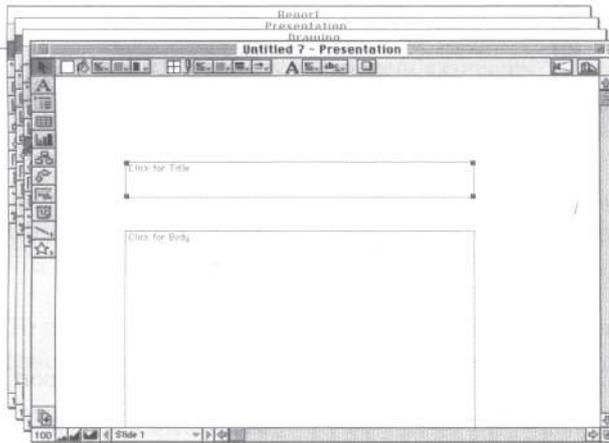
To display all open windows into equal panes that fill the screen, choose **Tile** from the Window menu.

Stacking windows

Stacking arranges open windows so they are layered one over the next, starting at the upper-left corner of the screen. All the windows are the same size.

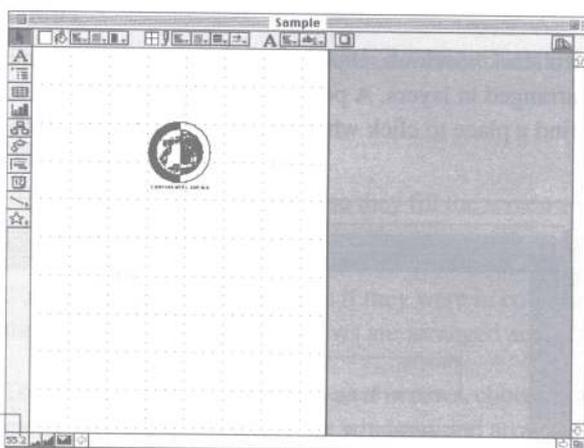
To stack windows, choose **Stack** from the Window menu. The windows are arranged in layers. A portion of each window stays visible, so you can always find a place to click when you want to activate another document or view.

Click an edge to activate a different window



Fitting a page to a window

You can reduce your view of the document so that the entire document appears in the window. Choose **Fit to Window** from the View menu. To go back to the normal view, click the zoom percentage box.



Viewing a document

You can set up to nine views in a drawing or report document, so you can easily and quickly view different areas of your document.

Setting up a view

To create a new view, display the portion of the document you want in the view, then set the zoom level you want. Choose **Set View** from the View menu. In the Set View dialog box, you can specify the view name (views are automatically numbered consecutively from 1, in the order you create them).

To go to another view, choose the name of the window you want from the View menu. (Each view is listed at the bottom of the View menu.)

- ◆ **Note** ClarisImpact “remembers” how a document and its views are arranged onscreen each time you save. If you save and close a document when a particular view is on the screen, ClarisImpact saves the view and displays it the next time you open the document.

Deleting a view

To delete a view, choose **Delete View** from the View menu. In the Delete View dialog box, select the view you want to delete.

Getting a closer look at your document

You can change how you view the contents of a document. You can *zoom out* to see more of the document in the window, or you can *zoom in* to get a closer view so you can work with fine details. Zooming doesn't change the size of the contents, but just how you view the contents.

Zooming in or out

Using the zoom controls at the lower-left corner of the document window, you can change how you view a document's contents. The number in the zoom percentage box shows the magnification of the current document (100% is actual size).

To see more of the document in the window, click the zoom-out control. Clicking the control successively decreases the viewing percentage by one-half to a minimum of 3.13%.

To get a closer look at the document, click the zoom-in control. Clicking the control successively doubles the viewing percentage to a maximum of 3200%.

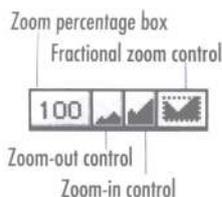
Zooming to a specific size

You can also use the zoom percentage box to zoom to a specific level.

To zoom to a specific size:

1. Double-click the zoom percentage box.
2. Enter a number for the zoom percentage you want.
3. Press Enter or click the document.

The document zooms to the percentage you entered.





Returning to actual size

To return a document to actual size (100%) from a zoomed view, click once in the zoom percentage box. Clicking the zoom percentage box again returns to the previous magnification.

Fractional zooming

The fractional zoom control allows you to select an area on the screen and have ClarisImpact enlarge the area until it entirely fills the current window.

To zoom in on a specific area:

1. **Click the fractional zoom control and position the selection arrow over the document.**
The selection arrow changes to a magnifying glass to indicate that you're selecting an area to zoom in on.
2. **Click and drag the magnifying glass to enclose the area you want enlarged with a rectangle.**

When you release the mouse button, ClarisImpact zooms in on that area.

If you've zoomed in too much or zoomed into the wrong area, click the zoom percentage box to return to 100% view.

Customizing documents

ClarisImpact provides several ways you can customize how you work with documents. This section explains how to set preferences, change margins, change ruler settings, and use stationery.

Setting preferences

ClarisImpact documents are set up so that you can immediately get to work using standard options for footnote numbering, date format, and other factors that affect whole documents. You may not need to change any of these options, but if you do, this section shows you how.

Using the Preferences dialog box

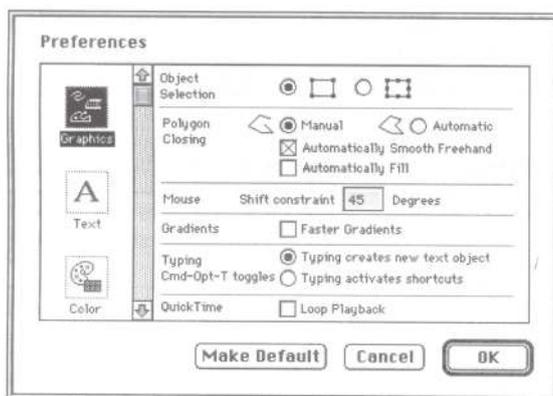
Many options for customizing ClarisImpact are in the Preferences dialog box. This dialog box has five sets of options that apply to different aspects of ClarisImpact: graphics, text, colors, models, and translators.

This section describes how to work with the Preferences dialog box. For more information about individual preference options, see the sections that follow.

To work with the Preferences dialog box:

1. Choose **Preferences** from the **Layout** menu.

You see the Preferences dialog box. The set of options you see depends on what type of document you are working in. For example, when you open Preferences from a drawing document, you see the Graphics options.



You can also display the Preferences dialog box by double-clicking the tool panel in the area between the tools and the zoom percentage box.

2. To show a different set of options, select the appropriate icon in the scrolling area on the left side of the dialog box.

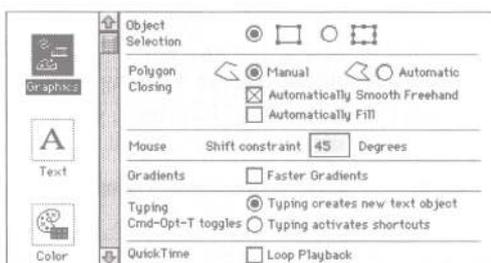
Use the scroll bar to bring other icons into view. When you select an icon, the options associated with it appear.

3. Set the options you want. If you want to, you can select other icons and set other options.
4. Click **OK** when you are finished using the dialog box.

Doing so closes the Preferences dialog box and accepts all the changes you made.

About graphics preferences

Graphics preferences affect your work in drawing documents and presentations.

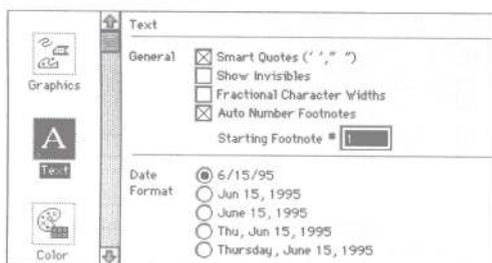


Option	Description	Preset
Object Selection	Lets you set how many handles show when you select an object. More handles give you more precise control when reshaping objects.	One handle at each corner
Polygon Closing	Manual lets you draw open objects. Automatic closes the gap, if any, between the starting point of a polygon and the last point you add.	Manual
Automatically Smooth Freehand	When selected, any freehand shapes you draw smooth out when you release the mouse button.	On
Automatically Fill	When selected, ClarisImpact fills open and closed polygons and bezigons.	Off
Mouse	When you hold down the Shift key while drawing, rotating, or resizing an object, you can constrain, or limit, the object to a certain angle. You can enter a custom angle in the text box.	45 degrees
Faster Gradients	Faster Gradients speeds up the process of displaying gradients by temporarily showing less refined color transitions in the filled object or image. Colors and shades may appear in bands rather than blending into one another. Otherwise, ClarisImpact blends colors and shades evenly for a smooth, refined appearance.	Off
Typing creates new text object	Lets you quickly create text without selecting the text tool. When you press a letter key, a new text frame appears at the position you last clicked.	On

Option	Description	Preset
Typing activates shortcuts	Lets you select tools from the tool palettes by pressing letter keys. For example, press R to select the rectangle tool. Selecting this option turns off the Typing option. You can quickly turn the "Typing activates shortcuts" option on or off by pressing Command-Option-T.	Off
Loop Playback	Plays a QuickTime movie continuously until you tell it to stop.	Off

About text preferences

Text preferences affect the appearance of text.



Option	Description	Preset
Smart Quotes	When selected, the characters for quotation marks and apostrophes appear curled (" ", ' ') rather than straight (" ", ' ').	On
Show Invisibles	When selected, symbols for formatting characters such as paragraph returns, spaces, and tabs show with normal text characters such as letters and numbers.	Off
Fractional Character Widths	When selected, there is finer character spacing on LaserWriter printouts. You may also notice that characters appear closer together on the screen. Leave this option off when printing on an ImageWriter.	Off
Auto Number Footnotes	When selected, ClarisImpact numbers footnotes automatically starting at the number you type in the Starting Footnote text box. To change the starting number, leave the option selected and enter another number. When deselected, you must specify an identifying character to mark the footnote in the text of your document.	On

Option	Description	Preset
Date Format	When you choose Insert Date from the Edit menu, you can select how the current date is formatted.	Short format (example: "3/31/93")

About color preferences

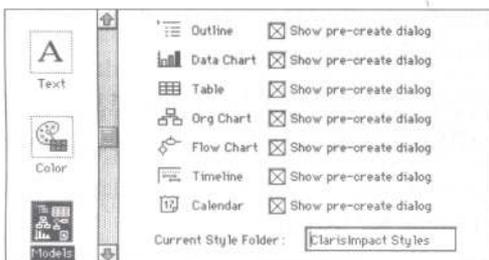
Color preferences give you options for working with color palettes.



Option	Description	Preset
Color	<p>Claris 81 Color Palette is a collection of 81 standard colors for fill and pen. The Editable 256 Color Palette is a collection of 256 standard colors for use with a 256-color monitor. You can customize a 256 color palette, save it, and load it again.</p> <p>To use the 256-color palette, click Editable 256 Color Palette. The Load Palette and Save Palette buttons become available.</p> <p>Click Load Palette to use a custom color palette you've saved from ClarisImpact or another application, such as MacDraw Pro.</p> <p>Click Save Palette to save a customized 256-color palette as a separate file for use with another ClarisImpact document or another application.</p>	81 Color palette

About models preferences

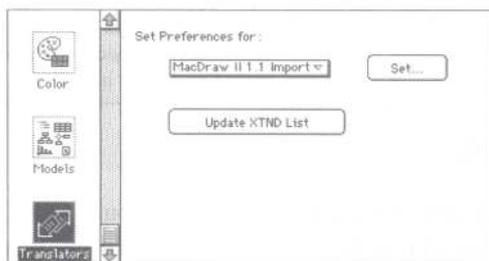
Models preferences let you set whether or not ClarisImpact displays a creation dialog box when creating a model. You can also indicate the folder where you store the model styles.



Option	Description	Preset
Model type	Display creation dialog box.	On for all models
Current Style Folder	Indicate where the model styles are stored. See “Working with model style files” on page 3-9.	ClarisImpact Styles

About translators preferences

Translator preferences determine the way ClarisImpact imports and exports text and graphics.



Option	Description
Set Preferences for	Select a file format to set. After selecting the file format, click Set.

Option	Description
Update XTND List	When you add or eliminate translators, click this option to have ClarisImpact update the list of translators that appear in dialog box menus.

The options for the translators are already determined, but you can change the options for the EPSF Export translator.

To change the options for the EPSF Export translator:

1. **Select EPSF Export from the Set Preferences for pop-up menu.**

The pop-up menu shows only the translators you have installed. (For more information, see *Getting Started*.)

2. **Click Set.**

A dialog box appears that shows options for the EPSF Export file format.

3. **Select the options you want to change:**

Select this option	Description
EPSF	Save the file in Encapsulated PostScript and allow you to display the file on the screen in a color PICT format.
TEXT	Save the file as a text file of PostScript code you can view or edit.
PICT Preview options	When you save a document in the EPSF format, ClarisImpact also records information that allows the document to display on the screen in a color PICT format. The PICT Preview options let you select whether the screen display information is recorded in black and white, in color, or not recorded at all. Selecting None reduces the size of the EPSF document by not recording display information.

4. **Click OK.**

When you add or delete translators from your system, you click the **Update XTND List** button to have ClarisImpact update the list of translators that appear in dialog box menus.

Setting default preferences

When you change the values shown in the previous tables, you can reuse the options as defaults for all new documents.

To change the preset values in the Preferences dialog box:

1. Choose **Preferences** from the **Layout** menu.

You see the Preferences dialog box.

2. Set the options you want.

If you need help navigating in the Preferences dialog box, see “Setting preferences” on page 2-16. For more information on individual options, see the tables for each set of options earlier in this section.

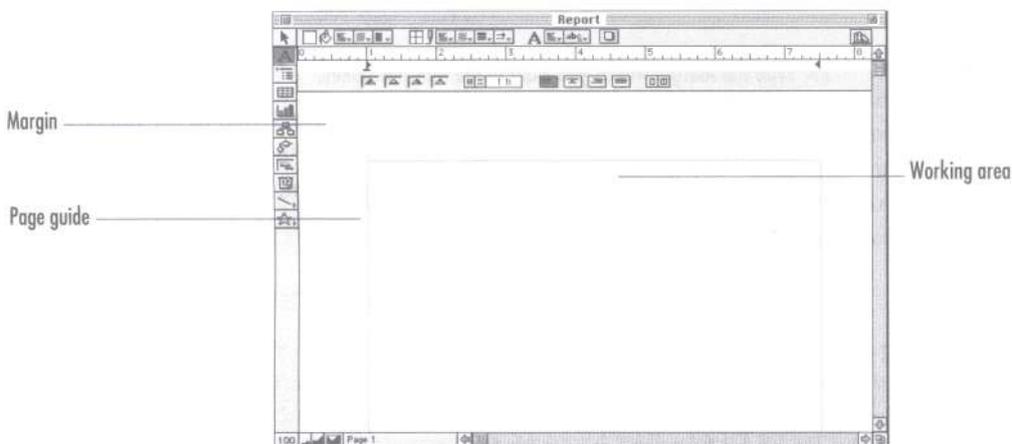
3. When you’re finished setting options, click **Make Default**.

ClarisImpact resets the values in the ClarisImpact Preferences file.

4. Click **OK**.

Changing margins and page options

ClarisImpact divides documents into pages and each page has a working area that shows the text, models, or objects in your document. The empty space between the edges of the page and the working area makes up the *margins*. Document margins appear onscreen marked by a light gray border called the *page guide*. In a drawing document, choose **Show Page Breaks** from the View menu to see the margins and page guide.



- ◆ **Note** The preset page size is 8.5 inches wide by 11 inches tall. You can change the page size in the Page Setup dialog box.

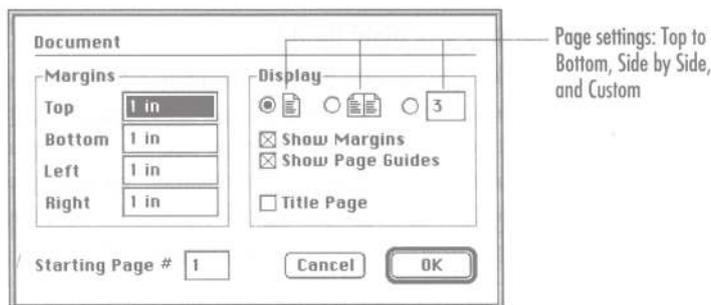
Each ClarisImpact document type has preset margins and display options. You change these and other page-related settings in the Document dialog box.

To change margins and page options:

1. Choose **Document** from the **Layout** menu.

You see the Document dialog box. The figure shows the dialog box for a report document. (This dialog box has different options depending on what type of document you are in. Specific settings are covered in later chapters.)

Report document dialog box



2. Type the margin widths you want in the margins boxes.

If the unit of measurement you use doesn't match that of the document's ruler, ClarisImpact converts the value to match the current unit on the ruler. (For more information on units of measurement, see "Changing ruler settings" on page 2-25.)

3. Change the other options if you want to do so. (Not every option appears in the Document dialog box for each document type.)

Change this option	To
Top to Bottom Side by Side Custom	Change how pages flow onscreen. The Custom setting selects the number of pages to show side by side before you must scroll up or down to see the rest.
Show Margins	See the working area and the margins of your document. Deselect this option to see only the working area.
Show Page Guides	See a light gray border (page guide) around the document's working area. Deselect this option to hide the border.
Title Page	Hide the header and footer on the first page of a report document.
Add Pages When Needed	Expand the drawing document automatically by adding pages when you draw outside a page boundary.
Starting Page # Starting Slide #	Start numbering pages or slides with a number other than 1.

4. Click **OK** to accept the settings and return to the document.

- ◆ **Note** The margins you set are document margins. See the manual that came with your printer for information on the printing margins that are built into your printer. If your document margins are smaller than your printer's margins (for example, if your document margins are 1/4 inch and your printer's margins are 1/2 inch), you may notice that information in the document is clipped at the edges of the printed page.

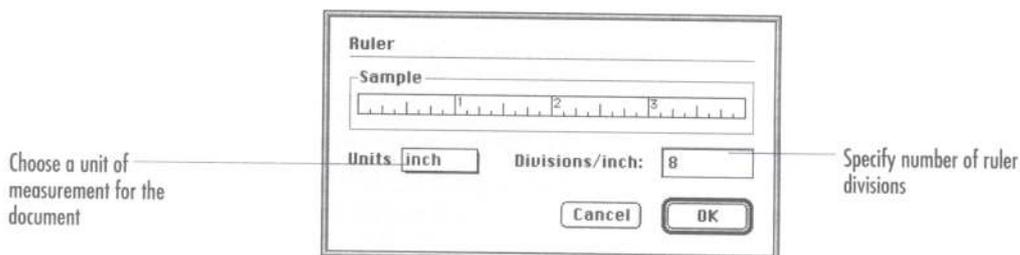
Changing ruler settings

Rulers are guides you can use to control the horizontal placement of text or the size and position of an object. You can change the unit of measurement for the ruler as well as the number of autogrid divisions per unit.

To change ruler settings:

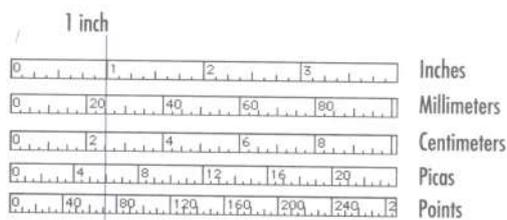
1. Choose **Rulers** from the Layout menu.

You see the Ruler dialog box.



2. Choose a unit of measurement from the Units pop-up menu.

You can choose inches, millimeters, centimeters, picas, or points. Points and picas are typographic measures. There are 72 points in an inch, and 6 picas (each 12 points) in an inch.



3. In the **Divisions/unit** box, type the number of divisions you want (up to 300), or leave the preset number as it is.

You use divisions with the autogrid to move and size items in a document.

4. Click **OK**.

The ruler is reset to the new unit of measurement and number of autogrid divisions.

ClarisImpact saves your ruler settings when you save the document. To create documents with your custom rulers, create a document with the custom rulers and save it as stationery.

Using stationery

Creating a stationery file is useful if you've spent time customizing a document with data, formatting, and settings, and you want to use the same settings in new documents. Think of stationery as a way to save your preferred settings—you set it up once, and then reuse it many times.

Preparing to use stationery

You can create two kinds of stationery:

- *Options stationery* contains customized settings you want to use with each new document. For example, you can change the default font used in a new document and you can select a document type. You must store the options stationery file in the ClarisImpact Stationery folder in the application folder.
- *Document stationery* contains customized settings for each of the three document types (drawings, reports, and presentations). For example, you can create a slide with a company logo on it and use the stationery for a series of slides in a presentation. Store the stationery in the ClarisImpact Stationery folder in the Claris folder. You can give the stationery file any name.

If you plan to use certain settings every time you create a new document, set up a document with the settings you want and save it as options stationery. Then, when you choose **New** from the File menu, ClarisImpact creates a document directly using the document type saved with the file, without displaying the New Document dialog box. You can prevent an options stationery file from opening by holding down the Option key when you create a document.

If you plan to use certain settings frequently (but not for every document), set up a document with the settings you want and save it as document stationery.

You can have one ClarisImpact Options stationery file and as many document stationery files as you want. You select document stationery in the New Document dialog box.

- ◆ **Note** You can also use the Preferences dialog box to change default ClarisImpact settings to a custom set of options. However, when you open stationery, any preferences settings in the stationery take precedence over the default preferences settings. For more information on preferences, see “Setting preferences” on page 2-16.

Creating stationery

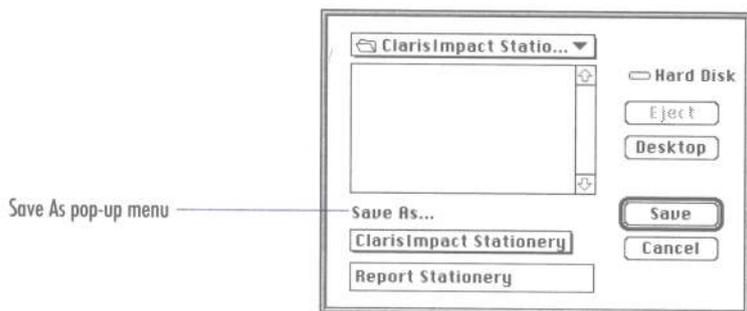
To make stationery from a document:

1. Prepare a document with the settings and information you want to be in the stationery.
2. Choose **Save As** from the File menu.

You see the Save As dialog box.

3. Choose **ClarisImpact Stationery** from the Save As pop-up menu if you’re creating document stationery, or choose **ClarisImpact Options** if you’re creating options stationery.

When you select ClarisImpact Options, the name **ClarisImpact Options** automatically appears in the text box and ClarisImpact saves it in the correct folder.



4. Type a name for the stationery file.

If you’re creating options stationery that opens automatically whenever you create a document, the file must be named **ClarisImpact Options**.

5. Click **Save**.

ClarisImpact makes a copy of the file and saves it in the ClarisImpact Stationery format.



Stationery

Later, when you open the stationery file, you see a new, untitled copy of the stationery. The original remains intact so that you can use it over and over again. You can rename the new document when you save it without worrying that you'll save over the original stationery file.

Working with palettes

ClarisImpact uses several types of palettes: color palettes, pattern palettes, gradient palettes, tool palettes, text palettes, and line style palettes. You can work with the palettes in two ways: you can display them as pop-up palettes by clicking the palette control on the style bar, or you can tear off the palettes and position them where you want on the screen.

To tear a palette from the style bar:

1. Point to the control on the style bar or tool panel and press the mouse button to open the palette.

The palette remains open as long as you hold the mouse button down.

2. While the palette is open, drag it away from the style bar or tool panel.
3. When you've positioned the palette where you want it, release the mouse button.

The palette stays open in front of your document. You can drag the palette by its title bar to move it anywhere on the screen.

To collapse a palette, click the control in the upper-right corner of the palette. This hides a palette's contents and displays a title bar showing the palette's name. To expand the palette, click the control again. Option-clicking the control collapses or expands all open palettes.

To close a palette, click the close box in the palette's upper-left corner. Option-clicking the close box closes all open palettes.

For more information on working with palettes, see "Using the fill and pen palettes" on page 11-10.



Fill controls



Pen controls

Setting the color palette

ClarisImpact comes with a standard 81-color palette and an editable 256-color palette. You can also share custom color palettes with other applications, such as MacDraw Pro.

The color palette you set affects the current document only. You see the same set of colors when you use the Fill, Pen, Text, and Shadow color palettes in a document.

This section explains how to set, load, and save 256-color palettes. It also has information on editing the 256-color palette.

ClarisImpact is preset to use the 81-color palette. If you need more colors, and you are running ClarisImpact on a system that supports at least 256 colors, you can reset the application to use an editable 256-color palette.

To set the color palette:

1. **Open the document in which you want to use the custom color palette.**
2. **Choose Preferences from the Layout menu and select the Color icon from the scrolling list.**
If you need more information on using the Preferences dialog box, see “Setting preferences” on page 2-16.
3. **Select Editable 256 Color Palette in the Color area.**
4. **Click OK.**

Sharing color palettes with other documents

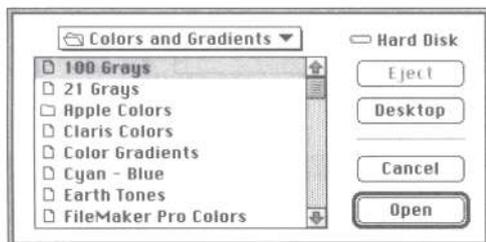
If you’ve customized a color palette in another document or Claris application, you can load that custom palette into the current ClarisImpact document. You can also save a 256-color palette you’ve customized in ClarisImpact as a separate file so you can use it in another application.

Loading a color palette

To load a color palette:

1. Choose **Preferences** from the Layout menu and select the Color icon from the scrolling list.
2. If necessary, select **Editable 256 Color Palette**.
3. Click **Load Palette**.

You see the Load Palette dialog box.



4. Select the name of the color palette you want to use and click **Open**, or double-click the palette's name.
5. Click **OK**.

The palette you selected becomes the color palette used throughout ClarisImpact, including the Fill, Pen, and Text color palettes as well as all dialog boxes that have color settings.

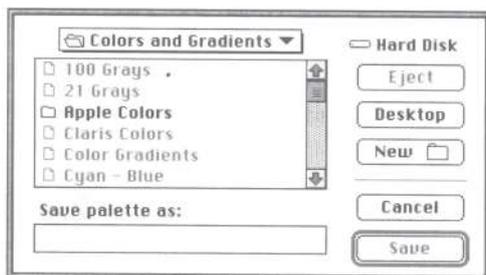
Saving a color palette

To save a color palette as a separate file:

1. Choose **Preferences** from the Layout menu and select the Color icon from the scrolling list.
2. If necessary, select **Editable 256 Color Palette**.

3. Click **Save Palette**.

You see the Save Palette As dialog box.



4. Type a new name for the palette.

5. Open the folder in which you want to keep the palette.

6. Click **Save**.

ClarisImpact saves the palette as a separate file in the location you specified.

7. Click **OK**.

Editing colors, patterns, and gradients

You can edit colors on the 256-color palette, patterns on the pattern palette, and gradients on the gradient palette. Each palette has its own editor.

Using the Color Editor

If you're using the editable 256-color palette, you can change the colors displayed in the palette, or mix your own colors to include in the palette. A color is made up of three components: hue, saturation, and brightness. A color is also composed of varying amounts of red, green, and blue. By editing these components, you can produce new colors.

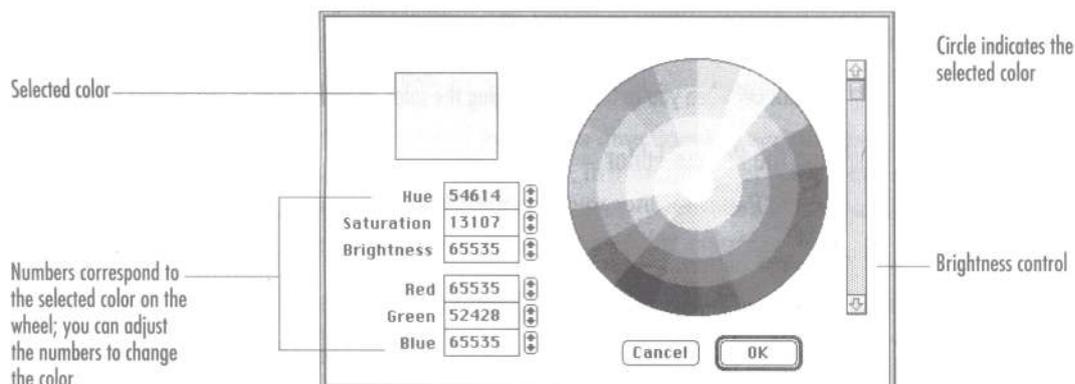
For information on switching from the 81-color default palette to the editable 256-color palette, see “Setting the color palette” on page 2-30.

To edit a color:

1. Tear off the 256-color palette and double-click the color you want to change.

Select a color you don't want to use with this document. You're replacing the color with a new one. The new color appears in all the 256-color palettes for this document only.

You see the Color Editor. On a monochrome monitor, you see letters in the wheel indicating the colors (G=green, Y=yellow, R=red, C=cyan, M=magenta, B=blue).



2. Click anywhere on the color wheel to select a color.

The numbers in the **Hue**, **Saturation**, **Brightness**, **Red**, **Green**, and **Blue** boxes change to reflect the new color.

3. Use the scroll bar to the right of the color wheel to change the brightness of the colors displayed in the wheel.

Scrolling down makes the color wheel darker; scrolling up makes it brighter.

- To fine-tune the colors to the exact color you want, enter numbers in the **Hue**, **Saturation**, and **Brightness** boxes, or in the **Red**, **Green**, and **Blue** boxes. Enter a number in the box or click the up and down arrows beside the box to increase or decrease the number.

Change this option	To
Hue	Produce a different color on the color spectrum.
Saturation	Affect the purity or grayness of the color. The less saturated the color, the grayer it appears; the more saturated the color, the richer and deeper it appears.
Brightness	Make the color lighter or darker. The lower the brightness, the closer the color approaches black.
Red, Green, or Blue	Increase or decrease the amount of red, green, or blue in the color.

- Click **OK** when you're finished changing the color, or click **Cancel** to cancel your changes.

Using the Pattern Editor

Use the Pattern Editor to create and change patterns.

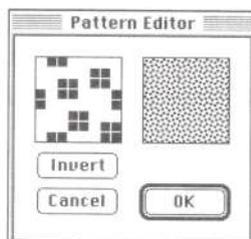
To edit a pattern:

- Select a pattern in the pattern palette.

You're replacing that pattern with the new one. The new pattern appears in the pattern palette for this document only.

- Choose **Patterns** from the Layout menu.

If the palette is open, you can double-click the pattern you want to edit. You see the Pattern Editor.



3. In the editing box, position the selection arrow and click the mouse or drag it to change the pattern.

The sample box reflects your changes. With the Pattern Editor on the screen you can edit another pattern by selecting a new pattern from the pattern palette.

4. To reverse the pattern, click **Invert**.
Black pixels become white, and white pixels become black.
5. Click **OK** to accept your changes or click **Cancel** to restore the pattern to the original form.
If you clicked **OK**, the pattern changes on both the fill and pen palettes.

Using the Gradient Editor

A gradient is a fill that blends gradually from one color to another (up to four colors). ClarisImpact has three gradient types (or sweeps): directional, circular, or shape burst.

Each sweep has a focus. In a directional sweep, the focus determines the position of the ending color; in a circular sweep, the focus determines the center point around which the gradient sweeps; in a shape burst sweep, the focus determines the position of the ending color.

The directional sweep also has an angle. The angle determines the direction of the bands of color in the sweep. For example, an angle of 45 degrees makes the bands of color appear diagonally; an angle of 90 degrees makes the colors appear horizontally.

Use the Gradient Editor to change a gradient, select colors, change the gradient type, and select the focus and angle.

To edit a gradient:

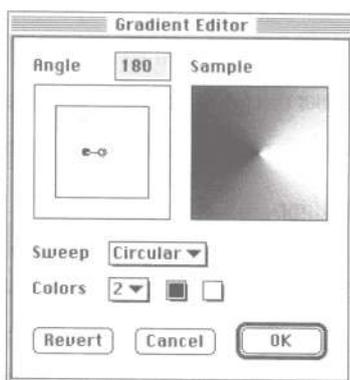
1. Select a gradient in the gradient palette.

Select a gradient you don't want to use with this document. You'll be replacing that gradient with the new one. The new gradient appears in the gradient palette for this document only.

2. Choose **Gradients** from the Layout menu.

If the gradient palette is open, you can double-click the gradient you want to edit.

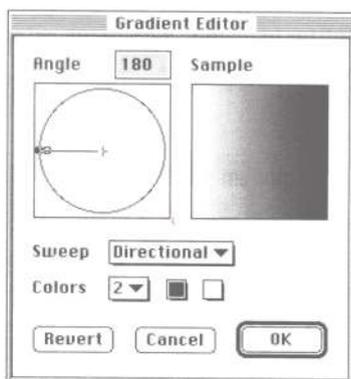
You see the Gradient Editor.



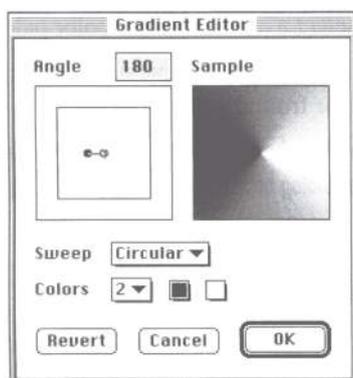
3. From the Sweep pop-up menu, choose a gradient type: **Circular**, **Directional**, or **Shape Burst**.

4. Set the gradient's angle or focus.

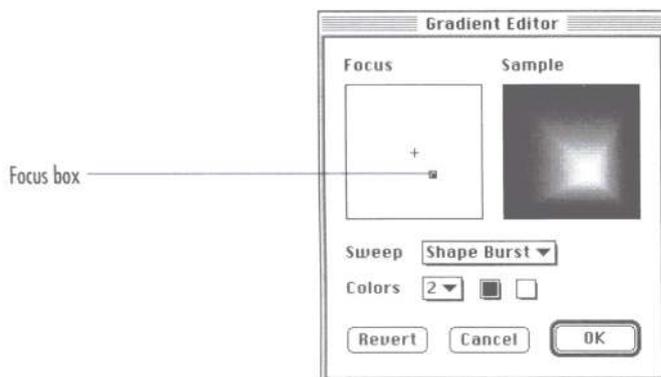
- For a directional sweep, enter a new angle in the **Angle** box or drag the solid circle to a new position along the radius. Drag the small hollow circle to change the focus position or ending color position.



- For a circular sweep, enter a new angle or drag the solid circle to a new position. Drag the small hollow circle to change the focus position of the gradient.



- For a shape burst sweep, drag the focus box to change the center point of the sweep. Drag the handle of the focus box to change the size of the focus area.



You see your changes in the Sample area.

5. From the Colors pop-up menu, choose the number of colors (2, 3, or 4) you want in the gradient.
6. From the color palettes, choose the colors you want to use.
 - To select a starting or highlight color, press the starting (leftmost) color box, and select a color from the color palette.
 - To select an ending color, press the ending (rightmost) color box, and select a color from the color palette.
7. Click **OK** to accept your changes, **Revert** to restore the gradient to its original appearance, or **Cancel** to close the dialog box without saving your changes.

Understanding models and styles

Model basics	3-2
Using model styles	3-6
Using element styles	3-10

Chapter 3

Understanding models and styles

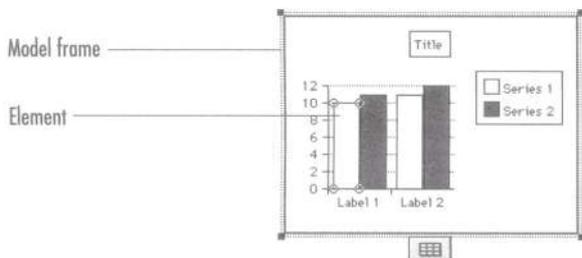
You can use ClarisImpact to create organization charts, flow charts, tables, data charts, outlines, timelines, and calendars. As a group, these graphics are called *models*. While there are special features for each type of model, many features are common to all of them. This chapter explains these common features and provides a conceptual overview.

Model basics

A *model* is a text and graphic figure that changes automatically as you edit the information it expresses. A model is enclosed by a rectangular border called a *model frame*.

When you select the model frame you can move, resize, or otherwise manipulate a model as if it were a single object.

When you click a model twice, you can change the individual parts inside the model frame, called *elements*. The bars in a bar chart, the days in a calendar, or the boxes in an organization chart are all examples of elements. You can select most elements and change their data, color, pattern, font, position, or other settings. You cannot move elements outside of the model frame.



- ◆ **Note** Models are not unique to any type of ClarisImpact document. You can create and use any type of model in a drawing, report, or presentation document.

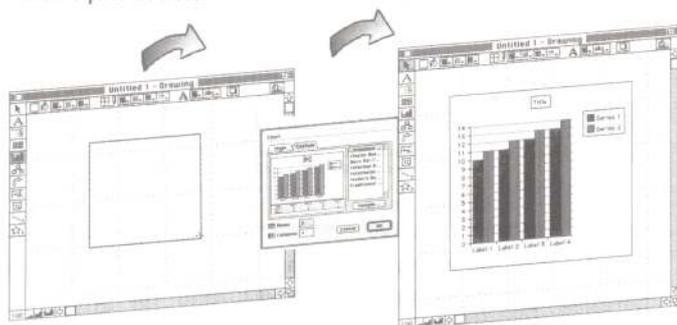
Creating models

The procedure for creating all models is very similar. This picture shows an overview of the basic process.

Click one of the model tools and then click or drag in the window to place the model

Choose a model style in the dialog box that appears

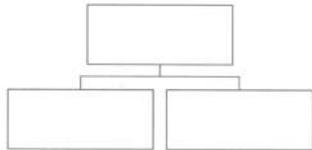
ClarisImpact creates the model according to your specifications



Selecting models and elements

To move, resize, or otherwise change a model as a single object, you must select the model frame. Click the model once to select the model frame. Handles appear at the corners of the model to show that the frame is selected.

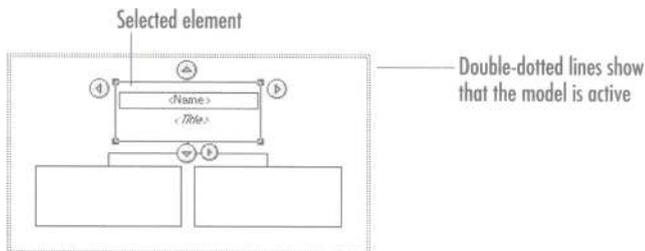
Model with model frame selected



Pointer over selected model frame

When the pointer is over a selected model frame, it changes to show a faint rectangle at the tip. This pointer shape indicates that clicking the model a second time will activate the model.

To change elements within a model, you click the model twice to make it active. If the pointer is over an element in the model when you click twice, the element is selected. Double-dotted lines appear around the model to show its active state. As long as the model is active, you can select any element within the model by clicking it once.



You cannot change elements within the model when only the frame is selected. Likewise, you cannot change the frame when the model is active and elements within the model are selected.

Deselecting models

If you need to change the model frame after you've selected an element, click once outside of the model to deactivate the model and select its model frame, or press Enter.

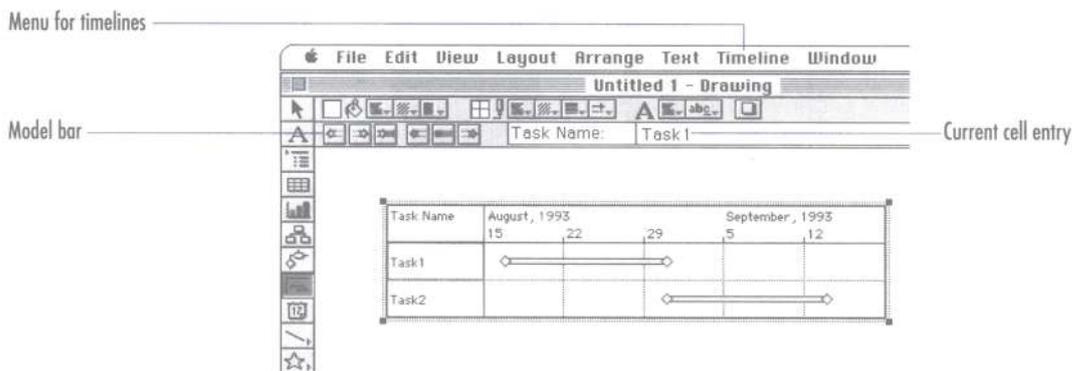
Formatting the model frame

You can format the frame that encloses a model exactly as you would an ordinary rectangle. When you select the model frame, you can fill it with a color, or gradient from the style bar. You can also choose a color, pattern, and line weight for the border of the frame.

To change the model frame, select the frame by clicking the model once. Use the controls on the style bar to make selections. For more information about using the style bar, see chapter 11, "Drawing."

Locating the model menus and bars

Each model has its own menu that appears when you select the model frame. However, many of the commands on the model menus do not work until you activate the model by clicking it twice. The table, data chart, and timeline models also have their own *model bars*. These bars display special controls useful for working in these models, as well as a box for entering data. They appear below the style bar.



Ungrouping models

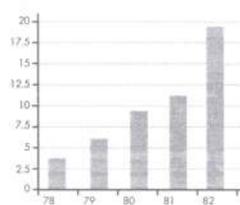
You can ungroup models and change them as if they were ordinary graphics. Once you ungroup a model, you cannot regroup it and use it as a model again. It becomes an ordinary graphic, as if you had drawn it manually with the drawing tools. For example, if you ungroup a bar chart you can no longer change the data in the chart.

To ungroup a model, click the model once to select the model frame, and then choose **Ungroup** from the Arrange menu.

- ◆ **Note** You cannot ungroup a timeline model. To ungroup a data chart, you must first separate the data table using the **Separate Table** command. See “Separating the data table” on page 7-15.

Using model styles

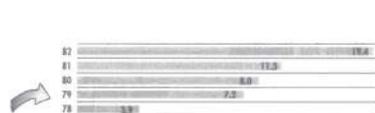
Use model styles to automate model formatting and design changes. A model style stores format options for an entire model: the chart type, element colors, text settings, layout, and so on. While you still determine the contents and structure of the model, the model style defines how the entire graphic appears. There is a table listing the settings controlled by each type of model style in the chapter where each model is explained.



Model before style is applied



Model style components

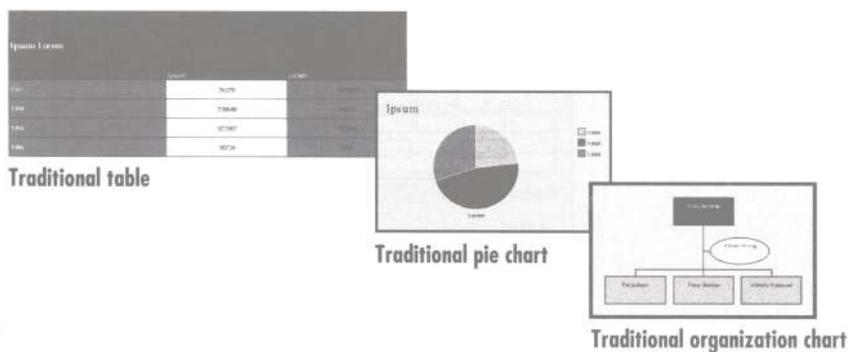


Model after style is applied

Predefined styles

ClarisImpact includes a selection of model styles for each type of model. To help you create different types of models with a consistent appearance, the styles are organized in *families*. The settings in each style family were designed to convey a coherent and professional image.

Using these style families, you can create a report or presentation that includes several different types of models without having to design each one separately. For example, if you use the Traditional model style for a table, a pie chart, and an organization chart in the same report, all the models will be consistent.



- ◆ **Note** There are both color and black-and-white versions of most styles in the style families. If you installed both kinds of styles with the installation program, the color and black-and-white versions are in separate style folders in the ClarisImpact Folder. See “Working with model style files” on page 3-9.

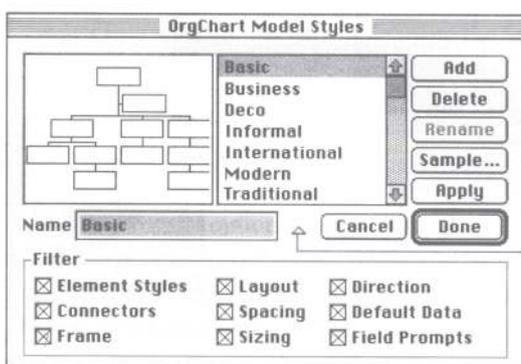
Master slide styles

Master slide styles store formatting options for a master slide in a presentation document. The procedures for creating, applying, and changing master slide styles are the same as those for model styles. See chapter 14, “Making presentations.”

Applying model styles

You can apply styles to a model during the model creation process, or to an existing model. See “Creating models” on page 3-3.

When you apply a style to an existing model, you have the option of excluding, or “filtering,” categories of settings that you don’t want to use. For example, if you have formatted the connectors in an organization chart in a certain way, you can filter out the connector settings when you apply a model style so that your connectors are not changed by that style.



Click this triangle to open or close the Filter section

There are complete instructions for applying styles in each of the model chapters.

Creating, deleting, and renaming model styles

You can create your own styles and add them to the styles that came with ClarisImpact. Use the **Model Styles** command to add new model styles, or to delete and rename existing styles.

Although the basic procedure is the same in all models (and for master slide styles), there are special points to consider before creating styles for some models. For instructions on creating a style for a particular model, refer to that model’s chapter.

Working with model style files

The styles for each type of model are stored in a separate file. Depending on how you installed ClarisImpact, the style files are stored in one or two folders. All the color model styles are stored in the ClarisImpact Color Styles folder, and the black-and-white styles are stored in the ClarisImpact B&W Styles folder.

Both of these style folders are in the ClarisImpact Folder. The installation program creates these folders automatically.

This table includes the names for the model style files.

Model	Filenames
Outline	Outline Styles
Table	Table Styles
Data chart	Chart Styles
Organization chart	OrgChart Styles
Flow charts	FlowChart Styles
Timeline	Timeline Styles
Calendar	Calendar Styles
Master Slide	9" SE Slides 10" PowerBook Slides 13" Apple RGB Slides US Letter Slides A4 Letter Slides Overhead Slides 35mm Slides Custom Slides

Specifying style folders with Preferences

To specify that ClarisImpact use a different folder for model styles, choose Preferences from the Layout menu. In the Preferences dialog box, click the Model icon (you may have to scroll down). When the model settings appear, enter the new style folder in the **Current Style Folder** box. See "Setting preferences" on page 2-16.

After you change the current style folder, the styles in the new folder appear in the dialog boxes that show model and element styles. Any model styles you create are saved in the current style folder.

If you enter the name of a folder that contains no style files, none of the style-related functions work, except for those involved with creating styles. ClarisImpact creates files in the new folder as you define new styles.

Preferences are stored separately with each document. Each time you create a new document, ClarisImpact uses the default style folder as defined during installation.

- ◆ **Note** Any folder containing style files must be kept in the ClarisImpact Folder.

If you use a large number of styles, you can maintain different folders for different groups of styles. For example, you can keep different style folders for different clients, or for different system configurations.

When you need to create black-and-white print-outs of a color presentation, you can use the Preferences dialog box to specify ClarisImpact B&W Styles (if it has been installed) as the current style folder. You can then apply black-and-white styles to the models in the presentation.

Using element styles

Element styles control the settings for individual parts of models. For example, you can apply an element style to change all the formatting settings for a single box in an organization chart.

Element styles work differently and control different settings in each type of model. You can apply element styles only to specific elements in each type of model. The following chapters explain how to use element styles with each type of model.

- ◆ **Note** There are no element styles for outlines. In flow charts, **Element Styles** doesn't appear on the menu, but the functions controlling symbols are the same as those controlling element styles.

Working with element style files

The element styles for each type of model are stored in separate files in the ClarisImpact Color Styles or ClarisImpact B&W Styles folders, just like the model styles. If you use the Preferences dialog box to change the current style folder, ClarisImpact looks in the new folder for element style files. See “Working with model style files” on page 3-9.

This table includes all the names for the element style files.

Model	Filename
Table	Table Elements
Data chart	Chart Elements
Organization chart	OrgChart Elements
Flow chart	FlowChart Symbols
Timeline	Timeline Elements
Calendar	Calendar Elements

Making organization charts

Understanding organization chart basics	4-3	Selecting chart elements	4-14
Creating an organization chart	4-4	Using additional formatting options	4-15
Building an organization chart	4-6	Converting organization charts to outlines	4-23
Entering and formatting chart text	4-10	Using organization chart model styles	4-24
Rearranging a chart	4-11	Using organization chart element styles	4-27

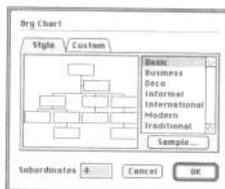
Chapter 4

Making organization charts

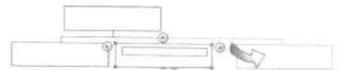
An organization chart represents the hierarchical structure of an organization. Symbols (usually boxes) on the chart depict various positions in the organization. Lines connect the boxes to identify the relationships among different positions. Organization charts are useful for showing a project or process as well.



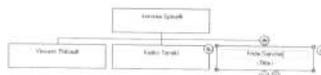
Click the organization chart tool and drag the first symbol into position



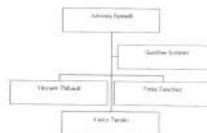
When the OrgChart dialog box appears, choose a model style



Add new symbols with the add element controls



Enter text in the text fields



Change the layout

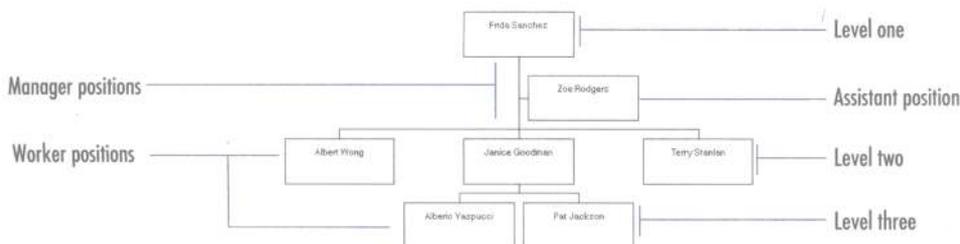
Understanding organization chart basics

Each *position* in an organization chart corresponds to a position in an organization. Positions are represented in the chart by a symbol, usually a box. You can specify other shapes, add graphics, and attach clip art to position symbols.

ClarisImpact places each position at a particular *level* in the chart. The levels show each position's place in the hierarchy of the organization.

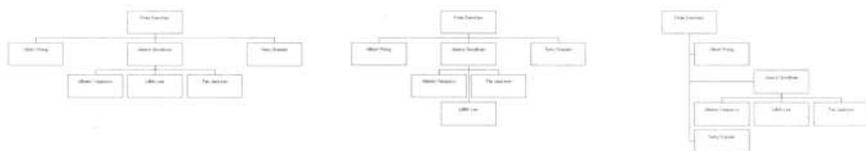
The lines between positions are called *connectors*. Connectors usually indicate the reporting structure of one position to another.

Any position on the chart that does not have another position reporting directly to it is called a *worker* position. Any position that has other positions reporting directly to it is called a *manager*. *Assistants* are special positions that report directly to another position without being on the same level as the other reporting positions.



The *layout* determines how manager and worker relationships are graphically displayed. You can choose different layouts for different parts of the same chart.

Three layouts for the same chart



Creating an organization chart

When you create an organization chart, you can use a model style or define your own custom settings. Several model styles for organization charts are included with ClarisImpact. While you still determine the contents and structure of the chart, the style defines how all the elements look.

Creating a chart with a model style

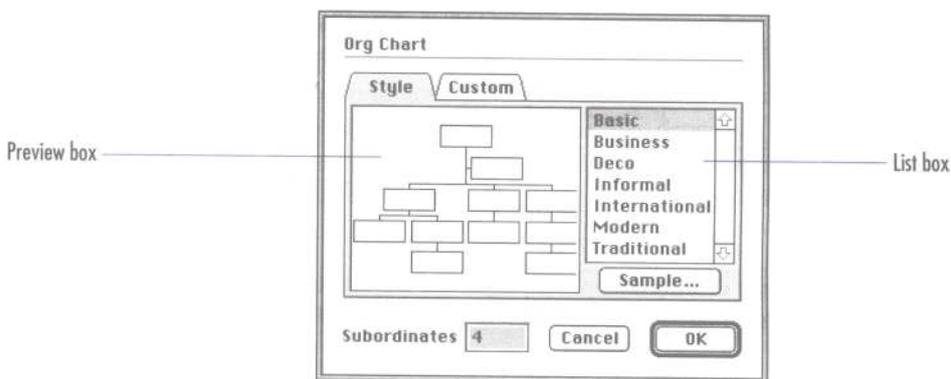
To create an organization chart with a model style:

1. Click the organization chart tool.
2. Position the pointer where you want to place the first position symbol and click the mouse button. (You can also hold down the mouse button and drag to see exactly where the first symbol will appear.)

The Org Chart dialog box appears. To preview a style, click a style name in the list box to make it appear in the preview box. Click **Sample** to view a style at a larger size.



Organization chart tool



3. Select the style you want by clicking its name in the list box.
4. For **Subordinates**, enter the number of positions you want to appear on the level below the top position on the chart.

You can change the number of positions later, so don't worry if this number isn't correct.

5. When all the options are properly set, click **OK** to create the chart.

The Org Chart dialog box appears only when you create a chart. All of the functions it provides are available through other commands after you create a chart.

- ◆ **Note** If no model styles appear in the OrgChart dialog box and **Style** is not selectable, you may not have any model styles installed in your system. You can still create an organization chart using custom settings. You can also run the installation program again to install the model styles. Unless you have set new preferences, ClarisImpact expects the model style files to be stored in a folder named ClarisImpact Color Styles or ClarisImpact B&W Styles inside the ClarisImpact Folder.

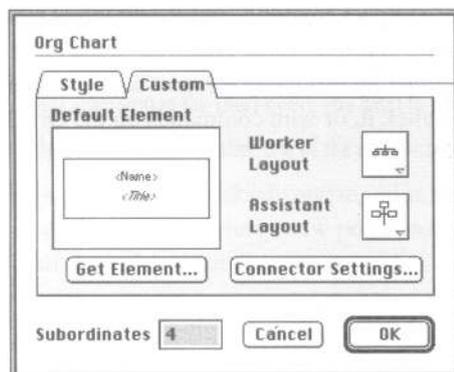
Creating an organization chart with custom settings

To create an organization chart with custom settings:

1. Click the organization chart tool.
2. Position the pointer where you want to place the first position symbol and click the mouse button. (You can also hold down the mouse button and drag the mouse to see exactly where the first symbol will appear.)

The Org Chart dialog box appears.

3. Click **Custom**.



Click here to activate the Custom options



Organization chart tool

To	Do this
Choose a layout option for worker and manager positions	Click Worker Layout and choose an option.
Choose a layout option for assistants	Click Assistant Layout and choose an option.
Choose an element style for position symbols	Click Get Element, choose one of the styles in the Elements dialog box, and then click OK. For a description of organization chart element styles, see "Using organization chart element styles" on page 4-27.
Specify the connector settings	Click Connector Settings, set the options in the Connector Settings dialog box, and then click OK. See "Changing the connector settings" on page 4-20 for information about these settings.
Specify the number of subordinates	In the Subordinates box, enter the number of positions you want to appear on the level below the top position on the chart.

4. When all the organization chart options are properly set, click **OK** to create the chart.

The Org Chart dialog box appears only when you create a chart. All of the functions it provides are available through other commands after you create a chart.

Building an organization chart

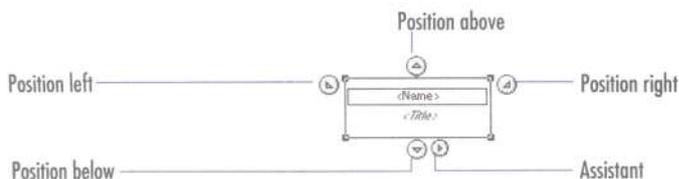
Once ClarisImpact creates a simple version of an organization chart, you can begin adding and modifying positions in the chart. You add new positions to the chart either by using *add element controls*, which appear around a position when you click it, or with commands on the OrgChart menu.

Adding positions with the add element controls

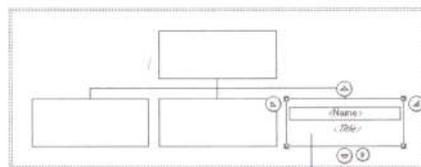
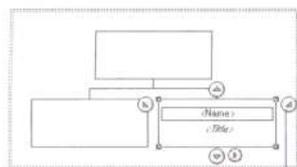
To add positions with the add element controls:

1. Select a position in the chart where you want to add a new position.

When you click a position, the add element controls appear.



2. Click the control that adds the type of position you want.



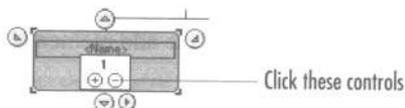
Adding several positions at once

To add several positions at once with the add element controls:

1. Select a position in the chart where you want to add a new position.
2. Hold down Shift as you click one of the add element controls. Do not release the Shift key.

A small panel appears displaying plus and minus controls and a number that indicates how many new positions will be added. (If you release the Shift key, the panel disappears.)

- Continuing to hold down the Shift key, click the plus or minus controls (+ -) to specify the number of positions you want to add.



- When you've specified the number of positions, release the Shift key.
ClarisImpact adds the number of positions you specified.

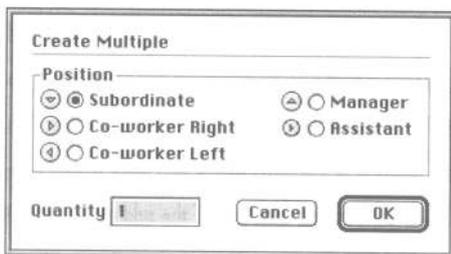
Using the Multiple command

To add several positions at once with the **Multiple** command on the Add Position menu:

- Select a position in the chart where you want to add a new position.
- Choose **Add Position** from the OrgChart menu, and then **Multiple**.

You can also hold down Command as you click one of the add element controls.

The Create Multiple dialog box appears.



- Click the option for the type of position you want to add.
- Enter the number of new positions in **Quantity**.
- Click **OK** when you're done.

Adding positions with the keyboard

You can also add most types of positions with the keyboard.

Select a position and press	To add a position
Return or Shift-Return	Below or Above the current position
Option-Return or Shift-Option-Return	To the right or left of the current position
Command-D or Shift-Command-D	To the right or left of the current position and copy data

Adding positions with menu commands

To add a new position to an organization chart using the menu commands:

1. Click a position in the chart where you want to connect a new position.
2. Choose **Add Position** from the Org Chart menu, and then choose the type of connection from the submenu.

Choose	To
Insert Level	Insert a position at a new level, between the current position and the level below
Subordinate	Connect a position at the level below the current position
Co-worker Left or Co-worker Right	Connect a new position to the left or right of the current position
Manager	Connect a new position above the current position
Assistant	Connect an assistant to the current position

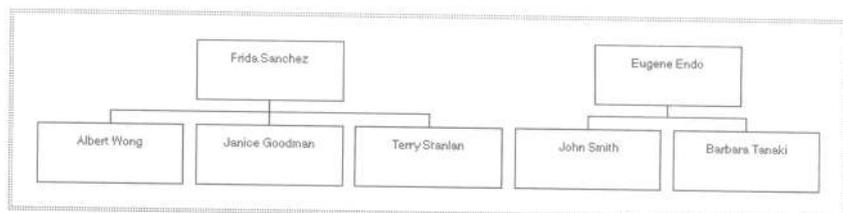
Deleting positions

To delete any position, select a position and press Delete or choose **Cut** or **Clear** from the Edit menu.

Creating multiple organizations

You can create as many separate organizations as you need in the same chart. Separate organizations are still controlled by all the same settings that apply to the chart as a whole.

A single chart with two organizations



To create a new organization in a chart, select the top position in the chart, and then click the add element control on the left or right side of the position. You can also choose **Add Position** on the OrgChart menu, and then **Co-worker Left** or **Co-worker Right**.

Entering and formatting chart text

When entering text in organization chart positions, most text functions work the same as they do in other parts of ClarisImpact.

Entering text in positions

To enter text in the text fields within positions:

1. Select the position where you want to enter text.
2. Start typing.

The text you enter appears in the top text field within the position, usually called the Name field.



3. When you complete the first field, press Tab to move to the next field within the position.
4. When you complete all the fields in a position, press Tab to move to the next position. Press an arrow key to move to the next position in the direction indicated by the arrow.

Moving between fields

Use these keys to move between fields and positions:

Press	To
Tab or Shift-Tab	Move to the next or previous field
Arrow keys	Select the next position in the chart in the direction indicated by the arrow

- ◆ **Note** Don't press Return to move to the next field in a position. Pressing Return creates a new position below the current one.

Formatting organization chart text

You can specify the font, size, color, style, and justification for text you enter in positions. To apply text formatting, select the text in the field you want to modify (or just select the field), and then choose the appropriate formatting command from the Text menu. To change the text settings for several positions, it's best to specify the proper text settings as part of an element style. See "Changing organization chart element styles" on page 4-28. For more information about text formatting options, see chapter 13, "Working with text."

Rearranging a chart

Once you have created an organization chart, you can move any position, change the way it is connected to other positions, and change its size.

Moving a position

Move a position anywhere on the chart just as you would move any object. Move the pointer over an unselected position, and then press the mouse button and drag it to a new location. ClarisImpact adjusts the connector to keep the position connected to the rest of the chart. If the position you move has any subordinates, they are moved as well. You cannot move a manager position that is not reporting to another position. To change the connection between positions, see the next section.

- ◆ **Tip** If you are not happy with how you've moved positions in the chart and you want to return all positions to their preset locations, choose **Reflow** from the OrgChart menu. See "Reflowing the chart" on page 4-12.

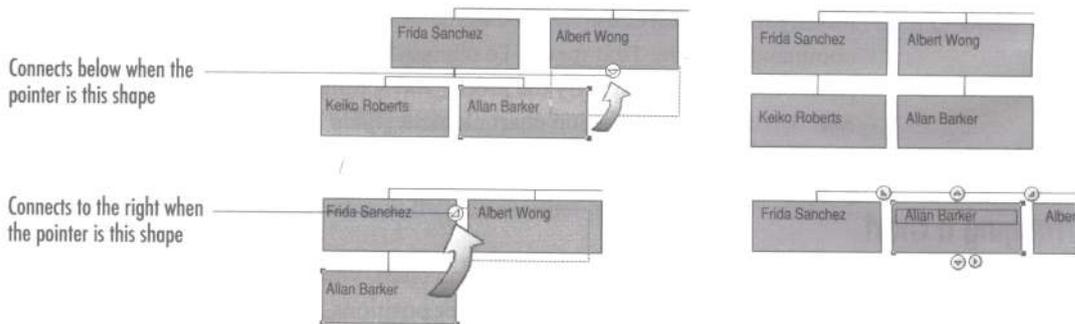
Changing a connection

To change how a position is connected to others, you move it in a way that indicates where you want it to be reconnected.

To reconnect a position:

1. With the pointer over the position you want to move, press and hold down the mouse button.
2. Drag the pointer over the position to which you want to connect.
3. When the pointer changes shape to indicate that a new connection is possible, release the mouse button.

The location of the pointer determines where the connection occurs. For example, if you move the pointer to the bottom of the position, the connection will be below. The pointer shape changes to show where the connection will take place.



Reflowing the chart

After you've made changes to your chart and you want to restore an even distribution of positions and connectors, choose **Reflow** from the OrgChart menu. For more information about spacing between positions, see "Setting the spacing between positions" on page 4-19.

Moving positions with the Clipboard

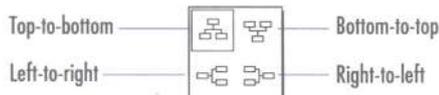
You can move individual or groups of positions using the Clipboard commands **Cut**, **Copy**, and **Paste**. Select the positions you want to move and then choose **Cut** or **Copy** from the Edit menu. Next, select the position where you want to move the positions you selected, and choose **Paste**. (Hold down the Shift key as you click positions to select more than one.)

Changing the chart direction

You can change the direction of the entire organization chart so that the hierarchy flows horizontally from left to right or right to left, or vertically so that it flows from bottom to top.

To change the direction of a chart:

1. Select an organization chart.
2. Choose **Direction** from the OrgChart menu, and then choose one of the direction symbols from the submenu.



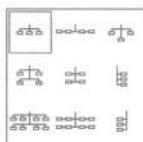
Changing the position layout

You can specify layouts for specific positions, branches of positions, assistants, or for the entire chart.

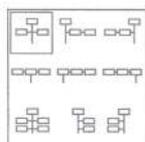
The layout setting of a manager position controls the layout of its subordinates. You can change the layout for both worker and assistant positions. Use **Worker Layout** for worker positions, and **Assistant Layout** for assistant positions. There are different layout options for each command.

To specify a new position layout:

1. Select the manager of the positions you want to rearrange.
2. Choose **Worker Layout** or **Assistant Layout** from the OrgChart menu, and then one of the layout options from the submenu.



Worker layout options



Assistant layout options

ClarisImpact rearranges the positions in the levels below the position you selected.

Using commands on the Arrange menu with position symbols

You can use some of the commands on the Arrange menu to change position symbols. **Alignment**, **Align to Grid**, and **Scale Selection** all work with position symbols exactly as they do with other types of objects (**Scale Selection** is on the **Transform** submenu). See chapter 12, “Working with objects.”

Selecting chart elements

ClarisImpact provides several shortcut commands for selecting positions. Choose **Select** from the OrgChart menu to select different groups of positions and other elements in an organization chart.

To use any of the commands on the Select menu, first activate the chart by clicking it twice.

Choose	Or press	To select
Branch	Command-Option-R	All positions connected below the selected position
Subordinates		All positions reporting directly to the selected position
Co-workers		All positions on the same level as the selected position
Manager		The manager of the selected position

Choose	Or press	To select
Levels		All positions between the levels you specify in the dialog box
All Positions	Command-Option-A	All positions on the chart
All Connectors	Command-Option-C	All connectors between all positions
All Workers	Command-Option-W	All positions that have no other positions reporting to them
All Assistants		All assistant positions
All Managers		All positions that have other positions reporting to them

- ◆ **Tip** To select a branch without using the **Select Branch** command, hold down the Command key as you click a position. This selects all the positions connected below the current position. Hold down Shift and Command as you click to leave any previously selected positions selected.

Using additional formatting options

ClarisImpact offers a number of formatting options that control the way positions appear on the chart, how far apart they are from each other, their size, their orientation, and their layout. All of these options are preset if you are using a model style, so you don't have to use any of them. You may, however, want to change some of them to achieve a particular effect.

Changing the position size

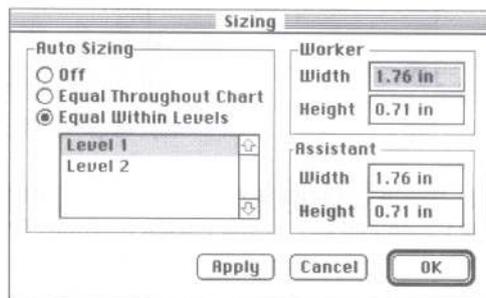
You can change the size of any position with the **Sizing** command on the OrgChart menu. Using **Copy Size** and **Apply Size**, you can quickly make positions the same size.

Using the Sizing command

To choose among the automatic sizing options and specify the size of positions at each level in the chart:

1. With an organization chart selected, choose **Sizing** from the OrgChart menu.

The Sizing dialog box appears.



2. Click one of the Auto Sizing options.

Choose	To specify
Off	No automatic sizing controls
Equal Throughout Chart	All positions in the chart must be the same size
Equal Within Levels	All positions at the same level must be the same size

To specify different sizes for different levels, choose **Equal Within Levels**.

3. Select the level you want to change.
 4. In the **Width** and **Height** boxes for **Worker** and **Assistant**, enter the measurements for positions at the selected level.
 5. To specify sizes for a different level, select a new level and enter new measurements.
 6. Click **Apply** to change the chart without closing the dialog box. Click **OK** to change the chart and close the dialog box.
- ◆ **Tip** If you turn on one of the auto sizing options, you can resize position symbols with the mouse and all the other position symbols in the chart (or level) change to the same size. You can resize a position symbol by dragging any of the corner handles.

Using Copy Size and Apply Size

Use **Copy Size** to copy the size of a selected position. Use **Apply Size** to apply the copied size to another position. These commands are useful when you have resized individual positions and you want to make others the same size.

To copy the size of a position and to apply a size to another position:

1. Select a position that has been resized.
2. Choose **Copy Size** from the OrgChart menu.
No visible change takes place, but ClarisImpact has recorded the dimensions of the selected position.
3. Select another position and choose **Apply Size**.

Using Level Settings

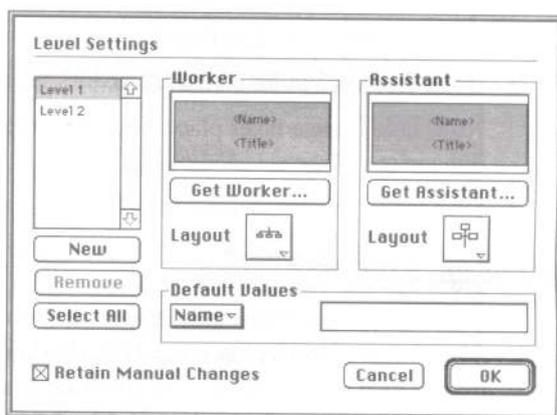
Use the **Level Settings** command to change the format settings for each position level in the chart. **Level Settings** controls which element style is used for position symbols at each level in the chart. It also controls the manager-to-subordinate layout used at each level in the chart, and the default text that appears in text fields.

You can specify most of these settings individually, but using **Level Settings** is more efficient. Using **Level Settings**, you specify the settings for each level of the outline. When you move a position from level to level, ClarisImpact automatically applies the correct settings for the new level. When you apply formatting changes individually, the settings stays the same when you move a position from level to level.

To change the level settings for positions:

1. Select a position within the organization chart, and then choose **Level Settings** from the **OrgChart** menu.

The Level Settings dialog box appears.



2. Select the level that you want to modify from the list (hold down Shift to select more than one level) or click **Select All** if you want to change all levels.
3. Choose the settings for the selected level according to the instructions in this table.

To	Do this
Choose a new element style for workers or assistants at the current level	Click Get Worker or Get Assistant, choose an element style from the list in the dialog box that appears, and then click OK.
Specify a new layout for workers or assistants	Click Layout and choose an option in either the Worker or Assistant area.
Enter default text for text fields (text appearing if you leave the field blank)	Choose the field from the Default Values pop-up menu and enter the default data for that field in the box to the right. For example, choose the Name field and enter "to be hired."

To	Do this
Change field prompts (text appearing between the “<” symbols)	Choose Field Prompts from the Default Values pop-up menu. When the Field Prompts dialog box appears, select a name, enter a new prompt, and then click OK. Changing the field prompts affects the prompts at every level, not just the currently selected level.
Add a new level	Click New. The new level appears at the end of the list of levels.
Remove a level	Select a level on the list and click Remove. You can only remove levels that have not been created yet in the chart itself.

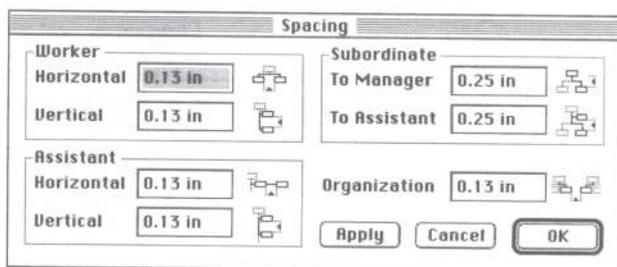
- Once you complete the settings for one level, you can select a new level and enter new settings.
- Make sure **Retain Manual Changes** is checked if you do not want the settings that you have manually applied to positions to be replaced by the settings in this dialog box.
- When you're done, click **OK**.

Setting the spacing between positions

You can set the spacing between co-workers and assistants, managers and subordinates, and assistants and subordinates. You can also specify the amount of space between two separate organization structures that are in the same frame. Any change you make applies to every level of the chart.

To set the spacing between positions:

1. Make sure the organization chart is active, and then choose **Spacing** from the OrgChart menu. The Spacing dialog box appears.



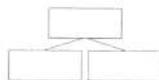
2. Enter new measurements in the appropriate boxes.
3. Click **Apply** to change the chart without closing the dialog box. Click **OK** to change the chart and close the dialog box.

Changing the connector settings

You can change the pen settings for connectors and choose between straight and angled connectors.



Straight connectors



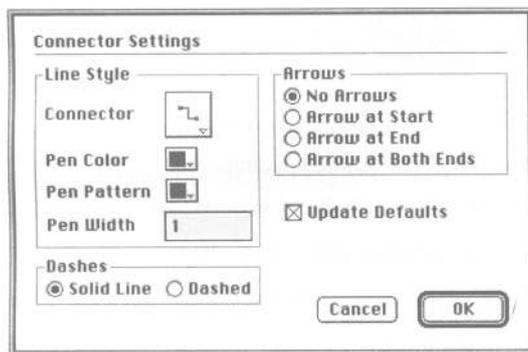
Angled connectors

- ◆ **Note** You can also use the pen settings controls on the style bar at the top of the window to change organization chart connectors.

If you select a connector before choosing **Connector Settings**, the change you make applies only to the selected connectors. If you don't select a connector, the change affects every connector in the chart. If you select a position, the change applies only to the connectors attached to the position.

To change the connector settings:

1. Select an organization chart and then select the connectors you want to change.
If you want to change all the connectors, don't select any.
2. Choose **Connector Settings** from the OrgChart menu.
3. When the Connector Settings dialog box appears, set the options according to the instructions in the table that follows.



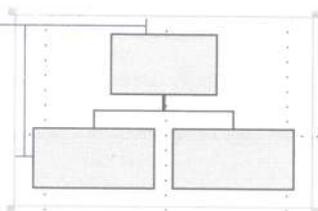
To	Do this
Choose either straight or angled connectors	Click Connector and choose straight or angled connectors.
Choose the connector color	Click Pen Color and choose a color.
Choose the connector pattern	Click Pen Pattern and choose a pattern.
Specify the connector width	In Pen Width, enter a point size between 0 and 255.
Choose solid or dashed connectors	Click Solid Line or Dashed.
Specify the connector arrow type	Click an option for Arrows.
Specify that the current settings become the default settings	Click Update Default.

4. When all the options are properly set, click **OK**.

Setting the frame spacing

Use **Frame Spacing** to determine the distance between positions and the border of the chart.

Frame Spacing determines these measurements



To change the frame spacing:

1. Select the organization chart.
2. Choose **Frame Spacing** from the OrgChart menu.
3. When the Frame Spacing dialog box appears, enter measurements for the various borders.

The number you enter is the distance between the positions on that side of the chart and the chart border.

4. Click **OK** when you are finished.

Changing fill and pen settings

You can use the fill and pen controls on the style bar to apply colors, patterns, gradients, and most pen settings to position symbols. You select a position symbol and choose settings just as you would when changing any draw object, like a circle or rectangle.

- ◆ **Note** Any changes that you apply with the style bar cannot be saved as part of a model style. To apply design changes systematically to different levels in the chart, you should define element styles. See “Using organization chart element styles” on page 4-27. You can specify different element styles for different levels in the chart with **Level Settings**. See “Using Level Settings” on page 4-17.

Converting organization charts to outlines

ClarisImpact can convert an organization chart to an outline. Though the two types of charts look very different, they both display information in a similar hierarchical structure.

- ◆ **Note** When you convert an organization chart to an outline, all of the formatting in the organization chart is lost. You can convert the outline back to an organization chart, but the original formatting can't be restored.

To convert an organization chart to an outline:

1. Select an organization chart.
2. Choose **To Outline** from the OrgChart menu.
A dialog box appears warning you that all the formatting settings will be lost in the conversion.
3. Click **Yes** to confirm the action.
4. When the Outline dialog box appears, choose the necessary settings and click **OK**.

ClarisImpact generates an outline from the organization chart. For instructions on working with outlines, see chapter 9, “Making outlines.”



Original organization chart

○ Frida Sanchez
○ Albert Wong
○ Janice Goodman
○ Albert Wong
○ LiBth Lee
○ Pat Jackson
○ Terry Stanlan

After conversion to an outline

For instructions on converting an outline to an organization chart, see “Converting outlines to organization charts” on page 9-14.

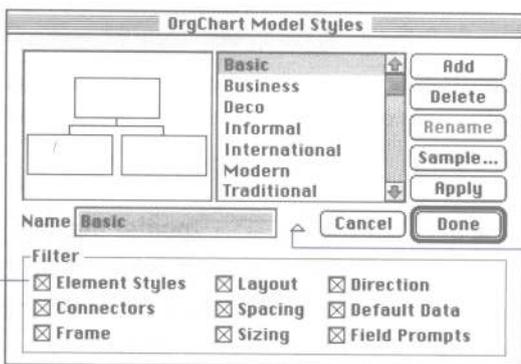
Using organization chart model styles

Use model styles to automate organization chart formatting and design. This section explains how model styles work with organization charts. For general information about using model styles, see “Using model styles” on page 3-6.

Applying model styles to organization charts

A model style specifies all the settings on the OrgChart menu. You can apply a model style when you create an organization chart, or apply one to an existing chart.

The following table explains the settings stored in an organization chart model style. Each category name appears in the Filter area of the OrgChart Model Styles dialog box. When you apply a model style, you can exclude, or “filter,” settings that you don’t want to use by deselecting the category name.



Click a category of model style settings to filter it out

Click this triangle to expand or collapse the Filter area

Category	Controls
Element Styles	Size, shape, fill, pen settings, and picture placement for the position symbols; also the placement of text fields within each position symbol and the text style for all text entered in text fields
Connectors	Connector settings, including pen settings, dashes, and arrows
Frame	Fill settings for the model frame, pen settings for the frame border, and spacing between position symbols and the frame border

Category	Controls
Layout	Layout options for position symbols at each level of the chart
Spacing	Amount of space between positions at every level of the chart
Sizing	Size of positions according to level and whether automatic sizing is on or off
Direction	Orientation of the chart: top to bottom, bottom to top, left to right, or right to left
Default Data	Data that appears in text fields if there is no entry
Field Prompts	Prompt text that appears in text fields before an entry is made (the text that appears between the “<>” symbols)

To apply a model style to an organization chart:

1. Select an organization chart and choose **Model Styles** from the OrgChart menu.
2. When the OrgChart Model Styles dialog box appears, select the style you want by clicking the name in the list.

A preview appears in the area on the left. Click **Sample** to view a larger version of a selected style.

3. If you want to filter any of the settings, click the triangle next to **Cancel** to display the Filter options. Click the checkboxes to change any of the settings.

A checked box indicates that the settings in that category will be applied.

4. Click **Apply** to apply the model style. Click **Done** to close the dialog box.

For a general description of model styles, see “Using model styles” on page 3-6.

Creating, deleting, or renaming organization chart model styles

You can create your own model styles using your own designs. You can also delete or rename any existing style.

When you create a model style for organization charts, the model style records all the settings as defined for the current chart by the **Level Settings**, **Spacing**, and **Sizing** commands.

Changes that you have manually applied to individual positions are not recorded by the model style. For example, suppose all the positions in the second level of a chart have a blue element style as specified by **Level Settings**. If you select one of the positions and choose a red fill using the style bar, and then create a model style based on this chart, the model style does not record the red fill as an exception to the level two position settings. When you apply the model style, all of the positions on the second level will be blue. This occurs because a model style applies the same settings to all the positions at the same level.

To prepare an organization chart for use in creating a model style:

1. Create an organization chart using a model style that is similar to the design you want to create.
2. Create the element styles necessary for the various chart positions.

Any design for a position that you want to use in a model style must first be defined as an element style. See the next section, “Using organization chart element styles.”

3. Use **Level Settings** to specify which element styles should be used for the positions at each level in the chart.
4. Use **Spacing, Sizing, and Connector Settings** to specify additional formatting settings.

To create, rename, or delete organization chart model styles:

1. Select an organization chart and choose **Model Styles** from the OrgChart menu.
2. When the OrgChart Model Styles dialog box appears, follow the instructions in this table.

To	Do this
Record the settings of the current chart as a new model style	Click Add.
Delete a model style	Select a style and click Delete.
Rename a model style	Select a style, enter a name in the Name box, and then click Rename.

3. When you're done, click **OK**.

For general information about model styles, see “Using model styles” on page 3-6.

Using organization chart element styles

In organization charts, element styles specify all the formatting settings for positions. Element styles provide the only means for changing the shape of positions, or for defining new text fields within positions. You can also add custom graphics or place clip art into your element styles.

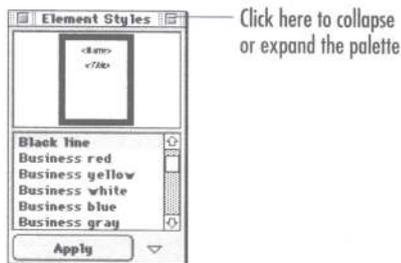
An organization chart element style contains all the size and shape settings for a symbol representing a position, including fill and pen settings, the name and number of fields within each position, and all text settings.

Applying element styles to position symbols

To apply an element style to a position symbol:

1. Select the position symbols that you want to change.
2. Choose **Element Styles** from the OrgChart menu.

The element styles palette appears. This palette stays open until you click the close box or deactivate the model. You can collapse and expand the palette by clicking the box in the upper-right corner of the title bar.



3. Preview the available element styles by clicking the style names in the list box.
4. When you've chosen a style, click **Apply**.

When you change the element style of an existing position, ClarisImpact intelligently places the text from the fields in the old style in the proper fields of the new style. The text from the old Name field appears in the new Name field, even if the fields are not in the same order, or if there is a different number of fields.

Changing organization chart element styles

Use the **Element Styles** command to add, edit, rename, or delete element styles. To change position symbols, or to move, add, or change the default text settings for the fields within position symbols, you create a new element style and then apply it to a position.

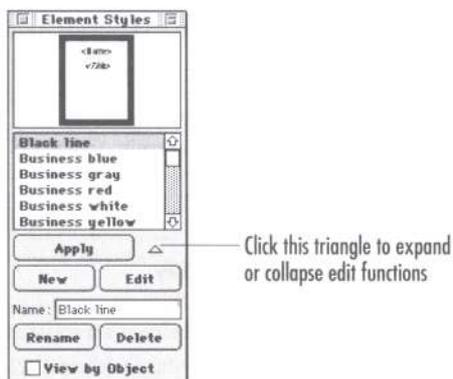
To change organization chart element styles, you use a special window called the Style Editor. While working in the Style Editor, you can use the same menu commands, drawing tools, and style bar controls as are found in the main document window. Any change you make in the Style Editor becomes part of the element style. You can apply new colors, draw new shapes, or import clip art. You aren't limited to working with a single object. You can create complex styles that involve several objects.

To create, edit, remove, or rename element styles:

1. Make sure the organization chart is active, and then choose **Element Styles** from the OrgChart menu. If you want to create an element style based on an existing position, select that position.

The element styles palette appears.

2. Click the triangle in the lower-right corner to expand the window and display the editing options.

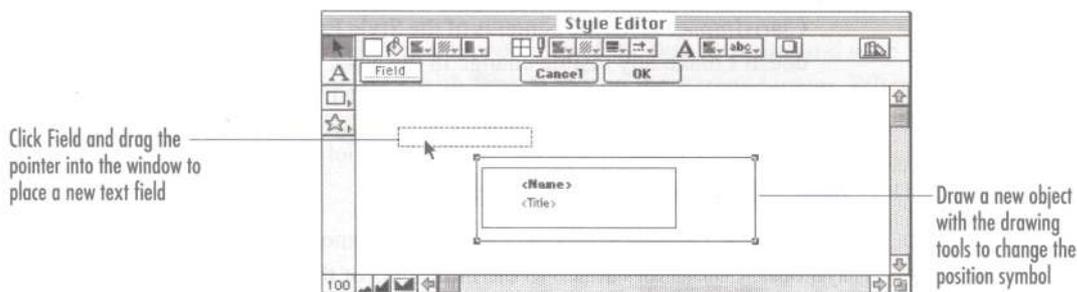


3. To rename or remove an element style, or to display styles by object, refer to the following table. To edit or create an element style, continue to the next step.

To	Do this
Rename an element style	Select an element style, enter a new name in the Name box, and then click Rename.
Remove an element style	Select an element style and click Remove.
Display styles by object	Click View by Object. (An X in the box indicates that the option is on.)

4. To create an element style, click **New**. To edit an existing style, select the style and click **Edit**.

The Style Editor appears. If you're creating a style, a copy of the currently selected position appears in the middle of the window (a simple rectangle appears if no position is selected). If you're editing an existing style, the style appears in the window.



To	Do this
Change the shape of the position symbol	Select the position symbol and drag the corner handles to reshape it.
Add clip art or graphics to the position symbol	All the draw tools and commands work in the Style Editor as they do in the rest of ClarisImpact.
	Import clip art or graphics using the Place File command, or place objects using a library. You can also paste objects from the Clipboard.

To	Do this
Move or resize a position text field	Click the text field to select it, and then adjust it as you would a normal rectangle. You can place it anywhere in the window. You can also rotate a text field as you would an ordinary text object.
Change the default text settings for a text field	Select a text field and choose text settings from the commands on the Text menu.
Add a field to a position	Move the pointer over the Field button in the upper-left corner of the window. Press the mouse button, drag the pointer down into the window, and when the field is in the proper place, release the mouse button. When the Field Definitions dialog box appears, choose one of the field names from the list, and then click OK.

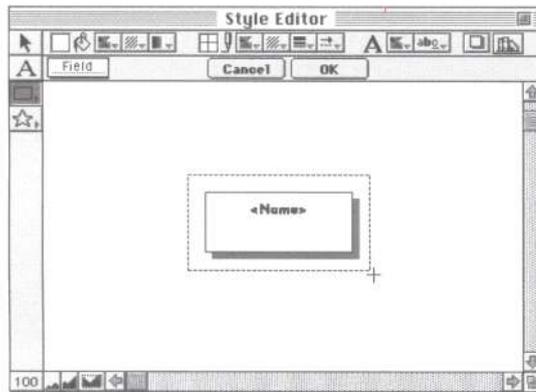
5. When you're done working in the Style Editor, click **OK**. You may also wish to rename the new element style you've created.

ClarisImpact saves the contents of the Style Editor as an element style. This doesn't make any visible change in the chart you were working with. To see the style you created, you need to apply it to a position. See "Applying element styles to position symbols" on page 4-27.

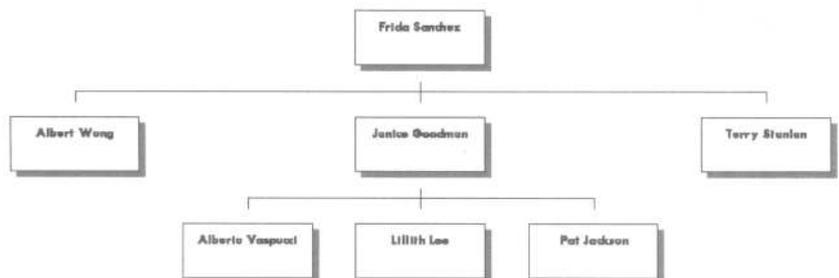
Determining where connectors attach

You can use element styles to change how connectors attach to position symbols. Connectors attach to the midpoints of the edges of the object on the bottom of the object stack. In the Style Editor, you can create an object to serve as the connection point object and send it to the bottom of the object stack with **Move to Back** on the Arrange menu. You can use this function to create a variety of useful designs.

For example, to create a chart where the connectors do not appear to touch the position symbols, you can create an element style with an invisible box around the visible position box. In the Style Editor, first create the normal position box and then draw a box around it, as shown here.



Next, change the pen color of the box to white, and send it the back of the object stack with **Move to Back** on the Arrange menu. When you save the element style and then apply it to all the positions in the chart, you get a chart that looks like this.



Making flow charts

Understanding flow chart basics	5-3	Changing symbols	5-9
Creating a flow chart	5-3	Changing a flow chart	5-11
Building a flow chart	5-7	Using additional formatting options	5-14
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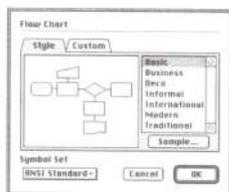
Chapter 5

Making flow charts

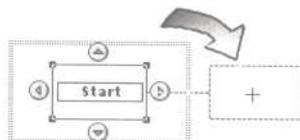
A flow chart is a collection of symbols connected by lines that show how the symbols are related. A flow chart usually represents a process for getting something accomplished.



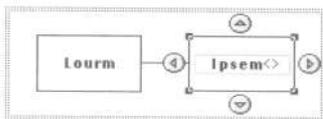
Click the flow chart tool and drag the first symbol into position



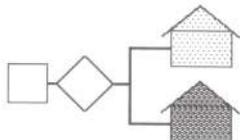
When the Flow Chart dialog box appears, choose a model style



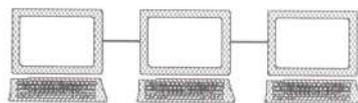
Add new symbols with the add element control



Enter text in the text fields



Create your own symbol shapes



Change the symbol set for different types of charts

Understanding flow chart basics

A flow chart is a structured chart composed of connected elements called *symbols*. Each symbol represents a step in a process or some other type of connected element. Most flow charts use symbols that have been defined by the American National Standards Institute (ANSI). ClarisImpact includes most of the ANSI flow chart symbols, as well as symbols representing various types of computers and peripherals. You can also define your own symbols using any type of shape or picture. This picture shows some of the common ANSI flow chart symbols.



The lines connecting all the symbols in a process are called *connectors*. You can select them individually and change how they are attached. You can also drag new connectors out of existing symbols, attaching them to other symbols.

Included symbol sets

ClarisImpact includes several symbol sets. The ANSI Standard set includes most of the ANSI flow chart symbols. Additionally, there are ANSI symbol sets that match each of the model style families included with ClarisImpact. For example, the Business ANSI symbol set matches the design of the Business model styles. These sets include only the most commonly used ANSI symbols. There is also a symbol set for use in creating network diagrams that contains pictures of common computer equipment.

You can change the symbol sets at any time while working on a flow chart. You can also include symbols from different sets in the same chart. See “Changing the symbol set” on page 5-10.

Creating a flow chart

When you create a flow chart, you can use a model style or choose your own custom settings. Several model styles for flow charts are included with ClarisImpact. Each model style contains the formatting settings for the chart connectors and background. Model styles do not affect the flow chart symbols.

Creating a flow chart with a model style



Flow chart tool

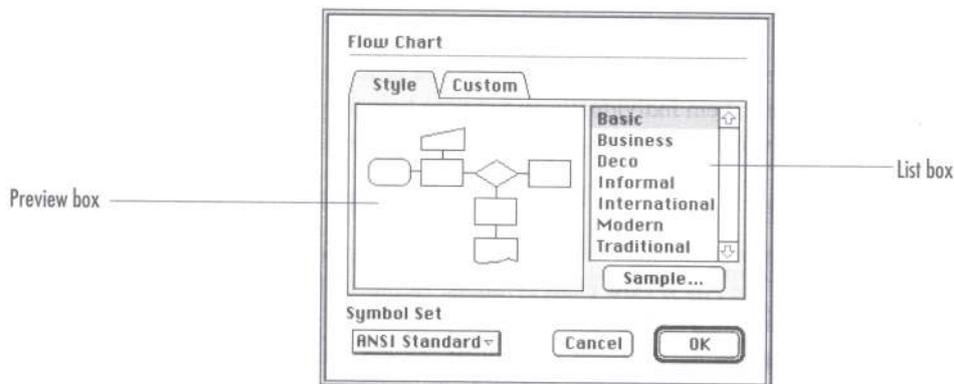
To create a flow chart with a model style:

1. Click the flow chart tool.

The pointer changes to a crosshair.

2. Position the pointer where you want to place the first flow chart symbol and click the mouse button. (You can also hold down the mouse button and move the mouse to see a box that shows where the first symbol will be placed.)

The Flow Chart dialog box appears. To preview a style, select a title in the list box to make it appear in the preview box. Click **Sample** to view a selected style at a larger size.



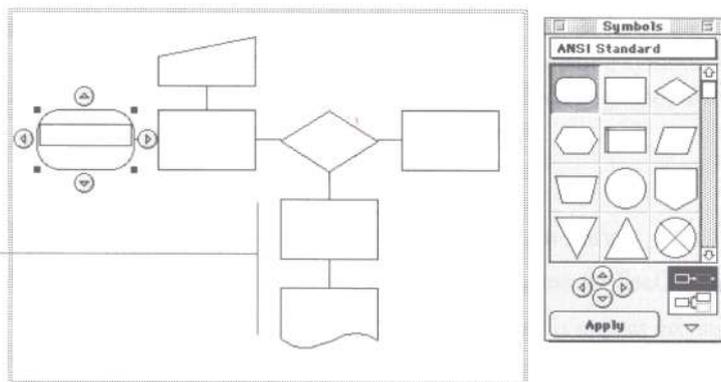
3. Select the style you want by clicking its name in the list box.
4. Choose one of the available symbols sets from the **Symbol Set** pop-up menu.

The symbol set determines which symbol shapes are available for the chart when you start working. You should choose the symbol set that matches the model style you selected. For instance, choose **Business ANSI** to match the Business model style. You can change the symbol set at any time. See “Changing the symbol set” on page 5-10.

5. When all the options are properly set, click **OK** to create the flow chart.

ClarisImpact creates the flow chart and opens the symbols palette.

To delete unnecessary symbols, select them and choose Cut or Clear from the Edit menu



The symbols palette appears automatically after you create a chart. However, when you deselect the chart to work elsewhere in the document and then reselect the flow chart, it does not appear until you choose **Symbols** from the FlowChart menu.

The Flow Chart dialog box appears only when you create a flow chart. All of the functions it provides are available through other commands after you create a chart.

- ◆ **Note** If no model styles appear in the Flow Chart dialog box and **Style** is not selectable, you may not have any model styles installed in your system. You can still create a flow chart using custom settings. You can also run the installation program again to install the model styles. Unless you have set new preferences, ClarisImpact expects the model style files to be stored in a folder named ClarisImpact Styles inside the ClarisImpact Folder.

Creating a flow chart with custom settings

To create a flow chart with custom settings:

1. Click the flow chart tool.

The pointer changes to a crosshair.

2. Position the pointer where you want to place the first flow chart symbol and click the mouse button. (You can also hold down the mouse button and move the mouse to see a box that shows where the first symbol will be placed.)

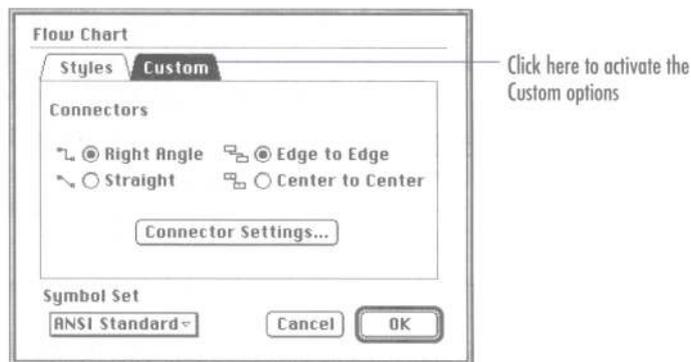


Flow chart tool

The Flow Chart dialog box appears.

3. Click **Custom**.

The dialog box changes to show the custom options.



4. Set the options according to the instructions in this table.

Choose	To
Right Angle or Straight	Specify the angle of connectors between symbols
Edge to Edge or Center to Center	Determine where connector lines will attach to symbols
Connector Settings	Specify the connector settings (see “Changing the connector settings” on page 5-15 for instructions on setting these options)
Symbol Set	Select a symbol set

5. When all the flow chart options are properly set, click **OK** to create the flow chart.

The Flow Chart dialog box appears only when you create a flow chart. All of the functions it provides are available through other commands after you create a chart.

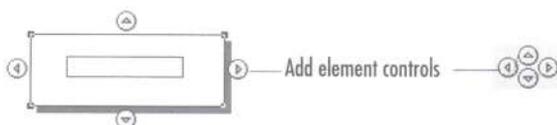
Building a flow chart

You can add new symbols to a flow chart using special controls, called *add element controls*, that appear around a selected symbol. Because the symbols in a flow chart are connected, you must first select an existing symbol, and then choose how the new symbol connects to it. After you add a symbol to the chart, you can change its shape by applying a new symbol.

To build a flow chart:

1. Select a symbol in the chart to which you want to connect a new symbol.
2. If the symbols palette is not already visible, choose **Symbols** from the FlowChart menu.

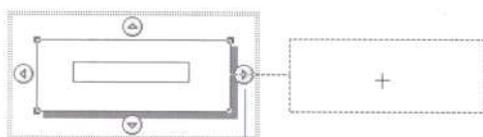
When you select a symbol, the add element controls appear around the symbol. The add element controls are also available near the bottom of the symbols palette.



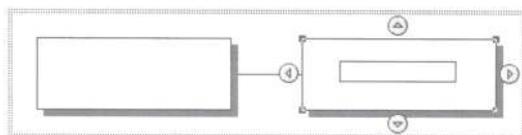
3. In the symbols palette, click the type of symbol you want to add. (If the symbol shape you want is already selected, you don't have to change anything.)

Use the scroll bar to view all the symbol choices.

4. Place the pointer over one of the add element controls. Hold down the mouse button and drag the new symbol to the location you want.



Click here and drag



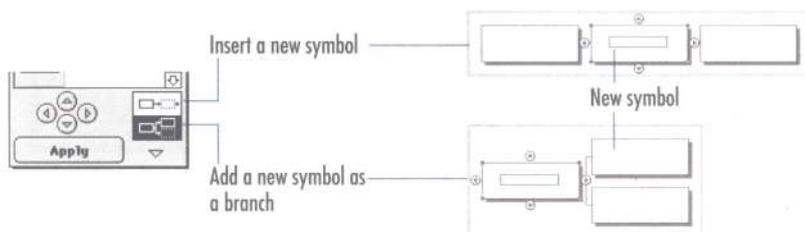
A new symbol appears when you release the mouse button

You can also click either the controls around the selected symbol or the controls in the symbols palette to create a new symbol in the default location.

- ◆ **Tip** You can press Return to create a new symbol below the selected symbol.

Inserting and branching symbols

You can insert a new symbol between existing symbols or create a branch for a new symbol. The placement controls near the bottom of the symbols palette control how symbols are added between existing symbols. This picture shows the difference between the two options.

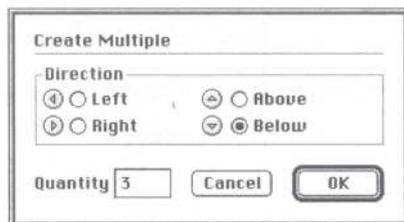


Adding multiple symbols

To connect several new symbols to a flow chart at once:

1. Select a symbol in the chart to which you want to connect a new symbol.
2. Choose **Create Multiple** from the FlowChart menu, or hold down the Command key as you click one of the add element controls.

The Create Multiple dialog box appears.



3. Choose one of the position options: **Left**, **Right**, **Above**, or **Below**.
 4. For **Quantity**, enter the number of copies. The number can be between 1 and 100.
 5. Click **OK** when you're done.
- ◆ **Tip** The shortcut for adding multiple positions to an organization chart also works for adding symbols to flow charts. Hold down the Shift key as you click one of the add element controls, and then use the plus and minus controls. See "Adding several positions at once" on page 4-7.

Entering and formatting text in symbols

You can enter text and navigate between flow chart text fields using all the same methods as in organization chart position symbols. For complete information, see "Entering text in positions" on page 4-10.

- ◆ **Note** The only text-entry feature unique to flow charts is that you can press Shift-Return to create a new line of text in a text field.

You can format the text in symbols by selecting text and choosing commands from the Text menu. To change the default text settings, you must modify the symbol in the Style Editor as discussed in the next section.

Changing symbols

Flow chart symbols are functionally the same as element styles in other models. The symbols palette that appears when you select a flow chart is identical to the element styles palette you use to apply element styles in other ClarisImpact models. You change or create symbols in the symbols palette using the same procedure as when modifying organization chart element styles. (See "Changing organization chart element styles" on page 4-28.)

- ◆ **Note** There are only a few differences between flow chart symbols and organization chart element styles. In a flow chart symbol there can be only one text field. You cannot name a flow chart text field or define default text.

Replacing a symbol in the chart

To replace a symbol that is already placed in the chart:

1. If the symbols palette is not already visible, select the flow chart and choose **Symbols** from the FlowChart menu.
2. Select the symbol you want to replace.
3. Select a symbol in the symbols palette and click **Apply**, or simply double-click one of the symbols.

Changing the symbol set

ClarisImpact includes several symbol sets. Use the pop-up menu at the top of the symbols palette to choose among the available sets.

Available symbol sets



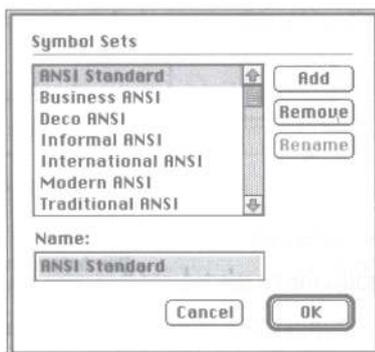
You should choose the symbol set that matches the model style you selected. For instance, choose **Business ANSI** to match the **Business** model style.

Adding, removing, and renaming symbol sets

To add, remove, or rename a symbol set:

1. Make sure that a flow chart is selected, and then choose **Symbols** from the FlowChart menu.
2. Click the pop-up menu at the top of the symbols palette and choose **Symbol Sets**.

The Symbol Sets dialog box appears.



To	Do this
Create a new empty symbol set	Click Add.
Remove a symbol set	Select a symbol set and click Remove.
Rename a symbol set	Select a symbol set, enter a new name in the Name box, and then click Rename.

3. When you're done, click **OK**.

Changing a flow chart

Once you have created a flow chart, you can move or resize any symbol, create new connectors between existing symbols, and change the way symbols are connected.

Moving symbols and creating connectors

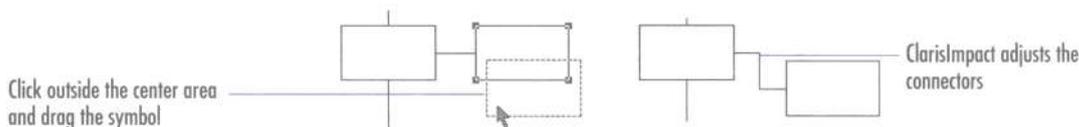
The methods for moving symbols and creating new connectors are very similar.

To move a symbol:

1. Make sure the flow chart is selected, and then move the pointer over a symbol, but not over the symbol's center area.

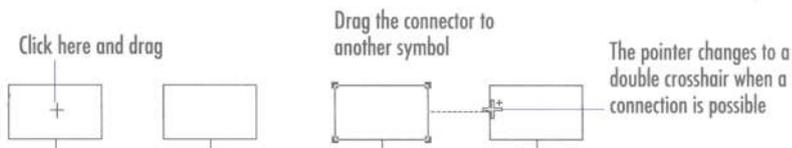
The pointer changes to a crosshair when over the center of a symbol. To move the symbol, the pointer must have an arrow shape.

2. Press the mouse button and drag the symbol.
3. Release the mouse button when the symbol is in the right place.



To create a new connector:

1. Make sure the flow chart is selected, and then move the pointer over the center of a symbol. The pointer changes to a crosshair when over the center of a symbol.
2. Press the mouse button and drag away from the symbol to create a new connector.
3. Move the pointer to where you want to connect to another symbol and release the mouse button.



Resizing flow chart symbols

To resize a flow chart symbol, select the symbol and drag any of the corner handles.

Using commands on the Arrange menu with flow chart symbols

You can use some of the commands on the Arrange menu to change symbols.

Alignment, **Align to Grid**, and **Scale Selection** all work with position symbols exactly as they do with other types of objects (**Scale Selection** is on the **Transform** submenu).

Alignment is especially useful for lining up symbols that you have moved manually. These commands are documented in chapter 12, “Working with objects.”

Specifying the connector angle

Choose **Right Angle** from the FlowChart menu to specify right-angled connectors between symbols. A checkmark indicates that the option is on.

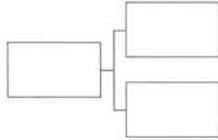


Chart created with
Right Angle on

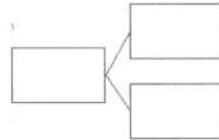


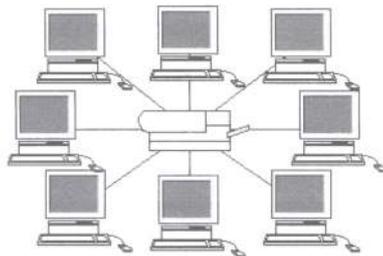
Chart created with
Right Angle off

- ◆ **Note** This option affects connections that you add after changing the setting. It does not change connectors already in the chart.

Connecting center to center

Choose **Center to Center** from the FlowChart menu to specify that connections only be made between the centers of symbols. A checkmark indicates that the option is on. With this option on, none of the connection points on the edge of a symbol work.

Turn on **Center to Center** with the **Right Angle** option off to create radial charts, as shown here.



Adding unconnected symbols

The **Auto Connect** option on the FlowChart menu determines whether or not a new symbol is connected to the symbol from which it was generated. When **Auto Connect** is off, no connector is attached to symbols that you add to the chart. You should usually leave **Auto Connect** on, but in some cases you may want to create a separate flow of symbols within the same chart.

To change the **Auto Connect** setting, activate a flow chart by clicking it twice, and then choose **Auto Connect** from the FlowChart menu. **Auto Connect** is on when it is checked.

- ◆ **Tip** To create an unconnected symbol without turning off Auto Connect, hold down the Option key as you click one of the add element controls.

Using additional formatting options

ClarisImpact offers a number of additional formatting options that affect the appearance of a flow chart. All of these options are preset if you are using a model style, so you don't have to use them if you don't want to. You may, however, want to change some of them to achieve a particular effect.

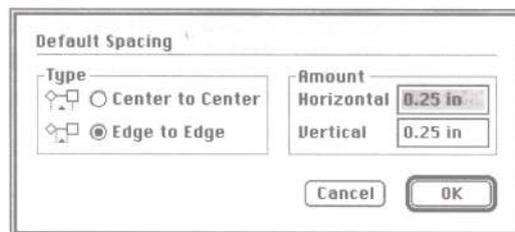
Changing the default spacing

You can determine the amount of space between symbols, and how the spacing is measured.

To change the default spacing:

1. Select a flow chart.
2. Choose **Default Spacing** from the FlowChart menu.

The Default Spacing dialog box appears.



Choose	To
Center to Center or Edge to Edge	Specify how spacing between symbols is applied
Horizontal or Vertical	Enter the measurements for the horizontal and vertical spacing between symbols

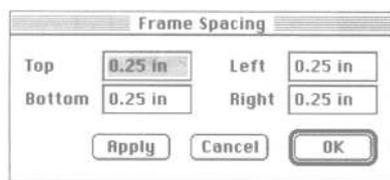
- When you've set all the options, click **OK**.

Setting the frame spacing

To specify the minimum distance between flow chart symbols and the model frame:

- Select a flow chart.
- Choose **Frame Spacing** from the FlowChart menu.

The Frame Spacing dialog box appears.



- Enter the appropriate numbers in the provided fields.
- Click **Apply** to change the chart without closing the dialog box. Click **OK** to change the chart and close the dialog box.

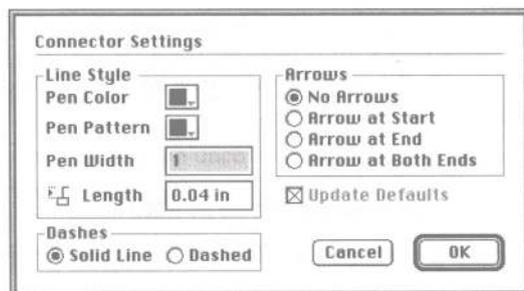
Changing the connector settings

Use the **Connector Settings** command to specify the color, width, and pattern of the connectors between symbols.

If you select a connector before choosing **Connector Settings**, the change you make applies only to the selected connectors. If you don't select a connector, the change affects every connector in the chart. If you select a symbol, the change applies only to the connectors attached to that symbol.

To change the connector settings:

1. Select a flow chart, or select the connectors you want to change, and then choose **Connector Settings** from the **FlowChart** menu.
2. When the **Connectors Settings** dialog box appears, set the options according to the instructions in the following table.



To	Do this
Choose the connector color	Click Pen Color and choose a color.
Choose the connector pattern	Click Pen Pattern and choose a pattern.
Specify the connector width	In Pen Width, enter a point size between 0 and 255.
Specify the shortest possible connector length	Enter the measurement in Length.
Choose solid or dashed connectors	Click Solid Line or Dashed.
Specify the connector arrow type	Click an option for Arrows.
Specify that the current settings become the default settings	Click Update Defaults.

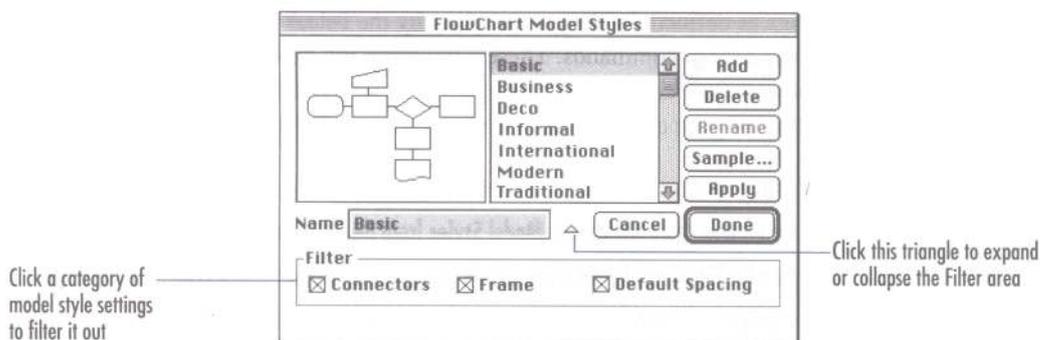
3. When all the option are properly set, click **OK**.

Using flow chart model styles

This section explains how model styles work with flow charts. For general information about using model styles, see “Using model styles” on page 3-6.

Applying model styles to flow charts

A flow chart model style stores the settings for connectors, the model frame, and the default spacing. The following table explains these settings. Each category name appears in the Filter area of the FlowChart Model Styles dialog box. When you apply a model style, you can exclude, or “filter,” settings that you don’t want to use by deselecting the category name.



Category	Controls
Connectors	Connector settings, including pen settings, dashes, and arrows
Frame	Fill settings of the model frame, the pen settings for the frame border, and the spacing between symbols and the frame border
Default Spacing	Spacing between symbols

To apply a model style to a flow chart:

1. Select a flow chart and choose **Model Styles** from the FlowChart menu.
2. When the FlowChart Model Styles dialog box appears, select the style you want by clicking the name in the list.

A preview appears in the area on the left. Click **Sample** to view a larger version of a selected style.

3. If you want to filter any of the settings, click the triangle next to **Cancel** to display the Filter options. Click the checkboxes to change any of the settings.

A checked box indicates that the settings in that category will be applied.

4. Click **Apply** to apply the model style. Click **Done** to close the dialog box.

For a general description of model styles, see “Using model styles” on page 3-6.

Creating, renaming, or deleting flow chart model styles

You can create your own model styles using your own designs. You can also delete or rename any existing style.

When you create a model style for flow charts, the model style records all the settings as defined for the current chart by the **Default Spacing**, **Frame Spacing**, and **Connector Settings** commands. These commands are explained earlier in this chapter. A flow chart model style cannot store any of the formatting in the symbols of your chart, or any changes you made to individual connectors.

To create, rename, or delete a flow chart model style:

1. Select a flow chart and choose **Model Styles** from the FlowChart menu.
2. When the FlowChart Model Styles dialog box appears, follow the instructions in this table.

To	Do this
Record the settings of the current chart as a new model style	Click Add.
Delete a model style	Select a style and click Delete.
Rename a model style	Select a style, enter a name in the Name box, and then click Rename.

3. When you're done, click **OK**.

Changes you make to model styles are saved to disk when you close the current document.

For general information about model styles, see “Using model styles” on page 3-6.

Making tables

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Sorting a range of cells	6-15	Using table element styles	6-28
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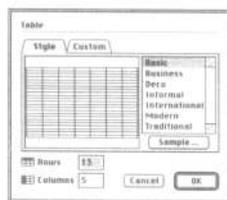
Chapter 6

Making tables

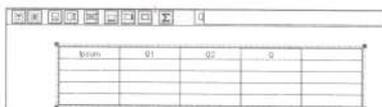
You can use ClarisImpact to place text, numbers, and symbols in neat columns and rows. ClarisImpact has a variety of useful formatting and display options to make your tables attractive, as well as easy to use and understand.



Click the table tool, move the pointer into the document, and then drag to define the number of columns and rows



When the Table dialog box appears, choose a model style



Enter or import data

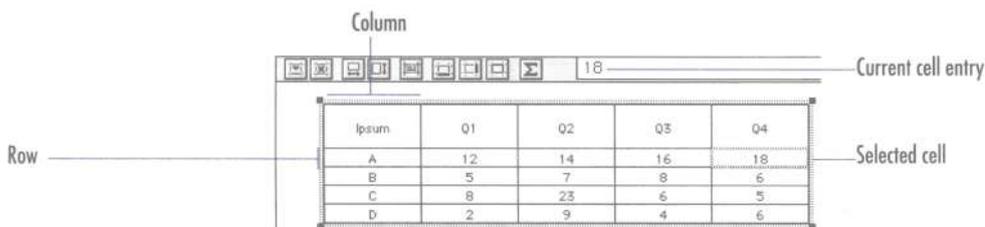
Item	Q1	Q2	Q3	Q4
A	12	14	24	20
B	8	7	7	8
C	8	8	8	12
D	9	6	4	2

Change the formatting

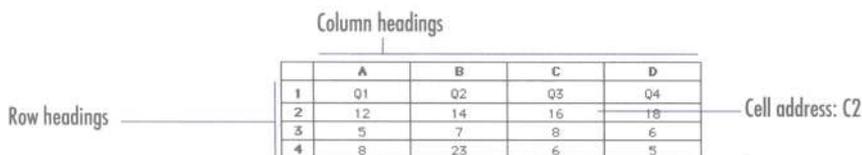
Understanding table basics

A table is a grid of rows and columns. A *row* is the horizontal arrangement of cells. A *column* is the vertical arrangement of cells. A *cell* is formed at the intersection of each row and column. A group of cells is called a *cell range*.

When you select a cell, the cell contents appear in a box at the top of the window so that you can enter new values.



Each cell in a table has a unique cell address based on its position in the grid. ClarisImpact identifies columns with letters (A, B, C...) and rows with numbers (1, 2, 3...). These addresses remain hidden unless you choose to display them in the row and column headings with the **Table Options** command on the Table menu. The cell address of a cell at the intersection of column C and row 2 is C2. You use cell addresses to perform several different table functions.



Creating a table

When you create a table, you can use a model style or choose your own custom settings. Several model styles for tables are included with ClarisImpact. Each model style contains all the formatting settings for a complete table design.

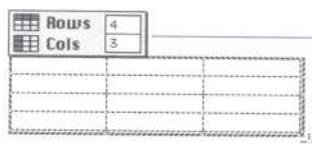
Creating a table with a model style



Table tool

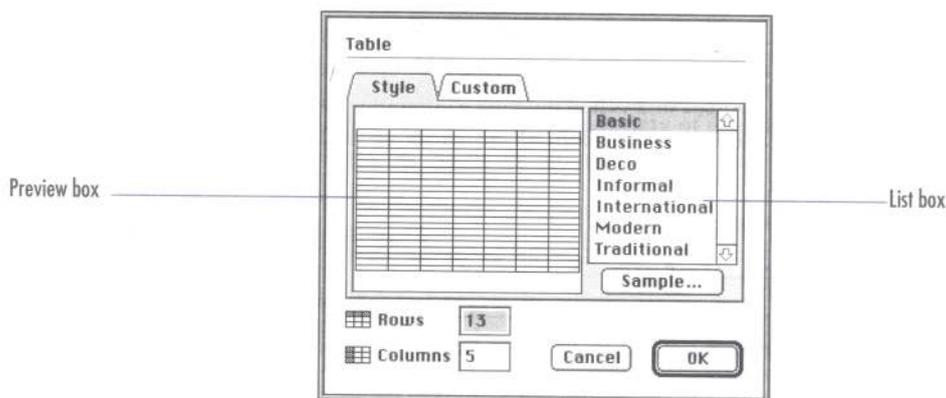
To create a table with a model style:

1. Click the table tool.
2. Move the pointer into the document. Hold down the mouse button and drag to define the area and placement of the table, or click once where you want the upper-left corner.



While defining the area of the table, an indicator shows the number of rows and columns

When you release the mouse button, the Table dialog box appears displaying the model style options for tables. When you select a style from the scrolling list on the right, a sample of the style appears on the left. Click **Sample** to view a selected style at a larger size.



3. Select the style you want.
4. Enter the desired number of columns and rows in the appropriate boxes.
5. When all the options are properly set, click **OK** to create the table.

The Table dialog box appears only when you create a table. All of the functions it provides are available through other commands after you create a table.

For general information about model styles, see “Using model styles” on page 3-6.

- ◆ **Note** If no model styles appear in the Table dialog box and **Style** is not selectable, you may not have any model styles installed in your system. You can still create a table using custom settings. You can also run the installation program again to install the model styles. Unless you have set new preferences, ClarisImpact expects the model style files to be stored in a folder named ClarisImpact Color Styles or ClarisImpact B&W Styles inside the ClarisImpact Folder.

Creating a table with custom settings



Table tool

To create a table with custom settings:

1. Click the table tool.
2. Move the pointer into the document. Hold down the mouse button and drag to define the area and placement of the table, or click once where you want the upper-left corner.

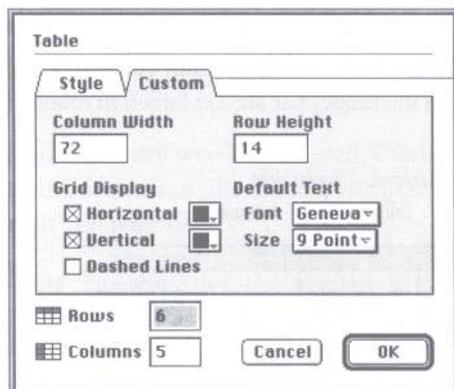
As you drag, an indicator shows the number of rows and columns in the table.

3. Release the mouse when the table is the size you want.

The Table dialog box appears.

4. Click **Custom**.

The dialog box changes to show the custom options.



Click here to activate the Custom options

5. Set the options according to the instructions in this table:

To	Do this
Enter the column width or row height	Enter the sizes in points in Column Width or Row Height. (There are 72 points to an inch.)
Specify horizontal and vertical grid display, and the color of gridlines	Click either Horizontal or Vertical, and then click the color control next to each to choose a color for the grid.
Choose the default font and size for table text	Choose a font from the Font pop-up menu, and choose a point size from the Size pop-up menu. You can later specify a different font, size, or style for text in individual cells, but these are the preset settings.
Specify dashed lines for the grids	Click Dashed Lines.
Specify the number of rows and columns	Enter the numbers in Rows and Columns.

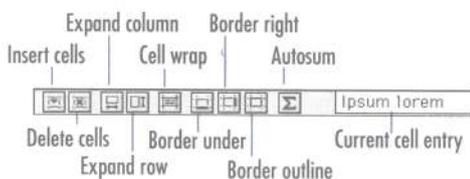
6. When you're done, click **OK**.

The Table dialog box appears only when you create a table. All of the functions it provides are available through other commands after you create a table.

Using the model bar

When you finish creating a table, the model bar appears at the top of the window below the style bar. The model bar for tables contains controls that activate the most commonly used commands. It also includes a box for editing the contents of a cell.

The model bar does not appear until you select a cell within the table. All of the controls on the model bar are explained in related sections later in this chapter.



- ◆ **Note** If a table is not selected, clicking the table once selects the entire table, and clicking again on a particular cell selects that individual cell.

Entering and editing table data

ClarisImpact includes a number of features to help you enter and edit information in a table.

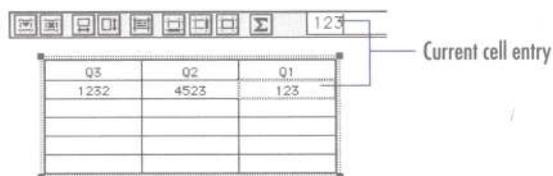
To enter or edit data in a cell:

1. **Select a cell by clicking it.**

If the table is not already active, you may have to click twice.

2. **For a new entry, start typing. To edit an existing entry, click in the box on the model bar and make the necessary changes.**

As you type, the data you enter appears both in the box on the model bar and in the cell itself. You can enter up to 255 characters in a cell.



3. **Confirm the entry by pressing Tab, or click another cell.**

When you confirm the entry, the data in the box appears in the cell.

If a text entry is too long to fit in a cell, ClarisImpact overlaps empty adjacent cells to display the entire entry. If adjacent cells contain data, only part of the entry is visible in the cell. You can also wrap text in a cell so that it won't extend beyond the cell borders. See "Wrapping a cell entry" on page 6-14 for more information.

If a numeric entry won't fit in a cell, ClarisImpact displays the number in scientific notation or fills the cell with number signs (###). See "About number formats" on page 6-13.

- ◆ **Note** To enter a negative number, begin it with a minus sign. To enter a numeric entry as a text string, precede the entry with an equal sign and put it in double quotation marks (= "1994").

Moving between table cells

To help enter data quickly, ClarisImpact provides several ways to confirm a new cell entry and move to a new cell:

Press	To
Return or Shift-Return	Confirm the entry and move the selection one cell down or up
Tab or Shift-Tab	Confirm the entry and move the selection one cell to the right or left
Arrow keys	Confirm the entry and move the selection one cell in the direction of the arrow
Enter	Confirm the entry and keep the current cell selected (if you press Enter a second time, it deactivates the table and selects the model frame)

You can also click another cell to confirm the entry and move to that cell.

Working with cell data

After you enter data into cells, you can easily select cells and edit the data, or move, copy, and paste the contents of cells into other cells.

Selecting cells and ranges

Before selecting a cell within a table, you must select the table frame. Once the table frame is selected, there are several ways to select cells.

To select	Do this
A single cell	Click the cell. A heavy border surrounds the cell, and the cell contents (if any) appear in the box on the model bar.
A range of cells	Click a cell and hold down the mouse button as you drag through adjacent cells. Or, click the first cell in the range and then Shift-click the last cell. The cell you clicked first becomes the current cell and its contents appear in the model bar.
A row or column	Move the pointer to the top or left edge of the table. When the pointer changes to a down- or right-pointing arrow, click the mouse button.
All cells in the table	Move the pointer to the upper left corner of the table. When the pointer changes to an arrow pointing down and to the right, click the mouse button. Or, select a cell and choose Select All from the Edit menu (or press Command-A).
The range of cells containing data	Hold down Command and Option as you click the cell in the upper-left corner of the table.

Click here when the pointer changes to a down arrow to select a column

Entrants	Best time	Average
Jason Aldridge	103	97
Ella Wong	101	95
Vincent Delvechio	101	94
Sila Ruiz	98	90
Byron Noseworthy	97	93

Click here when the pointer changes to a right arrow to select a row

Entrants	Best time	Average
Jason Aldridge	103	97
Ella Wong	101	95
Vincent Delvechio	101	94
Sila Ruiz	98	90
Byron Noseworthy	97	93

Cutting, copying, and pasting cell data

You can cut or copy data and formats from one cell and paste them into another cell in the current table or another table. The **Cut** and **Copy** commands affect only the cell contents, not the cell itself. To delete entire cells, see “Inserting and deleting rows and columns” on page 6-17.

Clearing and deleting the contents of cells

Select a cell and choose **Clear** from the Edit menu or press Delete to remove the cell contents without placing a copy on the Clipboard. If you clear or delete cell contents and then change your mind, choose **Undo Clear** from the Edit menu before typing anything else. Clearing the contents of a cell also removes all formatting.

Summing cell data

Use the Sum function to add the values of a selected range of cells. The Sum function adds all the values selected in a column or row, and places the result in an empty cell at the end of the selected range.

To sum a selected range of cells:

1. Select a range of cells, including an empty cell at the bottom, top, left, or right to contain the result.
2. Click the Sum control.

234	423	
23	42	
23	34	
23	24	
234	2	
23	523	
42		

234	423	
23	42	
23	34	
23	24	
234	2	
23	523	
42	1048	

When selecting a range of cells, include an empty cell at the end of the range

ClaritImpact places the value in the empty cell

If you select more than one column or row, ClarisImpact sums each one separately; it does not add cells that are not in the same row or column.

Multiple rows
are selected

23	34	
23	24	
234	2	

23	34	57
23	24	47
234	2	236

ClarisImpact sums
each row separately

Moving the contents of cells

You can easily move the contents of a cell or cell range to another location in the table without retyping. Refer to this table for instructions.

To	Do this
Move a range of cells with the mouse	Select the cell or range of cells you want to move. Hold down Command and Option as you click the top-left cell in the area where you want to move the selected cells.
Move a range of cells with the Move command	Select the cell or range of cells you want to move and choose Move from the Table menu. When the Move dialog box appears, enter the new cell address and click OK.

- ◆ **Tip** To see cell addresses while using the **Move** command, use **Table Options** on the Table menu to turn on the **Column Headings** and **Row Headings** options.

Exchanging cell contents

You can exchange cell contents between two equal ranges of cells, or between entire columns and rows.

To exchange entire columns and rows:

1. Move the pointer over the top edge of a column, or the left edge of a row.
2. When the pointer shape changes to a down- or right-pointing arrow, hold down the mouse button and move the pointer over the column or row you want to exchange.

3. Release the mouse button to exchange the contents of the two columns or rows.

Click here, hold down the mouse button, and move the pointer over another column

Q1	Q2	Q3
2	2	2
5	7	8
8	23	6
8	23	6
8	9	4

ClarisImpact swaps the columns

Q3	Q2	Q1
2	2	2
8	7	8
6	23	6
6	23	6
4	9	8

To exchange the values in a selected range of cells with the values in another range of the same size:

1. Select the range you want to exchange.
2. Hold down Shift-Command-Option and click the top-left cell in the range where you want to move the selected cells.

The values in the selected range are exchanged with the values in the new location.

Filling cells automatically

You can fill a range of cells by duplicating the contents of the cells in a selected row or column. This can help you avoid typing repetitious information.

To fill cells:

1. Select a range of cells so that the data you want to duplicate is in the top row or left column of the selected range.

	A	B	C
1	25	30	55
2			
3			
4			

2. Choose **Fill Down** or **Fill Right** from the Table menu.

ClarisImpact duplicates the data to fill the selected rows or columns.

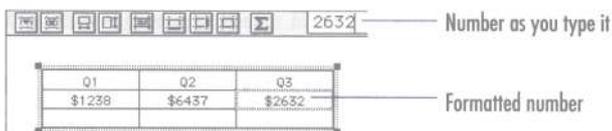
	A	B	C
1	25	30	55
2	25	30	55
3	25	30	55
4	25	30	55

Formatting data in cells

You can change the appearance of table data by changing the format used in a cell. Cell format refers to text characteristics and number formats.

Setting the format for numbers, dates, and times

You can control how numbers, dates, and times appear in a cell. Numbers always appear unformatted in the model bar.

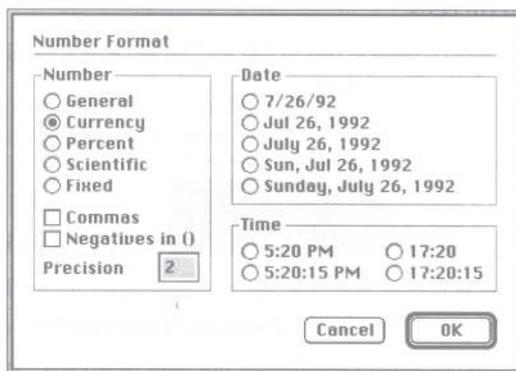


Numeric data can be displayed as a percentage, currency, or scientific notation, and can show a fixed or floating number of decimal places.

To set the number format for selected cells:

1. Select the cells you want to change and choose **Number Format** from the Table menu.

The Number Format dialog box appears.



To	Do this
Choose the number format	Click one of the options in the Number area. (The options are described in “About number formats” below.)
Specify comma separators for thousands	Click Commas.
Specify negative numbers to display in parentheses	Click Negatives in ().
Specify the number of decimal places	Enter a number up to 15 in Precision. Setting the precision affects only how numbers display. It does not change the accuracy of summations. For numbers using the Scientific format, the precision applies to the mantissa.
Choose date and time formats	Click a format in the Date and Time areas.

2. When you're done, click OK.

- ◆ **Tip** If numbers can't be displayed because the cells are too narrow, ClarisImpact first attempts to display the numbers in scientific notation. If the numbers still won't fit, ClarisImpact fills the cells with number signs (#####). To bring the numbers into view, make the cells wider. (See “Resizing rows and columns” on page 6-19.)

About number formats

The following table describes the ClarisImpact number formats.

Format	Example	Description
General	43.6666	ClarisImpact adds a floating number of decimal places to the right of the decimal point. Trailing zeroes to the right of the decimal point are dropped. For example, 0.54 and 0.5400 appear as 0.54. The number 54.00 appears as 54.
Currency	\$43.67	ClarisImpact puts a currency symbol next to the number. The preset precision is two decimal places, but you can change it.
Percent	4367.00%	Numbers are displayed as percentages. ClarisImpact multiplies the number you enter by 100 and displays it in a fixed decimal format with the precision you set. The number 5 appears as 500%, and the number .5 as 50%.

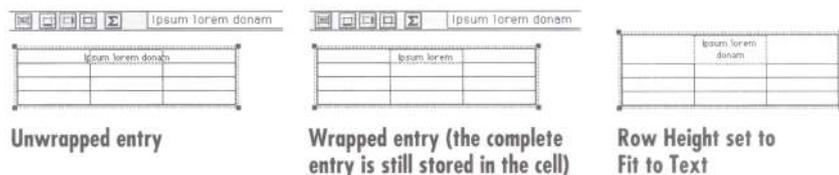
Format	Example	Description
Scientific	4.37e+1	ClarisImpact displays entries as exponential powers of 10. The precision (set in the Precision box) applies to the mantissa of the value displayed. For example, if you set the precision at 2, the number 1000000 appears as 1.00e + 6 (1.00 multiplied by 10 to the power of 6).
Fixed	43.67	ClarisImpact rounds numeric entries to a fixed number of decimal places. The preset number of decimal places is two. You can change the number in the Precision box of the Number Format dialog box.

Changing the text settings

You can change the font, size, style, color, or justification of characters in a cell or range using the Text menu. To apply text formatting, select the cells you want to modify, and then choose the appropriate formatting option from the Text menu. For complete information about text formatting options, see chapter 13, “Working with text.”

Wrapping a cell entry

When an entry is longer than the cell width, the lines continue into the next cell (if the next cell is empty). The **Cell Wrap** command causes lines to wrap (go to the next line) when they reach the border of the cell. Because cells usually only fit one line of text, you can't see the text that doesn't fit in the cell. If you want the height of the cell to adjust automatically to fit the wrapped text, use the **Row Height** command or the expand row control.



Unwrapped entry

Wrapped entry (the complete entry is still stored in the cell)

Row Height set to Fit to Text

To prevent lines from overflowing a cell:

1. Select the cells you want to change.
2. Click the cell wrap control, or choose **Justification** from the Text menu, and then **Cell Wrap** from the submenu.



Cell wrap control



3. To adjust the row height to fit the wrapped text automatically, click the expand row control or choose **Row Height** from the Table menu, click **Fit to Text**, and then click **OK**.

For complete information about **Row Height**, see “Resizing rows and columns” on page 6-19.

- ◆ **Note** Wrapped text is always aligned to the top of the cell.

Vertically centering text

You can vertically center non-wrapped text in a cell. Instead of beginning at the bottom of the cell, the text is centered exactly between the top and bottom of the cell.

To center text vertically:

1. Select the cell you want to change.
2. Choose **Justification** from the Text menu, and **Center Vertically** from the submenu.

Sorting a range of cells

ClarisImpact can sort values in selected columns or rows. You can sort alphabetically or numerically, in descending or ascending order. If a column or row contains both text and numbers, text is sorted first, then numbers.



Sorting vertically



Sorting horizontally

A vertical sort (down a column) sorts the data in several rows. The contents of cells in each row are kept together in the row.

A horizontal sort (across a row) sorts the data in several columns. The contents of cells in each column are kept together in the column.

You can specify three levels of sorting. If there are duplicate values in the first row or column being sorted, ClarisImpact sorts the cells according to values in the second specified row or column, and so on to the third sort level.

In the following example, the table was first sorted by the first column only (Name). With this level of sorting the Arronsons are grouped together, but they appear in no special order. When a secondary sort is specified to sort the third column (Grade) in descending order, the Arronsons are put in order by grade, from highest to lowest.

Name	GPA	Grade
Arronson	3.9	4
Darrango	3.1	5
Arronson	2.9	1
Byron	3	4
Arronson	3.7	3
Chang	2.7	2

Table as originally entered

Name	GPA	Grade
Arronson	3.9	4
Arronson	2.9	1
Arronson	3.7	3
Byron	3	4
Chang	2.7	2
Darrango	3.1	5

Table sorted by Name column only

Name	GPA	Grade
Arronson	3.9	4
Arronson	3.7	3
Arronson	2.9	1
Byron	3	4
Chang	2.7	2
Darrango	3.1	5

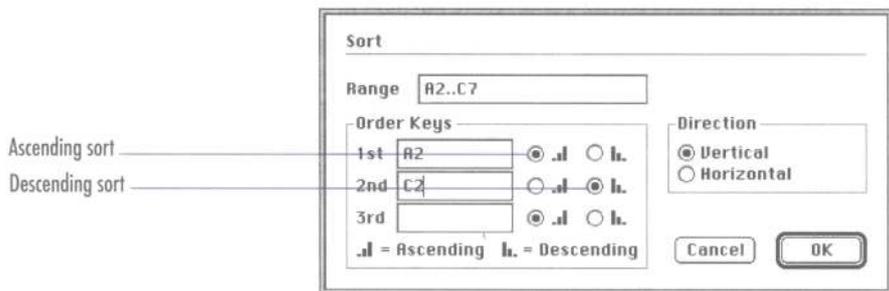
Table sorted by Name and Grade

- ◆ **Note** You must enter cell addresses to specify the columns and rows you want to sort by. To determine cell addresses, use the **Table Options** command on the Table menu to turn on the **Show Cell ID, Column Headings,** and **Row Headings** options.

To sort the values in a range of cells:

1. Select the range containing values you want to sort.
2. Choose **Sort** from the Table menu.

The Sort dialog box appears. The **Range** box shows the range of cells that you selected.



3. Enter the address of the top-left cell in each row or column you want to sort by in the Order Keys area. For each entry, click the ascending or descending sort options.

There must be a value in **1st**. Enter values in **2nd** and **3rd** only if you want to specify additional sorting levels.

ClarisImpact assumes that you want to sort in ascending order by the row or column of the top-left cell in the range you selected. If this is correct, you don't have to change anything in the Order Keys area.

4. In the Direction area, click **Vertical** to sort down columns or **Horizontal** to sort across rows.
5. Click **OK**.

Changing rows and columns

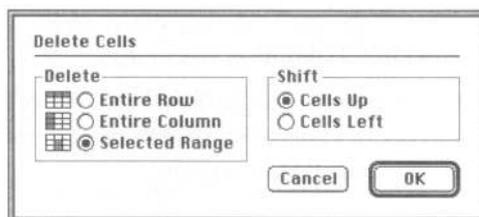
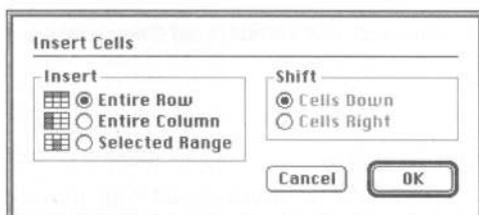
You can revise a table by inserting, deleting, moving, or resizing rows and columns.

Inserting and deleting rows and columns

You can insert and delete ranges, rows, columns of cells anywhere in a table. Inserting cells doesn't affect the contents of any existing cells. Deleting cells removes the cells and all their contents.

To	Do this
Insert rows or columns	<p>Select rows below or columns to the right of where you want to insert new rows or columns.</p> <p>Select the same number of rows or columns that you want to insert. For example, select three rows if you want to insert three new rows.</p> <p>Click the insert cells control () or choose Insert Cells from the Table menu.</p>
Delete rows or columns	<p>Select the rows or columns you want to delete.</p> <p>Click the delete cells control () or choose Delete Cells from the Table menu.</p>

When you select a range of cells and then insert or delete cells, either the Insert Cells or the Delete Cells dialog box appears. Both dialog boxes have almost the same options. Choose options in these dialog boxes according to the instructions in this table.



Choose	To
Entire Row	Insert or delete the number of rows in the selected range
Entire Column	Insert or delete the number of columns in the selected range
Selected Range	Insert or delete the number of cells in the selected range
Cells Down or Cells Right (Insert Cells dialog box only)	Specify how the contents of the currently selected cells should be shifted when new cells are inserted (only available if Selected Range is chosen)
Cells Up or Cells Left (Delete Cells dialog box only)	Specify how the contents of the adjacent cells should be shifted when the selected cells are deleted (only available if Selected Range is chosen)

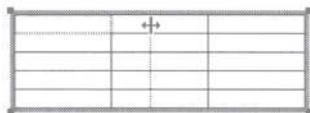
Resizing rows and columns

You can resize rows and columns using the mouse, commands on the Table menu, or controls on the model bar.

Resize a row or column with the mouse when you want to make a quick simple change. This table explains methods for resizing rows and columns with the mouse.

To	Do this
Resize a row	Select a cell in the table. Move the pointer over the bottom border of any row in the left column of the table. When the pointer changes to an up-and-down arrow (\updownarrow), you can press the mouse button and drag the border to resize the row.
Resize column	Select a cell in the table. Move the pointer over the right border of any column in the top row of the table. When the pointer changes to a left-and-right arrow (\leftrightarrow), you can press the mouse button and drag the border to resize the column.

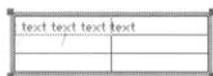
Resizing a column



- ◆ **Tip** To resize multiple rows or columns, select the rows or columns you want to resize, and then drag the border of one of the selected rows or columns. When you release the mouse button, they are all resized.

Using commands on the Table menu or controls on the model bar, you can resize rows or columns to specific measurements, restore them to their original size, or expand them to fit the text entered in cells. Refer to this table for instructions on using these functions.

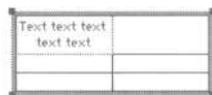
To	Do this
Enter a specific row or column size	Select a cell in the row or column you want to change. Choose Row Height or Column Width from the Table menu, enter the sizes in points in the Size box, and then click OK. (There are 72 points to an inch.)
Expand a row or column to fit cell text	Select a cell that you want to expand, and then click the expand row control (☐) or the expand column control (☐). You can also choose Row Height or Column Width from the Table menu, click Fit to Text, and then click OK.
Restore a row or column to its original height or width	Select a cell in the row or column you want to change. Choose Row Height or Column Width from the Table menu, click Default, and then click OK.



Original table



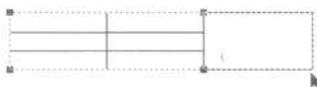
Column expanded to fit text



Row expanded to fit text

Resizing tables with the mouse

You can always add new rows or columns or hide existing ones by changing the size of the table with the mouse. To change the size of a table, select it and drag one of the corner handles.



ClarisImpact adds a new column to fit in the larger area

If you make the table larger, ClarisImpact adds new rows or columns to the bottom and right sides of the table. If you make the table smaller, ClarisImpact hides the cells that no longer fit. They reappear if you make the table larger again.

Adding borders and lines

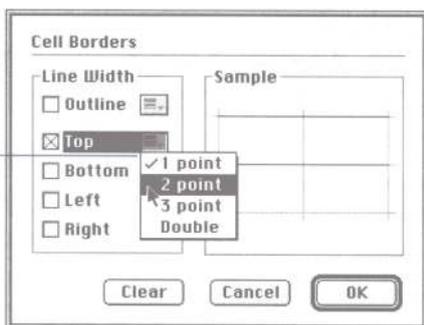
You can emphasize a selected cell (or range of cells) with a bold or colored border. Borders are part of a cell's format and are copied and pasted with the cell.

To add borders to a cell or range of cells:

1. Select cells you want to change and choose **Cell Borders** from the Table menu.

The Cell Borders dialog box appears. If a dash appears in a box, some (but not all) of the currently selected cells have that border.

Use these pop-up menus to enter the line weight for each border



2. Choose the line weight for each border from the pop-up menus next to each option.
3. Click **OK** when you have set all the options.

You can also add lines and borders using the controls on the model bar. Remember that the model bar appears only when a cell is selected.

To	Do this
Surround the selected cells with a border	Click the outline control (☐).
Place a line below the selected cells	Click the horizontal line control (☐).
Place a line to the right of the selected cells	Click the vertical line control (☐).

- ◆ **Note Cell Borders** does not control the color of gridlines. Use Grid Display to choose the color and pen weight for gridlines.

Specifying border colors

To change the color of borders, choose **Grid Display** from the Table menu and use the **Cell Borders** control in the Grid Display dialog box to choose a color. All the borders in the table are controlled by this setting. You cannot choose different colors for each border.

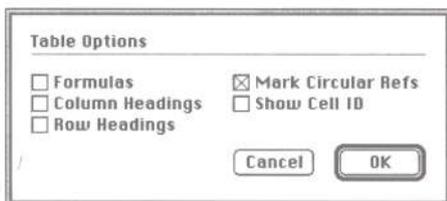
Choosing table options

You can show or hide column and row headings, display cell addresses, and control how formulas and circular references are displayed.

To change table options:

1. Select a table, and then choose **Table Options** from the Table menu.

You see the Table Options dialog box.



2. Select the options you want.

Choose	To
Formulas	Display formulas, rather than computed values, in cells that contain formulas
Column Headings	Display the column headings (A, B, C, and so forth)
Row Headings	Display the row headings (1, 2, 3, and so forth)
Mark Circular Refs	Place dots next to data in cells that contain circular cell references (this helps you spot formulas that may need rethinking)
Show Cell ID	Display the cell address in the box on the model bar each time a cell is selected

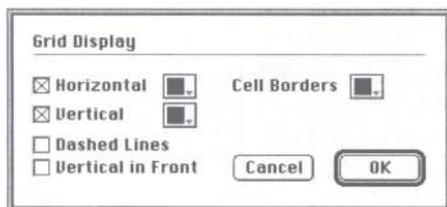
3. Click **OK**.

Changing the grid display

To change the display settings of the table grid and the borders created by the **Cell Borders** command:

1. Select a table and choose **Grid Display** from the **Table** menu.

The Grid Display dialog box appears.



To	Do this
Change the horizontal or vertical gridlines	Click either Horizontal or Vertical, and then click the color box next to each to choose a color for the grid.
Specify a color for borders created by the Cell Borders command	Click Cell Borders and choose a color.
Specify dashed lines	Click Dashed Lines.
Specify that vertical lines are drawn in front of horizontal lines	Click Vertical in Front.

2. When all the options are set, click **OK**.

Importing data

ClarisImpact can import data from spreadsheets and databases directly into tables. It can import data directly from ClarisWorks and Excel 3.0, as well as data saved in ASCII, DBF, DIF, or SYLK formats.

To place data from any of these formats in a table:

1. Create a table and select a cell where you would like to place the first cell of imported data.

This is usually the top-left cell in the table, but you can place the imported data anywhere in the table.

2. Choose **Place File** from the File menu.
3. When the Place dialog box appears, select the file you want to import and click **Place**.
If you don't see the file you want, make sure that **Show** is set to **All Available**.

Importing ClarisWorks spreadsheets

You can import ClarisWorks spreadsheets without first creating a table. In ClarisWorks, save your spreadsheet as a frame in a drawing or word processing document. In ClarisImpact, use the **Open** or **Place File** commands to convert the document. If you use **Open**, the ClarisWorks document appears as a new ClarisImpact document. If you use **Place File**, the contents of the ClarisWorks document are added to the ClarisImpact document. Once you import a ClarisWorks spreadsheet, it functions exactly like a ClarisImpact table model.

Generating charts from tables

ClarisImpact can generate data charts from a range of cells in a table. When generating a chart from an existing table, you have the same chart creation options as when working with other types of ClarisImpact data charts.

- ◆ **Note** If the main purpose of your work is to create a data chart, you should not use this procedure. Instead, see chapter 7, "Making data charts." By generating a chart from a table, you can create more than one chart from a single table, and you can make a chart from a portion of the table.

When you generate a data chart from a table, you can link the new chart to the table, or make a chart object. If you link the chart to an existing table, the chart changes when you enter data in the table.

If you choose to make a chart object, it is identical to a data chart model created with the data chart tool. When you change data in the original table, it has no effect on the new chart object.

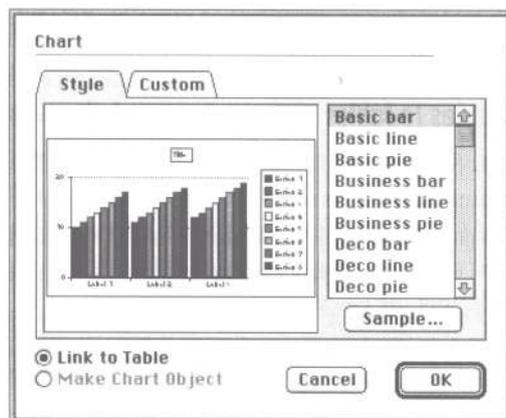
To create a chart from a table:

1. **Select the range of cells that you want to chart.**

To create a new data chart object, you must select all the cells in the table.

2. Choose **Make Chart** from the Table menu.

The Chart dialog box appears.



3. Choose a style for the chart, or click **Custom** and choose from the Custom options.
4. To generate a chart that is linked to the current table, click **Link to Table**; for a new chart object, click **Make Chart Object**.
5. Click **OK** to generate the chart.

For complete information about creating a data chart, see “Creating data charts” on page 7-10.

Using a chart that is linked to a table

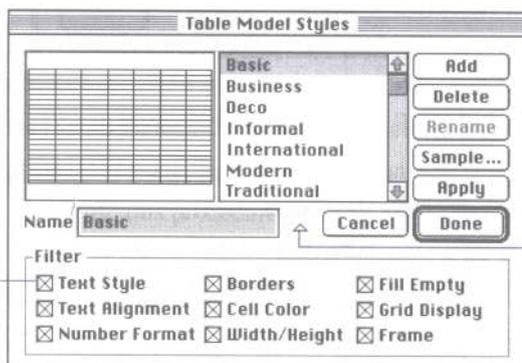
A chart that is linked to a table is slightly different from a normal data chart model. When you select the chart, the Chart menu appears, but it contains only the **Gallery**, **Axis**, **Series**, **Legend&Title**, and **Range** commands. You can select chart elements and modify them as you would in a data chart, but you cannot select individual data points and edit data. Instead, you must edit the data in the table to change the chart.

Using table model styles

Use model styles to automate table formatting and design. A model style stores all the format options for a table. This section explains how model styles work with tables. For an overview of using model styles, see “Using model styles” on page 3-6.

Applying model styles to tables

A model style specifies all the settings on the Table menu. The following table explains the settings stored in a table model style. Each category name appears in the Filter area of the Table Model Styles dialog box. When you apply a model style, you can exclude, or “filter,” settings that you don’t want to use by deselecting the category name.



Click a category of model style settings to filter it out

Click this triangle to expand or collapse the Filter area

Category	Controls
Text Style	Font, size, style, and color settings for text
Text Alignment	Alignment settings for each table cell
Number Format	Number, date, and time formats for each table cell
Borders	Border display settings and border color
Cell Color	Color, pattern, or gradient of each table cell
Width/Height	Column width and row height settings for table cell
Fill Empty	Placement of data from the model style in empty table cells
Grid Display	Grid display settings for both horizontal and vertical grids
Frame	Fill for the chart frame, and the pen settings for the frame border

- ◆ **Note** If you turn off **Fill Empty**, the data stored in the model style will not be placed in the table to which you are applying the style.

To apply a model style to a table:

1. Select a table and choose **Model Styles** from the Table menu.
2. When the Table Model Styles dialog box appears, select the style you want by clicking the name in the list.
A preview appears in the area on the left. Click **Sample** to view a larger version of a selected style.
3. If you want to filter any of the settings, click the triangle next to **Cancel** to display the Filter options. Click the checkboxes to change the settings.
A checked box indicates that the settings in that category will be applied.
4. Click **Apply** to apply the model style. Click **Done** to close the dialog box.

For a general description of model styles, see “Using model styles” on page 3-6.

Creating, deleting, or renaming table model styles

A model style can store any formatting change you apply to a cell. To prepare a table for use in creating a model style, format it with all the settings you would like to store in the model style. Do not enter any data in the table unless you want that data to be part of the model style.

To create, delete, or rename a table model style:

1. Select a table and choose **Model Styles** from the Table menu.
2. When the Table Model Styles dialog box appears, follow the instructions in this table.

To	Do this
Record the settings of the current table as a new model style	Click Add.
Delete a model style	Select a style and click Delete.
Rename a model style	Select a style, enter a name in the Name box, and then click Rename.

3. When you're done, click **OK**.

For general information about model styles, see “Using model styles” on page 3-6.

Using table element styles

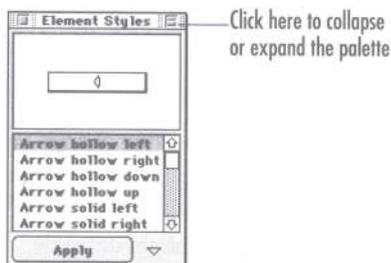
Use table element styles to apply several formatting changes to table cells simultaneously. A table element style stores the text, border, fill, and number format settings for a table cell. It can also store default data.

Applying element styles to table cells

To apply an element style to table cells:

1. Select the cells you want to modify.
2. Choose **Element Styles** from the Table menu.

The element styles palette appears. This palette stays open until you click the close box or stop editing the table. You can collapse and expand the palette by clicking the box in the upper-right corner of the title bar.



3. Preview the available element styles by clicking the style names in the list box.
4. When you've chosen a style, click **Apply**.

Changing table element styles

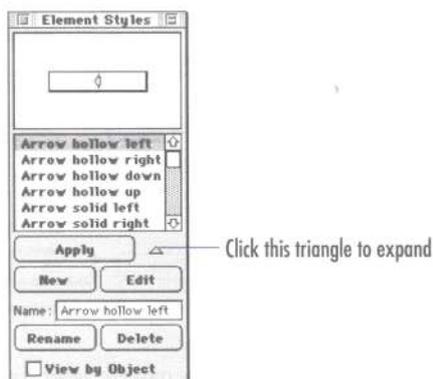
You can create an element style manually, or extract the settings of an existing cell as a new element style.

To create, edit, remove, or rename element styles:

1. Select a cell, and then choose **Element Styles** from the Table menu. (If you want to extract the settings of an existing cell, make sure that it is selected.)

The element styles palette appears.

- Click the triangle in the lower-right corner to expand the window and display the editing options.

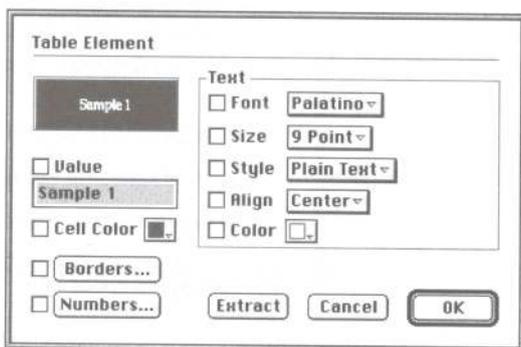


- To rename or remove an element style, or to display styles by object, refer to the following table. To edit or create an element style, continue to the next step.

To	Do this
Rename an element style	Select an element style, enter a new name in the Name box, and then click Rename.
Remove an element style	Select an element style, and then click Remove.
Display styles by object	Click View by Object.

- To create an element style, click **New**. To edit an existing style, select the style and click **Edit**.

The Table Element dialog box appears.



5. If you want to copy the settings of the currently selected cell into the dialog box, click **Extract**.
6. Refer to the table that follows to set options.

To	Do this
Set a default cell value	Enter the data in Value.
Choose the cell color	Choose a color from Cell Color.
Specify the border settings	Click Borders and set the border options in the dialog box that appears. See "Adding borders and lines" on page 6-21.
Choose the number format	Click Numbers, and then set the number format options in the dialog box that appears. See "Setting the format for numbers, dates, and times" on page 6-12.
Specify the text settings	Use Font, Size, Style, Align, and Color to set the text options.

7. Click **OK** to record the settings and return to the element styles palette. You may also want to rename the new element style you've created.

Creating an element style makes no visible change in the table. To use the style you created, you need to apply it to a cell.

Making data charts

Understanding data chart basics	7-3	Changing data chart fill, pen, and text settings	7-20
Types of charts	7-4	Restructuring data charts	7-21
Creating data charts	7-10	Using data chart model styles	7-38
Working with the data table	7-14	Using data chart element styles	7-41
Entering and editing chart information	7-16		
Importing data	7-19		

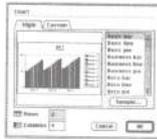
Chapter 7

Making data charts

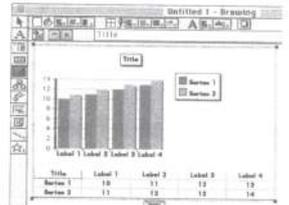
ClarisImpact creates bar, pie, line, area, X-Y, hi-low, scatter, and pictogram charts. All of these charts are useful for graphically representing numerical data.



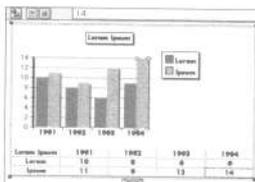
Click the chart tool, move the pointer into the document, and then drag to define the size and placement of the chart



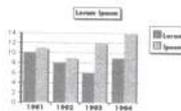
When the Chart dialog box appears, choose a model style



ClarisImpact creates the chart



Enter your data



Hide the data table to complete the chart

Understanding data chart basics

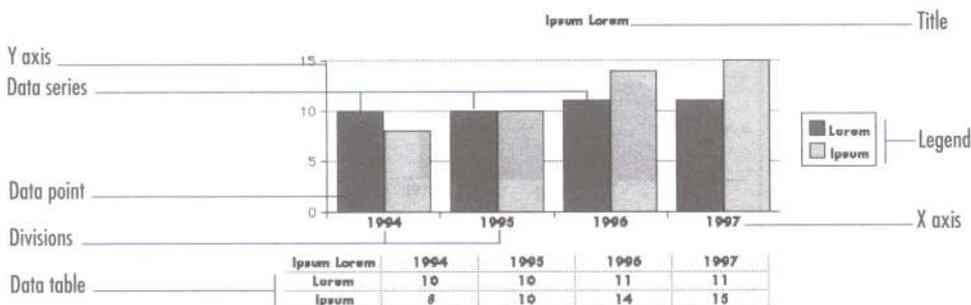
All chart types contain similar elements. The purpose of most charts is to show the relationship between the data points in a series, and to compare different data series to each other.

The smallest bit of information on a chart is called a *data point*. A quarterly sales figure or the number of stoves manufactured in April are both examples of single data points. A single data point might appear as a bar on a bar chart or a single slice in a pie chart. A data point is usually a single number, but sometimes it can be a pair of numbers.

A *data series* is a group of data points containing the same type of information. The quarterly sales figures for a whole year, or the number of stoves made each month for a year, are both examples of data series. In a table, a data series appears as a column or a row. In a chart, a data series may be displayed as all the blue bars on a bar chart, or a line showing a sales trend on a line chart.

The groups of data in which data points from different data series are compared are called *divisions*. For example, when comparing quarterly sales figures for apples and oranges, each quarter represents a division.

All ClarisImpact data charts, except for pie charts, show data points at specific points on an *axis*. The vertical (or Y) axis usually shows numerical values. The horizontal (or X) axis usually shows divisions in the data series, most often periods of time.



Every data chart type in ClarisImpact contains the chart itself, and a *data table*. The data table provides a different way of viewing the chart data. When you change a value in the data table, ClarisImpact changes the chart automatically. The values in the top row and left column usually appear on the chart as *division* and *series* labels. The value of the cell in the upper-left corner of the table usually appears as the chart title.

Types of charts

ClarisImpact provides twelve types of charts. The examples in this section were created using methods described later in this chapter.

Bar charts

Bar charts show values in colored or patterned bars. A set of bars with the same color or pattern represents a data series. The bars are grouped into divisions and each data point is represented by its own bar. Bar charts are useful for comparing values because you see the values side by side.



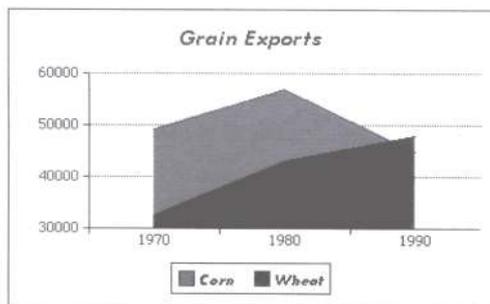
Stacked bar charts

A stacked bar chart shows the cumulative values for each division. The data series within a division are stacked on top of each other, so that each division is represented by one bar.



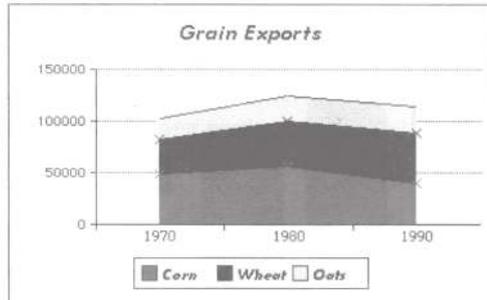
Area charts

An area chart (also called a layer chart) represents data by plotting a data series on a line and shading the area below the line. If there is more than one data series, the shaded areas overlap. Area charts effectively show the relative size or importance of data series over time. You could use an area chart, for example, to illustrate the relative importance of two export commodities.



Stacked area charts

A stacked area chart is similar to an area chart, except that instead of overlapping the areas from different data series, the areas are added together and the chart shows cumulative values.



Line charts

Line charts plot the values in a data series to points and connect the points with a line.

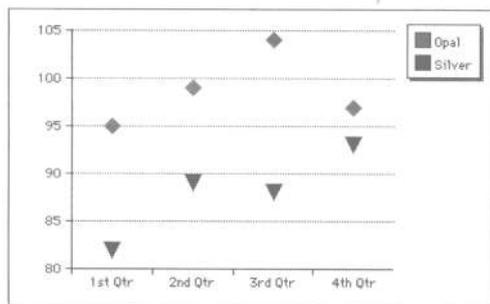
Line charts are especially useful for tracking how data changes over time. Values are usually plotted on the vertical (Y) axis, and time is represented on the horizontal (X) axis, as in the following example.



You can change or remove the data point symbols. For instructions, see "Changing series data symbols" on page 7-30.

Scatter charts

Scatter charts plot the values of a data series to points in the chart. Each data series is represented by a unique symbol. In the following example, the data point symbols for each series are changed to help distinguish the series.

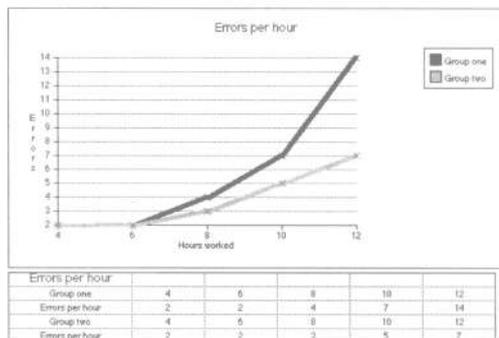


X-Y line and scatter charts

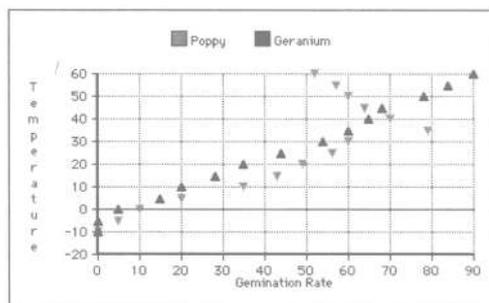
X-Y charts plot pairs of numbers as points in an X-Y coordinate system. They show the relationship of a pair of values to other pairs of values in a data series. They also show how a change in the value of one variable is reflected in the value of another variable. X-Y charts are useful for seeing statistical samplings of data.

An X-Y line chart uses two rows of data to plot values for each data series. Values in the first row are plotted on the X axis and values in the second row are plotted on the Y axis. The pair of values in each column determines the position of one data point (represented by a symbol) on the chart. The symbols for each data series in an X-Y line chart are connected by a line.

If you create more than one pair of rows in the data table, the X-Y line chart plots more than one series of data.



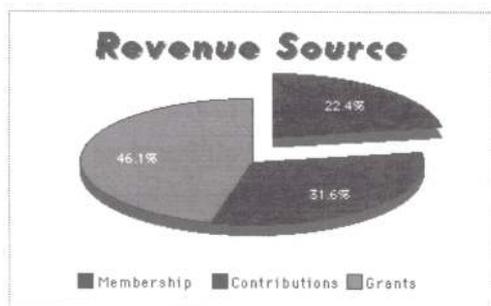
An X-Y scatter chart is the same as an X-Y line chart except that the chart symbols are not connected.



Pie charts

A pie chart shows each data value as a percentage or portion of a whole. A pie chart plots a single data series (a single row or column from the data table) as a separate pie.

You can include values on the pie slices and explode one or more slices to add emphasis.

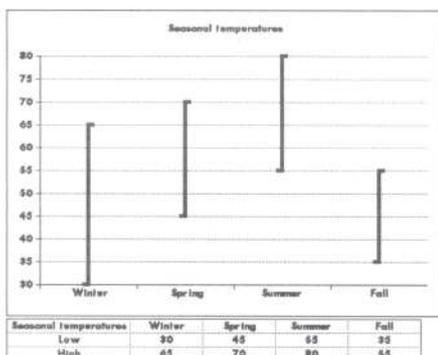


If you create a pie chart based on multiple rows of data, ClarisImpact charts each row as a separate pie. For example, if you created a pie chart based on three rows and four columns of data, the chart would have three pies and each pie would have four slices.

Hi-low charts

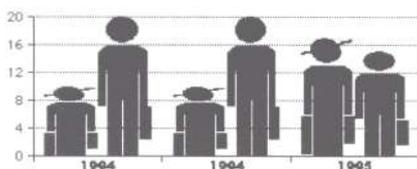
A hi-low chart plots a high point and a low point for each division in a data series. For example, you could use a hi-low chart to plot the high and low prices of a stock each day.

You need two rows of data for each data series. The pair of values in each column appears in the chart as two points connected by a vertical line. Hi-low charts usually show only one data series.



Pictogram and stacked pictogram charts

A pictogram chart is a bar chart with graphics or images on the bars. A stacked pictogram chart, like a stacked bar chart, shows the cumulative value for a division in a single bar.



Creating data charts

When you create a data chart, you can use a model style or define your own custom settings. Several model styles for data charts are included with ClarisImpact. While you still determine the contents and structure of the chart, the style determines how the elements look.

Creating a data chart with a model style

ClarisImpact includes model styles for three basic types of data charts: bar, line, and pie charts. Although the program can create 12 different types of charts (see “Types of charts” on page 7-4), all the others are variations of these three basic types. If you want to create a chart for which there is no included model style, use a style for the chart most similar to the one you want and then change the chart type after the chart is created. (See “Choosing chart types and options” on page 7-22.) For example, if you want to create a stacked bar chart, use one of the bar chart styles. You can also create any type of chart using the **Custom** settings.

To create a data chart with a model style:

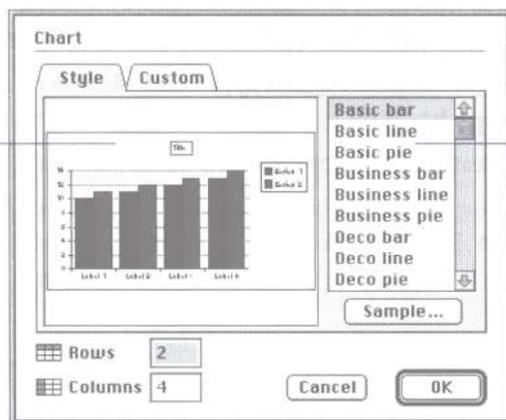
1. Click the data chart tool.
2. Move the pointer into the document. Hold down the mouse button and drag to define the area and placement of the chart, or click once where you want the upper-left corner.

When you release the mouse button, the Chart dialog box appears.

The dialog box displays the model style options for charts. To preview a style, select a title in the list box to make it appear in the preview box. Click **Sample** to view a selected style at a larger size.



Preview box



List box

3. Click the name of the style you want.

4. Enter the number of columns and rows to be charted in the **Rows** and **Columns** boxes.

This determines how many data points and data series appear on the chart. By default, each row is a separate data series, and each column is a division on the X axis. You can also insert or delete rows and columns later.

5. When these options are properly set, click **OK** to create the table.

The Chart dialog box appears only when you create a chart. All of the functions it provides are available through other commands after you create a chart.

- ◆ **Note** If no model styles appear in the dialog box and **Style** is not selectable, you may not have any model styles installed in your system. You can still create a data chart using custom settings. You can also run the installation program again to install the model styles. Unless you have set new preferences, ClarisImpact expects the model style files to be stored in a folder named ClarisImpact Color Styles or ClarisImpact B&W Styles inside the ClarisImpact Folder.

Creating a data chart with custom settings

To create a data chart with custom settings:

1. Click the data chart tool.
2. Move the pointer into the document, and then hold down the mouse button and drag to define the area and placement of the chart, or click once where you want the upper-left corner.

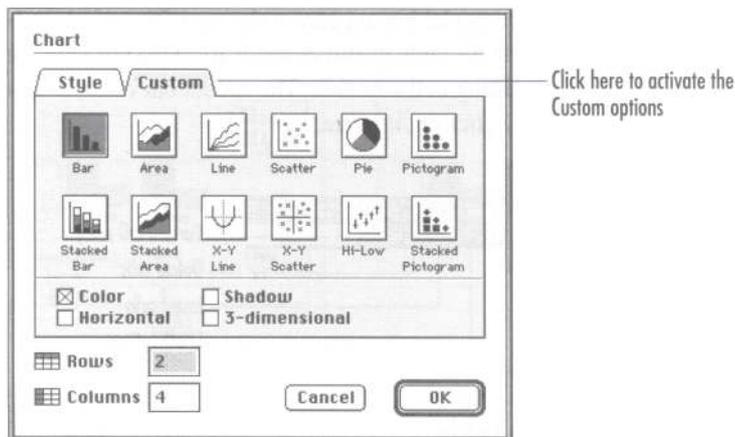
The Chart dialog box appears.

3. Click **Custom**.



Data chart tool

4. Click the type of data chart you want.



5. Choose the Color, Horizontal, 3-dimensional, and Shadow options according to your needs.

Other options may appear depending on the type of chart you select. All of these options are explained later in this chapter. You don't have to specify any options before creating the chart; you can set all of them later.

6. Enter the number of columns and rows to be charted in the **Rows** and **Columns** boxes.

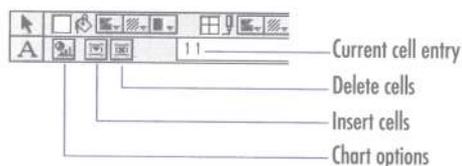
This determines how many data points and data series appear on the chart. By default, each row is a separate data series, and each column is a division on the X axis. You can also insert or delete rows and columns later.

7. When all the options are properly set, click **OK** to create the chart.

The Chart dialog box appears only when you create a chart. All of the functions it provides are available through other commands after you create a chart.

Using the model bar

When you finish creating a data chart, and every time you select a data chart, the model bar appears at the top of the window, below the style bar. The model bar contains useful controls for working with data charts, as well as a box for editing cell contents. The model bar doesn't appear until you activate a chart by clicking it twice.



Working with the data table

The data table provides a tabular view of the data in a chart. You can show or hide the data table and separate it from the chart.

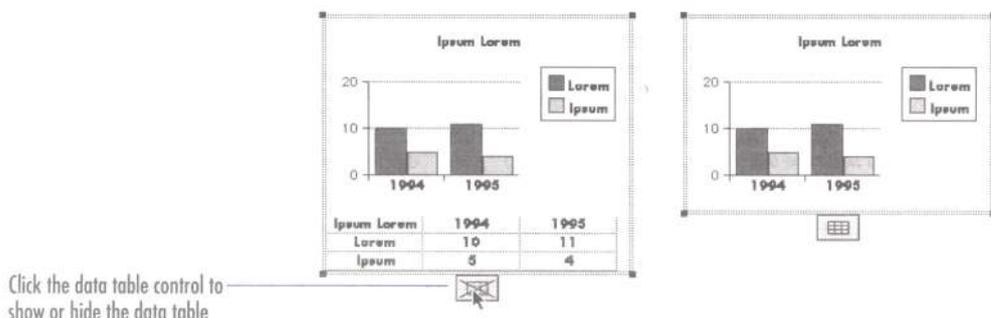
Hiding and showing the data table

When you first create a data chart, the data table appears directly below the data chart. ClarisImpact displays the data table and groups it with the chart itself. You can show or hide the data table.

To show or hide the data table:

1. Select an element in the data chart.
2. To show the data table, click the data table control at the bottom of the chart, or choose **Show Data Table** from the Chart menu, or press Command-Option-D.

3. To hide the data table, click the data table control again, or choose **Hide Data Table**, or press **Command-Option-D**.



Separating the data table

If you need to generate additional charts from the same data table, you can separate a data table from its original chart. A chart that is separated from its data table is identical to a chart that is linked to a table model. For information about using this type of chart, see “Generating charts from tables” on page 6-24.

Also, if you want to ungroup a data chart, you must first separate it from the data table. See “Ungrouping models” on page 3-6.

To separate a data table from a chart:

1. Select an element in the data chart.
2. Choose **Separate Table** from the **Chart** menu.

ClarisImpact divides the data table from the chart so they are separate objects. The data table is still linked to the chart so that any changes you make to the data in a cell are immediately reflected in the chart.

Entering and editing chart information

Once you create a data chart, there are several ways to enter data and modify the chart.

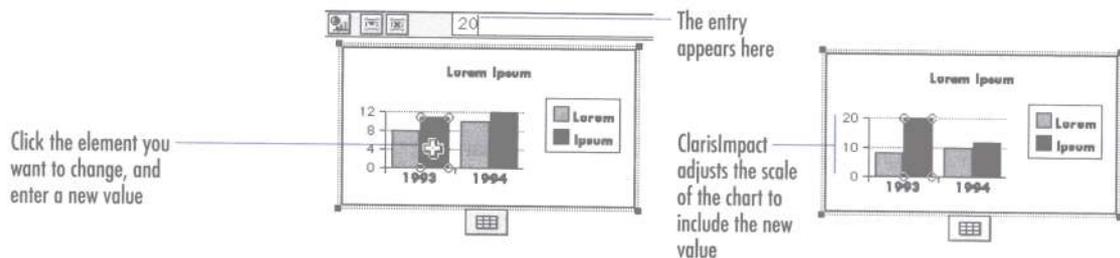
The data table that appears below the data chart is linked to the chart so that each time you make a change in the table, the chart immediately changes. In the same way, if you change the chart, the table changes.

You can enter new data in a chart by selecting elements directly on the chart and entering new values, or by entering new values in the table cells.

To select chart elements and enter data:

1. Click a data chart to select it.
2. Click the data chart element that you want to change; for instance, a bar on a bar chart.
3. Immediately begin entering a new value.

The entry appears in the box on the model bar. You don't have to click the box to begin typing.



4. Press Tab or click another element when you finish.

ClarisImpact immediately changes the chart to reflect the new data.

You can also enter new values directly into the table without selecting a chart element. First, click the data table control to show the data table (if it's not already visible). Click on any table cell to select it, and then enter a new number.

Moving between chart elements

Refer to this table for keystrokes that confirm the data you've entered and move the selection.

Press	To
Return or Shift-Return	Confirm the entry and move the selection one cell down or up in the current column
Tab or Shift-Tab	Confirm the entry and move the selection one cell to the right or left
Arrow keys	Confirm the entry and move the selection one cell in the direction of the arrow
Enter	Confirm the entry and keep the current cell and chart element selected

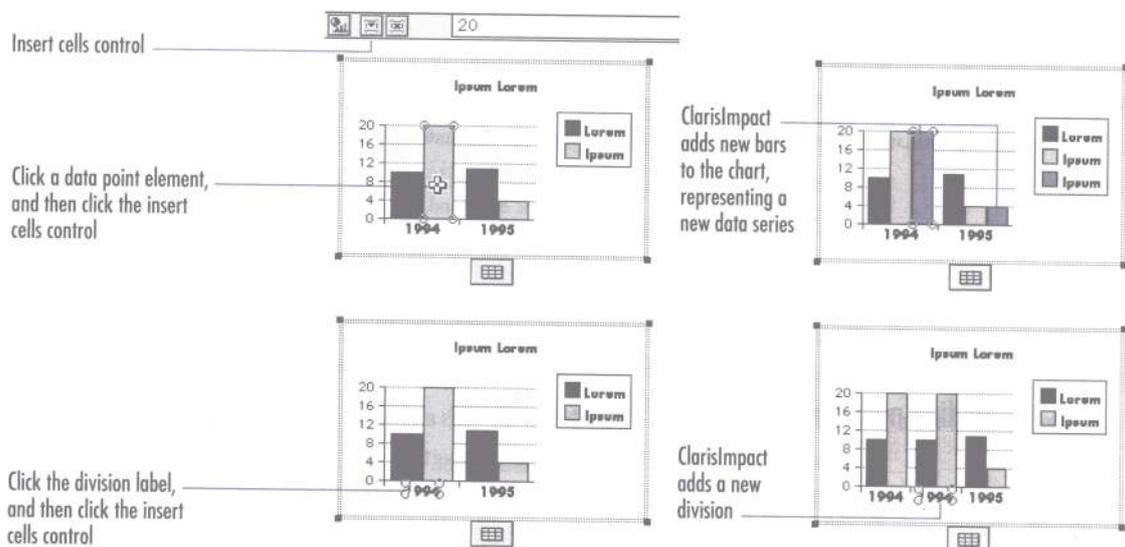
Adding new data series and divisions

You add new data series and divisions to a chart by selecting the type of element you want to add, and then clicking the insert cells control. When you add a data series or division to a chart, ClarisImpact copies all the values from what you selected into the new series or division.

To add a series or division to a chart:

1. To add a data series, select a data point element, such as a bar in bar chart. To add a division, select one of the division labels on the X axis.

2. Click the insert cells control on the model bar, or choose **Insert Cells** from the Chart menu.



Data series and divisions correspond to rows or columns in the data table. Whenever you add a data series or division, a new column or row appears in the data table. You can also add data series by selecting columns or rows in the data table and using the **Insert Cells** command or control.

- ◆ **Note** You must first select an existing column or row to insert a new column or row in the data table. You can select rows or columns in the same way as in the table model. For instructions, see “Selecting cells and ranges” on page 6-8.

Deleting data series and divisions

To delete data series and divisions:

1. Select a data point in the series you want to delete, or a division that you want to delete.
2. Click the delete cells control, or choose **Delete Cells** from the Chart menu.

- ◆ **Important** The delete cells control or **Delete Cells** command removes a row or column in the data table. Don't use either when you simply want to delete the data in cell (use **Clear** on the Edit menu or press Delete).



Delete cells control

Entering titles and labels

Add or change the title or legend names on the chart just as you would edit the data in any cell.

To change a chart title or label:

1. **Make sure the chart is selected.**
2. **Click the chart title or a label to select it.**

You can also select the corresponding cell in the data table.

3. **Enter a new title.**

The text you enter appears in the box on the model bar.

4. **Press Tab or click another element when you finish.**

ClarisImpact places the new text on the chart.

Importing data

ClarisImpact can import data from spreadsheets and databases directly into data charts. It can import from Excel 3.0, as well as data that has been saved in the ASCII text, DBF, DIF, or SYLK formats.

To place data from any of these formats in a data chart:

1. **Create a data chart and make sure the data table is visible.**
2. **Select a cell in the data table where you would like to place the first cell of imported data.**

This is usually the top-left cell in the table, but you can place the imported data anywhere in the table.

3. **Choose **Place File** from the File menu.**
4. **When the Place dialog box appears, select the file you want to import and click **Place**.**

If you don't see the file you want, make sure that **Show** is set to **All Available**.

Changing data chart fill, pen, and text settings

You can specify fill, pen, and text settings for almost every element in a data chart. In most cases you can change the settings for an element just as you would any other ClarisImpact object. Select the element and choose a fill or pen setting from the style bar, or a text setting from the Text menu.

You can apply all of these settings manually, or you can use model and element styles to apply several formatting settings automatically. For information on model and element styles, see “Using data chart model styles” on page 7-38.

Changing the color or pattern of a series

When you change the fill or pen settings of a series, every element in that series also changes. For instance, if you specify a new color for a bar in a bar chart, all the other bars in that data series also change color.

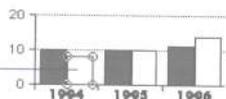
To change the fill and pen settings for a series:

1. Select a data point in a data series, like a bar in a bar chart.

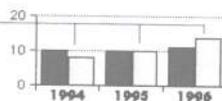
You can also select a series box in the chart legend.

2. Choose from the fill and pen palettes.

Select a data point element
and choose a new fill



All the elements in the data
series change



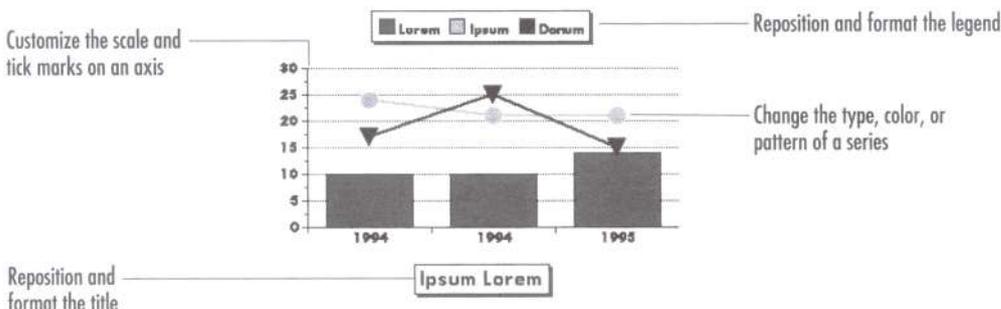
Formatting chart text

Change the font, size, style, or color of any chart text using the commands on the Text menu. To apply text formatting, select the text you want to modify, and then choose the appropriate formatting option from the Text menu. You can select text elements in the chart or the data table. For complete information about text formatting options, see chapter 13, “Working with text.”

- ◆ **Note** To change the text formatting settings of the axis label and numbered tick marks, select the Y axis and choose options from the commands on the Text menu.

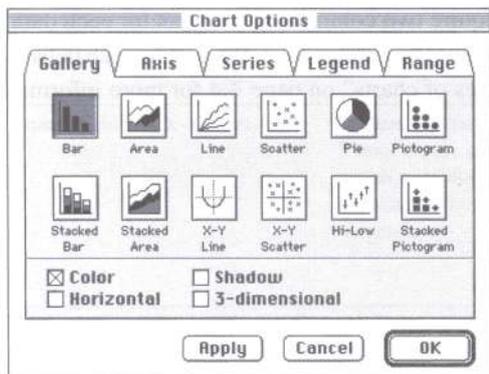
Restructuring data charts

Using the commands on the Chart menu, you can change how information is displayed in a data chart. You can change the chart type, select various design options, and specify how and where various elements appear on the chart. The following chart shows some of the possible modifications.



Choosing either **Gallery**, **Axis**, **Series**, **Legend&Title**, or **Range** from the Chart menu opens the Chart Options dialog box. The Chart Options dialog box provides access to all of these options. You can set the options for one group of settings, and then switch to another by clicking its name at the top of the dialog box.

Chart Options dialog box



Choose	To change
Gallery	Chart types (bar, pie, and so on) and design options such as color, 3D, and shadow
Axis	Labels for the X axis and Y axis, the scale and display of tick marks, and the gridlines display settings
Series	Data series display and label settings, including several special options for different chart types, like exploded slices in pie charts
Legend	The display and location of the chart title and legend
Range	How ClarisImpact constructs the chart from the table, including whether the data series come from rows or columns, whether the first row and column contain labels, and the cell range (only for charts that are linked to a separate table)

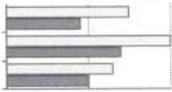
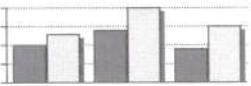
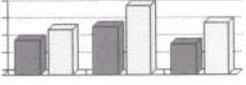
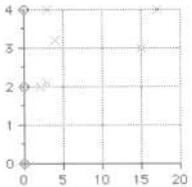
- ◆ **Tip** You can quickly open the Chart Options dialog box by double-clicking in the chart frame. If you double-click an axis, a data series, the legend, or the title, the Chart Options dialog box opens displaying the appropriate group of options.

Choosing chart types and options

Use **Gallery** to change the chart type, and to specify other special design options for the chart type you select.

Although you can use **Gallery** to change a bar chart to an area chart or a pie chart, different types of charts require differently structured data. For example, X-Y charts require two columns of numbers for each data point. You should be aware of these requirements before you switch between the various chart types. See “Types of charts” on page 7-4 for more information.

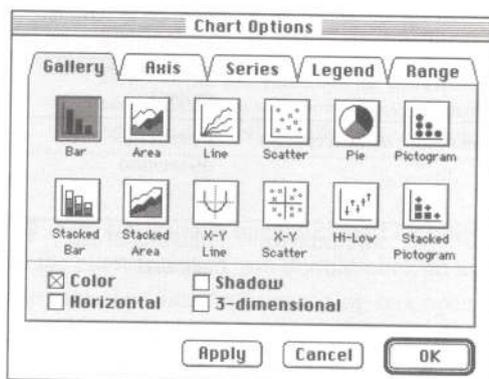
The following table describes the **Gallery** options and explains which options are available for each chart type.

Option	Works with	Description	Example
Color	All chart types	Determines if chart elements are in color (turn off to substitute colors with gray fills for black-and-white output)	
Horizontal	All except X-Y	Changes the chart orientation	
Shadow	All chart types	Shadows all data elements	
3-Dimensional	Bar and pictogram charts only	Adds three-dimensional effect	
Scale Multiple	Pie charts only	Scales pies to reflect the sum of each data series	
Tilt	Pie charts only	Tilts pies	
Square Grid	X-Y charts only	Ensures that the X and Y axes are the same length, regardless of the chart frame dimensions	

To specify the chart type and options:

1. Select a chart element and choose **Gallery** from the Chart menu, or simply double-click the chart frame. (Double-click an empty area of the frame, not a chart element.)

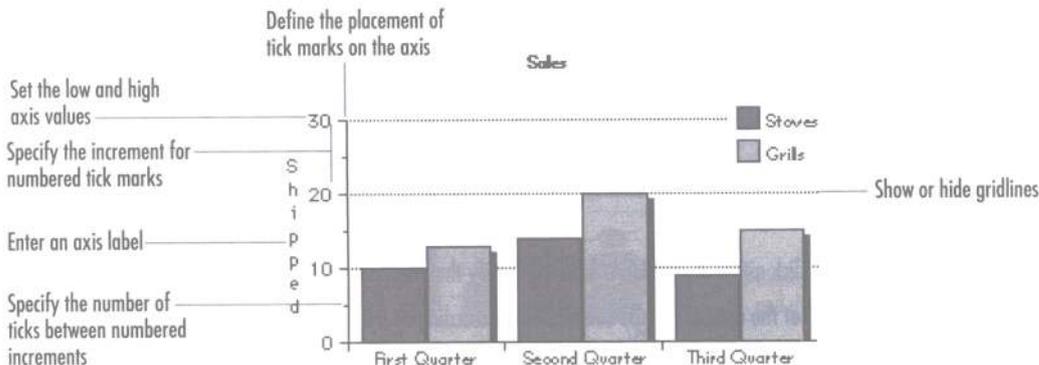
The Chart Options dialog box displays the Gallery options.



2. Choose a new chart type or one of the design options at the bottom of the dialog box.
3. Click **Apply** to change the chart without closing the dialog box. Click **OK** to change the chart and close the dialog box.

Modifying a chart axis

ClarisImpact automatically sets the scale for a chart axis based on the chart type and data. Use **Axis** on the Chart menu to override the automatic settings. You can change the high and low values for the axis scale and the interval of the numbered tick marks. You can enter an axis label. You can also convert the axis to a logarithmic scale to emphasize orders of magnitude.

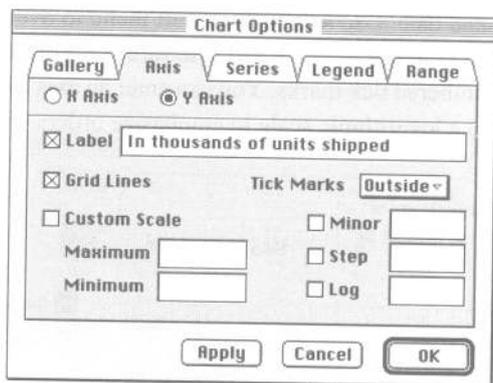


- ◆ **Note** You don't need to use **Axis** to change the text formatting settings (font, size, style, and color) of the axis label and tick marks. To apply text formatting to an axis, select the axis and choose options from the Text menu. Changing the text size can change the interval of major tick marks displayed in the axis. To avoid this, manually set the axis interval using the **Axis** options as described later in this section.

To change the axis settings:

1. Select a data chart axis.
2. Choose **Axis** from the Chart menu, or double-click the axis.

The Chart Options dialog box displays the **Axis** options.



3. Click either **X Axis** or **Y Axis** to identify the one you want to change.
4. Set the options for the selected axis according to the instructions in this table.

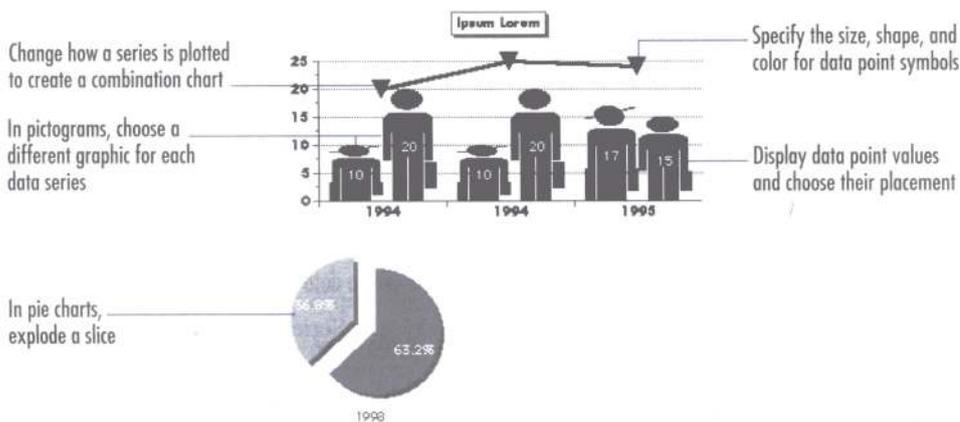
To	Do this
Add an axis label	Click Label and enter the label text.
Display gridlines for the currently selected axis	Click Grid Lines.
Change the position of tick marks	Choose a positioning option from the Tick Marks pop-up menu.
Set the low and high values for the axis	Click Custom Scale, and then type values in Minimum and Maximum. For example, if you want the scale to begin at 0 and reach 500, enter 0 in Minimum, and 500 in Maximum.
Specify how many minor tick marks appear between numbered tick marks	Click Minor, and then enter the number of marks you want to appear between the numbered intervals. For example, enter 1 if you want one mark to appear between every numbered tick mark. Leave Minor empty if you don't want to display minor tick marks.
Set the interval value for the numbered tick marks on the axis	Click Step, and then enter the interval at which you want numbered tick marks to appear. For example, enter 10 if you want the axis to show numbered tick marks at 10, 20, 30, and so on.
Change from a linear to a logarithm chart	Click Log, and then enter the log base.

- Click **Apply** to change the chart without closing the dialog box. Click **OK** to change the chart and close the dialog box.

- Note** To change the pen settings for the axis and gridlines, select an axis in the chart and choose a new setting from one of the pen palettes on the style bar.

Modifying a data series

Control how each data series appears on the chart using **Series** on the Chart menu. With the **Series** options you can specify how each separate data series appears on the chart.



The Series options available in the Chart Options dialog box change depending on the type of chart you're working with. This table shows which options are available for each chart type.

Chart type	Options
Bar, pictogram	Data point value display settings
Pie	Data point value display settings, exploding slice controls
Line, area, X-Y, scatter, hi-low	Data point value display settings, data symbol settings
Pictogram	Data point value display settings, graphic controls for pictograms

You don't have to use **Series** to change the fill or pen settings of a series. To change these settings for a series, you need only select a data point in the series, like a bar in a bar chart, and choose settings from the fill and pen palettes.

- ◆ **Note** To change any of the data series options for a data chart that was generated from a separate table, you must first select the series box in the chart legend.

Changing a series chart type to create a combination chart

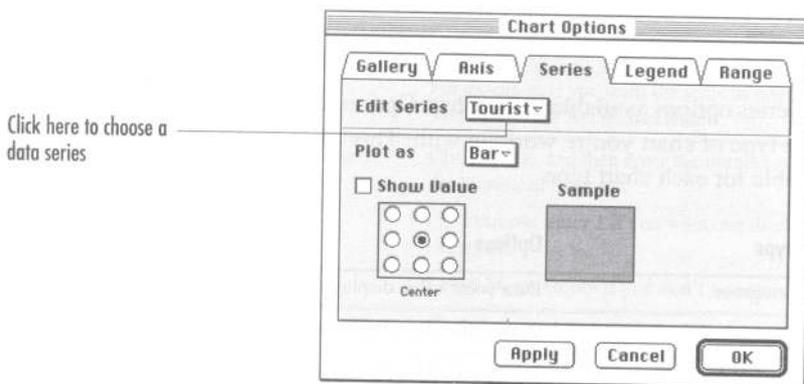
A combination chart uses more than one chart type to display a data series. You can add emphasis to a series by displaying it as a different chart type. For example, you can change one data series in a bar chart to a line. See the previous section for an example of a combination chart.

- ◆ **Note** You can change a series chart type in bar, line, area, scatter, and pictogram charts only.

To change a series chart type:

1. Select a data chart element.
2. Choose **Series** from the Chart menu, or double-click a data point in the chart.

The Chart Options dialog box displays the Series options.



3. Choose the series you want to change from the **Edit Series** pop-up menu.

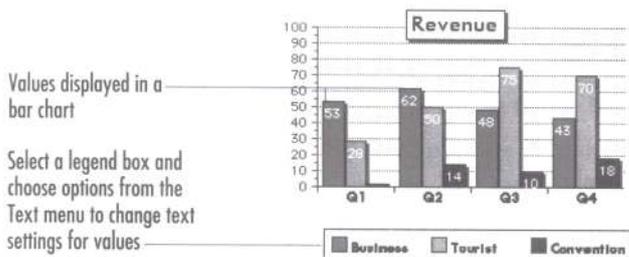
4. Choose a chart type from the **Plot as** pop-up menu.

Some choices may not be available, depending on the type of chart you are working with.

5. Click **Apply** to change the chart without closing the dialog box. Click **OK** to change the chart and close the dialog box.

Showing data point values

You can display the values of data points in a series.

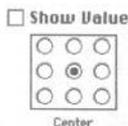


To display data point values:

1. Select a data chart element.
2. Choose **Series** from the Chart menu, or double-click a data point in the chart.

The Chart Options dialog box displays the Series options.

3. Choose the series you want to change from the **Edit Series** pop-up menu (or set it to **All**).
4. Click **Show Value**.



Value position options

5. Choose a position for the value by clicking one of the positioning buttons.
6. Click **Apply** to change the chart without closing the dialog box. Click **OK** to change the chart and close the dialog box.

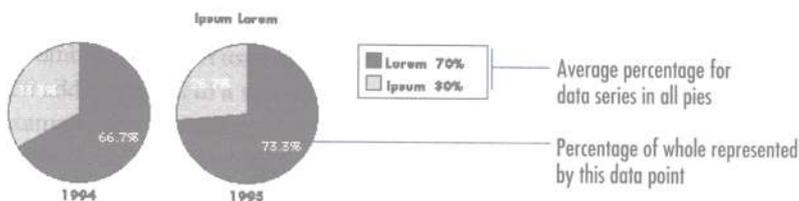
- ◆ **Note** To change the font, size, style, or color of data point values, select the small box in the chart legend for the series you want to change, and then choose options from the Text menu.

- Show Value
- % in legend
 - % in slice
 - % in both

Value position options for pie charts

Showing values for pie slices

When showing the values for the slices of a pie chart, or its legend, the value can appear in the slice, in the legend, or in both places. The value shows the percentage of the whole represented by the data point. In a chart with multiple pies, the value displayed in the legend shows the average for the series in all pies.



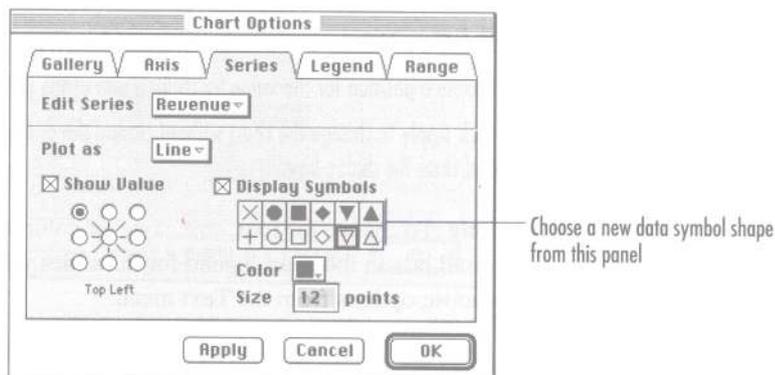
Changing series data symbols

You can use the **Series** options to change the shape, size, and color of the symbols ClarisImpact uses to plot data points in line, area, scatter, and X-Y charts.

To change any of the data symbol settings:

1. Select a data chart element.
2. Choose **Series** from the Chart menu, or double-click a data point in the chart.

The Chart Options dialog box displays the Series options.



To	Do this
Hide the symbols	Deselect Display Symbols.
Use a different symbol	Select a symbol in the Display Symbols area.
Change the color of a symbol	Select a color from Color.
Change the size of a symbol	Enter a point size in Size.

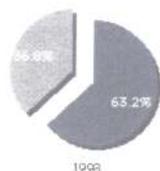
- Click **Apply** to change the chart without closing the dialog box. Click **OK** to change the chart and close the dialog box.
- Note** The pen color, pen pattern, and pen width palettes also affect the data symbols in scatter and X-Y scatter charts.

Exploding slices in pie charts

An exploded pie slice is slightly separated from the rest of the pie to make it more distinct. You can explode one, some, or all the slices in a pie.

To explode a slice in a pie chart:

- Select an element in a pie chart.
 - Choose **Series** from the Chart menu, or double-click a pie slice in the chart.
The Chart Options dialog box displays the Series options.
 - Choose the series you want to explode from **Edit Series**, or choose **All** if you want every series to be exploded.
 - Click **Explode slice**.
 - Click **Apply** to change the chart without closing the dialog box. Click **OK** to change the chart and close the dialog box.
- Tip** You can also explode a slice by holding down Option as you click the slice itself, or the series box in the chart legend.



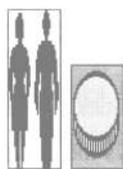
Exploded pie slice

Changing graphics in pictograms

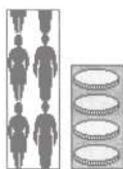
Pictograms display graphics instead of bars in a bar-type chart. You can use the same graphic for every series in the chart or use different graphics for each series. There are a number of useful symbols for pictogram charts included in the various ClarisImpact libraries. (See chapter 12, “Working with objects,” for information about using libraries.)

Pictograms are most effective when you keep the number of bars to a minimum. Use a graphic that is approximately the width of the bar. You affect the width of the bars by changing the number of bars (series) displayed in the chart and by changing the size of the chart.

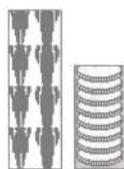
ClarisImpact stretches or compresses the graphic to fit in the bar. If you repeat the graphic in the bar and the bar is wide enough, ClarisImpact maintains the graphic’s proportions. For a special effect, you can overlap a repeated graphic in a bar.



Graphics stretched to fit bars



Graphics repeated



Graphics repeated and overlapped

- ◆ **Tip** To remove the bars and show only the graphics, choose a transparent fill for the series and set the pen width to **None**.

To keep your file size to a minimum, use graphic objects that were created with draw tools (PICT format) rather than a paint images (bitmap); this is particularly important if you are creating a large chart or using the Repeating option in the bars.

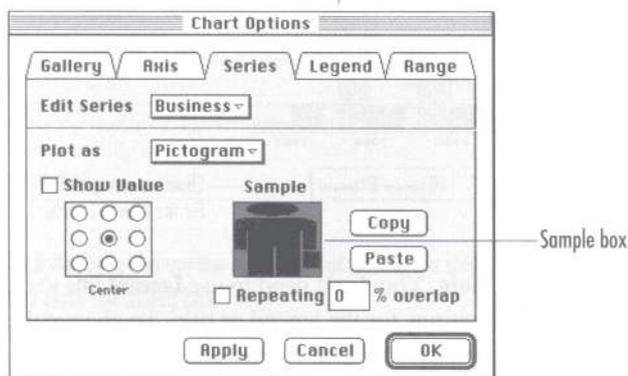
To change the graphic for a series:

1. **Copy the graphic to the Clipboard.**

If you’re not sure how to copy a graphic to the Clipboard, see chapter 12, “Working with objects,”

2. Select an element in a pictogram chart.
3. Choose **Series** from the Chart menu, or double-click the chart legend, or an element on the chart corresponding to a data series.

The Chart Options dialog box displays the Series options.

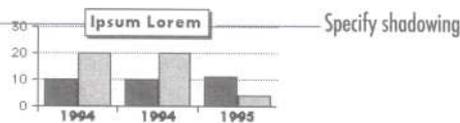


4. From **Edit Series**, choose the series to which you want to add the new graphic.
If you want the same graphic to appear for all series, choose **All**.
 5. Click the **Sample** box to select it and then click **Paste**.
The new graphic appears in the Sample box.
 6. To repeat the graphic in the bar, select **Repeating**.
 7. If you want the graphic to overlap in the bar, enter a percentage of overlap in **% overlap**.
 8. Click **Apply** to change the chart without closing the dialog box. Click **OK** to change the chart and close the dialog box.
- ◆ **Tip** To quickly change the graphic for a series, click the series box in the chart legend to select it, and then paste the contents of the Clipboard.

Changing the chart title and legend

You can use **Legend&Title** on the Chart menu to choose position, shadow, and orientation options for the chart legend and title. You can also specify a horizontal or vertical overlay for both the chart legend and title. With these overlays on, the legend or title is placed over the chart grid itself.

Use Vertical Overlay to place legend or title over the chart grid



Specify shadowing

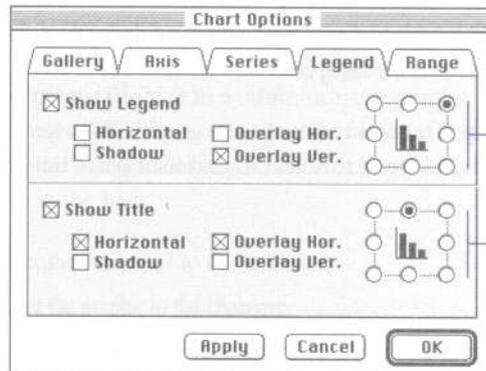
Choose a new position for the legend or title

- ◆ **Note** You don't need to use **Legend&Title** to change the fill, pen, or text settings for the legend or title. To change these settings, select the legend or title, and then choose pen and fill settings from the style bar, and text formatting options from the Text menu.

To change the legend and title options:

1. Select a data chart element.
2. Choose **Legend & Title** from the Chart menu, or double-click the chart legend or title.

The Chart Options dialog box displays the Legend options. The options are the same for both legend and titles.



Click one of these position buttons to choose the legend placement

Click one of these position buttons to choose the title placement

To	Do this
Set the position of the legend or title	Click one of the eight positioning buttons for Show Legend or Show Title.
Make the legend or title vertical	Deselect Horizontal for Show Legend or Show Title.
Display the legend or title in a shadow box	Click Shadow for Show Legend or Show Title.
Hide the chart title	Deselect Show Title.
Hide the chart legend	Deselect Show Legend.
Place the legend or title vertically or horizontally over the main chart grid	Click Overlay Hor. or Overlay Ver. for Show Legend or Show Title.

3. Click **Apply** to change the chart without closing the dialog box. Click **OK** to change the chart and close the dialog box.

Setting data range options

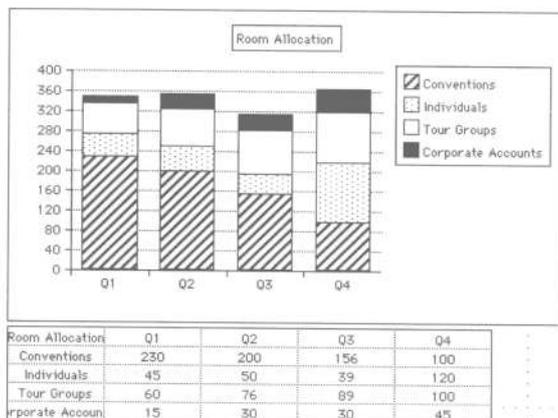
Use **Range** on the Chart menu to specify how rows and columns are interpreted as data series, if numbers can be used as series or division labels, and what range of cells in the data table should be charted.

Displaying series as rows or columns

Initially, ClarisImpact displays each row in the data table as a data series. You can specify that columns be displayed as data series instead. This change can help a chart emphasize different points with the same information, without you having to enter the same information twice.

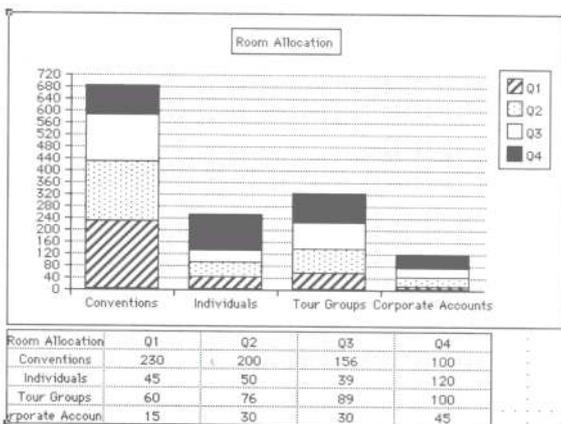
Data series charted by row in a stacked bar chart

In this stacked bar chart, ClarisImpact displays each row as a data series. This chart is useful for comparing the numbers of each customer type in each quarter.



When you instruct ClarisImpact to display columns as data series instead of rows, the chart changes to show the totals of each customer type for the year, divided by the quarter.

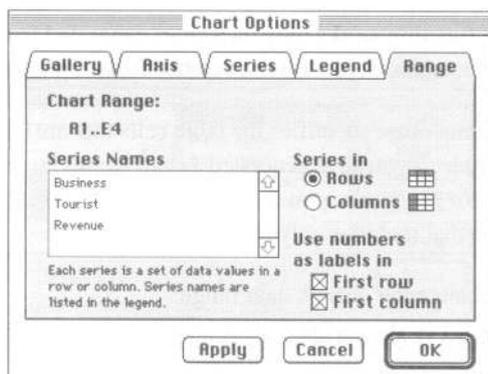
The same data, with data series charted by column



To change the display of rows or columns as data series:

1. Select an element within a data chart.
2. Choose **Range** from the Chart menu.

The Chart Options dialog box displays the Range options.



3. For **Series in**, select **Rows** or **Columns**.

The series names for the rows or columns are listed in the **Series Names** list.

4. Click **Apply** to change the chart without closing the dialog box. Click **OK** to change the chart and close the dialog box.

Using numbers for series or division labels

By default, ClarisImpact uses the contents of the left column and the top row of the chart range for series and division labels. It uses the contents of the top-left cell as the chart title. You can instruct the program to chart these values as a data series or division instead of using them as series or division labels.

To chart the top row or left column of numbers:

1. Select an element within a data chart.
2. Choose **Range** from the Chart menu.

The Chart Options dialog box displays the Range options.

3. Under **Use numbers as label in**, deselect **First row** or **First column**.

A checked box indicates that the contents of the cells will be used as labels.

4. Click **Apply** to change the chart without closing the dialog box. Click **OK** to change the chart and close the dialog box.

Changing the chart's data range

This function works only on a chart generated from a table, or a chart separated from its data table with the **Separate Table** command.

The data range identifies the table cells that are displayed in the chart. For example, if you have generated a chart from a large table that contains accounting data for two years, you may want to exclude one of the years by defining a data range that includes only the first year's data.

To change the chart's data range:

1. Select an element within a data chart.
2. Choose **Range** from the Chart menu.

The Chart Options dialog box displays the Range options.

3. Enter a new range in **Chart Range**, or click **Entire Table**.

To enter a range, type the address of the top-left cell, followed by two periods, and then the address of the bottom-right cell (for example A1..C4).

For more about cell addresses, see "Understanding table basics" on page 6-3.

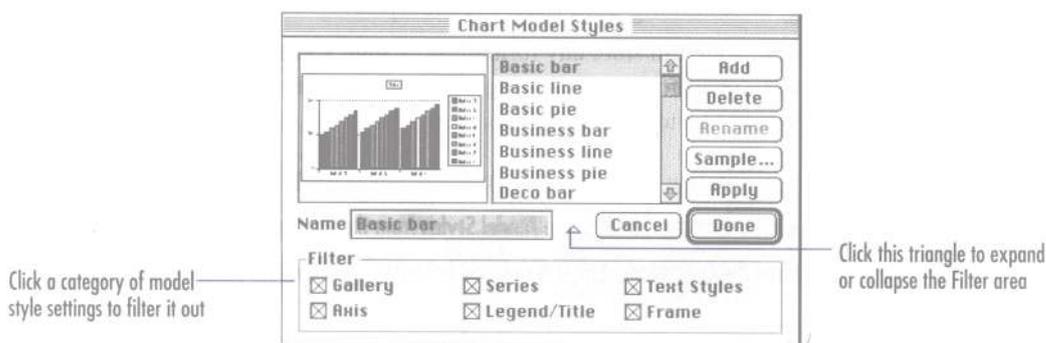
4. Click **Apply** to change the chart without closing the dialog box. Click **OK** to change the chart and close the dialog box.

Using data chart model styles

Use data chart model styles to automate data chart formatting and design. A model style can store all the format options for a data chart. This section explains how model styles work with data charts. For an overview of using model styles, see "Using model styles" on page 3-6.

Applying model styles to data charts

A model style specifies all the settings on the Chart menu. The following table explains the settings stored in a data chart model style. Each category name appears in the Filters area of the Chart Model Styles dialog box. When you apply a model style, you can exclude, or “filter,” settings that you don’t want to use by deselecting the category name.



Category	Controls
Gallery	Type of chart (bar, line, area, and so on), as well as chart options like Shadow, and 3-Dimensional
Axis	X and Y axis settings, the placement of gridlines, scale, and tick marks
Series	Series settings for each data series on the chart
Legend/Title	Legend and title display options
Text styles	Text settings for all chart text
Frame	Fill for the chart frame and pen settings for the frame border

To apply a model style to a data chart:

1. Select a data chart and choose **Model Styles** from the Chart menu.
2. When the Chart Model Styles dialog box appears, select the style you want by clicking the name in the list.

A preview appears in the area on the left. Click **Sample** to view a larger version of a selected style.

3. If you want to filter any of the settings, click the triangle next to **Cancel** to display the Filter options. Click the checkboxes to change the settings.

A checked box indicates that the settings in that category will be applied.

4. Click **Apply** to apply the model style. Click **Done** to close the dialog box.

For a general description of model styles, see “Using model styles” on page 3-6.

Creating, deleting, or renaming data chart model styles

A model style can store any formatting change you apply to a data chart. To prepare a chart for use in creating a model style, format it with all the settings you would like to store in the model style.

To create, delete, or rename a data chart model style:

1. Select a data chart and choose **Model Styles** from the Chart menu.
2. When the Chart Model Styles dialog box appears, follow the instructions in this table.

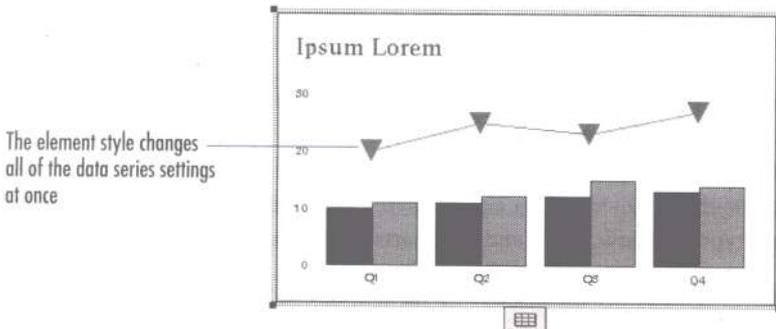
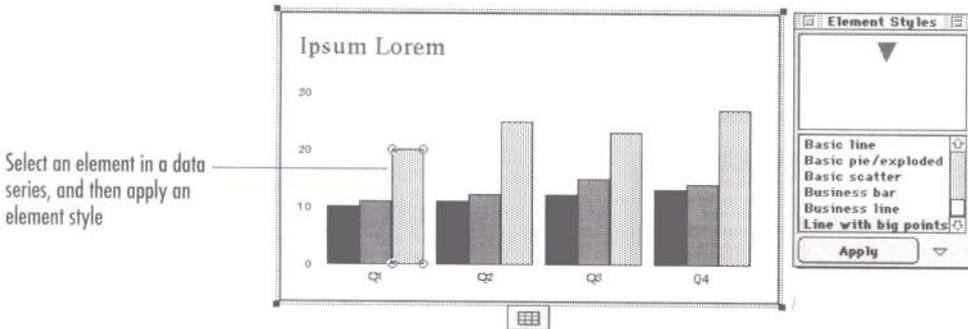
To	Do this
Record the settings of the current chart as a new model style	Click Add.
Delete a model style	Select a style and click Delete.
Rename a model style	Select a style, enter a name in the Name box, and then click Rename.

3. When you're done, click **OK**.

For more information about creating and renaming model styles, see “Creating, deleting, and renaming model styles” on page 3-8.

Using data chart element styles

Use a data chart element style to apply several formatting changes to a data series at once. A data chart element style determines the settings for individual data series within a data chart. These include settings for the plotting method (bar, line, pie, and so on), data symbols, data point value display, and fill and pen selections. When you apply an element style to a data point, every data point in the series changes.



Applying an element style to a data series

To apply an element style to a data series:

1. Select an element in the data series you wish to modify—for example, a bar in bar chart.
2. Choose **Element Styles** from the Chart menu.

The element styles palette appears. This palette stays open until you click the close box or deactivate the chart. You can collapse and expand the palette by clicking the box in the upper-right corner of the title bar.



Click here to collapse
or expand the palette

3. Preview the available element styles by clicking the style names in the list box.
4. When you've chosen a style, click **Apply**.

- ◆ **Note** ClarisImpact displays an error message when you try to apply an element style that is not compatible with the current chart type. For example, you cannot apply an element style for a pie chart to a data series in a bar chart. You can only combine bar, area, line, scatter, and pictogram chart types. Hi-low, X-Y, and pie charts cannot be combined.

For more general information about element styles, see “Using element styles” on page 3-10.

Changing data chart element styles

You can create an element style manually, or record the settings of an existing data series as a new element style.

To create, edit, remove, or rename element styles:

1. Select an element within a data chart, and then choose **Element Styles** from the Chart menu. (If you want to extract the settings of an existing data series, make sure that it is selected.)

The element styles palette appears.

2. Click the triangle in the lower-right corner to expand the window and display the editing options.



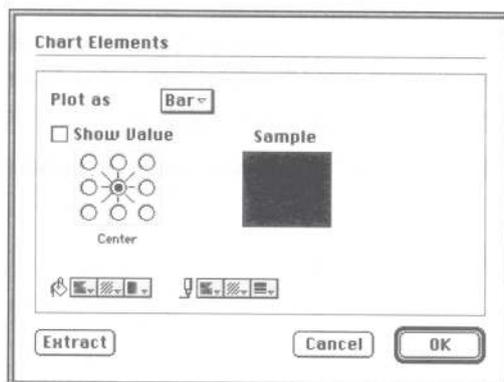
Click this triangle to expand

3. To rename or remove an element style, or to display styles by object, refer to the following table. To edit or create an element style, continue to the next step.

To	Do this
Rename an element style	Select an element style, enter a new name in the Name box, and then click Rename .
Remove an element style	Select an element style, and then click Remove .
Display element styles by object	Click View by Object .

4. To create an element style, click **New**. To edit an existing style, select the style and click **Edit**.

The Chart Elements dialog box appears. It is very similar to the Chart Options dialog box when the Series options are displayed. Some of the options change depending on what is selected in **Plot as**.



5. If you want to copy the settings of the currently selected data series into the dialog box, click **Extract**.
6. Choose a series chart type for the element style from **Plot as**.
7. Set the options for the chart type you selected.

The options available in the Chart Element dialog box change when you make selections from the **Plot as** pop-up menu. This table shows the options available for each series chart type. All the options have been explained earlier in this chapter.

Chart type	Options
Bar, pictogram	Data point value display settings. (see "Showing data point values" on page 7-29)
Pie	Data point value display settings, exploding slice controls (see "Showing values for pie slices" on page 7-30, and "Exploding slices in pie charts" on page 7-31)
Line, area, X-Y, scatter, hi-low	Data point value display settings, data symbol settings (see "Showing data point values" on page 7-29, and "Changing series data symbols" on page 7-30)
Pictogram	Data point value display settings, graphic controls for pictograms (see "Showing data point values" on page 7-29, and "Changing graphics in pictograms" on page 7-32)

8. To change the fill and pen settings, use the controls at the bottom of the dialog box.
9. Click **OK** to record the settings and return to the element styles palette. You may also wish to rename the new element style you've created.

Creating an element style makes no visible change in the data chart. To see the style you created, you need to apply it to a data series.

Making timelines

Understanding timeline basics	8-3	Changing timeline options	8-16
Creating timelines	8-3	Formatting the task table and timeline text	8-17
Entering and editing tasks	8-7	Using timeline model styles	8-17
Setting the time scale	8-12	Using timeline element styles	8-20
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Chapter 8

Making timelines

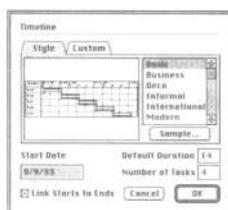
ClarisImpact creates simple timeline charts that are suitable for scheduling and tracking a wide range of projects. Timelines, also called *Gantt charts*, represent task durations as bars on a time scale.



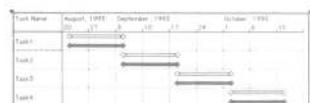
Click the timeline tool, move the pointer into the document, and then drag to define the area and placement of the timeline



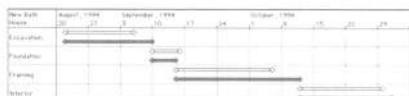
Enter the name and expected duration of each task



Choose a model style for the timeline



ClarisImpact creates the timeline with sample data



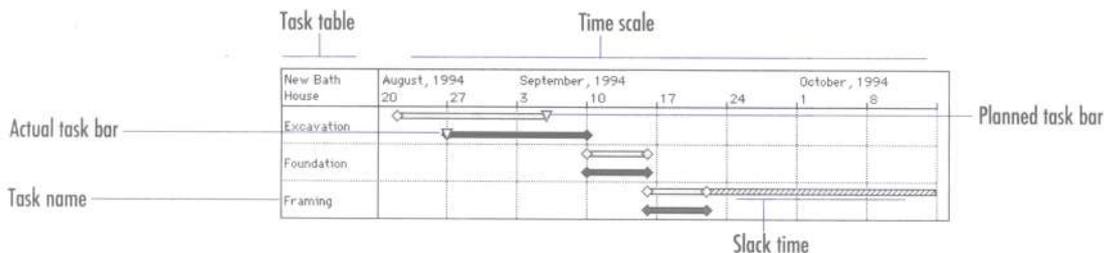
Use the timeline to track the project—the lower bar shows actual completion dates

Understanding timeline basics

With a timeline, you manage a project by breaking it down into several *tasks*. You enter the name of each task in the *task table*, which appears on the left side of the timeline. To the right of each task name, the task is displayed as a horizontal *task bar*. The *time scale* appears above the task bars and displays time increments to show the duration of each task and when it occurs.

For each task, you can enter information for several *task data points*. Task data points include planned start and planned end dates (or duration, instead of the end date), actual start and end dates, percent complete, and latest finish date. You don't have to include all this information for all timelines. Any time between the planned finish date and the latest finish date is called *slack time*.

If you choose to create a two-bar timeline, the planned and actual dates for each task appear as separate bars. The bar for a task's planned dates is called the *planned task bar*. The bar for a task's actual dates (when the task is actually started and finished) is called the *actual task bar*. Various symbols appear on task bars to represent different task data, like the planned finish date.



Creating timelines

When you create a timeline, you can use a model style or define your own custom settings. Several model styles for timelines are included with ClarisImpact. While you determine the contents and structure of the timeline, the style defines how all the elements look.

Creating a timeline with a model style

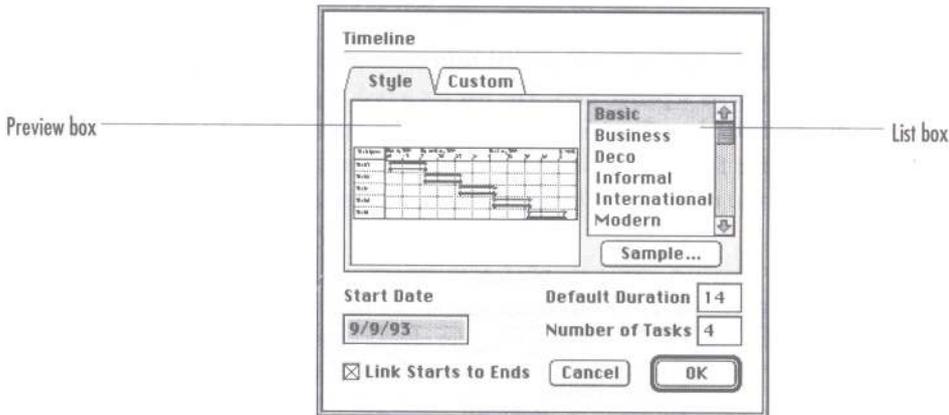


Timeline tool

To create a timeline with a model style:

1. Click the timeline tool.
2. Move the pointer into the document. Hold down the mouse button and drag to define the number of tasks and the size of the chart, or click once where you want the upper-left corner.

When you release the mouse button, the Timeline dialog box appears. The dialog box displays the timeline style options. To preview a style, click a title in the list box to make it appear in the preview box. Click **Sample** to view a style at a larger size.



3. Click the name of the style that you want.
4. Set the remaining options according to the instructions in this table.

Choose	To
Start Date	Enter the date when you want the first task to start
Default Duration	Enter the number of days you want as the preset task length
Number of Tasks	Enter the approximate number of tasks you expect to enter (you can change the number of tasks later, so don't worry if this number isn't correct)
Link Starts to Ends	Specify if the start time of all tasks should be linked to the finish of their predecessors (for more information about linking tasks, see "Working with linked tasks" on page 8-10)

5. When all the options are set, click **OK** to create the chart.

The Timeline dialog box appears only when you create a timeline. All of the functions it provides are available through other commands after you create a timeline.

- ◆ **Note** If no model styles appear in the Timeline dialog box and **Style** is not selectable, you may not have any model styles installed in your system. You can still create a timeline using custom settings. You can also run the installation program again to install the model styles. Unless you have set new preferences, ClarisImpact expects the model style files to be stored in a folder named ClarisImpact Color Styles or ClarisImpact B&W Styles inside the ClarisImpact Folder.

Creating timelines with custom settings

To create a timeline with custom settings:

1. Click the timeline tool.
2. Move the pointer into the document. Hold down the mouse button and drag to define the number of tasks and the size of the chart, or click once where you want the upper-left corner. When you release the mouse button, the Timeline dialog box appears.
3. Click **Custom**.



Timeline tool

The Timeline dialog box is shown with the 'Custom' tab selected. It features two style icons: 'Overlaid Bars' and 'Separate Bars'. Below these are radio buttons for 'Finish Date', 'Duration in Days' (selected), and 'Duration in Hours', along with a checked checkbox for 'Color'. There are input fields for 'Days/Week' (7) and 'Hours/Day' (8). At the bottom, there are fields for 'Start Date' (7/21/93), 'Default Duration' (14), and 'Number of Tasks' (2). The 'Link Starts to Ends' checkbox is checked, and there are 'Cancel' and 'OK' buttons.

Click here to activate the Custom options

4. Set the options according to the instructions in this table.

To	Do this
Choose the bar layout	Click Overlaid Bars to overlay the planned and actual task bars. Click Separate Bars if you want to separate the planned and actual task bars vertically.
Choose the scheduling method	Click Finish Date to schedule the end of tasks by entering a fixed finish date. Click Duration in Days to schedule the end of tasks by entering the expected duration of the task in days. Click Duration in Hours to schedule the end of tasks by entering the expected duration of the task in hours.
Enter the number of days per week and hours per day	In Days/Week or Hours/Days, enter the appropriate numbers.
Specify colored or gray bars	Select Color for colored bars, or deselect to substitute colors with gray fills for black-and-white output.
Enter the start date	In Start Date, enter the date when you want the timeline to begin.
Enter the default duration for tasks	In Default Duration, enter the number of days or hours you want to define as the preset task length.
Define the number of tasks	In Number of Tasks, enter the number of tasks you expect to enter. You can change the number of tasks later, so don't worry if this number isn't correct.
Link tasks start-to-finish	Click Link Starts to Ends. For more information about linking tasks, see "Working with linked tasks" on page 8-10.

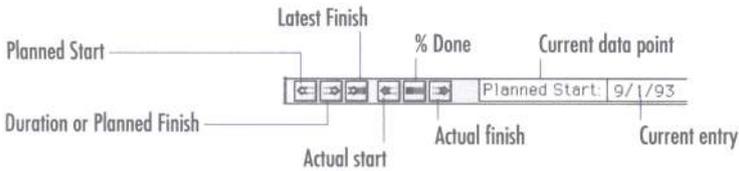
5. When all the options are set, click **OK** to create the chart.

- ◆ **Note** The number of work days per week and hours per day affect the finish dates of tasks scheduled by duration. For example, if you enter four hours per day, an eight-hour task is scheduled for two days. If you enter five days per week, ClarisImpact skips weekends when scheduling tasks. If you enter six days per week, it skips Sundays.

The Timeline dialog box appears only when you create a timeline. All of the functions it provides are available through other commands after you create a timeline.

Using the model bar

When you finish creating a timeline, and every time you activate a chart by clicking it twice, the model bar appears at the top of the window, below the style bar. The model bar contains controls for working with timelines, and a box for editing task data. You use the controls on the timeline model bar to select a task data point you want to change. Click one of the controls to select the corresponding data point for the current task.



Entering and editing tasks

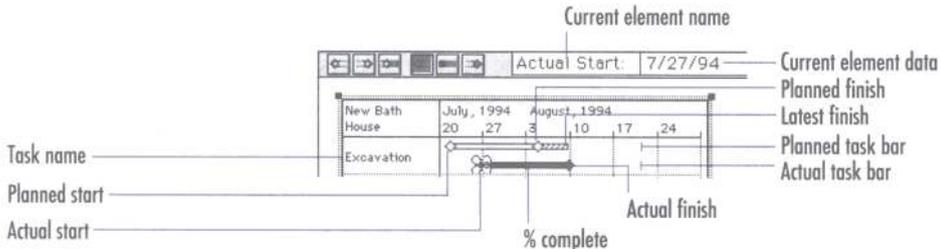
The procedure for entering tasks is similar to the procedure for changing the data in a data chart or table.

- ◆ **Tip** To more easily view the available data points on task bars, use the Separate Bar layout option when you create the timeline. You can also press Tab after selecting a data point to select the next data point for the current task, whether or not it is visible in the chart.

To enter task data:

1. Select the element in the timeline that you want to change.

This could be a symbol on the task bar, or a cell in the task table.



2. To replace the current data with a new entry, begin entering data immediately. To edit existing data, click the box in the model bar where the data is displayed and then make changes.

The data you enter appears in the box on the model bar. The name of the data element appears to the left of the entry.

3. Press Tab to move to the next task data point (or Shift-Tab to move to the previous point).

You can also simply click a new element to select it.

Moving between timeline elements

While entering data, use the keystrokes listed in this table to move quickly between the elements in a timeline:

Press	To
Return or Shift-Return	Confirm the entry and move the selection to the same data point in the task below or above the current task (for example, from Actual Start in task 1 to Actual Start in task 2)
Tab or Shift-Tab	Confirm the entry and move the selection to next or previous data point in the current task (for example, from Planned Start to Duration)
Arrow keys	Confirm the entry and move the selection in the direction of the arrow
Enter	Confirm the entry and keep the current data point selected

Completing the task data

You begin scheduling tasks by entering a date or time in **Planned Start** for the first task (or for any task not linked to a predecessor). Depending on which option you chose while creating the table, you schedule tasks by entering a date for **Planned Finish**, or a duration for **Duration in Days** (or **Duration in Hours**).

If tasks are scheduled by duration, instead of entering the date when the task should be finished, you enter the number of days or hours you expect it will take to complete the task. If you schedule tasks with a fixed start or finish date, the finish date never changes, regardless of changes in other linked tasks.

The following table explains how to complete each task data point.

- ◆ **Note** Planned Finish, Duration in Days, and Duration in Hours are mutually exclusive. Only one of them can appear in a timeline.

For this data point	Enter
Task Name	Name of the task
Planned Start	Date you plan to start the task (leave empty if the task is linked)
Duration in Days (or Hours)	Number of days or hours you estimate it will take to complete the task
Planned Finish	Date you plan to finish the task
Latest Finish	Latest time when the task can be completed without delaying the schedule—any time between Planned Finish and Latest finish shows up on the chart as slack time
Actual Start	Date the task actually begins
% Done	Percentage of the task that is completed
Actual Finish	Date the task is complete

- ◆ **Note** ClarisImpact automatically skips weekends if the number of days per week is set to five. It skips Sundays if the number of days per week is set to six.

Entering dates

Most fields in the task table require that you enter a date. When entering dates in a cell, enter the month first, followed by the day and the year, each separated with a forward slash, like this: 7/22/94. If you don't enter the year, ClarisImpact assumes the current year according to your system calendar. If you don't enter a day, it assumes the first day of month (7/94 would be July 1, 1994).

Inserting or deleting tasks

To add or delete tasks:

1. **Select a task or a range of tasks.**
ClarisImpact will insert the number of tasks you have selected, or delete the entire range.
2. Choose **Insert Tasks** from the Timeline menu to insert tasks below the selected tasks. Choose **Delete Tasks** to delete the selected tasks.

Working with linked tasks

When you create a timeline with **Link Starts to Ends** on, ClarisImpact automatically links the start of each task to the end of the previous task. When you enter the start date of the first task, ClarisImpact schedules the remaining tasks start-to-end in the sequence they appear in the task table. Tasks scheduled in this manner do not have fixed start dates. Linking tasks in this way is useful when you want to see the impact of schedule changes.

If you want to unlink a certain task so that it has a fixed start date, enter a date in **Start Date**. This indicates that regardless of when the previous task ends, the task begins on the date you entered. The tasks that follow are also rescheduled.

In the following example, all the tasks are linked together in sequence. When a planned start date is entered for task 3, the start dates for tasks 4 and 5 also change.

All tasks are linked

Task Name	Planned Start	Duration in Days	September, 1994					October, 1994			November		
			1	8	15	22	29	6	13	20	27	3	10
Task1	9/8/94	8	←→										
Task2		14	←→										
Task3		14				←→							
Task4		14					←→						
Task5		14							←→				

Tasks 4 and 5 move when a planned start date is entered for Task 3

Task Name	Planned Start	Duration in Days	September, 1994					October, 1994			November		
			1	8	15	22	29	6	13	20	27	3	10
Task1	9/8/94	8	←→										
Task2		14	←→										
Task3	9/10/94	14	←→										
Task4		14				←→							
Task5		14					←→						

To link a task that you unlinked, delete the contents of **Start Date**.

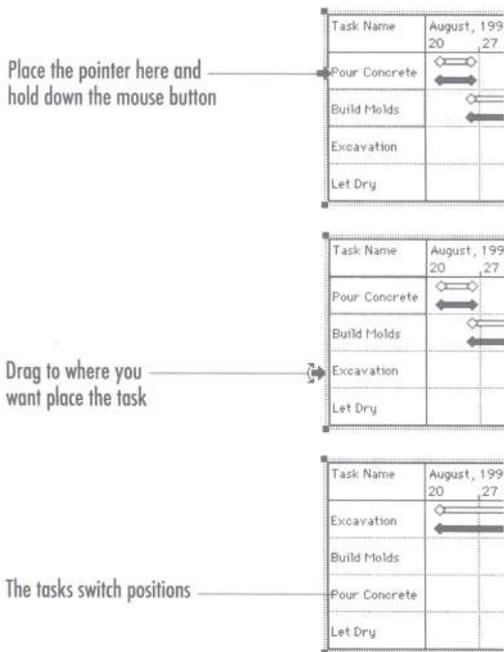
- ◆ **Tip** If you plan to link and unlink tasks, pay special attention to the order that you enter tasks. Automatic linking links a task to the task directly above it in the task table.

Moving tasks

You can move tasks up or down in a timeline just as you would move rows in a table.

To move a task:

1. Move the pointer over the right edge of the task table next to the task you want to move.
2. When the pointer changes to a right-pointing arrow, hold down the mouse button and move the pointer to where you want to place the task.



3. When you release the mouse button, the two tasks switch positions.

Importing data

You can import data into a timeline. The data in the file you import must contain fields in this order: task name, planned start, duration (or planned finish), latest finish, actual start, percent done, and actual finish. Include all of these fields, even if some of them are blank. Also make sure that all data is in the proper date format. ClarisImpact can import data into timelines from Excel 3.0, as well as data that has been saved in ASCII, DBF, DIF, or SYLK formats.

To place data from any of these formats in a timeline:

1. Select a task name in the task table where you would like to place the first cell of imported data.

This is usually the top cell in the table, but you can place the imported data anywhere.

2. Choose **Place File** from the File menu.
3. When the Place dialog box appears, select the file you want to import and click **Place**.

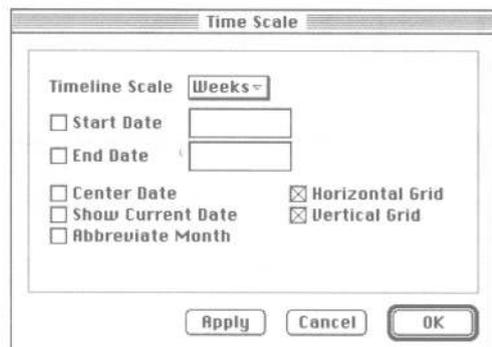
If you don't see the file you want, make sure that **Show** is set to **All Available**.

Setting the time scale

To change the start and end date of the entire timeline, or to specify the units of time shown on the time scale, and how gridlines appear:

1. Select an element within the timeline.
2. Choose **Time Scale** from the Timeline menu.

The Time Scale dialog box appears.



Choose	To
Timeline Scale	Set the time scale option (days, weeks, months, quarters or years)
Start Date and End Date	Enter fixed dates for the start and end of the timeline (if left blank, they are automatically derived from the task dates you enter)
Center Date	Center dates in the space between tick marks
Show Current Date	Mark the current date on the timeline with a thick black line
Abbreviate Month	Abbreviate the month names
Horizontal Grid and Vertical Grid	Display horizontal and vertical gridlines at the major intervals in the timeline

- If you want to see the effect of your changes without closing the dialog box, click **Apply**. Otherwise, click **OK** when you finish.
- Note** To change the text settings for the time scale text, select the time scale and choose text settings from the Text menu.

Setting data display options

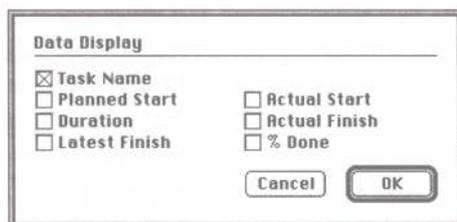
If you prefer to view task data in a table, you can display a column in the task table for every task data point. This picture shows a task with all of the columns displayed.

New Bath House	Planned Start	Duration in Days	Latest Finish	Actual Start	% Done	Actual Finish	July, 1994 20 27	August, 1994 3 10
Excavation	7/22/94	14	8/9/94	7/27/94	75	8/10/94		

To specify which columns are displayed:

- Select any element within the timeline, and then choose **Data Display** from the Timeline menu.

The Data Display dialog box appears.

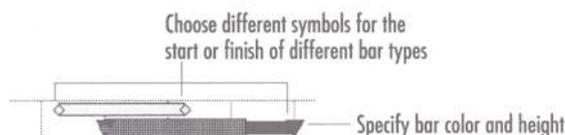


2. Click the boxes next to the field names you want to display.
3. Click **OK** when you're done.

- ◆ **Note** You can edit column names in the task table just as you would in a table model. Changing the column name has no effect on the meaning of the data in the column.

Changing task bar colors and symbols

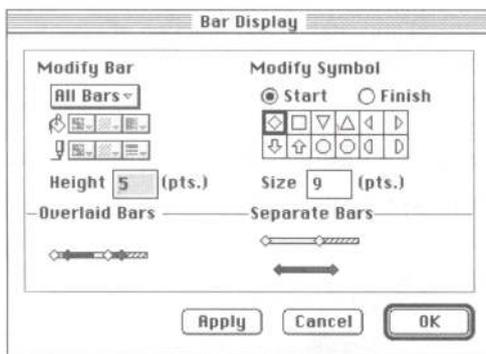
You can change the thickness and colors of the task bars, and the shape of the various symbols that appear on the bars.



To change the bar display settings:

1. Select any task bar or range of task bars within the timeline, and then choose **Bar Display** from the **Timeline** menu.
Select the top row (the row with headings) to change the default bar settings.

The Bar Display dialog box appears.



2. Choose the type of bar you want to modify (planned, actual, and so on) from the **Modify Bar** pop-up menu, or choose **All Bars**.

If you choose **All Bars**, you can't specify fill and pen settings.

3. Set the options for each type of bar according to the instructions in this table.

To	Do this
Specify the fill and pen settings for the selected bar type	Under Modify Bar, choose settings with the fill and pen controls.
Specify the height of the current bar type	Under Modify Bar, enter a point size in Height.
Specify the symbol and size for the start and finish of the current bar type	Under Modify Symbol, click Start or Finish to indicate which you are specifying, and then choose a symbol from the panel. Enter the point size for symbols in Size (the setting applied to both the start and finish symbols). Enter 0 for no symbol.

4. When you've entered all the setting for one bar type, repeat steps 2 and 3 as needed for the other bar types.
5. Click **Apply** to change the selected tasks without closing the dialog box. Click **OK** to change the tasks and close the dialog box.

Changing timeline options

Use **Gallery** from the Timeline menu to choose settings for four options affecting the general appearance and function of your timeline: the bar layout, the scheduling method, the bar color settings, and the number of days per week or hours per day.

To change the timeline options:

1. Select any element within the timeline, and then choose **Gallery** from the Timeline menu.



2. Set the options in the dialog box according to the instructions in this table.

To	Do this
Choose the bar layout	Click Overlaid Bars if you want the planned and actual task bars to overlay each other. Click Separate Bars if you want to vertically separate the planned and actual task bars.
Specify the scheduling method	Click Finish Date to schedule the end of tasks by entering a fixed finish date. Click Duration in Days to schedule the end of tasks by entering the expected duration of the task in days. Click Duration in Hours to schedule the end of tasks by entering the expected duration of the task in hours.
Enter the number of days per week and hours per day	Enter the appropriate numbers in Days/Week, or Hours/Days.
Specify colored or gray bars	Select Color for colored bars, or deselect to substitute colors with gray fills for black-and-white output.

3. When you're done, click **OK**.

- ◆ **Note** The number of days per week and hours per day affect the finish dates of tasks scheduled by duration.

Formatting the task table and timeline text

You can format the task table using the same methods you use to change ordinary tables.

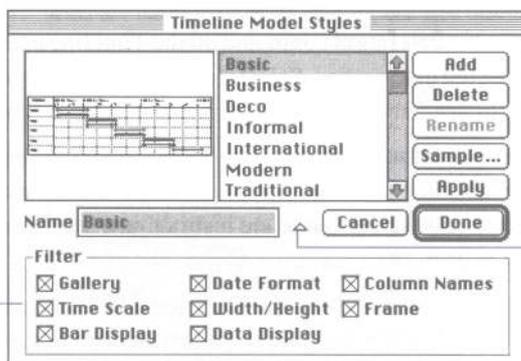
- Use the **Date Format** command on the Timeline menu to change the format of selected date entries. Select a date field in the timeline, choose Date Format from the Timeline menu, choose one of the date options, and then click **OK**.
- Use the **Column Width** and **Row Height** commands on the Timeline menu to resize columns and rows. These commands work exactly as they do in the Table model. For complete instructions, see “Resizing rows and columns” on page 6-19.
- Use the commands on the Text menu to reformat table text. To change the text settings for the time scale text, select the time scale and choose text settings from the Text menu.

Using timeline model styles

Use model styles to automate timeline formatting and design. A model style can store all the format options for a timeline. This section explains how model styles work with timelines. For an overview of using model styles, see “Using model styles” on page 3-6.

Applying model styles to timelines

A model style specifies all the settings on the Timeline menu. The following table explains the settings stored in a timeline model style. Each category name appears in the Filters area of the Timeline Model Styles dialog box. When you apply a model style, you can exclude, or “filter,” settings that you don’t want to use by deselecting the category name.



Click a category of model style settings to filter it out

Click this triangle to expand or collapse the Filter area

Category	Controls
Gallery	Gallery settings, including the bar layout, the planned finish or duration selection, the color selection, and the number of hours per day or days per week
Time Scale	Time scale selections, including starting date (if entered), and how dates display on the timeline
Bar Display	Default settings for bar height, fill, pen, and task symbols
Date Format	Date format in task table cells
Width/Height	Column width and row height settings for task table cells
Data Display	Task data columns to be displayed, as specified by the Data Display command
Column Names	Special column names for the task table that may have been stored with the model style
Frame	Fill for the timeline frame and pen settings for the frame border

To apply a model style to a timeline:

1. Select a timeline and choose **Model Styles** from the Timeline menu.
2. When the Timeline Model Styles dialog box appears, select the style you want by clicking the name in the list.

A preview appears in the area on the left. Click **Sample** to view a larger version of a selected style.

3. If you want to filter any of the settings, click the triangle next to **Cancel** to display the Filter options. Click the checkboxes to change the settings.

A checked box indicates that the settings in that category will be applied.

4. Click **Apply** to apply the model style. Click **Done** to close the dialog box.

For a general description of model styles, see “Using model styles” on page 3-6.

Creating, deleting, or renaming timeline model styles

A model style can store all the formatting settings for a timeline. To prepare a timeline for use in creating a model style, format it with all the settings you would like to store in the model style. A model style records only the default bar display settings, not settings for single task bars. See “Changing task bar colors and symbols” on page 8-14.

To create, delete, or rename a timeline model style:

1. Select a timeline and choose **Model Styles** from the Timeline menu.
2. When the Timeline Model Styles dialog box appears, follow the instructions in this table.

To	Do this
Record the settings of the current timeline as a new model style	Click Add.
Delete a model style	Select a style and click Delete.
Rename a model style	Select a style, enter a name in the Name box, and then click Rename.

3. When you're done, click **OK**.

For a general description of model styles, see “Using model styles” on page 3-6.

Using timeline element styles

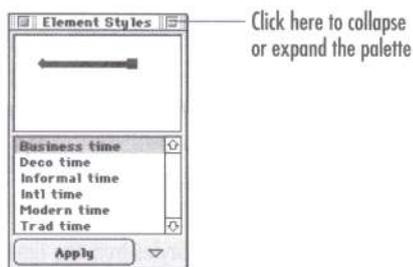
Use timeline element styles to change the **Bar Display** options for tasks in your timeline. These include the fill and pen settings for the planned, actual, percent done, and slack bars, as well as the symbol shape and color for the start and finish of each bar.

Applying element styles to task bars

To apply an element style to task bars:

1. Select the tasks you wish to modify.
2. Choose **Element Styles** from the Timeline menu.

The element styles palette appears. This palette stays open until you click the close box. You can collapse and expand the palette by clicking the box in the upper-right corner of the title bar.



3. Preview the available element styles by clicking the style names in the list box.
4. When you've chosen a style, click **Apply**.

For more general information about element styles, see “Using element styles” on page 3-10.

Changing timeline element styles

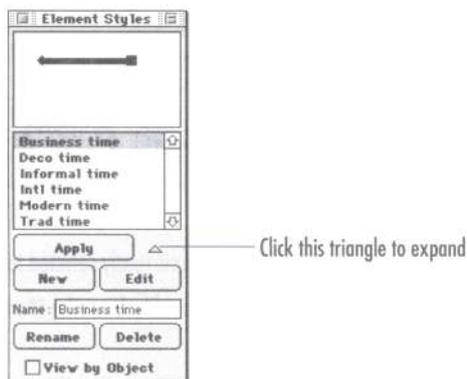
You can create an element style manually, or extract the settings of an existing task as a new element style.

To create, edit, remove, or rename element styles:

1. Select a task, and then choose **Element Styles** from the Timeline menu. (If you want to record the settings of an existing task, make sure that the task is selected.)

The element styles palette appears.

2. Click the triangle in the lower-right corner to expand the palette and display the editing options.

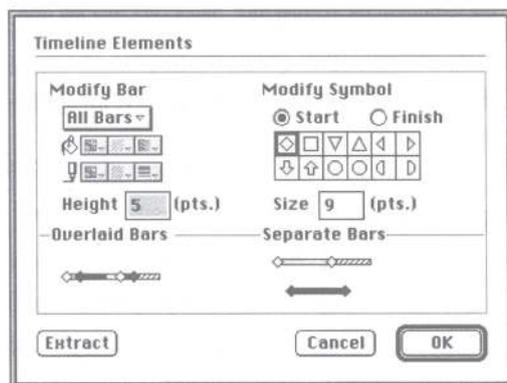


3. To rename or remove an element style, or to display styles by object, refer to the following table. To edit or create an element style, continue to the next step.

To	Do this
Rename an element style	Select an element style, enter a new name in the Name box, and then click Rename.
Remove an element style	Select an element style, and then click Remove.
Display element styles by object	Click View by Object.

4. To create an element style, click **New**. To edit an existing style, select the style and click **Edit**.

The Timeline Elements dialog box appears.



5. If you want to copy the settings of the currently selected task into the dialog box, click **Extract**.
6. Choose the type of bar you want to modify from the **Modify Bar** pop-up menu, or choose **All Bars**.

If you choose **All Bars**, you can't specify fill settings for different bar types.

7. Set the options for each type of bar according to the instructions in this table.

To	Do this
Specify the fill and pen settings for the selected bar type	Under Modify Bar , choose settings with the fill and pen controls.
Specify the height of the current bar type	Under Modify Bar , enter a point size in Height .
Specify the symbol and size for the start and finish of the current bar type	Under Modify Symbol , click Start or Finish to indicate which you are specifying, and then choose a symbol from the panel. Enter the point size for symbols in Size (the setting applied to both the start and finish symbols). Enter 0 for no symbols.

8. When you've entered all the settings for one bar type, repeat steps 2 and 3 as needed for the other bar types.

9. Click **OK** to save the settings and return to the element styles palette. You may also wish to rename the new element style you've created.

Creating an element style makes no visible change in the timeline. To use the style you created, you need to apply it to a cell.

Making outlines

Understanding outline basics	9-3	Using Level Settings	9-12
Creating an outline	9-4	Converting outlines to organization charts	9-14
Entering topics	9-6	Converting outlines to text	9-14
Arranging topics in an outline	9-7	Using outline model styles	9-15
Viewing an outline	9-9		
Choosing topic labels	9-10		

Chapter 9

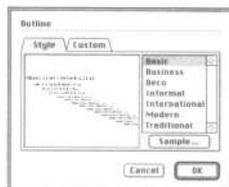
Making outlines

An outline organizes topics and subtopics in a structured hierarchy. ClarisImpact provides many alternative designs for outlines. It also includes features to help move topics and to view the desired level of detail.

Click the outline tool and then click in the document where you want to place the upper-left corner



When the Outline dialog box appears, choose a model style



Enter outline topics, using Tab and Shift-Tab to move topics right and left

- Introduction
- Making a Plan
 - Brainstorming
 - Writing a Business Plan
- Securing Funding
 - Where to Find Investors
 - Investors
 - Banks
 - Venture Capital
 - What to Look for in an Investor
 - "Hands On" vs. "Hands Off"
 - Financial Stability
 - Track Record
- Choosing a Location
 - Location is Everything
 - Cost of Space
 - Cost of Getting to Market
- Finding People

Collapse subtopics for a concise view of the outline

- Introduction
- ◆ Making a Plan
- ◆ Securing Funding
- ◆ Choosing a Location
- Finding People

Creating an outline

When you create an outline, you can use a model style or define your own custom settings. Several model styles for outlines are included with ClarisImpact. While you determine the contents and structure of the outline, the style defines how it looks.

Creating an outline with a model style

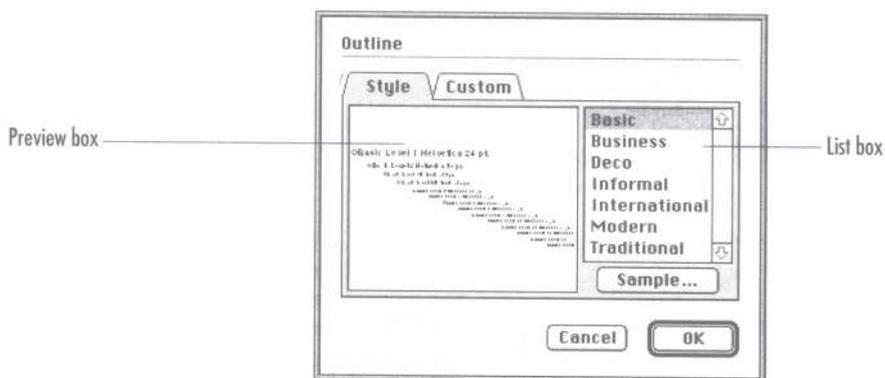
To create an outline with a model style:

1. Click the outline tool.
2. Move the pointer into the document. Hold down the mouse button and drag to define the area and placement of the outline, or click once where you want the upper-left corner.

When you release the mouse button, the Outline dialog box appears. The dialog box displays the outline style options. To preview a style, click a title in the list box to make it appear in the preview box. Click **Sample** to view a style at a larger size.



Outline tool



3. Click the name of the style that you want.
4. Click **OK** to create the outline.

A text insertion point appears inside the model frame next to the first topic label. You can begin entering outline topics or specifying formatting settings.

The Outline dialog box appears only when you create a new outline.

- ◆ **Note** If no model styles appear in the Outline dialog box and **Style** is not selectable, you may not have any model styles installed in your system. You can still create an outline using custom settings. You can also run the installation program again to install the model styles. Unless you have set new preferences, ClarisImpact expects the model style files to be stored in a folder named ClarisImpact Color Styles or ClarisImpact B&W Styles inside the ClarisImpact Folder.

Creating an outline with custom settings

To create an outline with custom settings:

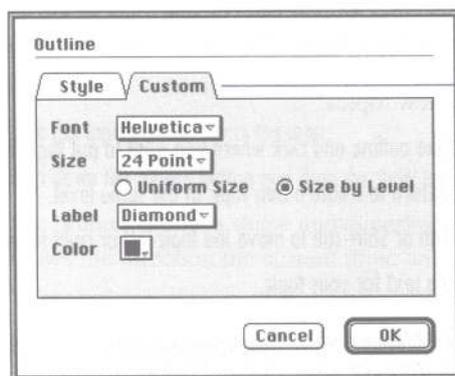
1. Click the outline tool.
2. Move the pointer into the document. Hold down the mouse button and drag to define the area and placement of the outline, or click once where you want the upper-left corner.

When you release the mouse button, the Outline dialog box appears.

3. Click **Custom**.



Outline tool



Click here to activate the Custom options

4. Set the options according to the instructions in this table.

Choose	To
Font	Select the default font for topic text
Size	Specify the size for the first level of topic text
<i>Uniform Size</i>	<i>Make text at all levels the same size</i>
Size by Level	Make subtopics smaller than topics
Label	Select a topic label (see “Choosing topic labels” on page 9-10 for a description of the topic labels)
Color	Select the color for topic text

5. When all the options are properly set, click **OK** to create the chart.

The Outline dialog box appears only when you create a new outline.

Entering topics

When you enter topics, you can use most of the usual ClarisImpact text-editing keystrokes. See chapter 13, “Working with text.”

To enter new topics:

1. Select the outline and click where you want to put the new topic.
 2. Press Return to create a new topic at the same level.
 3. Press Tab or Shift-Tab to move the topic left or right to the appropriate level.
 4. Type the text for your topic.
- ◆ **Tip** To insert a new line without creating a new topic, press Shift-Return. To insert a tab, press Command-Tab.

Formatting text

You can format text in an outline using all the normal text formatting options on the Text menu. However, it is best to use the **Level Settings** command to control the text formatting. Using **Level Settings**, you specify the text format for each level of the outline. When you move a topic from level to level, ClarisImpact automatically applies the correct settings for the new level. When you apply formatting changes manually, the text formatting stays the same when you move a topic from level to level. See “Using Level Settings” on page 9-12.

If you apply a model style to your outline, all the text formatting is set automatically. See “Using outline model styles” on page 9-15.

Arranging topics in an outline

You can move a topic up or down or to a different indentation level in an outline with the mouse, keyboard shortcuts, or menu commands. Unless you hold down the Shift key while moving a topic, ClarisImpact moves all of the topic’s subtopics automatically.

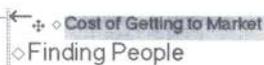
Moving topics with the mouse

To move a topic with the mouse:

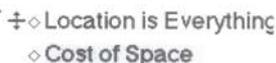
1. Click the topic label to select the topic.
2. Hold down the mouse button and drag the topic label vertically or horizontally.

The pointer changes shape and a marker on the left side of the outline shows the direction the current topic will move.

This marker shows that the topic will move left



This marker shows that the selected topic will move up to this location



3. Release the mouse button to place the topic.

ClarisImpact moves the topic, along with all subtopics, to the new location.

Moving topics with the keyboard or menu commands

Follow these steps to move a topic with the keyboard or menu commands:

1. Click anywhere in the topic that you want to move, or click the topic label.
2. Use one of the steps described in the following table to move the topic.

To move a topic	Do this
Right	Press Tab, or choose Move Right from the Outline menu or press Option-Command-R.
Left	Press Shift-Tab, or choose Move Left from the Outline Options menu, or press Option-Command-L.
Above the preceding topic	Choose Move Up from the Outline menu, or press Option-Command-U.
Below the following topic	Choose Move Down from the Outline menu, or press Option-Command-D.

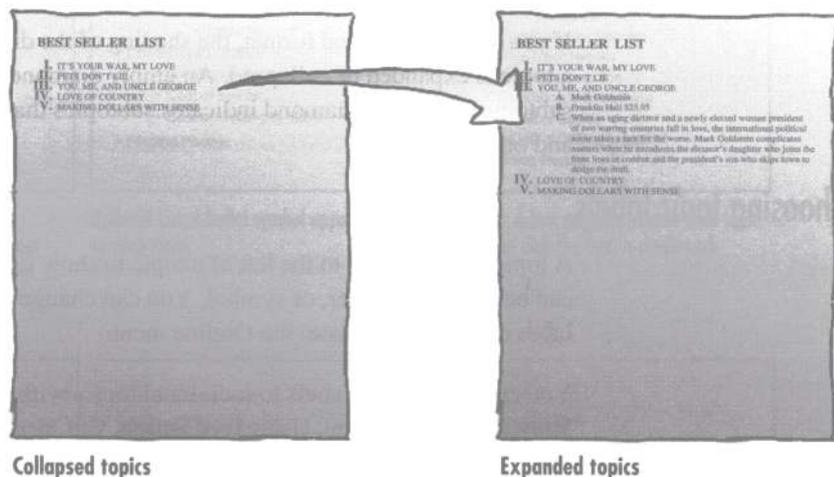
Promoting topics

The **Promote** command on the Outline menu removes the selected topic from its current subtopic group and promotes it, along with its subtopics, one topic level in the outline structure. Ordinarily, when you press Shift-Tab to move a topic one level to the left, ClarisImpact doesn't rearrange topics to make sure that all subtopics stay with their original topics. When you use **Promote**, ClarisImpact reorders the topics intelligently and keeps all subtopics with their original topics.

To use promote a topic, place the cursor in the topic you want to promote, and choose Promote from the Outline menu.

Viewing an outline

When you work with an outline, you can choose the number of levels to view. To view fewer levels in an outline, collapse the outline (or portions of it) to hide the subtopics. For example, if you need to give a presentation from the material in a business report, you could create brief speaking notes by collapsing the report to view only the main topics. Later, when you want to see more detail, you could expand it to view the entire report.



To expand or collapse a level's subtopics:

1. Select the topic or topics you want to expand or collapse.
2. Choose **Expand** or **Collapse** from the Outline menu.

The subtopics expand or collapse, depending on what you chose.

To expand topics to a specific level:

1. Select the topics you want to expand.
2. Choose **Expand To** from the Outline menu.
The Expand To dialog box appears.
3. Type the number of levels you want to view, and then click **OK**.

◆ **Tip** You can also collapse or expand a topic's subtopics by double-clicking the topic label.

If you use the Diamond format, the shading of the diamonds tells you whether a topic is expanded or collapsed. An empty diamond indicates no collapsed subtopics, a shaded diamond indicates subtopics that are currently collapsed and out of view.

Choosing topic labels

A topic label appears to the left of a topic to show its position in the outline. It can be a number, letter, or symbol. You can change topic labels with either **Labels** or **Level Settings** from the Outline menu.

You can apply topic labels to individual topics with **Labels**, but using **Level Settings** is more efficient. Using **Level Settings**, you specify the topic label for each level of the outline. When you move a topic from level to level, ClarisImpact automatically applies the correct label for the new level. When you use **Labels**, the label stays the same when you move a topic from level to level. This section explains how to use the **Labels** options, for instructions on **Level Settings**, see "Using Level Settings" on page 9-12.

◆ **Note** Topic labels do not affect text or level settings.

ClarisImpact includes 11 different types of topic labels. Some of the topic labels have special features, as shown in the following examples.

- ◇ Introduction
- ◇ Making a Plan
 - Brainstorming
 - Writing a Business Plan
- ◇ Securing Funding
 - Where to Find Investors
 - Individuals
 - Banks
 - Venture Capital
 - What to Look for in an Investor
 - "Hands On" vs. "Hands Off"
 - Financial Stability
 - Track Record
- ◇ Choosing a Location
 - Location is Everything
 - Cost of Space
 - Cost of Getting to Market
- ◇ Finding People

- Introduction
- Making a Plan
 - Brainstorming
 - Writing a Business Plan
- Securing Funding
 - Where to Find Investors
 - Individuals
 - Banks
 - Venture Capital
 - What to Look for in an Investor
 - "Hands On" vs. "Hands Off"
 - Financial Stability
 - Track Record
- Choosing a Location
 - Location is Everything
 - Cost of Space
 - Cost of Getting to Market
- Finding People

- Introduction
- Making a Plan
 - Brainstorming
 - Writing a Business Plan
- Securing Funding
 - Where to Find Investors
 - Individuals
 - Banks
 - Venture Capital
 - What to Look for in an Investor
 - "Hands On" vs. "Hands Off"
 - Financial Stability
 - Track Record
- Choosing a Location
 - Location is Everything
 - Cost of Space
 - Cost of Getting to Market
- Finding People

Diamond: A gray diamond indicates collapsed subtopics beneath the current topic; a clear diamond indicates no collapsed subtopics.

Bulleted List: A bullet symbol appears next to each topic.

Checklist: A box appears next to each topic. When you click the box, a checkmark appears.

1. Introduction
2. Making a Plan
 1. Brainstorming
 2. Writing a Business Plan
3. Securing Funding
 1. Where to Find Investors
 1. Individuals
 2. Banks
 3. Venture Capital
 2. What to Look for in an Investor
 1. "Hands On" vs. "Hands Off"
 2. Financial Stability
 3. Track Record
4. Choosing a Location
 1. Location is Everything
 2. Cost of Space
 3. Cost of Getting to Market
5. Finding People

Numeric: Numbers show the sequence of each topic and subtopic.

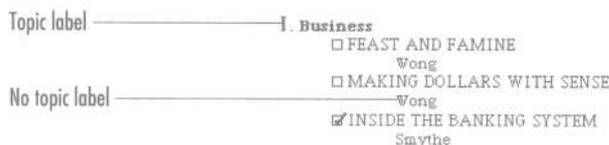
- I. Introduction
- II. Making a Plan
 - A. Brainstorming
 - B. Writing a Business Plan
- III. Securing Funding
 - A. Where to Find Investors
 1. Individuals
 2. Banks
 3. Venture Capital
 - B. What to Look for in an Investor
 1. "Hands On" vs. "Hands Off"
 2. Financial Stability
 3. Track Record
- IV. Choosing a Location
 - A. Location is Everything
 - B. Cost of Space
 - C. Cost of Getting to Market
- V. Finding People

Harvard: A unique character sequence labels each topic level (Roman numerals, letters, and Arabic numerals).

1. Introduction
2. Making a Plan
 - 2.1. Brainstorming
 - 2.2. Writing a Business Plan
3. Securing Funding
 - 3.1. Where to Find Investors
 - 3.1.1. Individuals
 - 3.1.2. Banks
 - 3.1.3. Venture Capital
 - 3.2. What to Look for in an Investor
 - 3.2.1. "Hands On" vs. "Hands Off"
 - 3.2.2. Financial Stability
 - 3.2.3. Track Record
4. Choosing a Location
 - 4.1. Location is Everything
 - 4.2. Cost of Space
 - 4.3. Cost of Getting to Market
5. Finding People

Legal: Decimal numbers identify the exact location of each topic in the overall outline.

You can remove a topic label if you don't want a label for a specific topic. The following example shows topics without labels.



To change a topic label:

1. Place the insertion point in the text of the topic you want to change.
2. Choose **Labels** from the **Outline** menu and then choose one of the label types.

Choose **None** if you don't want a topic label.

Using Level Settings

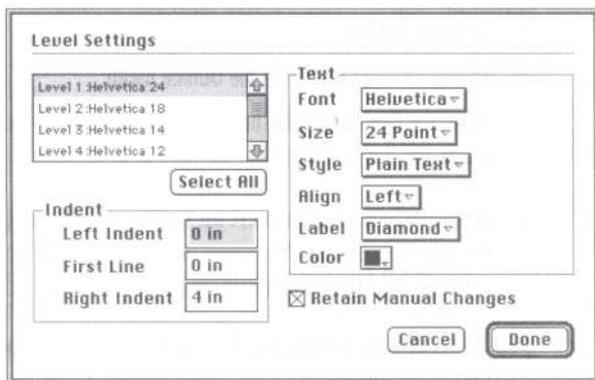
You can specify the indent and text settings for each level in an outline with the **Level Settings** command.

You can manually format outline text and choose topic labels, but using **Level Settings** is more efficient. Using **Level Settings**, you specify the text format and topic label for each level of the outline. When you move a topic from level to level, ClarisImpact automatically applies the correct settings for the new level. When you apply formatting changes manually, the settings stay the same when you move a topic from level to level.

To change the level settings:

1. Select any part of the outline you want to modify, and then choose **Level Settings** from the **Outline** menu.

You see the Level Settings dialog box.



2. In the scrolling list, click the level you want to change, or click **Select All**.
3. Choose the settings you want for the selected level according to the instructions in this table:

To	Do this
Change the indent	Enter measurements in Left Indent and Right Indent box in the Indent area (you don't need to type the unit). Enter a measurement in First Line if you want the first line of the topics at this level to have different indentation than following lines.
Change text settings	Use the Font, Size, Style, Align, and color controls to select text settings.
Select a topic label	Use Label in the Text area to select a topic label.

4. Repeat steps 2 and 3 to choose settings for other levels.
5. Make sure **Retain Manual Changes** is on if you want to retain formatting changes you have applied manually to certain outline topics (such as making a particular topic bold). A checked box indicates that the option is on.
6. Click **Done** to close the dialog box and apply the attributes that you've just selected.
Only the levels that you've modified change in your outline.

Converting outlines to organization charts

To convert an outline to an organization chart:

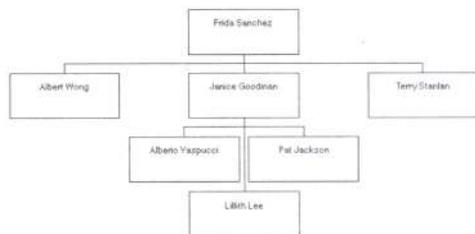
1. Select an outline.
2. Choose **To Org Chart** from the Outline menu.
3. When the OrgChart dialog box appears, select a style or enter custom settings. Click OK to create the chart.

- ◆ **Note** When you convert an outline to an organization chart, the outline formatting is lost. You can convert the organization chart back to an outline, but the original formatting is not restored.

For instructions on working with organization charts, see chapter 4, “Making organization charts.”

- ◇ Frida Sanchez
 - ◇ Albert Wong
 - ◇ Janice Goodman
 - ◇ Alberio Vaspucci
 - ◇ Lillith Lee
 - ◇ Pat Jackson
 - ◇ Terry Stanlan

Original outline



After conversion to an organization chart

- ◆ **Note** Each line of text in a single outline topic will be placed in a different field in an organization chart position. Press Shift-Return to create a new line in an outline without creating a new topic.

Converting outlines to text

You can convert an outline to an ordinary, unstructured text frame. The outline formatting disappears and all the levels are formatted in the same way. When you convert the text back to an outline, the formatting is restored. Any new paragraphs you entered will be at the same level as the topic above them.

Switching between an outline and normal text is useful if you want to use an outline to organize a longer text frame. You can easily move topics and subtopics in the outline, and then convert back to normal text to format the final version.

To convert an outline to text:

1. Select an outline.
2. Choose **To Text** from the Outline menu.

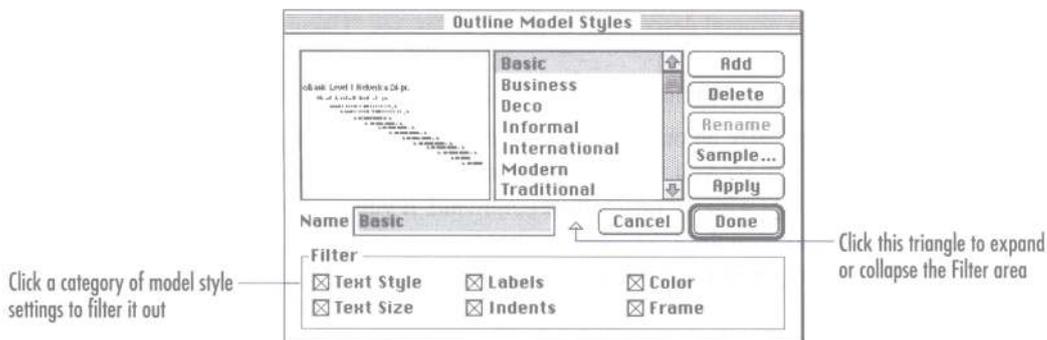
Using outline model styles

Use model styles to automate outline formatting and design. This section explains how model styles work with outlines. For an overview of using model styles, see “Using model styles” on page 3-6.

◆ **Note** There are no element styles in outlines.

Applying model styles to outlines

A model style specifies all the settings on the Outline menu. The following table explains the settings stored in an outline model style. Each category name appears in the Filters area of the Outline Model Styles dialog box. When you apply a model style, you can exclude, or “filter,” settings that you don’t want to use by deselecting the category name.



Category	Controls
Text Style	Text formatting options for all outline text
Text Size	Size settings for text at different levels, including if text in subtopics is smaller or the same throughout the outline
Labels	Topic label choice for every level in the outline
Indents	Indentation settings for each level
Color	Color choice for each level
Frame	Fill for the outline frame and pen settings for the frame border

To apply a model style to an outline:

1. Select an outline and choose **Model Styles** from the Outline menu.
2. When the Outline Model Styles dialog box appears, select the style you want by clicking the name in the list.
A preview appears in the area on the left. Click **Sample** to view a larger version of a selected style.
3. If you want to filter any of the settings, click the triangle next to **Cancel** to display the Filter options. Click the checkboxes to change the settings.
A checked box indicates that the settings in that category will be applied.
4. Click **Apply** to apply the model style. Click **Done** to close the dialog box.

For a general description of model styles, see “Using model styles” on page 3-6.

Creating, deleting, or renaming outline model styles

To prepare an outline for use in creating a model style, format an outline with the settings you want to be stored in the model style. Be sure to specify all the settings with the **Level Settings** command. If you manually change topic text with options on the Text menu or choose a new topic label with the **Labels** menu, the setting will not be stored in the model style.

To create, delete, or rename, an outline model style:

1. Select an outline and choose **Model Styles** from the Outline menu.
2. When the Outline Model Styles dialog box appears, follow the instructions in this table.

To	Do this
Record the settings of the current chart as a new model style	Click Add.
Delete a model style	Select a style and click Delete.
Rename a model style	Select a style, enter a name in the Name box, and then click Rename.

3. When you're done, click **OK**.

For general information about model styles, see "Using model styles" on page 3-6.

Making calendars

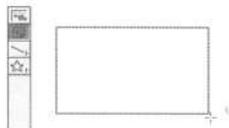
Understanding calendar basics	10-3	Changing the calendar settings	10-9
Creating calendars	10-3	Specifying the calendar elements	10-11
Entering events	10-6	Changing the calendar period	10-12
Changing calendar fill and pen settings	10-8	Using calendar model styles	10-12
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Chapter 10

Making calendars

ClarisImpact makes monthly and yearly calendars for any time period. Enter events for single days, or create banners to show events lasting several days. You can also reformat any calendar text and specify a number of other formatting settings.

Click the calendar tool and drag to define the size and placement of the calendar



When the Calendar dialog appears, choose a model style, starting date, and type of calendar



Enter events and create banners to complete the calendar

August 1994						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
31	1	2	3	4	5	6
7	8	9	10 Pain Clinic	11	12	13
14	15	16	17	18	19 Pain Clinic	20
21	22	23	24	25	26	27
28	29	30	31 Pain Clinic	1	2	3

Understanding calendar basics

In monthly calendars you can make entries, called *events*, for any day. You can also create *banners* that span several days. On yearly calendars you can mark days with small boxes. You can use element styles to change individual days and place graphics.

Event

Element style with picture

Banner

Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	31	1	2
3	4	5	6	7	8	9
11	12	13	14	15	16	17
18	19	20	21	22	23	24
26	27	28	29	30	31	

Marked days

July 1993	August 1993	September 1993	October 1993
S M T W T F S S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	S M T W T F S S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	S M T W T F S S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	S M T W T F S S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31
November 1993	December 1993	January 1994	February 1994
S M T W T F S S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	S M T W T F S S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	S M T W T F S S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	S M T W T F S S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28
March 1994	April 1994	May 1994	June 1994
S M T W T F S S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	S M T W T F S S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	S M T W T F S S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	S M T W T F S S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31

Creating calendars

You can create a calendar with a model style or define your own custom settings. Several calendar model styles are included with ClarisImpact.

Creating a calendar with a model style

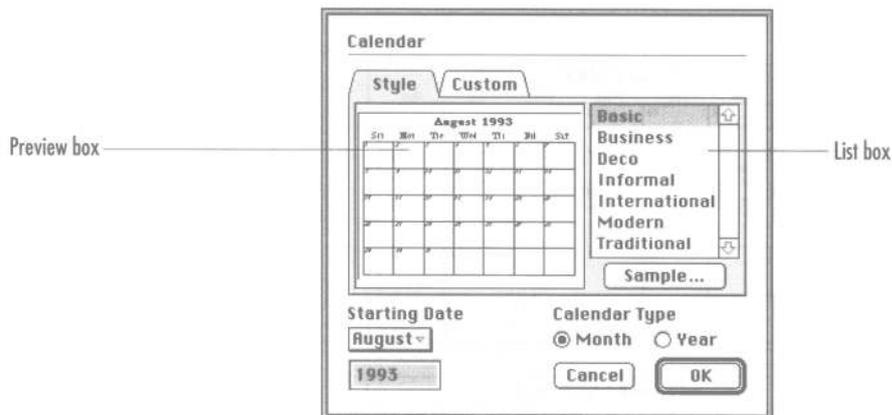
To create a calendar with a model style:

1. Click the calendar tool.
2. Move the pointer into the document. Hold down the mouse button and drag to define the area and placement of the calendar, or click once where you want the upper-left corner.



Calendar tool

When you release the mouse button, the Calendar dialog box appears. The dialog box displays the calendar style options. To preview a style, click a title in the list box to make it appear in the preview box. Click **Sample** to view a style at a larger size.



3. Click the name of the style that you want.
4. For **Calendar Type**, click **Month** or **Year** to specify the type of calendar you want.
5. For **Starting Date**, choose a month from the pop-up menu and enter a year.

If you're creating a monthly calendar, this selects the month for the calendar. For a yearly calendar, this determines the starting month.

6. When all the options are properly set, click **OK** to create the calendar.

The Calendar dialog box appears only when you create a calendar. All of the functions it provides are available through other commands after you create a calendar.

- ◆ **Note** If no model styles appear in the Calendar dialog box and **Style** is not selectable, you may not have any model styles installed in your system. You can still create a calendar using custom settings. You can also run the installation program again to install the model styles. Unless you have set new preferences, ClarisImpact expects the model style files to be stored in a folder named ClarisImpact Color Styles or ClarisImpact B&W Styles inside the ClarisImpact Folder.

Creating a calendar with custom settings



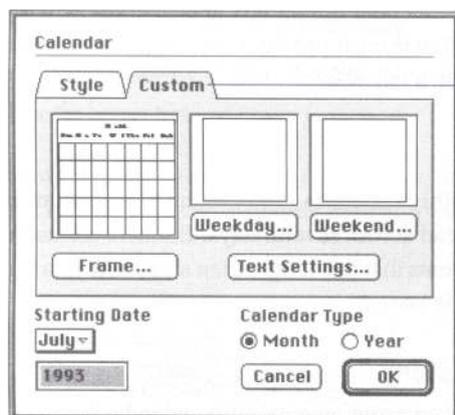
Calendar tool

To create a calendar with custom settings:

1. Click the calendar tool.
2. Move the pointer into the document. Hold down the mouse button and drag to define the area and placement of the calendar, or click once where you want the upper-left corner.

When you release the mouse button, the Calendar dialog box appears.

3. Click **Custom**.



Click here to activate the Custom settings

4. Set the options according to the instructions in this table.

To	Do this
Choose the element style for the calendar frame (background), weekdays, and weekends	Click Frame, Weekday, or Weekend. When you click any of these buttons, the Elements dialog box appears. Select an element and click OK. See "Specifying the calendar elements" on page 10-11.
Specify the text settings	Click Text Settings. When the Text Settings dialog box appears, choose a font, size, style, and color for the various calendar text elements, and then click OK. See "Formatting calendar text" on page 10-8.

To	Do this
Specify the starting date	Under Starting Date, choose a month from the pop-up menu and enter a year in the box. If you're creating a monthly calendar, this selects the month for the calendar. For a yearly calendar, this determines the starting month.
Choose the calendar type	Under Calendar Type, click Month or Year.

5. When all the options are properly set, click **OK** to create the calendar.

The Calendar dialog box appears only when you create a calendar. All of the functions it provides are available through other commands after you create a calendar.

Entering events

On monthly calendars, you can enter events on single days and create banners that spread across several days. Banners are useful for entering vacations and other events that last longer than a day. On yearly calendars, you can mark days with little boxes.

Entering single-day events

To enter an event on a monthly calendar:

1. Click a day number on the calendar.
2. Type the event text.

With an event selected, you can press Tab or Shift-Tab to move to the next or previous event in the calendar.

If there is already an event on a day, select the day and choose **Add Event** from the Calendar menu to create a new separate event.

Moving events

You can move an event between days. Move the pointer over an unselected event, hold down the mouse button, move the pointer over a different day, and then release the mouse button to complete the move.

Creating a banner

Banners can span up to a full week. Banners can have either rounded or square corners. Use **Calendar Settings** from the Calendar menu to change the corner settings. See “Changing the calendar settings” on page 10-9.

To create a banner on a monthly calendar:

1. **Select all the days you want the banner to span.**

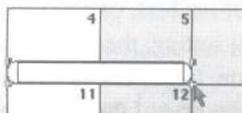
If you select days in more than one week, ClarisImpact creates separate banners.

2. Choose **Add Banners** from the Calendar menu.

A banner appears on the days you selected.

3. **Type the banner text.**

If you want to change the size of the banner, drag one of the handles that appear at the corners. You can also drag the entire banner anywhere on the calendar.



With a banner selected, you can press Tab or Shift-Tab to move to the next or previous banner in the calendar.

- ◆ **Note** You cannot wrap a single banner around a weekend.

Marking days

To place a small box around a day in a yearly calendar:

1. **Click a day number on the yearly calendar.**
2. Choose **Mark Days** from the Calendar menu.

ClarisImpact places a small box around the day.

June 1993

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Changing calendar fill and pen settings

You can change the fill and pen settings for calendar days, months, and frames (the background of the calendar). You can make changes by selecting elements and choosing settings with the fill and pen controls on the style bar, but if you want to change the design of the whole calendar it's best to use **Calendar Elements** on the Calendar menu. Using **Calendar Elements**, you specify element styles for weekdays, weekends, and the calendar frame. Element styles define the fill and pen settings, the overall shape and design, and the placement of clip art in calendar elements. For instructions on using **Calendar Elements**, see "Specifying the calendar elements" on page 10-11. For information about element styles, see "Using calendar element styles" on page 10-14.

Formatting calendar text

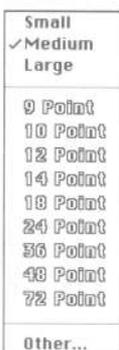
You can specify the font, size, style, and color for all the different text elements in a calendar.

When choosing the text size for various elements, you have the option of choosing an exact point size for the text, or choosing **Small**, **Medium**, or **Large** options. If you choose an exact setting, the text stays the same size regardless of the size of the calendar frame. If you choose the **Small**, **Medium**, or **Large** options, ClarisImpact adjusts the size of the text in proportion to the calendar frame. If you plan on changing the size of the calendar frame, it's best to choose one of these options.

To change the calendar text settings:

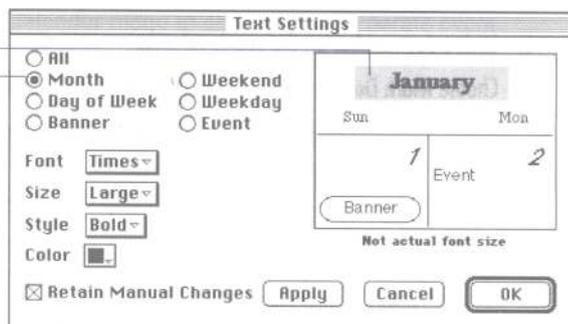
1. If necessary, select any calendar day, and then choose **Text Settings** from the Calendar menu.

The Text Settings dialog box appears.



The Size pop-up menu in the Text Settings dialog box

Click here or here to specify text settings for Month



2. To choose the text element you want to change, click the button next to the name of the element, or click the element in the figure on the right side of the dialog box (see the preceding picture).
3. Use **Font**, **Size**, **Style**, and **Color** to change the text settings for the selected element.
4. Repeat steps 2 and 3 as needed for each text element.

Click **Retain Manual Changes** if you want manual changes you have made to individual text elements in the calendar not to be overwritten by the changes you've specified.

For example, if you have made one event bold and you want it to stay bold when you change the event text settings, you should make sure **Retain Manual Changes** is on.

5. Click **Apply** to change the calendar without closing the dialog box. Click **OK** to change the calendar and close the dialog box.

Changing the calendar settings

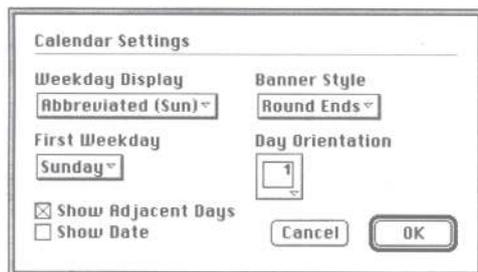
You can define how weekdays are displayed, specify the banner style, change the starting weekday, and choose different layout options. There are different options available for monthly and yearly calendars.

Using Calendar Settings for monthly calendars

To change the calendar settings for monthly calendars:

1. Select a monthly calendar, and then choose **Calendar Settings** from the Calendar menu.

The Calendar Settings dialog box appears.



Choose	To
Weekday Display	Specify how weekday names are displayed
Banner Style	Choose whether banners have round or square ends
First Weekday	Select the day on which calendar rows begin
Day Orientation	Choose how day numbers are placed
Show Adjacent Days	Specify if adjacent days appear on the calendar (adjacent days are the days that show on the calendar grid but are before or after the current month)
Show Date	Specify if adjacent days show their dates

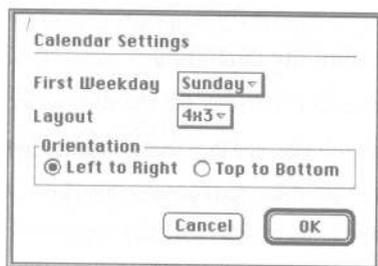
2. Click **OK** when you're done.

Using Calendar Settings for yearly calendars

To change the calendar settings for yearly calendars:

1. Select any month in a yearly calendar, and then choose **Calendar Settings**.

The Calendar Settings dialog box for yearly calendars appears.



Choose	To
First Weekday	Select the day on which calendar rows begin
Layout	Specify the layout for months within the calendar frame (the numbers refer to the number of months across and down)
Left to Right or Top to Bottom	Choose the orientation for sequence of months

2. When you're done, click **OK**.

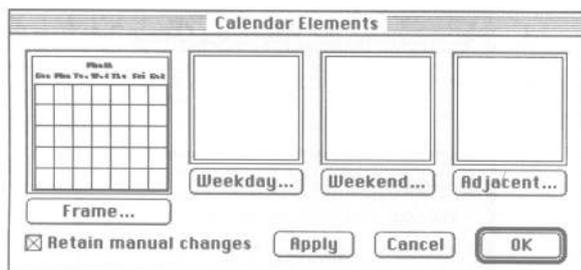
Specifying the calendar elements

You can specify the element styles that ClarisImpact uses for weekdays, weekends, and the calendar frame (the background of the calendar). Element styles define the fill and pen settings, the overall shape and design, and the placement of clip art in calendar elements. For information about element styles, see “Using calendar element styles” on page 10-14.

To specify calendar elements:

1. Select a calendar, and then choose **Calendar Elements** from the Calendar menu.

The Calendar Elements dialog box appears.



2. Set the options in the dialog box according to the instructions in this table.

To	Do this
Choose an element style for the calendar frame (the background of the calendar)	Click Frame. When the Elements dialog box appears, select a style from the list, and then click OK.
Choose an element style for weekdays	Click Weekday. When the Elements dialog box appears, select a style from the list, and then click OK.
Choose an element style for weekends	Click Weekend. When the Elements dialog box appears, select a style from the list, and then click OK.
Choose an element style for adjacent days	Click Adjacent. When the Elements dialog box appears, select a style from the list, and then click OK. Adjacent days appear on the calendar grid before or after the current month. For example, Friday, July 31st might be an adjacent day for an August calendar.

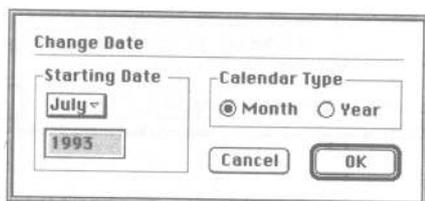
3. Make sure **Retain Manual Changes** is on if you want element styles you have applied to individual days (or months in a yearly calendar) not to be overwritten by the changes you've specified. An X indicates that the option is on.
 4. Click **Apply** to change the calendar without closing the dialog box. Click **OK** to change the calendar and close the dialog box.
- ◆ **Note** If you are working with a yearly calendar, the Calendar Elements dialog box displays only **Frame** and **Month** options for selecting elements.

Changing the calendar period

To change the starting date of the calendar or to switch between a monthly and yearly calendar layout:

1. Select a calendar, and then choose **Change Date** from the Calendar menu.

The Change Date dialog box appears.



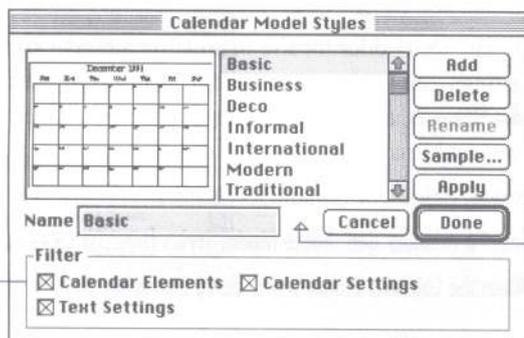
2. In the Starting Date area, choose a month from the pop-up menu and enter a year.
If you're creating a monthly calendar, this selects the month for the calendar. For a yearly calendar, this determines the starting month.
3. In the Calendar Type area, click **Month** or **Year** to specify the type of calendar you want.
4. When you're done, click **OK**.

Using calendar model styles

Use model styles to automate calendar formatting and design. A model style can store all the format options for a calendar. This section explains how model styles work with calendars. For an overview of using model styles see "Using model styles" on page 3-6.

Applying model styles to calendars

A model style specifies all the settings on the Calendar menu. The following table explains the settings stored in a calendar model style. Each category name appears in the Filters area of the Calendar Model Styles dialog box. When you apply a model style, you can exclude, or “filter,” settings that you don’t want to use by deselecting the category name.



Click a category of model style settings to filter it out

Click this triangle to expand or collapse the Filter area

Category	Controls
Calendar Elements	Element style selections for calendar weekdays, weekends, adjacent days, and calendar frame, as specified in the Calendar Elements dialog box
Text Settings	Text settings for all calendar text elements as specified in the Text Settings dialog box
Calendar Settings	Calendar layout settings as specified in the Calendar Settings dialog box

To apply a model style to a calendar:

1. Select a calendar and choose **Model Styles** from the Calendar menu.
2. When the Calendar Model Styles dialog box appears, select the style you want by clicking the name in the list.

A preview appears in the area on the left. Click **Sample** to view a larger version of a selected style.

3. If you want to filter any of the settings, click the triangle next to **Cancel** to display the Filter options. Click the checkboxes to change the settings.

A checked box indicates that the settings in that category will be applied.

4. Click **Apply** to apply the model style. Click **Done** to close the dialog box.

For a general description of model styles, see “Using model styles” on page 3-6.

Creating, deleting, or renaming calendar model styles

To prepare a calendar for use in creating a model style, format a calendar with the settings you want to store in the model style. Use only the **Text Settings**, **Calendar Elements**, and **Calendar Settings** commands to specify formatting. Changes that you make to individual days cannot be stored in a model style.

To create, delete, or rename a calendar model style:

1. Select a calendar and choose **Model Styles** from the Calendar menu.
2. When the Calendar Model Styles dialog box appears, follow the instructions in this table.

To	Do this
Record the settings of the current calendar as a new model style	Click Add.
Delete a model style	Select a style and click Delete.
Rename a model style	Select a style, enter a name in the Name box, and then click Rename.

3. When you're done, click **OK**.

For a general description of model styles, see “Using model styles” on page 3-6.

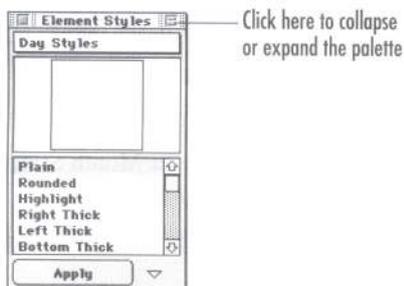
Using calendar element styles

In calendars, element styles can specify all the formatting settings for different types of days on the calendar and for calendar frames (the background of the calendar). Element styles define the fill and pen settings, the overall shape and design, and the placement of clip art in calendar elements. ClarisImpact fits the shape defined in the element style into the space available for the selected day.

To apply an element style to a calendar element:

1. Select the days you want to modify (or the calendar frame), and then choose **Element Styles** from the Calendar menu.

The element styles palette appears. This palette stays open until you click the close box or deactivate the calendar. You can collapse and expand the palette by clicking the box in the upper-right corner of the title bar.



2. Choose either **Day Styles** or **Background Styles** from the pop-up menu at the top of the Element Styles window.

If you're working with a yearly calendar, the choices are **Month Styles** and **Background Styles**.

3. Select an element style by clicking it.
4. When you've chosen a style, click **Apply**.

For more general information about element styles, see "Using element styles" on page 3-10.

Changing calendar element styles

To change the shape, color, size, or positioning of clip art for a day, month, or calendar frame, you create a new element style and then apply it to the element you want to change.

To change calendar element styles, you use a window called the Style Editor. The Style Editor contains the same draw tools and fill and pen palettes as the main document window. Most of the menu commands are active as well. Any change you make in the Style Editor becomes part of the element style. You can apply new colors, draw new shapes, or import clip art. You aren't limited to working with a single object. You can create complex graphics that involve several objects.

To create, edit, remove, or rename element styles:

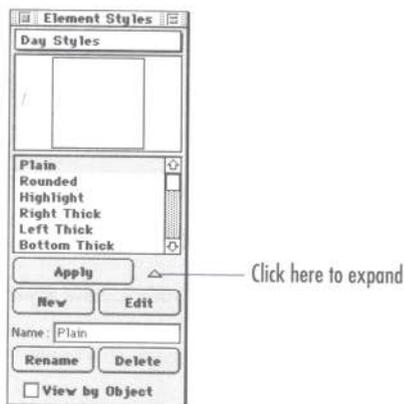
1. Select a day in a calendar, and then choose **Element Styles** from the Calendar menu.

The element styles palette appears.

2. Select the type of style you want from the pop-up menu at the top of the palette.

The choices are Day Styles, (or Month Styles if you're working with a yearly calendar), and Background Styles.

3. Click the triangle in the lower-right corner to expand the window and display the element editing functions.

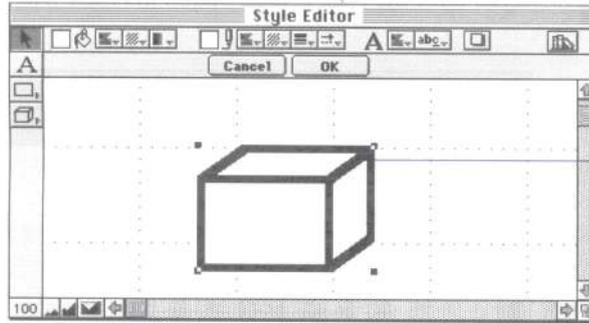


4. To rename or remove an element style, or to display styles by object, refer to the following table. To edit or create an element style, continue to the next step.

To	Do this
Rename an element style	Select an element style, enter a new name in the Name box, and then click Rename.
Remove an element style	Select an element style, and then click Remove.
Display element styles by object	Click View by Object.

5. To create an element style, click **New**. To edit an existing style, select the style and click **Edit**.

The Style Editor appears. A copy of the currently selected style appears in the window. If you're creating a background style, see "Creating calendar background styles" on page 10-18.



Draw a new object with the drawing tools to change the shape of the day style

To

Do this

Change the shape of the style Use the draw tools, style bar, and menu commands to create or modify the elements in the Style Editor. Anything you place in the window becomes part of the element style.

Add graphics or clip art to the style Import clip art or graphics using the Place File command, a library, or paste objects from the clipboard.

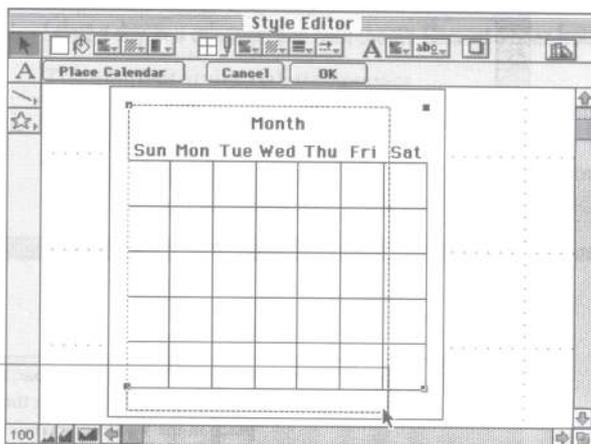
6. When you're done working in the Style Editor, click **OK**. You may also wish to rename the new element style you've created.

ClarisImpact saves the contents of the Style Editor as an element style. This doesn't make any visible change in the calendar you're working with. To see the style you created, you need to apply it.

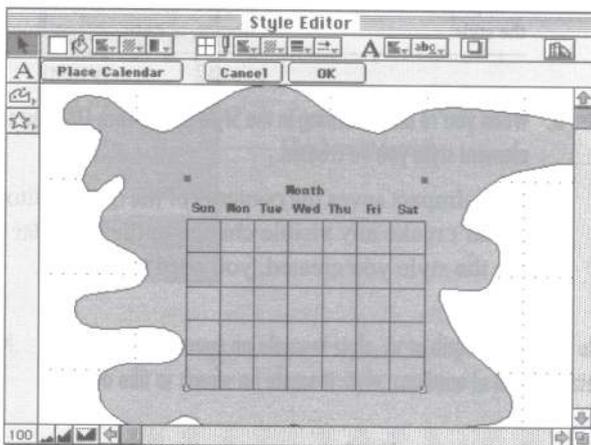
Creating calendar background styles

There are some different options available while using the Style Editor to create a background style. ClarisImpact displays a simple calendar object that you move or resize to specify the placement of the calendar grid on the background you are creating. If there is no calendar object in the background style, click the **Place Calendar** button to create a new one.

Move or resize the calendar object to change the placement of the calendar grid on the background



Calendar element styles can be any shape, they do not have to be rectangular



- ◆ **Note** The calendar object represents only the placement of the calendar in the background, it does not display any of the current calendar formatting settings.

Drawing

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About drawing objects	11-13
Using the draw and shape tools	11-16
Editing draw objects	11-32
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Chapter 11

Drawing

This chapter describes how to use the ClarisImpact drawing documents and draw tools. A drawing document can span multiple pages, making it useful for such things as large organization charts.

The draw tools are available in all three types of documents: drawing, report, and presentation. You use these tools to embellish your charts and presentations. You can also create an entire document of shapes and freehand sketches.

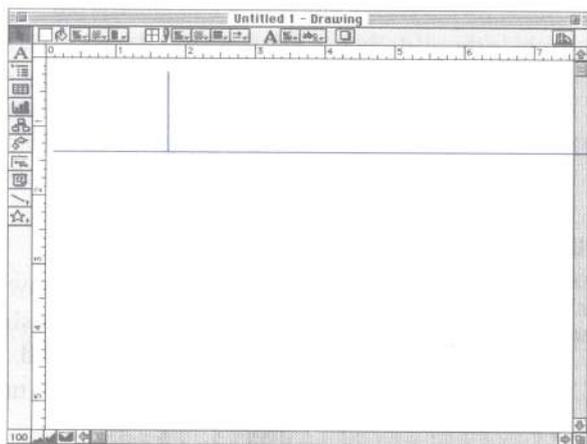
Working with drawing documents

Drawing documents include several unique features:

- a graphics ruler to help you position and size objects
- a graphics grid to help you place and align objects
- an autogrid to draw objects precisely
- a multipage option to create drawing documents that span multiple pages

Using the graphics rulers

ClarisImpact is preset to hide the graphics rulers in a drawing or presentation document. You can show the graphics rulers whenever you need them. The graphics rulers extend vertically along the left side of a document and horizontally across the top. When the rulers are showing, thin dotted lines in the rulers follow the cursor as you move across the document. By watching these lines, you can judge the dimensions of objects and the distances between them as you draw.



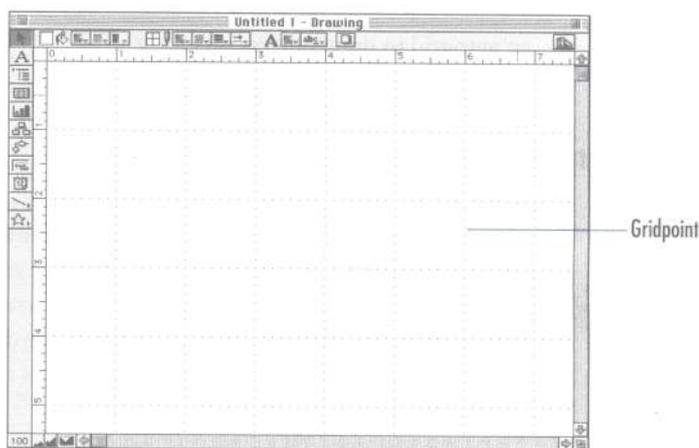
The graphics rulers extend the full length and width of the document

To show the graphics rulers, choose **Show Graphic Ruler** from the View menu. To remove the graphics rulers from view, choose **Hide Graphic Ruler** from the View menu.

Using the graphics grid

You can show a grid to help you position and size models and other objects. ClarisImpact is preset to display the grid in drawing documents.

The graphics grid in a drawing document helps position and size objects



To hide the grid, choose **Hide Graphics Grid** from the View menu. To redisplay the grid, choose **Show Graphics Grid** from the View menu.

The spacing of the gridlines and gridpoints corresponds to the spacing of the ruler divisions. One gridpoint appears for each division on the ruler.

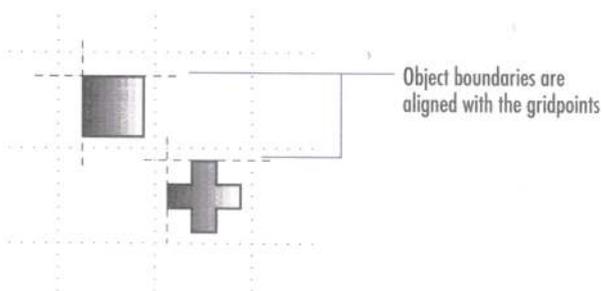
Using the autogrid

When you want to make sure that objects you draw conform exactly to the grid, use the autogrid. With the autogrid on, ClarisImpact restricts the sizing and placement of objects to the spacing of the grid. ClarisImpact is preset to use the autogrid. To position objects off the grid, turn the autogrid off.

To turn the autogrid off or on, choose **Autogrid** from the Layout menu. When Autogrid is checked, it is on; when it is not checked, it is off.

When the autogrid is on, all objects you draw align automatically to the grid.

Objects aligned to the grid
by the autogrid

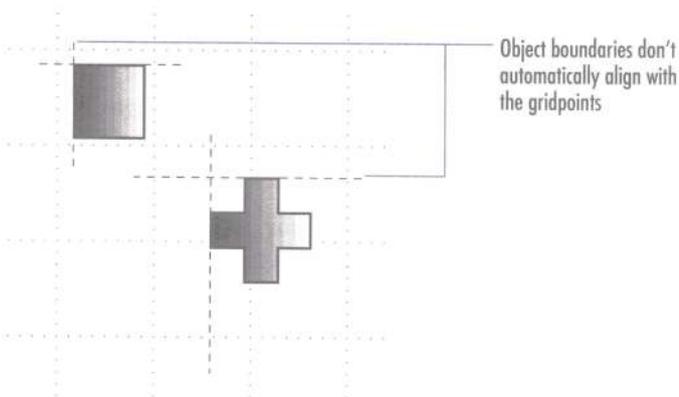


Objects change size in increments of the grid spacing only. When you move objects, their boundaries align only with the gridlines and gridpoints.

- ◆ **Note** Changing the ruler settings does not automatically realign objects to the spacing of a new grid. Objects drawn before the ruler change don't realign to the new grid. To realign the object to the new grid, see "Aligning selected objects to the grid" on page 12-12.

With the autogrid off, you can place objects at any point in the drawing document.

Objects drawn off the grid
with the autogrid off



Setting autogrid spacing

The number of divisions on the graphics rulers determines the spacing of the autogrid. When you set ruler divisions, you specify what the distance between the gridpoints represent. For example, you set one-half inch grid increments by setting the Division/inch to two.

To specify a different autogrid spacing, change the division setting of the graphics ruler.

To change the autogrid spacing:

1. Choose **Rulers** from the **Layout** menu.
2. In the **Ruler** dialog box, enter a different number of divisions in the **Divisions/unit** box.
3. Click **OK**.

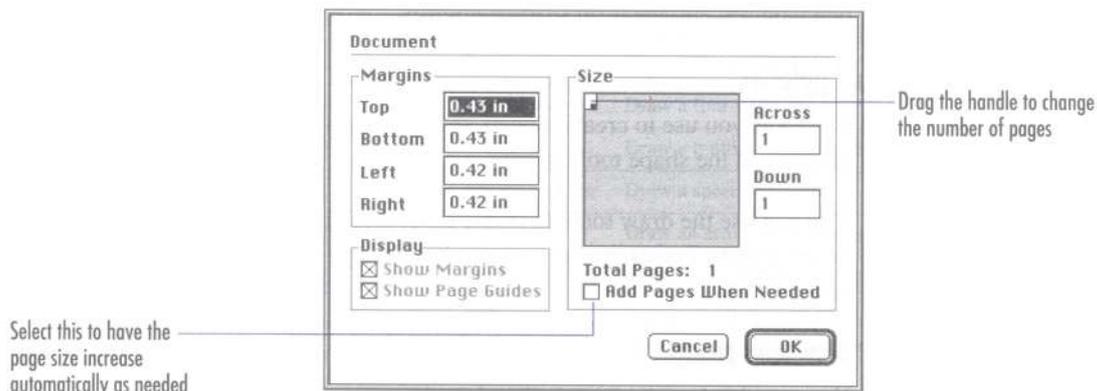
Creating a multipage drawing document

With a drawing document, you can specify a size for a drawing up to 99 pages horizontally or vertically. If a drawing is larger than a single printed page (based on the printing device selected with the Chooser), ClarisImpact divides the document across pages. The size of a new drawing document is preset to a single page, but you can add pages as you need them. You can then draw objects that are split between pages or easily drag objects from page to page until you have the arrangement you want.

To create a multipage drawing document:

1. In a drawing document, choose **Document** from the **Layout** menu.
2. In the **Size** area, type the number of pages you want across and down.

You can also drag the handle in the page in the gray box to increase or decrease the number of pages.



3. Select **Add Pages When Needed** if you want ClarisImpact to increase the pages automatically as you draw.
4. Click **OK**.

See “Changing margins and page options” on page 2-23 for information on the other options in this dialog box.

- ◆ **Tip** To work on several pages of a multipage drawing document at once, choose **Fit to Window** from the View menu. You can zoom back to one page using the zoom controls.
- ◆ **Tip** To see how the document will print, choose **Fit to Window** and then choose **Show Page Breaks** from the View menu. This shows what appears on each page.

About the palettes

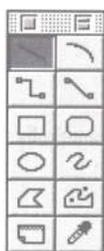
In a drawing document, you can use all the tools available in all document types. You can create drawings, add text, and build models (for example, charts and calendars). (For additional information on palettes, see “Working with palettes” on page 2-29.)

This section covers the palettes for the draw and shape tools, which are available for all document types. In any document type, you can create objects, such as logos and symbols, with these tools. This section also covers the fill and pen palettes, and the drop shadow control.

Using the tool palettes

The tools you use to create objects are in the two tool palettes: the draw tools palette and the shape tools palette.

You can use the draw tools to create objects to embellish your charts and presentations. For example, you can draw a logo and place it on a slide background.

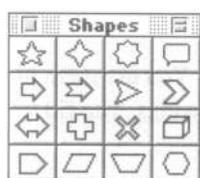


Draw tools palette

Draw tools palette

Here are the draw tools and what they do:

Tool icon	Tool name	Function
	Line	Draw a straight line.
	Arc	Draw an arc that curves between two points.
	Right-angle connector	Draw an angled connecting line between two shapes.
	Straight connector	Draw a straight connecting line between two shapes.
	Rectangle	Draw a rectangle or square.
	Rounded rectangle	Draw a rectangle or square with rounded corners.
	Oval	Draw an oval or circle.
	Freehand	Draw curving or irregular lines—freehand shapes like those you draw with a pen or pencil.
	Polygon	Draw a shape composed of angles and straight lines, such as triangles, rhomboids, and stars.
	Bezier	Draw a shape with Bezier curve control.
	Note	Add a note or memo to a document. (See “Working with notes” on page 13-5.)
	Eyedropper	Pick up an object’s attributes and apply them to another object. (See “Picking up an object’s fill” on page 12-18.)



Shape tools palette

Shape tools palette

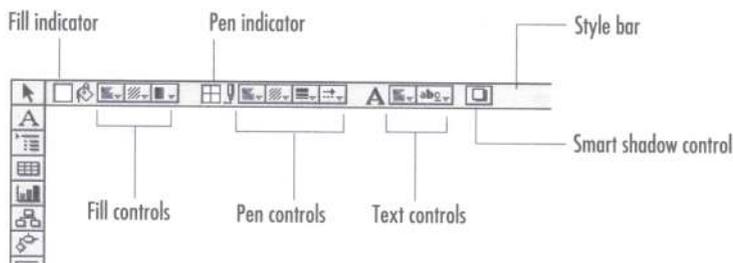
Here are the shape tools and what they do:

Tool icon	Tool name	Function
	5-point star	Draw a five-pointed star.
	4-point star	Draw a four-pointed star.
	Starburst	Draw a multipointed star shape.
	Speech balloon	Draw a speech balloon.
	Plain arrow	Draw an arrow horizontally.
	Feathered arrow	Draw an arrow horizontally.
	Pointer	Draw a triangular-shaped arrow.
	Chevron arrow	Draw a chevron-shaped arrow.
	Double-headed arrow	Draw an arrow with a point at both ends.
	Cross	Draw a thick cross shape.
	X	Draw an "X" mark.
	Cube	Draw a three-dimensional box shape.
	Block arrow	Draw a large pointing arrow, useful for highlighting text on slides.
	Parallelogram	Draw a parallelogram (polygon with parallel sides).
	Trapezoid	Draw a trapezoid (polygons with two parallel sides).
	Regular polygon	Draw a multi-sided, closed polygon (you select the number of sides).

- ◆ **Tip** If you plan to use the same tool to draw several objects, tear off the tool palette and double-click the tool when you select it. The tool remains active until you select another one.

Using the fill and pen palettes

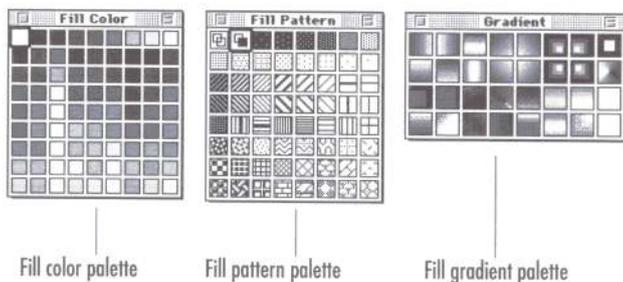
The draw and shape tools work with the fill and pen palettes. You use them to change the color, pattern, gradient, and line style in your drawings. The fill (bucket) and pen controls are located on the style bar.



The fill and pen indicators show you the current settings. The fill and pen controls display the palette icons.

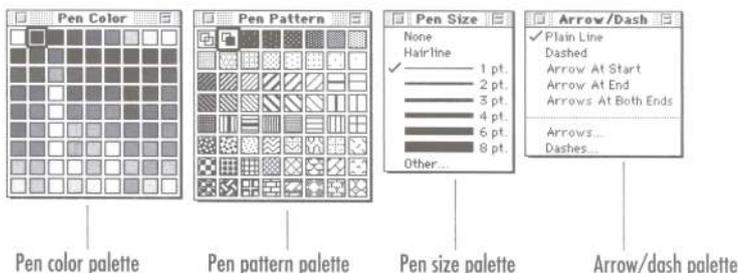
Fill palettes

Fill palettes include a color palette, a pattern palette, and a gradient palette. Use the fill palettes to select a color, pattern, or gradient to fill the next object you draw or to fill a selected object.



Pen palettes

Pen refers to the lines (or object outlines) you draw when you use the tools. The pen palettes include a color palette, a pattern palette, pen size palette, and an arrow/dash styles palette. Use the pen palettes to select a color, pattern, line size, or style to use with the next object you draw or to change a selected object.



- ◆ **Note** You can edit a color or pattern (except the opaque or transparent fills). When you do, the color or pattern changes for both the fill and the pen palettes for the current document. See “Editing colors, patterns, and gradients” on page 2-32.

Setting the fill and pen styles

You can set the fill and pen styles before drawing objects. The settings remain in effect until you change them.

- ◆ **Note** You can also change the fill and pen styles of an existing object. See “Changing an object’s fill” on page 12-17.

To set the fill style:

1. Make sure nothing is selected in the document.
2. Click a fill control (color, pattern, or gradient) and select a fill from the palette.

You can select both a color and a pattern. The fill indicator changes to show you the current fill.

The next object you draw has the current fill until you change it.

To set the pen style:

1. Make sure nothing is selected in the document.
2. Click a pen control (color, pattern, pen size, or arrow/dash) and select a pen setting from the palette.

The pen indicator changes to show you the current pen setting. The next object you draw has the current pen setting until you change it.

- ◆ **Note** The style bar also includes the text palettes for when you work with the text tool. See “Changing the appearance of text” on page 13-31.

Adding a shadow to an object

The style bar includes a smart shadow control to let you quickly add a drop shadow to an object.

To add a drop shadow:

1. Draw the object.

Each draw tool is covered in detail later in this chapter.

2. Click the SmartShadow™ control.

ClarisImpact adds a drop shadow to the object.

- ◆ **Note** If the object has a transparent pen pattern and no fill pattern, the drop shadow is not displayed.

Changing the drop shadow settings

The SmartShadow control is preset to draw a gray shadow with a horizontal and vertical offset of five points, but you can change these settings. You can change the preset settings so that all objects you add a drop shadow to take on those settings, or you can change the color and offset of an existing shadow.

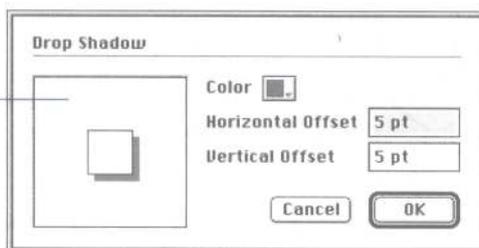


SmartShadow control

To change the drop shadow settings:

1. Command-click the smart shadow control, or choose **Drop Shadow** from the Layout menu.
You see the Drop Shadow dialog box.

Sample area shows the current settings



2. Click the color control and select a color from the palette.
3. Change the **Horizontal** or **Vertical Offset** to increase or decrease the size.

This setting is measured in points. Look at the Sample area to see the effects of your changes.

You can also change the size by dragging the object shadow in the Sample area.

4. Click **OK**.

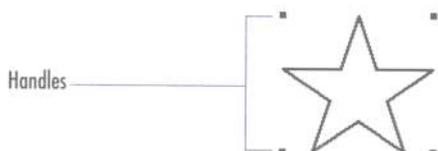
About drawing objects

To draw an object, you select the tool from the draw or shape tools palette, and then drag it to create the object. Each tool is covered in detail in “Using the draw and shape tools” on page 11-16.

This section covers general information on using the draw and shape tools.

Object handles

When you finish drawing an object or when you click an existing object, ClarisImpact selects the object. Large black dots, called *handles*, surround the object. Objects must be selected before you can work with them.

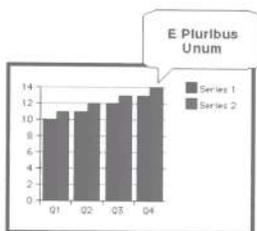


Handles appear on both ends of lines or on the corners of an invisible rectangular boundary that encloses the object

- ◆ **Note** If you double-click a tool when you select it, handles do not appear around the object after creation. ClarisImpact assumes you want to draw a new object, not edit the one you just drew.

Object stacking order

As you draw, some objects overlap and block your view of other objects. The blocked object hasn't been erased. You never lose part of an object because another object covers it.



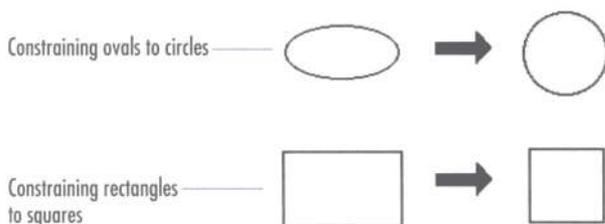
The speech balloon overlaps part of the chart

ClarisImpact stacks objects in the order of creation, with the most recent object on top, in an arrangement called the *stacking order*. Methods for changing the stacking order are described in “Changing the stacking order” on page 12-7.

Using Shift to constrain draw and shape tools

ClarisImpact can help you draw lines at specific angles and draw specific shapes, such as squares and circles. Normally, ClarisImpact allows you to draw lines at any angle. By holding down Shift as you draw, you can constrain (limit) a line to certain angles or an object to certain proportions. You can also change the preset constraint value, which is 45 degrees.

You can constrain the rectangle and rounded rectangle tools to draw squares, the oval tool to draw circles, and the arc tool to draw circular arcs.



As you draw polygons or bezigons, you can constrain the tools to locating line segments or control handles a specific number of degrees (as specified in Preferences) from the x and y axes.

To use a Shift constraint when you draw:

1. Select the draw or shape tool you want to use.
2. Hold down Shift as you drag the tool.

To change the constraint value:

1. Choose **Preferences** from the Layout menu.
You see the Preferences dialog box. Make sure **Graphics** is selected.
2. Enter a new value in the **Shift Constraint Degrees** box.
3. Click **OK**.

Using Shift now constrains lines to the new value you entered.

Using center control

You can control the starting point when you use the draw and shape tools (except the polygon, bezigon, freehand, and connector tools). Normally, ClarisImpact draws objects from a corner, but you can start drawing from the center of an object.

To draw from the center, hold down Option as you drag the tool. Start with the selection arrow at the center of the object and drag to where a corner of the object's boundary should appear.

Using the draw and shape tools

Each tool in the draw and shape tools palettes draws a specific type of object or performs a specific function. To draw a line or shape, select a draw or shape tool by clicking it. After you select a tool, the selection arrow changes to a crosshair to show the precise starting and ending points of the line or shape. You drag the crosshair to draw the object.

- ◆ **Note** The note tool on the draw tools palette is covered in “Working with notes” on page 13-5. The eyedropper tool is covered in “Picking up an object's fill” on page 12-18.

Drawing a line

The line tool draws lines at any angle. ClarisImpact is preset to draw solid black lines with a 1-point pen width.

To draw a line:

1. Click the line tool to select it.
2. Choose a line width from the pen size palette, if you want.

You can also change the pen size later. See “Changing an object's pen settings” on page 12-19.

3. Position the crosshair where you want the line to begin.

The crosshair shows you the exact spot where the line begins and ends.

4. Drag the crosshair in the direction you want the line.



Line tool

5. Release the mouse button when the line is the size you want.

When you release the mouse button, ClarisImpact selects the line and handles appear at each end.



You can reposition the line by dragging it, and change the line length or slope by dragging a handle.

Drawing dashed lines

ClarisImpact provides six preset dash patterns you can use to draw dashed lines. You can also vary the pattern of dashes that make up a dashed line.



ClarisImpact is preset to draw plain lines. To draw dashed lines, you first select the dash pattern you want, and then you select the line tool and the **Dashed** style.

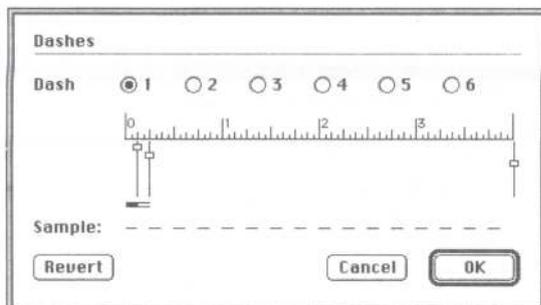
Selecting a dash pattern

To select a dash pattern:

1. Click the arrow/dash control on the style bar and select **Dashes** from the palette.



Arrow/dash control _____



2. Click the button for the dash style you want.

The sample dash pattern at the bottom of the dialog box shows the currently selected dash style. To create your own dash pattern, see “Customizing dashed lines,” below.

3. Click **OK**.

ClarisImpact is now set to use the specific dash pattern you chose.

Drawing a dashed line

To draw a dashed line:

1. Click the arrow/dash control on the style bar and choose **Dashed** from the palette.
2. Select the line tool.
3. Draw the line.

The line appears with the dash pattern currently selected in the Dashes dialog box.

To stop drawing dashed lines or to remove the dashes from a selected line, choose **Plain Line** from the arrow/dash palette.

Customizing dashed lines

A dashed line is made up of black dashes with white spaces between them. To change a dashed line, you change the length of the colored dashes and the white spaces.

To customize a dashed line:

1. Click the arrow/dash control on the style bar and choose **Dashes** from the palette.
You see the Dashes dialog box.
2. Click the button for the dashed line you want to change.
3. Drag the handles on the lines descending from the ruler.

The sample dash design at the bottom of the dialog box shows the changes.

4. To add a dash or space, drag the line that appears on the right end of the ruler toward the beginning of the ruler.

Each time you drag the line across the ruler, ClarisImpact adds another space or dash to the design.

5. To eliminate dashes and spaces, drag the rightmost line to the right end of the ruler.

Each time you drag a line off the ruler, ClarisImpact eliminates a dash or space from the design.

6. Click **OK**.

If you change a dashed line and decide you want to keep the previous design, click **Revert** to recall the old design.

ClarisImpact is now set to use the edited dash design when you draw dashed lines.

Drawing lines with arrowheads

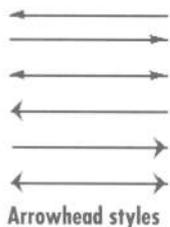
You can add arrowheads to a line by choosing an arrowhead style from the arrow/dash palette. Arrows can appear at the start of a line, the end of a line, or at both ends of a line. (You can only add arrowheads to lines and connectors.)

ClarisImpact provides two styles of arrowheads that you can add to a line. The arrowheads increase or decrease in size to match the width of the line automatically. You can also change the type and look of the arrowhead.

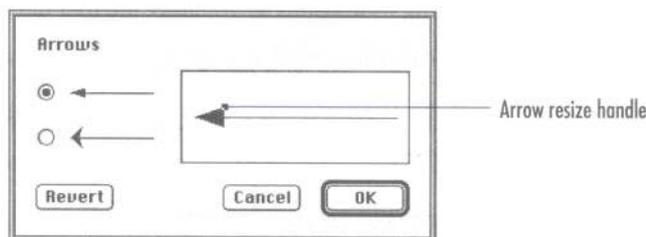
To choose the type of arrowhead:

1. Click the arrow/dash control on the style bar and choose **Arrows** from the palette.

You see a dialog box presenting two arrowhead styles.



Arrows dialog box



2. Click a button to select an arrowhead style.

To change the arrowhead style, drag the handle that appears in the magnified view of the arrowhead.

3. Click **OK**.

To discard the changes made to the arrowhead, click **Revert**.

To draw a line with arrowheads:

1. Click the arrow/dash control on the style bar.
2. From the palette, choose an arrowhead style: **Arrow At Start**, **Arrow At End**, or **Arrows At both Ends**.
3. Select the line tool and draw the line.

All of the lines you draw will use the arrowhead style you chose.

To stop drawing arrowheads, deselect the arrowhead style.

Drawing a rectangle



Rectangle tool



Rounded rectangle tool

The rectangle tool draws rectangles and squares. The rounded rectangle tool draws rectangles and squares with rounded corners.

To draw a rectangle or rounded rectangle:

1. Select the rectangle or rounded rectangle tool from the draw tools palette.
2. Drag the tool across the document diagonally.
Holding down Shift as you drag the tool draws squares.
3. Release the mouse button when the object is the size you want.



Rectangle



Rounded rectangle

- ◆ **Tip** You can also round the corners of a rectangle after you draw it. See the next section, “Changing the corner size.”

Changing the corner size

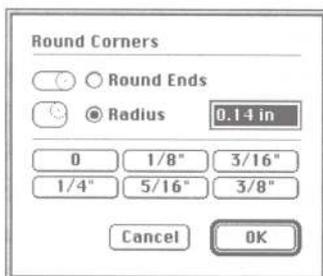
You can specify the size of the corner curves in rounded rectangles. You can round corners in two ways: round two ends of the rectangle into semicircles, or specify the radius of the circle that forms the corners.

To set the size for rounded rectangle corners:

1. Choose **Round Corners** from the **Layout** menu.

You see the Round Corners dialog box.

Round Corners dialog box



2. Click the **Round Ends** or **Radius** option.

Selecting **Round Ends** produces a rectangle with ends rounded into semicircles. Selecting **Radius** allows you to enter a specific radius for the corner curves.

To enter a specific corner radius, click a corner size button or type a custom corner size in the **Radius** box.

3. Click **OK**.

Drawing an oval

You use the oval tool to draw ovals and circles.

To draw an oval:

1. Select the oval tool from the draw tools palette.



Oval tool

2. Drag diagonally from where one corner of the boundary should appear to the spot where you want the opposite corner to appear, or press Option as you draw to draw from the center.

Hold down Shift as you drag the tool to draw a circle.

3. Release the mouse button when the oval is the size you want.

Drawing an arc

You use the arc tool to draw elliptical and circular arcs. Arcs are preset to 90 degrees. You can reshape the arcs to any size or angle you want.

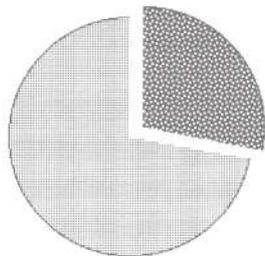
To draw an arc:

1. Select the arc tool from the draw tools palette.
2. Drag diagonally from where one end of the arc should appear to where you want the other end to appear.

The direction you drag determines the curve of the arc. Holding down Shift as you drag the tool draws circular arcs.

3. Release the mouse button when the arc is the size you want.

- ◆ **Note** You can fill an arc with a color, pattern, or gradient. The fill is based on the concave shape of the arc.

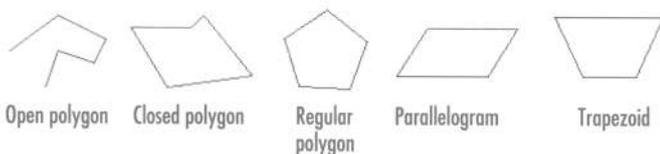


Drawing polygons

Use the polygon tool to draw shapes composed of angles and straight lines, with as many sides or line segments as you want. You can draw open or closed polygons. Use the regular polygon tool from the shape tools palette to draw equal-sided closed polygons.



Arc tool



Drawing an open polygon

To draw an open polygon:

1. Select the polygon tool from the draw tools palette and click once where you want the shape to begin.
 2. Move the mouse in the direction you want and click to end the first line segment.
You don't have to hold down the mouse button. A line follows your movement.
 3. Continue moving the mouse and clicking to create the angular shape you want.
To create a curve through a specific point as you draw, hold down Option as you click the point the curve should pass through.
If you're not satisfied with the position of a vertex, press Delete or Backspace. ClarisImpact removes the last point you created so that you can reposition it.
 4. To finish the polygon, double-click where the last point should appear.
You can also finish the polygon by pressing Enter.
- ◆ **Note** ClarisImpact is preset not to fill a polygon even if you've selected a fill in the palette. You can set ClarisImpact to fill polygons automatically with the current fill color, pattern, or gradient by selecting **Automatically Fill** in Preferences. See "About graphics preferences" on page 2-18.
 - ◆ **Note** You can reshape, smooth, and unsmooth an existing polygon. See "Displaying an object's size" on page 11-36 and "Smoothing and unsmoothing objects" on page 11-34.



Polygon tool

Drawing a closed polygon

In a closed polygon, the last line ends at the starting point of the polygon. The last line appears automatically when you double-click.

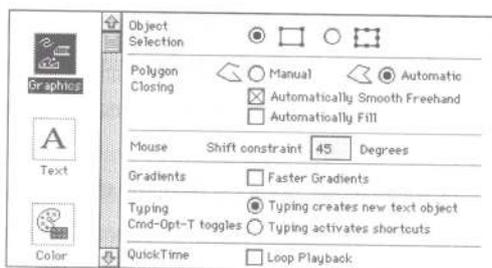
To draw a closed polygon, you change the Preferences setting for polygons:

1. Choose **Preferences** from the Layout menu.

The Preferences dialog box opens. Make sure **Graphics** is selected.

2. Click **Automatic** under Polygon Closing and click **OK**.

Preferences dialog box



The setting remains in effect until you choose **Manual**.

3. Select the polygon tool from the draw tools palette and click once where you want the shape to begin.
4. Move the mouse in the direction you want.
You don't have to hold down the mouse button. A line follows your movement.
5. To end the first line, click again.
Another line begins at that point.
6. Continue moving the mouse and clicking to create the angular shape you want.
7. Double-click or press Enter to finish the polygon.
ClarisImpact closes the polygon.

- ◆ **Note** You can create closed polygons without selecting **Automatic** in the graphics preferences by clicking the starting point of the polygon.

Drawing a regular polygon

Use the regular polygon tool to draw a polygon with sides of equal-length. You specify the number of sides you want in the regular polygon. The regular polygon tool is in the shape tools palette.



Regular polygon tool

To draw a regular polygon:

1. Select the regular polygon tool from the shape tools palette.
2. Choose **Polygon Sides** from the Layout menu.

You see the Polygon Sides dialog box.



3. Enter the number of sides you want for the polygon (from 3 to 40), and click **OK**.

The regular polygon tool in the shape tools palette changes to the number of sides you select until you change it again.

4. Drag the crosshair until the object is the size you want, and then release the mouse button.

ClarisImpact displays the border of the object as you drag.

- ◆ **Tip** To draw a triangle, select the regular polygon tool and change the number of sides to three.

Drawing other polygon shapes

Use the parallelogram tool to draw a polygon with four parallel sides. Use the trapezoid tool to draw a polygon with two parallel sides. The parallelogram and trapezoid tools are in the shape tools palette.



Parallelogram tool



Trapezoid tool

To draw a parallelogram or trapezoid:

1. Select the tool from the shape tools palette.
2. Position the crosshair where you want a corner of the object to appear.
3. Drag until the object is the size you want, and then release the mouse button.

ClarisImpact displays the border of the object as you drag.

Joining polygons

You can draw a series of polygons, freehand shapes, and bezigons and then connect them end to end. Connecting objects is useful when you want the same shape repeated many times in a drawing.

To join two shapes (polygons, freehand shapes, or bezigons):

1. Select one of the objects, then choose **Copy** or **Cut** from the Edit menu.
2. Select the freehand shape, polygon, or bezigon you want to connect.
3. Choose **Reshape** from the Arrange menu.
4. Indicate where you want the first object (the one on the Clipboard) to be pasted:

To paste	Do this
Starting point of the object on the Clipboard to the ending point of the selected object	Choose Paste .
Starting point of the object on the Clipboard to the starting point of the selected object	Select the starting point of the selected object and choose Paste .
Ending point of the object on the Clipboard to the ending point of the selected object	Press Command-Option-V.
Ending point of the object on the Clipboard to the starting point of the selected object	Select the starting point of the selected object and press Command-Option-V.

Making a freehand drawing

Use the freehand tool to draw a curving or irregular line just as you would with a pencil or pen.

To make a freehand drawing:

1. Select the freehand tool from the draw tools palette.
2. Drag in the direction you want the freehand drawing to appear.
3. Release the mouse button when the drawing is the shape and size you want.

When you release the mouse button, ClarisImpact smooths the freehand points and removes excess points. Handles appear at the corners of the rectangular boundary that surrounds the shape.

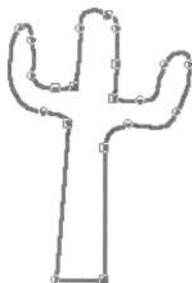


Freehand tool

- ◆ **Note** ClarisImpact is preset to smooth the freehand shape. To change this setting, choose **Preferences** from the Layout menu. Deselect **Automatically Smooth Freehand**. You can also select the freehand shape and choose **Transform** from the Arrange menu, then choose **Unsmooth**.

Drawing bezigons

The bezigon tool lets you draw shapes with curves that pass through specific points. As you draw a bezigon, you specify the points. The bezigon tool draws smooth Bezier curves that connect the points.



Bezigon tool

To draw a bezigon:

1. Select the bezigon tool from the draw tools palette.
2. Click where you want the first point of the bezigon to appear.

A line segment stretches from the first point as you move the mouse to the next point.

3. Move the pointer and click where you want the next point of the bezigon to appear.

To create an angle (vertex) through a specific point, hold down Option as you click the point. To control the slope of the curve at a point, drag from that point.

4. To finish the bezigon, double-click where you want the last point to appear.

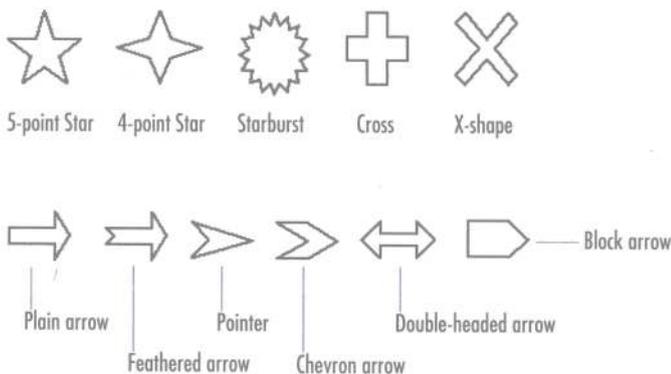
If you want to create a closed bezigon, click the first point or press Enter.

After you draw a bezigon, you can modify a curve or unsmooth the curves. See “Smoothing and unsmoothing objects” on page 11-34.

- ◆ **Note** ClarisImpact is preset not to fill a bezigon even if you’ve selected a fill in the palette. You can set ClarisImpact to fill bezigons automatically with the current fill color, pattern, or gradient by selecting **Automatically Fill** in Preferences. See “About graphics preferences” on page 2-18.

Drawing other shapes

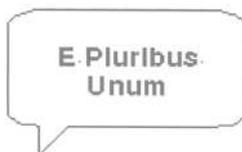
With the shape tools, you can easily draw perfect stars, starbursts, crosses, and arrows.



To draw other shapes:

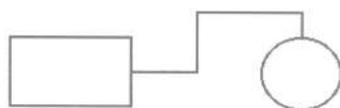
1. Select the tool from the shape tools palette.
 2. Position the pointer where you want a corner of the object to appear.
 3. Drag the tool until the object is the size you want, and then release the mouse button. ClarisImpact displays the border of the object as you drag.
- ◆ **Tip** The arrow tools draw horizontal arrows, but you can rotate them choosing **Transform** from the Arrange menu, and then choosing **Rotate**.

- ◆ **Tip** To attach text to a speech balloon so that the text always stays with the speech balloon, create the speech balloon. Then, use the text tool and enter the text inside the balloon. Select both the balloon and the text object and choose **Group** from the Arrange menu.

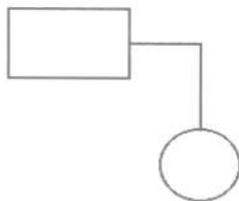


Drawing a connector line

Use the SmartConnector™ tools to connect two objects with lines. Once connected, the lines stay attached when you move, resize, or reshape the objects. For example, you can use this tool to connect shapes.



Connected objects
before moving



Objects remain connected
after moving



Right-angle
connector tool



Straight
connector tool

Connector lines are available in two styles: right angle and straight.

To draw connector lines:

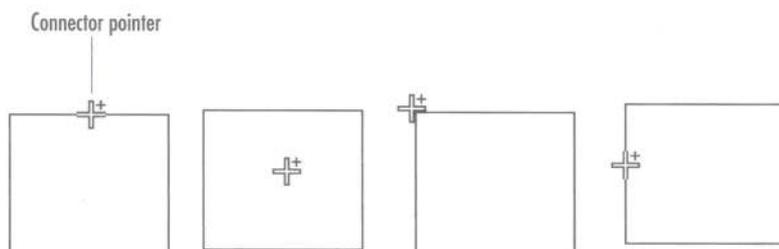
1. Draw the objects you want to connect.
2. Select the right-angle or straight connector tool from the draw tools palette.

When you position the crosshair on an object's center, corner, or boundary midpoint, the crosshair becomes a connector pointer—a hollow crosshair.

3. Position the crosshair on the first object's center, corner, or the boundary midpoint.

Make sure you see the connector pointer change to a hollow cross.

You can connect objects from their centers, corners, or boundary midpoints



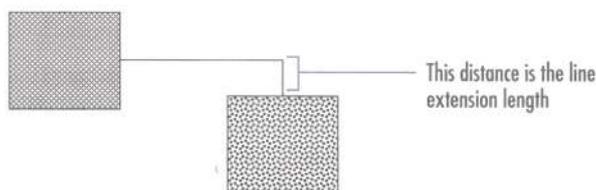
4. Click when the hollow cross appears and drag the connector line to the second object.
5. Release the mouse button when the connector pointer appears in the position you want.

To remove a connector line, select it with the selection arrow and press Delete.

- ◆ **Note** You can change the width of a connector line by selecting the line and clicking the pen size control. Select the size from the palette. You can also change the color or pattern. Select the line and choose the color and/or pattern from the pen palettes.

Changing the line extension length

On a right-angle connector line, you can set the length of the line between the object and the first bend in the line, called the *line extension length*.

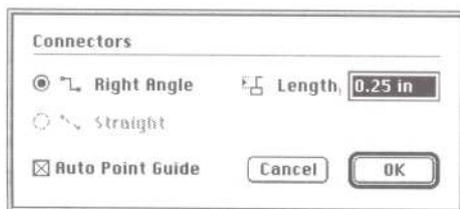


This length sets the minimum distance that can occur between the object and the first bend in the right-angle connector line.

To change the line extension length:

1. Choose **Connectors** from the **Layout** menu.

Connectors dialog box



2. Enter a value in the **Length** box.
3. Click **OK**.

Changing the connector style

Once you've connected two objects, you can change the connector line style from right angle to straight or from straight to right angle.

To change the connector style:

1. Select the connector line you want to change.
Handles appear at both ends of the line.
2. Choose **Connectors** from the **Layout** menu.
You see the Connectors dialog box.
3. Select the connector line style you want.
4. Click **OK**.
The connector line changes.

Editing draw objects

This section covers editing features (such as reshaping, smoothing, and unsmoothing) that work only on objects created with the draw and shape tools.

Reshaping objects

ClarisImpact lets you reshape existing polygons, bezigons, arcs, freehand drawings, and other shapes created with the shape tools without having to redraw them. If you've smoothed out angles, you can also restore the angularity of the drawing.

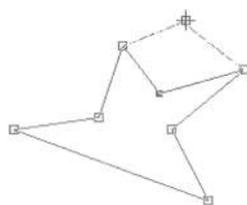
To reshape objects:

1. Select the object you want to change.
2. Choose **Reshape** from the Arrange menu.

The cursor changes shape. If the object is a polygon, hollow handles are added at each point you clicked (vertex) to draw the object. If the object is an arc, a handle appears at each end point of the arc. For objects drawn with the freehand tool, handle placement depends on the shape of the object.

3. Drag one of the handles to reshape the object.

A dotted line follows your movements to show the new shape.



Drag a handle with the cursor

4. To change a straight line to a curve in a polygon, click a handle to select it. Then, Option-drag the handle to create a curve.
5. With an unsmoothed polygon, click an edge to add a new handle (vertex).
6. When you're through reshaping, select a tool or choose **Reshape** again.

To reshape a bezigon:

1. Select the bezigon you want to reshape.
2. Choose **Reshape** from the Arrange menu.

Handles appear around the bezigon, called *points*. Points through curves are represented by circles; points through angles are represented by squares.

3. Click a handle to select it.

For each point, there are two control handles. You can drag the point or an end of the control handle to change the object's shape.



4. Drag the point to move the curve passing through the point.

To move several points, Shift-click the points and then drag a selected point.

To make fine adjustments to the location of points, select a point and press the arrow keys to move the point one gridpoint or one pixel on the screen (depending on whether the autogrid is turned on or off).

5. Drag one of the control handles to bend the curve.
6. To add new points, click the bezigon's border.

Add extra points to create additional curves in the shape. To delete a point, click it and press Delete or Backspace.

To add a control handle, Option-drag from the point. To delete a control handle, Option-click the control handle. Deleting both control handles gives you a regular curve (similar to a curve in a freehand object).

7. When you're through reshaping, select a tool or choose **Reshape** again.

Smoothing and unsmoothing objects

You can unsmooth a polygon to change straight lines and angles into curves. You can unsmooth a bezigon, freehand drawing, or other shapes created with the shape tools to change all of its curves into line segments. Or when reshaping, you can unsmooth individual points along the object's shape to create a combination of line segments and curves.

To smooth the shape of a polygon:

1. Select the polygon you want to smooth.
2. Choose **Transform** from the Arrange menu, and then choose **Smooth**.



Before
smoothing



After
smoothing

To revert from a smoothed shape to an angular shape:

1. Select the smoothed object or objects.
2. Choose **Transform** from the Arrange menu, and then choose **Unsmooth**.

The angles are restored.

To unsmooth the curves of a bezigon:

1. Select the object to unsmooth.
2. Choose **Transform** from the Arrange menu, and then choose **Unsmooth**.

The curves become angular.

- ◆ **Tip** To change a curved segment of a bezigon to a straight line, select the two points that connect the segment. Choose **Unsmooth** from the Transform menu.

To revert to the curves:

1. Select the bezigon you want to smooth.
2. Choose **Transform** from the Arrange menu, and then choose **Smooth**.

Using drawing guides

In addition to the graphics rulers and grid, ClarisImpact provides these drawing guides to help you work:

- The PointGuide™ feature finds an object's center, corners, and boundary midpoints.
- The size palette shows you the exact position of the pointer and the dimensions of objects as you draw or select them.

Finding an object's corners and midpoints

The PointGuide indicates the exact center or corners of an object, or the midpoints of an object's borders. Choose **PointGuide** from the Layout menu to display the PointGuide. When you position the pointer over the object's center, corner, or boundary midpoint, the pointer changes.



If you display the PointGuide and then move the pointer over an object's boundary, the pointer becomes hollow. When you reach a corner or midpoint, a little plus sign appears next to the pointer.



When displaying the PointGuide, the pointer changes when you're over a center, corner, or boundary midpoint

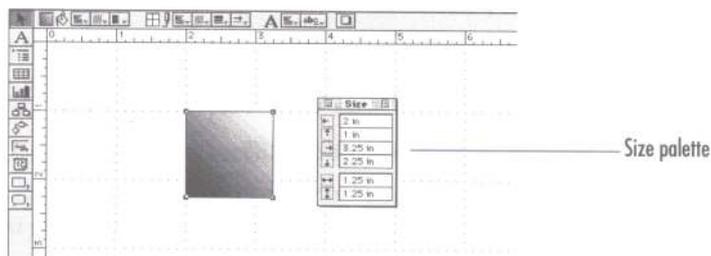
To see the PointGuide:

1. Choose **PointGuide** from the Layout menu.
2. Select the line tool if you want to draw a line from the object.
3. Position the pointer over an object.

When you position the pointer over a midpoint, the pointer changes.

Displaying an object's size

The size palette provides an easy-to-read gauge that shows the position of the pointer and the dimensions of objects as you draw or select them. When you show the size, the size palette appears.



To display the size palette, choose **Object Size** from the Arrange menu.

As you move the object, the values in the size palette change. The top four values show the object's position relative to the left and top margins. The remaining two values show the object's width and height.

You can also use the size palette to resize an object. See "Resizing objects using actual dimensions" on page 12-11.

Working with objects

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Grouping objects	12-4	Filling an object	12-17
Preventing changes	12-5	Changing an object's pen settings	12-19
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Chapter 12

Working with objects

This chapter explains how to modify the objects you've created with the models and tools. For example, you can:

- move, resize, and change the color of objects
- resize, align, and rotate chart objects
- change the colors or add drop shadows to organization chart boxes
- enhance data charts to add a more interesting look

For information about creating objects using the draw and shape tools, refer to chapter 11, "Drawing."

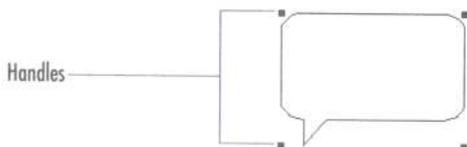
Selecting objects

Before you can change any object, you must select it. You can:

- select one object
- select several objects

- select all objects in a document
- select all drawing objects of a certain type (for example, all ovals)

Selected objects appear with handles that you drag to change the object's size, shape, or position.



Once you select objects, they remain selected until you click in a blank area or select another object.

- ◆ **Note** To change the number of handles on objects from four to eight, choose **Preferences** from the Layout menu and click the **Object Selection** option that shows eight handles.



Selection arrow

Before you select objects, click the selection arrow.

To select	Do this
One object	Click anywhere on the object. For objects with a transparent fill, click the object's line or border.
Several objects	<p>Drag the selection arrow across the objects to enclose them in a selection rectangle. Only those objects inside the rectangle are selected.</p> <p>Hold down Command and drag the selection arrow across the objects to enclose them. This selects any object, whether partially or entirely within the rectangle.</p> <p>Hold down Shift and click each object.</p>
All objects	Choose Select All from the Edit menu.
All drawing objects of a certain type	Select the tool that created the type of objects you want to select, for example, the oval tool. Choose Select All from the Edit menu.

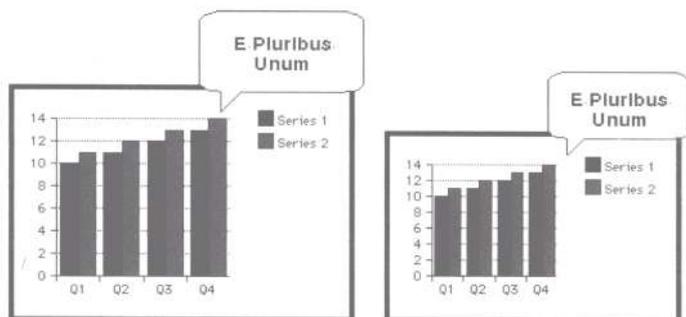
To deselect an object, click anywhere outside the object.

- ◆ **Note** Bezigons, all polygons, and freehand shapes are considered the same type—selecting the bezigon, polygon, or freehand tool and choosing Select All, selects all bezigons, polygons, and freehand shapes in the document.

Grouping objects

Sometimes you create a number of objects but want to treat the objects as a whole. For example, if you want to keep the company logo together with the company name, you can group the logo and name objects so you can work with them as a single unit. When you perform an action on a group, all members of the group are affected. For example, moving or resizing the group moves or resizes all the objects in it.

Grouped objects (the chart and the speech balloon) remain together when moved or resized



To combine several objects into one group:

1. Select the objects you want to group together by Shift-clicking or enclosing them in a selection rectangle.
2. Choose **Group** from the Arrange menu.

ClarisImpact consolidates the separate objects into a group. The group is now a single object. You can select it, move it, and resize it just as you can any other single object. You can also group a group with other objects.

To restore individual objects within a grouped object:

1. Select the grouped object.
2. Choose **Ungroup** from the Arrange menu.

ClarisImpact breaks the object up into its original component objects, some of which may be groups.

- ◆ **Important** If the **Ungroup** command changes to **Ungroup Picture**, you are trying to ungroup an imported PICT file. You can do this, but you may lose some of the picture in the process. After ungrouping a picture, you can recombine it into a single picture again by immediately choosing **Undo** from the Edit menu.

Editing a group

You can edit grouped items in a separate window without ungrouping them. Select the group you want to edit and choose **Edit Group** from the Arrange menu. When you're satisfied with the changes, click **Update Group**. This option is useful when a group is composed of subgroups and you want to maintain the subgroups after editing.

Preventing changes

After spending time developing a complex drawing, you can protect your work from inadvertent changes—your own or someone else's. When an object is protected, its handles are dimmed to indicate it can't be changed.

To protect an object from change:

1. Select the object you want to protect. (To select the whole drawing, choose **Select All** from the Edit menu.)
2. Choose **Lock** from the Arrange menu.

No changes can be made to the object. You can group locked objects.

To remove protection from a locked object:

1. Select the locked object or objects.
2. Choose **Unlock** from the Arrange menu.

You can now work with the objects as usual.

You can lock an object to prevent it from being accidentally moved or changed. When you lock an object you cannot move, cut, clear, rotate, or flip it or change its size, appearance, or stacking order. You cannot realign the object to the grid, or smooth, unsmooth, or reshape it. You can select, copy, and duplicate a locked object.

If you include a locked object among objects selected for grouping and choose **Group** from the Arrange menu, ClarisImpact locks the entire grouped object.

- ◆ **Tip** You can protect an entire document by selecting all of its objects and then locking them. When locked, none of the objects in the document can be changed.

Moving objects

You can move objects to different positions. ClarisImpact gives you several ways to move objects. You can:

- drag objects
- nudge an object in small increments with the arrow keys
- move an object's position in a stack of objects
- reposition an object with the size palette
- ◆ **Tip** Use the graphics ruler and graphics grid to help you position objects accurately. See "Working with drawing documents" on page 11-3.

Dragging objects

Any object can be moved to a different position in the work area. If you select several objects, they move together.

To move an object:

1. **Select the object.**

Shift-click objects or drag a selection box to select more than one object.

2. **Drag the object to the new position.**

Holding down Shift as you drag constrains the movement to one direction only—horizontally, vertically, or at the angle specified with Preferences.

Moving objects with the arrow keys

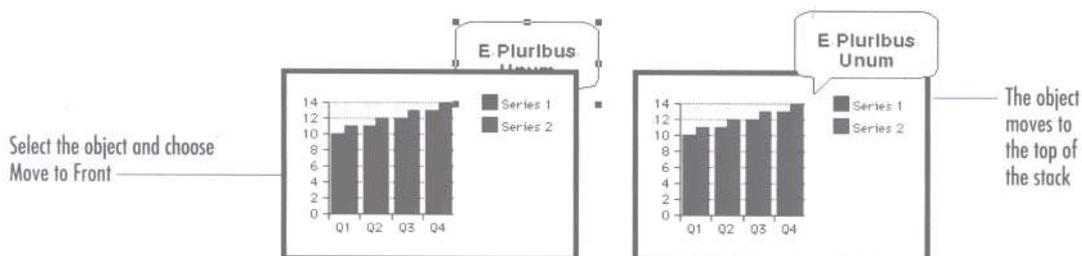
Use the arrow keys to move an object when you want to make fine adjustments to its position.

1. To move an object in small increments, select the object.
2. Press one of the arrow keys.

Each press of an arrow key moves the selected object one pixel in the direction of the arrow if the autogrid is off or one gridpoint in the direction of the arrow if the autogrid is on.

Changing the stacking order

ClarisImpact stacks objects on top of each other. If they overlap, the objects on top may cover the objects underneath. The stacking order is initially determined by the order you created the objects, with the most recent object on top of the stack.



To change an object's place in the stack:

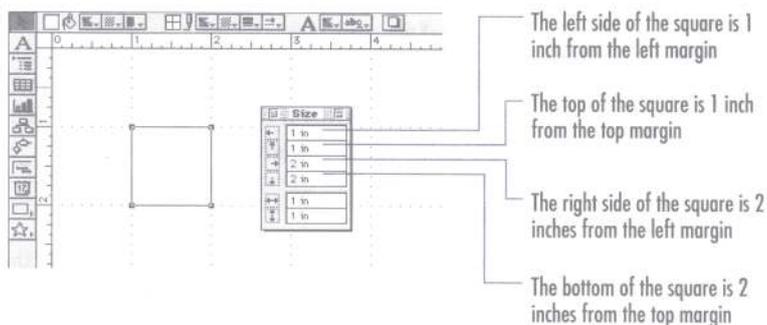
1. Select the object whose order you want to change.
2. Choose one of the four Move commands from the Arrange menu: **Move Forward**, **Move to Front**, **Move Backward**, **Move to Back**.

Move Forward and **Move Backward** change the object's position by one layer. **Move to Front** and **Move to Back** move the object to the top or bottom of the stack, respectively.

Repositioning an object with the size palette

The size palette shows the positions of an object's boundaries in relation to the page.

The size palette shows an object's position



To reposition an object with the size palette:

1. Select the object you want to move.
2. Choose **Object Size** from the Arrange menu.
You see the size palette.
3. Enter new numbers to change the position.

The position is relative to the left and top margins.

- ◆ **Tip** You can use the size palette as you draw or drag objects. The numbers in the size palette change as you draw or move the object.

Resizing objects

ClarisImpact lets you change the size of existing objects without having to redraw the object. You can resize objects individually or in relation to each other.

- ◆ **Tip** Use the graphics ruler and graphics grid to help you resize objects accurately. See "Working with drawing documents" on page 11-3.

Resizing by dragging

To resize an object by dragging:

1. Select the object whose size or shape you want to change.

To resize several objects at once, select the objects and drag a handle on one of the objects. The objects are sized proportionally.

2. Drag one of the handles to make the object larger or smaller.

If you're resizing more than one object, the objects maintain their size ratios when resized. For example, if one shape is twice as big as the other, it maintains this ratio after resizing.

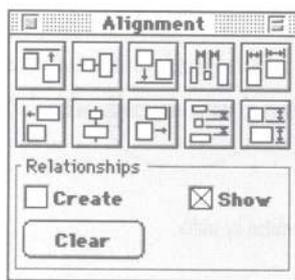
Resizing objects in relation to each other

You can resize two or more objects by width, length, or both width and length using SmartSize™ options. The objects are resized based on the stacking order—the objects are resized based on the bottom-most object's width or height.

To resize objects in relation to each other:

1. Select two or more objects.
2. Choose **Alignment** from the Arrange menu.

The alignment palette appears.



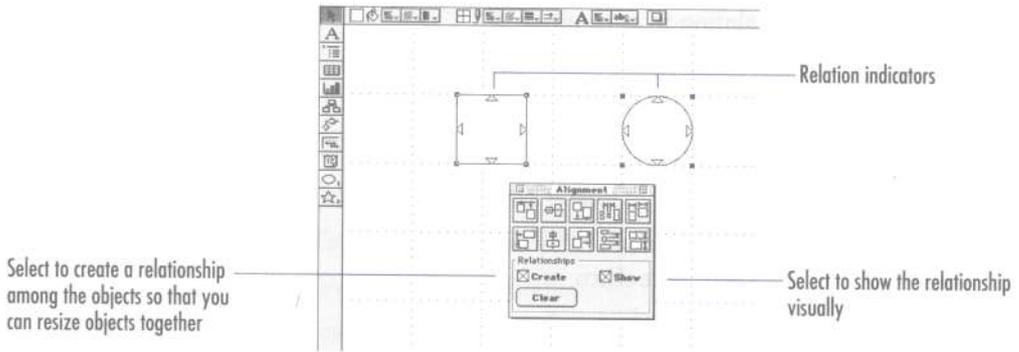
This SmartSize option keeps the objects the same width

This SmartSize option keeps the objects the same height

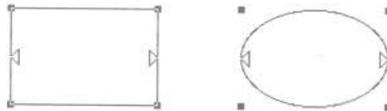
- Click the SmartSize option you want:

Option	Use to make selected objects
	The same width
	The same height

- Select the **Create** option if you want to keep the objects related so that when you change the size of one the others change automatically.
- To show the relationship visually on the screen, select **Show**.



Arrows appear on the related objects to remind you how they're related.



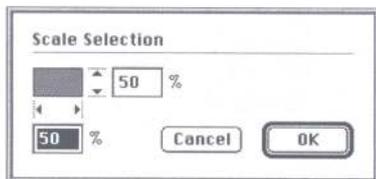
These objects are related by width

To remove the relationship between the objects, select the objects, choose **Alignment**, and then click **Clear** in the alignment palette.

Scaling objects by a percentage

To reduce or enlarge an object by an exact percentage:

1. Select the object.
2. Choose **Transform** from the Arrange menu, and then choose **Scale Selection**.



3. Type the percentage of reduction or enlargement (from 25% to 400%) you want in the two entry boxes.

To change the size proportionally, type the same value in both boxes. Preset values are 50% or the last value entered since starting ClarisImpact this time.

4. Click **OK**.

ClarisImpact reduces or enlarges the object.

Resizing objects using actual dimensions

You can change an object's size by changing its actual dimensions.

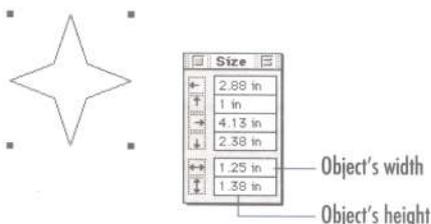
To use the actual dimensions:

1. Select the object you want to resize.

2. Choose **Object Size** from the Arrange menu.

You see the size palette.

Use these options to change the object's size



3. Enter new values for the width and height options.

Aligning objects

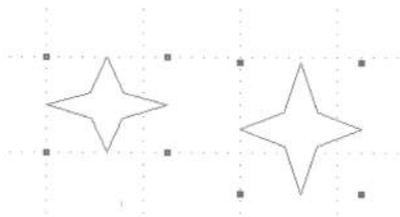
You can align objects to the grid or to each other.

Aligning selected objects to the grid

You can align objects according to the current grid spacing to ensure that the objects align precisely. Align objects to the grid when you:

- drew them on a different grid
- moved an object with autogrid turned off
- pasted an object from the Clipboard'

Objects aligned with the grid

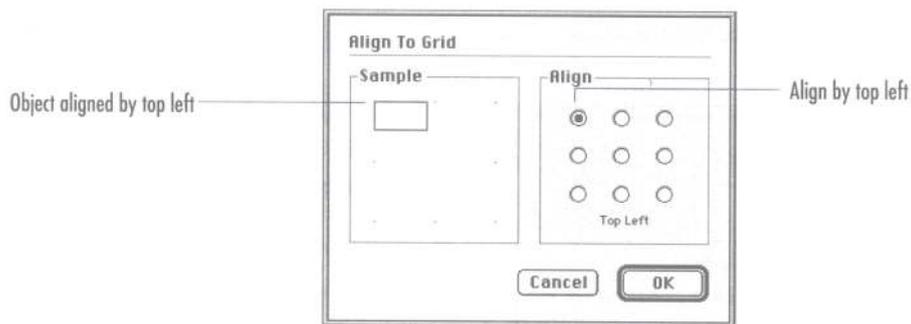


To align selected objects to the grid:

1. Select the object or objects you want to align.

2. Choose **Align to Grid** from the Arrange menu.

You see the Align to Grid dialog box.



3. Select how you want the objects to align.

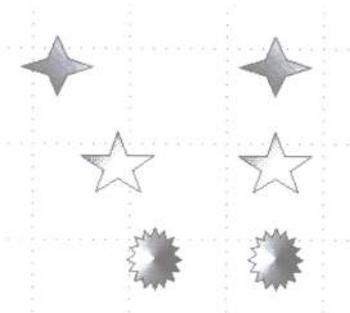
The selected objects are adjusted so that they line up along the nearest autogrid lines. The sample box illustrates how the object will align in relation to the gridpoints.

4. Click **OK**.

Aligning objects to each other

You can arrange objects in relation to each other to create rows or columns using the SmartAlign™ option.

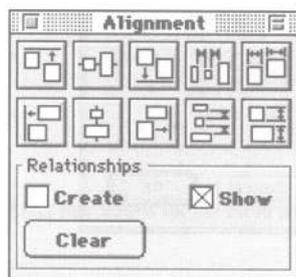
Objects aligned to create a column



To align objects in relation to each other:

1. Select the objects you want to align.
2. Choose **Alignment** from the Arrange menu.

You see the alignment palette.



3. Click a SmartAlign option.

Icon	Function
	Aligns objects by their top boundaries
	Aligns objects horizontally by their centers
	Aligns objects by their bottom boundaries
	Spaces three or more objects equidistant from each other horizontally
	Aligns objects by their left boundaries
	Aligns objects vertically by their centers
	Aligns objects by their right boundaries
	Spaces three or more objects equidistant from each other vertically

The selected objects are rearranged as specified.

4. Select **Create** if you want to keep the objects related so that when you move one the alignment is preserved.
5. To show the relationship visually on the screen, select **Show**.

- ◆ **Tip** You can also align objects that are close together by their corners or boundary midpoints using the PointGuide. For example, as you draw a rectangle to another rectangle, the PointGuide appears when the bottoms of each rectangle are aligned.

Duplicating an object

You can easily create an exact copy of an object in one step, without having to copy it and then paste it. **Duplicate** does not change the current contents of the Clipboard.

To duplicate an object:

1. Select the object you want to duplicate.
2. Choose **Duplicate** from the Edit menu or press Command-D while the object is still selected.

A copy of the object appears, slightly offset from the original. Choose **Duplicate** until you have the number of objects needed.



You can use **Duplicate** to create evenly spaced rows of identical objects. If you duplicate an object and immediately drag the copy to a new position, ClarisImpact keeps track of the distance that you drag the copy. If you duplicate again immediately, the next copy appears the same distance from the last copy.

- ◆ **Tip** You can easily place duplicates in different positions in a document. Press the Option key as you drag the object to where a copy should appear. Release the mouse button.

Flipping objects

You can turn an object upside down or flip it horizontally to produce a mirror image. You can flip any object, including text. You can also create symmetrical shapes by drawing half of the shape, making a copy, and then flipping it.

To flip an object:

1. Select the object you want to flip.
2. Choose **Transform** from the Arrange menu, and then choose **Flip Horizontal** or **Flip Vertical**.

The object changes orientation.



Original



Flipped
horizontally



Flipped
vertically

- ◆ **Note** Some objects that have been flipped cannot be rotated.

Rotating objects

You can rotate objects, including text objects, to any angle. You can rotate an object manually or by 90 degrees.

To rotate an object manually:

1. Select the object you want to rotate.
2. Choose **Rotate** from the Arrange menu.

The cursor changes.

3. Drag a handle of the selected object to rotate it.

To rotate the object in small increments, move the cursor farther away from the object as you drag a handle. The farther the cursor is from the object, the smaller the increments of rotation.

4. Release the mouse button when the object is rotated the way you want it.
5. Deselect **Rotate** from the Arrange menu or select another tool.

- ◆ **Tip** To rotate an object around its center, choose **Rotate**. Then press Option as you drag the object's handle.

To rotate an object in 90-degree increments:

1. Select the object you want to rotate.
2. Choose **Transform** from the Arrange menu, and then choose **Rotate 90**.

The object rotates counter-clockwise by 90 degrees.

Filling an object

After creating shapes and objects, you can change their appearance by:

- filling objects with a color, pattern, or gradient
- changing the width, color, or pattern of lines and object borders

ClarisImpact lets you customize patterns and gradients. See “Editing colors, patterns, and gradients” on page 2-32. You can also set the preset fill. See “Setting the fill and pen styles” on page 11-11.

Changing an object’s fill

You can change the look of objects by filling them with colors, patterns, or gradients or by making them transparent (objects beneath them show through). The fill indicator shows you the current color, pattern, or gradient you’re using.

You select the color and/or pattern. (The pattern you select appears in the current color.) You can also select a gradient. (The gradients are not affected by the current color.)

To change an object’s fill:

1. Select the object you want to fill.
2. Click the color, pattern, or gradient control to open the appropriate fill palette.

The fill color palette varies with different color systems. On a monochrome monitor, colors are listed by name.

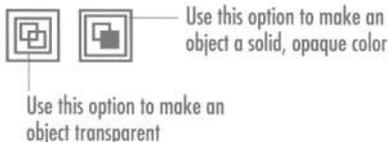
3. Select a color, pattern, or gradient.

- ◆ **Note** To have ClarisImpact display gradients more quickly, see “About graphics preferences” on page 2-18.

To make the object transparent:

1. Click the pattern control to open the fill pattern palette.

2. Select the transparent icon if you want to see through the object (no fill); select the opaque icon if you want the object to be solid.



- ◆ **Note** When you fill a transparent object with a pattern or color, the object becomes opaque.

Picking up an object's fill

With the eyedropper tool, you can quickly select a fill or pen setting. You can also copy one object's attributes and put them in another object using the eyedropper. The eyedropper tool is on the draw tools palette.

To change the default fill or pen settings to those of an existing object:

1. Select the eyedropper tool (or click the eyedropper tool once, if it's already selected).
2. To set the fill, Command-Option-click the object containing the fill you want, or to set the pen settings, Command-Shift-click the object.

To apply a fill or pen setting from one object to another:

1. Select the eyedropper tool and double-click it.

This *locks* the tool. You can also tear off the draw tools palette and double-click the eyedropper tool.

2. To pick up both the pen setting and fill, click the object whose fill you want to copy once. (To pick up only the fill, Option-Click the object. To pick up only the pen setting, Shift-Click the object.)

If the object has a drop shadow, picking up a fill also picks up the drop shadow.

3. Click the object or objects you want to fill.

- ◆ **Note** You can pick up a new fill and/or pen when the eyedropper is locked by Command-clicking an object.



Eyedropper tool

Changing an object's pen settings

You use the pen indicator to change the color, width, and pattern of lines and borders. You can add arrowheads to lines and specify whether lines are opaque or transparent.

To change an object's line or border color, pattern, or size:

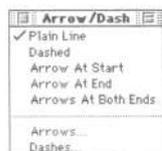
1. Select the object you want to change.
2. Click the color or pattern control to open the appropriate pen palette.
3. Select a color or pattern.
4. To change the pen size, press the pen size control and select a width.



Select	To
None	Draw an invisible line. Use this option to enclose a shape you want filled with a color or pattern without creating a visible line at the border.
Hairline	Create a hairline rule, which is a delicate line
1 through 8 points	Draw lines at preset point sizes
Other	Set a custom pen size up to 255 points

To add arrowheads to an existing line:

1. Select the line you want to change.
2. Click the arrow/dash control to open the arrow/dash palette.
3. Choose the arrow style from the palette.



To make the pen transparent:

1. Click the pen pattern control to open the pen pattern palette.
2. Click the transparent icon.

Click the opaque icon to make it a solid, opaque color again.



Use this option to make
a line transparent

Use this option to make a
line a solid, opaque color

Attaching a caption to an object

You can add a caption to any object.

To create a caption:

1. Choose **Preferences** from the Layout menu and make sure **Typing Creates New Text Object** is selected.

You can also select the text tool and click where you want the text to start.

2. Select the object that you want to add text to.
3. Start typing.

Press Return when you want to start a new line. The text is automatically centered.

- ◆ **Note** You can group the caption with the object so the text remains with the object when you move or resize it. To group the objects, select the caption and the object, and then choose **Group** from the Arrange menu.

If you want to edit the text frame, click the text tool and then click where you want to edit. You can choose a different font, size, and style for the text.

Using libraries

ClarisImpact comes with several SmartSymbol™ libraries containing objects you can use in your documents. You can also create your own collections of objects to reuse in documents without redrawing them. You store these objects in libraries.

Creating a new library

You can create a library for your own objects or create customized libraries by copying objects from existing libraries.

To create a new library, choose **New Library** from the File menu. You see an empty library. The library remains open until you close it.



After you create a library, you can put objects in it. See “Adding an object to a library” on page 12-24.



Library control

Tip You can create a new library by clicking the library control in the style bar. The Open or Create a Library dialog box appears. Click **New**.

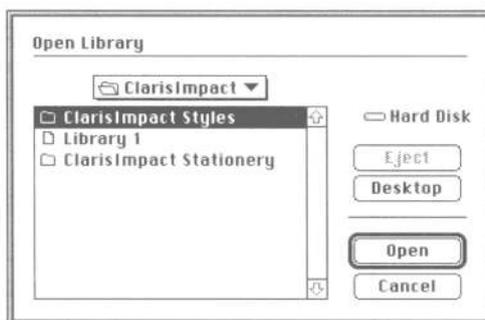
Opening an existing library

ClarisImpact comes with several libraries of ready-made objects, called *SmartSymbol libraries*. You can open these libraries or you can open a library you've created.

To open a library:

1. Choose **Open Library** from the File menu.

You see the Open Library dialog box.



2. Select the name of the library you want to open and click **Open**.

ClarisImpact opens the library palette. You can now select and place library objects into your document.



Library control

- ◆ **Tip** You can also open a library by clicking the library control in the style bar. The Open or Create a Library dialog box appears. Click the library name and then click **Open**.

Saving a library

After creating objects and placing them in a new or existing library, you need to save it to record the changes and additions.

To save a library:

1. Choose **Save** or **Save As** from the **Library File** menu.

If you're saving a new library, ClarisImpact displays the Save As dialog box.

2. Enter a name, if necessary.
3. Click **Save**.

Viewing objects in the library

You can view the objects in the library by object, by name, or alphabetically by name. You can also change how the objects are displayed in a library.

To change the library view, from the library **View** menu, choose one of the following:

Choose	To
By Object	Display library objects by their icons
By Name	List library objects by their names
Alphabetize	Display or list library objects in alphabetical order by their names
View Options	Set the number of rows and columns displayed in the library and set the size of the icons in pixels (horizontally and vertically)

Finding library objects

If you have a large library containing many library objects, you can quickly find an object by name.

To find a library object:

1. **Open the library.**
2. **Click the triangle to expand the palette.**
This expands the library palette to reveal more options.
3. **In the **Name** box, enter the name of the object you want to find.**
4. **Click **Find**.**

The library highlights the object.

Working with library objects

You can add objects to a library, name them, remove an object to make changes, and delete objects as needed. You can place a copy of a library object in a document (it becomes a clone).

Adding an object to a library

After creating an object, drawing, or model, you can place it in a library. Then, you can place copies of the library object in a document.

To add an object to a library:

1. Select the object you want to add to the library.

You can select several objects and add all of them to the library at once.

2. Open a library, or create a new one by choosing **New Library** from the File menu.
3. Click **Add**.



The triangle expands the library palette to show more options

ClarisImpact gives the object a name. You can change the name if you want. For more information on naming library objects, see the next section.

Naming library objects

ClarisImpact automatically names a new object **Object** and supplies a number. You can rename objects to give them more descriptive names.

To rename an object:

1. In the library palette, click the object you want to rename.
2. Click the triangle to expand the palette.



The palette expands to show more options

3. Click in the **Name** box and type a name for the object.
4. Click **Rename**.

Placing a library object in a document

You can copy one or more objects from a library into a document. The copied object becomes a clone of the library object.

To place a library object in a document:

1. Open the library palette that contains the object.
2. Click the library object and click **Use**, or drag the library object to where you want it to go in the document.

You can select more than one object. To select objects that are next to each other, Shift-click the object icons or names. To select objects that are not next to each other, Command-click the object icons or names. You can select all the objects by choosing **Select All** from the library Edit menu.

If you click **Use**, ClarisImpact places the object where you last clicked in the document.

Modifying a library object

To modify a library object, place it in a document, make the changes, then add it into the library again.

To modify a library object:

1. In the library palette, drag the library object you want to change and place it in the document.
2. Make changes to the object.
3. Select the object and click **Add**.

The modified object doesn't replace the original library object.

Copying and deleting library objects

You can copy a library object to another library in two ways: by dragging the object from one library to another, or by cutting or copying the object and then pasting it. You can also delete an object from a library.

To copy a library object by dragging:

1. Open the library containing the object you want to copy.
2. Open or create the library where you want to copy the library object.
3. Drag the library object to the new library.

To copy a library object by cutting and pasting:

1. Open the library containing the library object you want to copy.
2. Click the library object you want to cut or copy.
3. Choose **Cut** or **Copy** from the library Edit menu.
4. Open or create the library where you want to copy the library object.
5. Choose **Paste** from the destination library's Edit menu.

To delete a library object:

1. Open the library containing the library object you want to delete.
2. Click the library object you want to delete.
3. Choose **Delete** or **Cut** from the library Edit menu.

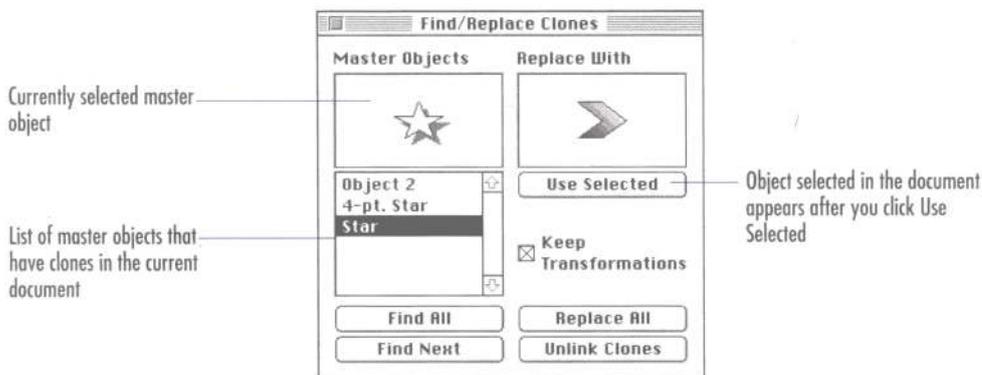
Finding and replacing clones

When you copy a library object to a document, the copied object is called a *clone*. If you've placed several clones from the same master in a document, you can quickly replace them all with a different object.

To replace multiple clones:

1. Modify an existing clone or create a new object with the draw tools.
2. Select the modified clone or new object.
3. Choose **Replace Clones** from the Edit menu.

You see the Find/Replace Clones dialog box. The dialog box lists the master objects from which you've created clones in the current document.



4. Select the master object you want to find from the list of masters.

The currently selected master object appears in the Master Objects viewing area.

5. Click **Use Selected** to display the object selected in the document in the Replace With viewing area.

This becomes the object that you will use to replace all the clones of the selected master object.

6. Choose an option from the table below.

Option	Use To
Find All	Select all the clones of the master object.
Find Next	Select the next clone of the master object.
Keep Transformations	Keep any transformations (scale, resize, flip, rotation) applied to the clone. For example, if you replace a clone that has been flipped vertically, the replacement is also be flipped vertically.
Replace All	Replace all the clones in the document with the object displayed in the Replace With viewing area.
Unlink Clones	Remove the link between a clone and its master so the master/clone replacement does not affect the unlinked clone.

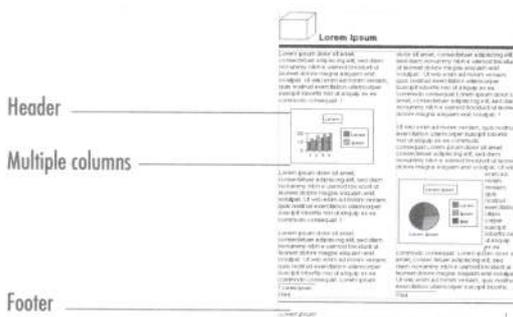
Working with text

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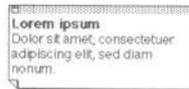
Chapter 13

Working with text

With ClarisImpact, you can work with text in a report document, an electronic note, or a text frame. This chapter describes each of these text formats and explains how to use the ClarisImpact text features.



Report document



Note



Text frame

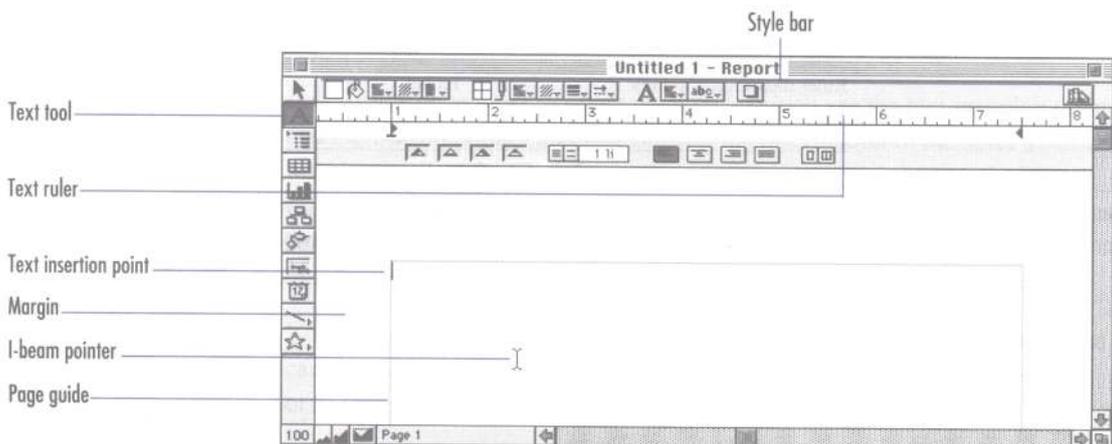
You can use most of the ClarisImpact text features in all three text formats. For example, you can add graphics to notes and you can use the spelling checker in text frames. However, certain features are only available in reports. If you want to use footnotes, multiple columns, page breaks, headers, or footers, you must work in a report document.

- ◆ **Note** ClarisImpact has an outline model. To learn about using outlines, see chapter 9, “Making outlines.”

Working with reports

Use a report document when you want to take advantage of all the ClarisImpact text features in longer, text-based documents. With reports, you can use footnotes, multiple columns, page breaks, headers, and footers.

To create a report document, choose **Report** in the New Document dialog box. For more information on creating new documents, see “Creating a document” on page 2-2. On a new report page, you see the text insertion point in the upper-left corner of a single page with margins and a text ruler. When you position the pointer within the margins, you see the I-beam pointer. As you enter information, new pages appear as necessary.



You can add models or graphics to report text. For example, you can add a data chart to a newsletter or place a logo in a brochure. You can also create a *title page* for a report using the Document dialog box in the Layout menu. A title page appears at the beginning of a report document. It looks the same as the other pages in a report, but doesn't have headers or footers, even if the rest of the document does. For more information on adding a title page, see "Changing margins and page options" on page 2-23.

You can view report pages on your screen vertically or side-by-side. You can also use the zoom controls to see all your pages at one time. For more information on viewing a report, see "Working with document windows" on page 2-12.

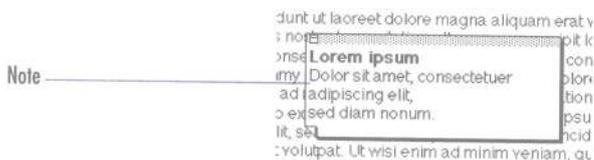
New ClarisImpact report documents have the following predefined settings.

Document elements	Settings
Alignment	Left
Columns	One
Font	12-point, plain Helvetica
Line spacing	Single spacing
Margins	1 inch from the top, bottom, left, and right sides
Page size	8.5 by 11 inches
Ruler measurement units	Inches
Tabs	Invisible, left-aligned tab stops every 1/2-inch

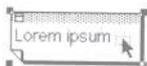
You can change the report settings for a single document using the information in this chapter. You can also create stationery templates for settings that you use frequently. For more information on using stationery, see "Using stationery" on page 2-27.

Working with notes

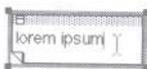
The note tool places electronic notes on a document. Try using notes to post reminders, comments, or other notices temporarily on a document or use them as speaker's notes for presentations.



After you add a note to a document, you see dark handles on the corners of the note and you can type to add text. You can also choose a font, size, and style from the Text menu before typing. If you click away from the note, the note resizes vertically to fit the information you entered.

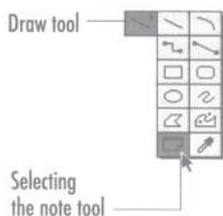


If you click the note once to select it, you see the pointer. You have now selected the note as an object and you can manipulate it like any other ClarisImpact object. For example, you can resize, cut, copy, paste, or align the note. With the note selected, you can also delete the frame, change its border, color, and fill, and add a drop shadow using the tools on the style bar. For more information on manipulating notes, see chapter 12, “Working with objects.”



If you click once more to select the note text, you see the text insertion point and the I-beam pointer and you can edit the information in the note. You can use almost all of the ClarisImpact text features in notes—except footnotes, multiple columns, page breaks, and headers and footers. (To use these features, the insertion point must be in the body of a report document. For information on opening a report document, see “Creating a document” on page 2-2.)

You can collapse notes to hide the text and you can expand them again. You can also hide or show notes in a document and print with notes showing or hidden.



To add a note to your document:

1. Click the draw tool on the tool panel, and then drag the pointer to choose the note tool.
2. Click in the document area where you want the note.

You see a new note with handles on each corner. The text insertion point blinks in the note.

3. Type the text you want.

The text automatically wraps to the next line when it reaches the right margin. As you type, the text frame expands to accommodate the text.

4. When you're finished typing, click outside the note object or press the Enter key.

Handles appear around the boundary of the note. You have several other options:

To	Do this
Hide notes from view	Choose Hide Notes from the View menu.
Show notes	Choose Show Notes from the View menu.
Edit the contents of a note	Click once to select the note, and then click inside the note for the text insertion point.
Change the size of a note	Click the note to select it and drag a handle to resize.
Collapse a note	Click the control in the upper-left corner of the note. This hides the note's contents.
Delete a note	Click the note to select it and press the Delete or Backspace key.
Expand a collapsed note	Click the control in the upper-left corner of the note.

- ◆ **Note** When you print a document, notes print if they are currently showing on the screen. If you don't want notes to print, choose **Hide Notes** from the View menu before printing.

Working with text frames

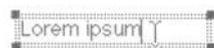
You can insert text frames in any ClarisImpact document by selecting the text tool and dragging the pointer to create left and right margins for the frame. (In a report document, press the Option key while dragging.) Text frames add labels or captions to your work.



After you add a text frame to a document, you see dark handles on the corners of the frame and you can type to add text. You can also choose a font, size, and style from the Text menu before typing. After you enter information, the frame resizes vertically if you click elsewhere on the page.



If you click the text frame once to select it, you see the pointer. You have now selected the text frame as an object and you can resize and manipulate the frame like other ClarisImpact objects. For example, you can copy, paste, rotate, flip, and align text frames. You can also delete the frame, change its border, color, and fill, and add a drop shadow using the tools on the style bar. For more information on how you can manipulate a text frame, see chapter 12, "Working with objects."



If you click the text frame one more time, you see the frame border, the text insertion point, and the I-beam pointer. You also see the frame's margins on the text ruler. You can now edit the information in the frame.

You can use most of the ClarisImpact text features in text frames—except footnotes, multiple columns, page breaks, headers, and footers. (To use these features, you must work in a report document. For information on opening a report document, see “Creating a document” on page 2-2.)

You can convert text frames to outlines when you want to see text information organized hierarchically. When you do this, ClarisImpact converts every paragraph of text to a separate outline topic. For more information about outlines, see chapter 9, “Making outlines.” (You can also convert text in a report document to an outline. For more information, see “Converting text to an outline” on page 13-18.)

If you have a complex page layout, you can link separate text frames together so that text flows from one frame to another as you add text or graphics. For more information on linked frames, see the next section, “Linking text frames.”

You can also create special text frames on objects called *captions*. For more information, see “Attaching a caption to an object” on page 12-20.

To add a text frame to a document:

1. In a drawing or presentation document, click the text tool on the tool panel.
2. Click the document page where you want the text frame. (In a report document, press the Option key while clicking the page.)
 - You see a new text frame border with handles on each corner. The text insertion point blinks in the frame.
3. Type the text you want.
 - As you type, the text frame expands to accommodate the text.



New text frame



To delete a text frame:

1. Click the border of the frame to select it.

You see dark handles on the corners of the frame to show you've selected it.

2. With the frame selected, press the Backspace or Delete or Backspace key.

You remove the frame.

To change text to an outline:

1. Position the pointer in a text frame.

2. Choose **To Outline** from the Text menu.

You see diamond-shaped bullets in front of each paragraph to show that the text frame has become an outline. You also see an Outline menu and you can use any of its commands on the text.

To change an outline back to regular text:

1. Position the pointer in the outline text.

2. Choose **To Text** from the Outline menu.

The Outline menu disappears and you see the outline change back into text.

Linking text frames

With linked frames, you can have multiple columns of different heights. When you move or change the size of one linked frame, the text flows into the next linked frame as necessary. Try linking text frames when you need to create a complex page layout with graphics and text such as a newsletter or brochure.



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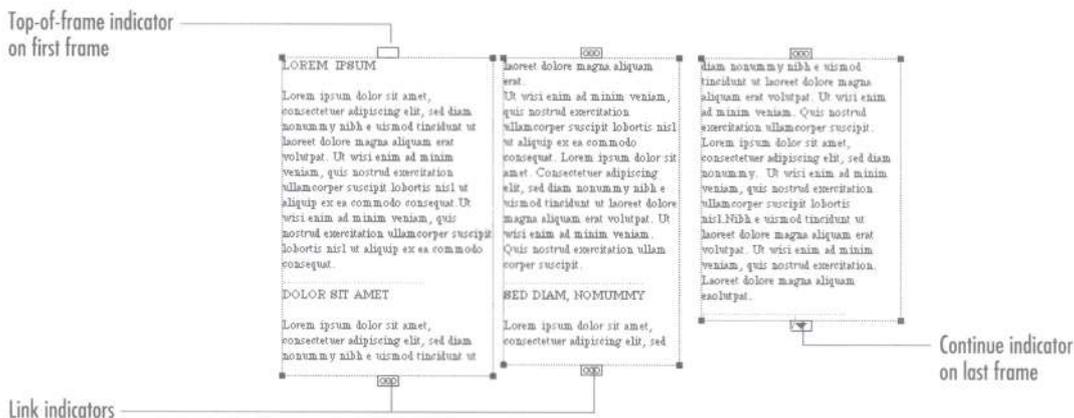
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Three linked text frames
in a drawing document

- ◆ **Tip** If you want a simple layout with multiple columns of the same height, you can use regular columns in a report document. For more information, see “Working with columns” on page 13-41.

To link frames, you first create a regular text frame using the text tool. You then choose the **Linked Text** command in the Text menu and draw another text frame. When you select a linked frame, you see a link indicator showing where the frame links to another frame. To see the links on several frames at once, press the Shift key while clicking each linked frame. You also see a top-of-frame indicator on the top of the first frame and a continue indicator on the bottom of the last frame.



- ◆ **Tip** If you plan to reuse a layout with linked frames, you can save a blank stationery document with linked frames for future use. For more information, see “Using stationery” on page 2-27.

You can have any combination of linked and unlinked frames in the same document. (For more information, see “Combining linked and unlinked frames” on page 13-13.)

To link text frames:

1. Click the text tool on the tool panel.
2. Click the document page where you want the text frame. (In a report document, press the Option key while clicking the page.)

You see the frame border with handles on each corner. The text insertion point appears in the text frame.



3. Type the text you want in the text frame.

As you type, the text frame expands to accommodate the text.

4. Click once outside the frame or press the Enter key.

You see dark handles on the frame.

5. Choose **Linked Text** from the Text menu.

6. Click the continue indicator on the frame and draw the next frame on the page where you want it.

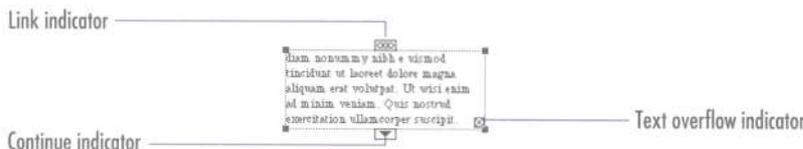
7. Repeat steps 2 through 6 until you finish adding frames.

- ◆ **Tip** You don't see existing linked text frames while you add new ones. To position a new frame next to an existing one, you can use the gridlines in a drawing document as guides. For information about hiding and showing gridlines, see "Using the graphics grid" on page 11-4.

Adding text to linked text frames

You can type, paste, or insert text in a linked frame as you normally would in a regular text frame or a report document. For more information, see "Entering text" on page 13-13.

As you enter text in a linked text frame, the information flows into the next linked frame. When you reshape a linked frame, ClarisImpact rearranges the text so that it fills as much of the frame as possible. If text overflows a linked frame, you see a text overflow indicator on the bottom, right corner of the frame.



To remove the overflow indicator, you can enlarge the frame, decrease the font size of the text in the frame, or add another linked text frame.

For information on changing the borders and fill in a linked text frame, see chapter 12, "Working with objects."

Combining linked and unlinked frames

You can combine linked and unlinked frames in the same document. For example, in a newsletter, you may want several linked text frames for a long story and an independent text frame for a separate, smaller article.

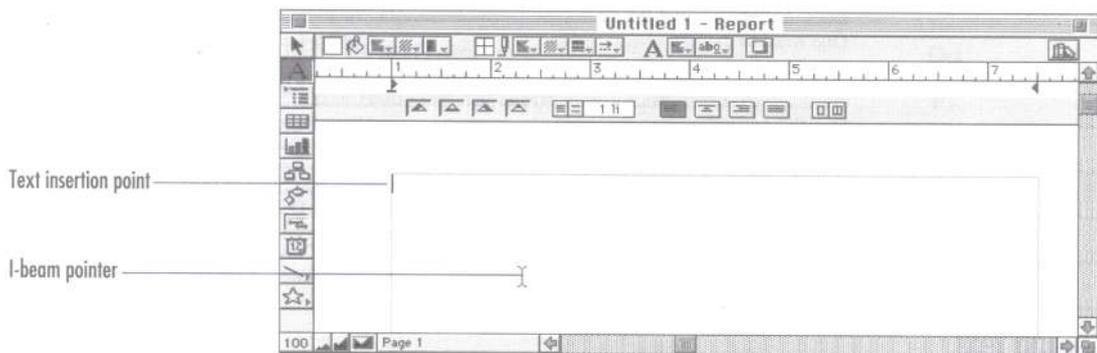
To add independent frames after you've added linked frames:

1. In a drawing or presentation document, click the background of the document to deselect the last frame you drew.
2. Click the text tool on the tool panel and draw the frame in your document.

The new frame has no link.

Entering text

When you enter text in a report document, note, or text frame, the text insertion point indicates where the text will appear. At first, the insertion point appears as a blinking vertical line in the upper-left corner of the working area. When you move the pointer to another area within the margins, the pointer becomes an I-beam.



To create a paragraph, start typing at the insertion point. You don't need to press the Return key to end a line and begin a new one. When you reach the end of a line, the insertion point moves to the next line. This is called *word wrap*.

To end one paragraph and start another, press the Return key once to end the paragraph, and then once more to insert a blank line. You can also make a line break within a paragraph by pressing Shift-Return.

- ◆ **Note** When you press the Return key to start a new paragraph, the new paragraph uses the same formats (fonts, sizes, styles, and so forth) as the previous paragraph. To change these formats, see “Changing the appearance of text” on page 13-31.

Moving the text insertion point

To edit or insert text in different parts of a window, you move the text insertion point with the mouse or the arrow keys. To type at a different spot in the text, click the mouse over some text, or use the arrow keys to position the insertion point. When you do this, the insertion point blinks at that spot in the text.

The following table shows shortcuts for moving the insertion point with the arrow keys.

To move the insertion point	Press
One character left or right	Left or Right Arrow
One word to the left	Option-Left Arrow
One word to the right	Option-Right Arrow
One line up or down	Up or Down Arrow
To the beginning of a paragraph	Option-Up Arrow
To the end of a paragraph	Option-Down Arrow
Through a document continuously	Up or Down Arrow

Revising text

Whenever you make a typing mistake, you can correct it by pressing the Delete or Backspace key. Each time you press one of these keys, you erase the last character you typed. After deleting, you can retype the text to correct the error.

- ◆ **Note** When you press the Delete or Backspace key, you remove text permanently, without placing a copy on the Clipboard. To put a copy of selected text on the Clipboard, select the text and choose **Cut** or **Copy** from the Edit menu. Keep in mind that when you use **Cut** or **Copy**, whatever you last placed on the Clipboard is replaced by the new selection that you cut or copy.

To undo an action, choose **Undo** from the Edit menu immediately after the mistaken action—before you type anything else. To return to the modified version, choose **Redo** from the Edit menu. Both the **Undo** and **Redo** commands reverse only your most recent action.

For other editing actions, first select the text you want to change, and then choose a command from the Edit menu or use a keyboard shortcut. For information on selecting text, see the next section.

The following table summarizes the keyboard shortcuts you can use for editing a document.

To do this	Press	Or, on an extended keyboard, press
Delete the previous character	Delete	
Delete the next character		Del
Undo or redo your last action	Command-Z	F1
Cut a selection	Command-X	F2
Clear, or erase, a selection		Clear
Copy a selection	Command-C	F3
Paste a copy of a selection	Command-V	F4

Selecting text

To make corrections or changes in your text, position the I-beam pointer next to the block of text you want to select, and then drag across the text.

ClarisImpact highlights the selected text. You can now retype the text or choose a command to change the text. If you press any key, you replace the selection.

Selected text ready
for editing

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The following table shows some shortcuts you can use to select text elements by clicking the mouse.

To select	Do this
A word	Double-click the word.
A line	Click three times in the line.
A paragraph	Click four times in the paragraph.
All the text in the current frame or document (except headers, footers, or footnotes)	Choose Select All from the Edit menu, or press Command-A.
All the text in a report header, footer, or footnote	Position the pointer in the header, footer, or footnote and then choose Select All from the Edit menu, or press Command-A.
An extended area of text	Place the insertion point, and then hold down the Shift key while pressing the Up or Down Arrow key.

- ◆ **Tip** To select a large block of text quickly, you can use a mouse technique called *Shift-clicking*. To do this, click to place the insertion point at the start or end of the text you want to select. Hold down the Shift key, and then click at the other end of the text block.

Moving text

You can select text and move it to another location in the document. Use the **Cut** and **Paste** commands or press the Command and Option keys and click in the new location.

To move text by cutting and pasting:

1. Select the text you want to move.
2. Choose **Cut** from the Edit menu.

You see the selected text disappear from the screen while it moves to the Clipboard.

3. Set the insertion point where you want to move the text.
4. Choose **Paste** from the Edit menu.

The text appears in its new position at the insertion point.

Text selected

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Text cut and pasted to a new location

- ◆ **Tip** If you want to check the contents of the Clipboard, choose **Show Clipboard** from the Edit menu. To close the Clipboard, click its close box.

To move text directly within a page or single text frame:

1. Select the text you want to move.
2. Press the Command and Option keys while clicking the area where you want to move the text.

The text appears in its new position at the insertion point.

Copying text

You can copy selected text and place as many copies as you want in different locations in the document or in another document. Each time you use the **Copy** command, the new selection replaces the previous contents of the Clipboard.

To copy text:

1. Select the text you want to copy.
2. Choose **Copy** from the Edit menu.

The selected text remains on the screen. A copy of the text moves to the Clipboard.

3. Click the location in the document where you want to insert the text.
4. Choose **Paste** from the Edit menu.

You see a copy of the contents of the Clipboard at the insertion point.

Deleting text

When you delete text, you can either remove it permanently, or place a copy on the Clipboard to paste elsewhere in a document.

To remove text permanently:

1. Select the text you want to delete.
2. Press the Delete or Backspace key or choose **Clear** from the Edit menu.

To remove text and keep a copy to paste elsewhere:

1. Select the text you want to remove.
2. Choose **Cut** from the Edit menu.

A copy of your selection moves to the Clipboard. You can now paste the text somewhere else.

Converting text to an outline

You can change text in reports and text frames into outlines when you want to see text information organized hierarchically. When you do this, ClarisImpact converts every paragraph of text to an outline topic. For more information about outlines and topics, see chapter 9, "Making outlines."

- To change report text to an outline, open a report document and choose **To Outline** from the Text menu. You see diamond bullets to the left of each paragraph.

Finding and changing information

One of the advantages of working on a computer is the speed with which you can find and revise information within a document. For example, if you need to update a product name everywhere it occurs in a brochure, you can quickly search for the old name and replace it with the new name.

In ClarisImpact, you can search for specified text and characters and change the information automatically. Or, you can find each instance and change it individually.

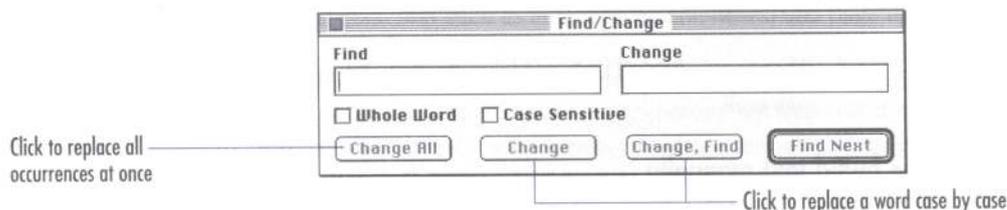
Finding and changing a word or phrase

To find and change a word or text phrase:

1. Choose **Find/Change** from the Edit menu, and **Find/Change** from the submenu.

You see the Find/Change dialog box.

If you have already searched for text since opening ClarisImpact, the Find/Change dialog box displays the text you last searched for.



2. For **Find**, type the word or phrase you want to find.
3. For **Change**, type the new text to replace the found word or phrase, or leave it blank.

4. If you want to, set options to limit the search.

Option	To find
Whole word	Only the word or phrase itself and not text that contains that word or phrase
Case sensitive	Only the occurrences with capitalization that exactly matches the contents of Find

5. Click **Find Next**.

ClarisisImpact finds the specified text and selects it.

6. If you want to replace the found text, click one of the **Change** buttons.

Option	To replace
Change All	All occurrences of the text in the document at once. You see a message reminding you that changing all occurrences is not undoable. When all the text is replaced, you see a message that tells you the number of occurrences that were replaced.
Change	The selected text without searching for another occurrence
Change, Find	The selected text and then search for the next occurrence

To change the found text by hand, see the next section, “Changing found text manually.”

7. When you are finished finding and changing text, click in your document to return to your work.

Changing found text manually

You can change text manually, and then return to the Find/Change dialog box to continue finding and changing text automatically.

To change found text manually:

1. Click once in the document to make it active.
2. Make any changes you want to the text.

3. Return to the Find/Change dialog box.

If the Find/Change dialog box is in view, you can click it to bring it in front of the document to resume the search. If you cannot see the dialog box, choose **Find/Change** from the Edit menu, and **Find/Change** from the submenu.

Finding text that matches a selection

If you have more than one occurrence of the same text in a document, you can quickly find other occurrences of that text. For example, you can make sure that a name or address appears correctly in several places in the same document.

To find text that matches selected text:

1. In the document, select words or characters you want to match.
2. Choose **Find/Change** from the Edit menu, and **Find Selection** from the submenu.
ClarisImpact finds the next occurrence of the text you selected.
3. Choose **Find/Change** from the Edit menu, and **Find Again** from the submenu to find additional occurrences.

Finding formatting characters and special text

ClarisImpact documents contain formatting characters, such as return characters, tab characters, and symbols for column breaks. You can search for these characters the same way you search for regular text. You also can search for special text such as automatic dates, times, and page numbers.

Formatting characters are preset to be hidden from view in your document. You can show the formatting characters before you find and change them. For more information on showing formatting characters, see the next section, "Using formatting characters."

To find formatting characters and special text:

1. Choose **Find/Change** from the Edit menu, and **Find/Change** from the submenu.

2. For **Find**, type the character's substitute.

To find	Press or type	You see this in the Find text box
Automatic date	\d	\d
Automatic time	\h	\h
Automatic page number	\#	\#
Backslash (\)	\\	\\
Break (column or page)	\c or Command-Enter	\c
Fixed date	(text)	(text)
Fixed page number	(text)	(text)
Fixed time	(text)	(text)
Footnote	\f	\f
Line break	\l	\l
Non-breaking space	Option-Space bar	(nothing)
Paragraph return	\p or Command-Return	\p
Space	Space bar	(nothing)
Tab	\t or Command-Tab	\t

3. For **Change**, type a replacement or leave blank.

4. Click **Find**.

ClarisImpact finds and selects the formatting character or special text. You can delete the selection or replace it with another formatting character by using the change buttons the same way you do with text.

For more information on working with the Find/Change dialog box, see "Finding and changing a word or phrase" on page 13-19.

Using formatting characters

Formatting characters are nonprinting, “invisible” characters that change the format of your document. For example, when you press the Return key at the end of a paragraph, you insert a return character that moves the insertion point to the next line.



In a new ClarisImpact document, the formatting characters are invisible. You can view the characters for more precise control while editing. For example, if you accidentally insert an extra tab in a column of numeric data, you can see the extra tab character and delete it.

The following table lists the ClarisImpact formatting characters, as well as the keys you press to enter each character. The table also lists the symbols you see if you selected **Show Invisibles** in the Preferences dialog box. For information on working with the Preferences dialog box, see “Setting preferences” on page 2-16.

To enter	Press	You see
Break (column or page)	Enter key	↓
Line break	Shift-Return	⇧↵
Nonbreaking space	Option-Space bar	·
Paragraph return	Return key	↵
Space	Space bar	·
Tab	Tab key	→

You can search for formatting characters in your document using the Find/Change dialog box. For example, you can search your text for places where you mistakenly typed two spaces after a period, and then replace the spaces with one space. For information on using **Find/Change**, see “Finding and changing information” on page 13-19.

To view formatting characters on your screen:

1. Choose **Preferences** from the Layout menu.
2. Click **Show Invisibles** in the Text area of the Preferences dialog box.
3. Accept the setting and close the dialog box by clicking **OK**.

You see the formatting characters in your document.

- ♦ To delete a formatting character, place the insertion point to the right of the character and press the Delete or Backspace key.

Using the spelling checker

You can check spelling in any ClarisImpact document, note, text frame, or model. When you do a regular installation, ClarisImpact installs the correct dictionaries for you—a *Main Dictionary* with around 100,000 words and a *User Dictionary* you can use for special terminology or names.

You can also add other User Dictionaries if you have special kinds of documents you need to check. For example, you can add names to one User Dictionary and part numbers to another User Dictionary. When you check your spelling, ClarisImpact consults the Main Dictionary and all User Dictionaries. The spelling checker also counts the words in your document.

You can also look up synonyms for a word. For more information, see “Finding synonyms” on page 13-30.

Checking spelling in a document

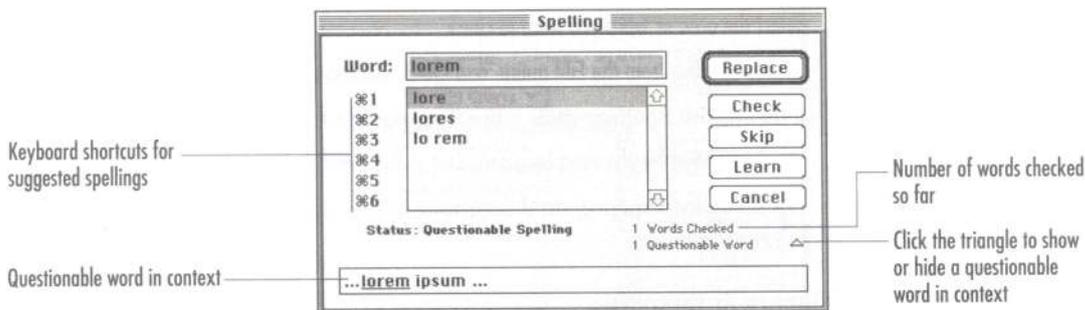
During a normal installation, ClarisImpact gives you a Main Dictionary and a User Dictionary. A Main Dictionary is required to check spelling. If you want to use a different User Dictionary, see “Installing a dictionary or thesaurus” on page 13-26.

To check spelling in the current document:

1. Choose **Spelling** from the Edit menu, and **Check Document** from the submenu.

Check Document checks the whole document.

As the spelling checker starts, you see the Spelling dialog box.



2. Replace the word by typing the correct word in the **Word** box, or select one of the other options:

Option	To
Replace	Replace the word, select a word from the list of replacements and click Replace. (You can also double-click a suggested replacement or type the keyboard shortcut beside a suggested word and press Return.)
Check	Change the word yourself, edit the word in the Word box and click Check to have the spelling checker verify the new spelling. If the word is okay, click Replace. If the word is not okay, ClarisImpact suggests a replacement.
Skip	Accept the word as is, click Skip. The spelling checker skips the word throughout the current spell-checking session.
Learn	Add the word to the dictionary, if you've set up a User Dictionary
Cancel	Cancel the spelling check

The spelling check continues until the end of the document is reached (or until you click **Cancel**). When the check is complete, the **Replace** button changes to **Done** and the other buttons are dimmed.

If ClarisImpact finds no spelling errors, it tells you so in the status area at the bottom of the dialog box.

3. Click **Done** to return to the document.

Checking the spelling of selected text

Checking the spelling of selected text is useful if you're working in a long document and don't want to run a complete spelling check. It's also a quick way to look up the spelling of a single word.

To check the spelling of selected text:

1. **Select the area or word you want to check.**
2. **Choose *Spelling* from the Edit menu, and *Check Selection* from the submenu.**

You see the Spelling dialog box (shown in the previous section).

3. **Select an option for the word by responding to the dialog box.**

For more information on the options in this dialog box, see step 2 in the previous section.

Installing a dictionary or thesaurus

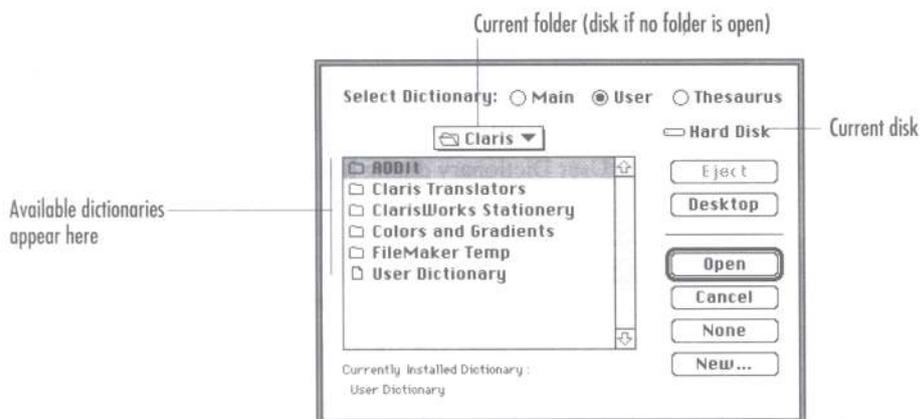
The ClarisImpact Installer places the Main Dictionary, User Dictionary, and Thesaurus in the Claris folder (in the System Folder), so you can use them while you work with ClarisImpact.

If you want to use different dictionaries, you can do so by *installing* the dictionaries. You can install and use two dictionaries with the ClarisImpact spelling checker: one Main Dictionary and one User Dictionary that you set up yourself. If you've already set up a User Dictionary in another Claris product, you can use that dictionary for ClarisImpact.

You can also install a *thesaurus* to look up synonyms for words in a ClarisImpact document.

To install a dictionary or thesaurus:

1. Choose **Spelling** from the **Edit** menu, and **Install Dictionaries** from the submenu.
You see the Install Dictionaries dialog box.



2. Click **Main**, **User**, or **Thesaurus**.

The list of available dictionaries changes, depending on the button you select. You can use the scrolling list, the pop-up menu above the list, and the **Eject** and **Desktop** (or **Drive**) buttons to locate the dictionary. Refer to the documentation that came with your Macintosh if you need help.

3. Select the dictionary or thesaurus name.
4. Click **OK** (or double-click the name) to return to the document.

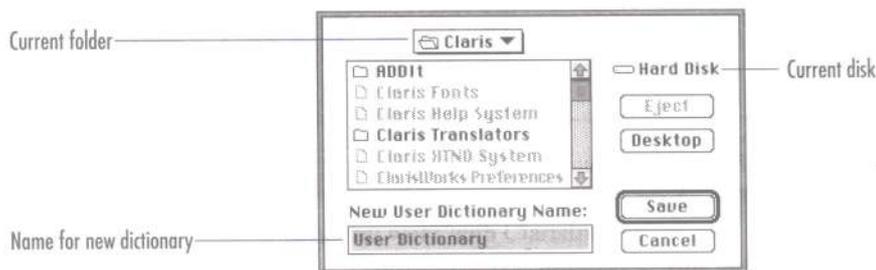
Adding a User Dictionary

You may find a User Dictionary helpful if a document contains specialized terms or proper nouns that don't appear in the Main Dictionary. You can create several different dictionaries with special sets of words you use frequently.

To add and install a User Dictionary:

1. Choose **Spelling** from the Edit menu, and **Install Dictionaries** from the submenu.
2. In the Install Dictionaries dialog box, click **User** and then click **New**.

You see the New User Dictionary dialog box.



3. Type a name and click **Save**.

The new User Dictionary is now ready for you to add entries.

- ◆ **Tip** When you name a User Dictionary, give it a logical name, such as “Customer Dictionary” or “Part Number Dictionary.” Specific names help you recognize a dictionary later if you need to reinstall it or use it on a different computer.

Working with a User Dictionary

Once you've created and installed a User Dictionary, you can keep it up to date by adding new terms, editing terms, teaching it words when you check spelling, or removing words from the current list.

To edit a User Dictionary:

1. Choose **Spelling** from the Edit menu, and **User Dictionary** from the submenu.

You see the User Dictionary dialog box. Current entries are in the scrolling list.



2. For **Entry**, type a new word and click **Add**.

To change an existing word, select the word in the list, click **Remove**, type the revised word in the **Entry** box, and then click **Add**.

To remove a word, select the word and click **Remove**.

3. Click **OK** to store the changes you made.
4. Click **Cancel** if you decide against the changes.

You're asked to confirm the decision.



Click **OK** to leave the User Dictionary as it was before you made changes.

To close a User Dictionary:

1. Choose **Spelling** from the Edit menu, and **Install Dictionaries** from the submenu.
2. In the Install Dictionaries dialog box, click **User**.
3. Click **None**.

ClarisImpact closes the User Dictionary for the current session.

Finding synonyms

When you're searching for precisely the right word, you can look up synonyms—words of similar meaning—in the onscreen thesaurus that comes with ClarisImpact. A thesaurus is a collection of words organized by synonyms.

If you did a complete install, the US English thesaurus was installed when you installed ClarisImpact. This thesaurus can suggest synonyms for more than 220,000 words. If you'd rather use another thesaurus, you can install it in the same way you can install a dictionary to use with the spelling checker. For more information, see "Installing a dictionary or thesaurus" on page 13-26.

Looking up a word

To look up a word:

1. Select the word in your document for which you want synonyms.
2. Choose **Spelling** from the Edit menu, and **Thesaurus** from the submenu.

The Thesaurus dialog box opens with the word you selected in the **Find** box and synonyms listed above.

1. If you haven't selected a word, you can type a word in the **Find** box and click **Lookup**.



The thesaurus sorts synonyms by parts of speech. The ∞ symbol indicates the start of a new chain of synonyms with a new or slightly different meaning. If the scroll bar is active, you can scroll to review more synonyms.

3. If you don't see a word you like, select one of the synonyms and click **Lookup** to see more words.
4. When you find a word you like, click the word, and then click **Replace** (or double-click the word you want).

ClarisImpact replaces the original word and closes the dialog box.

Reviewing previous selections

When using the thesaurus, you can look up synonyms for more than one word and compare what you find.

To review previous selections:

1. In the Thesaurus dialog box, click **Last Word**.
The window lists up to 10 of the most recent words you looked up since opening the dialog box.
2. Select a word from the list and click **Lookup** to review its synonyms (or double-click the word you want).
3. Click **Cancel** to close the dialog box when you've reviewed the synonyms, or select a word and click **Replace**.

Changing the appearance of text

ClarisImpact report documents are preset to use the Helvetica font in a 12-point size and Plain Text style. You can change the text format, either before or after typing, by using commands in the Font, Size, and Style menus. On the style bar, you have two text style controls that open to palettes. You can change the color of your text using the text color control. You can apply preset styles or create custom styles using the text style palette.

You can change the capitalization of text using the **Case** commands in the Text menu. For example, you can change text in a title to capital letters. Any changes you make using the **Case** commands apply to the current text only; they aren't saved in custom styles.

- ◆ **Tip** If you plan to use the same styles in several documents, you can save the styles in a stationery document. For information about stationery, see "Using stationery" on page 2-27.

About fonts

A font is a collection of letters, numbers, punctuation marks, and other typographical symbols with a consistent appearance. Here are two examples.

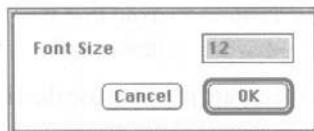
Helvetica font — Lorem ipsum.
Times font — Lorem ipsum.

You can change fonts by selecting text, and then choosing a font in the Font submenu in the Text menu. For instructions on installing additional fonts, see the documentation that came with your Macintosh.

About type sizes

Type size is measured in units called points. A *point* is a typographic unit of measure, equal to about 1/72 inch. To apply a type size to your text, select the text and choose a size from the Size submenu in the Text menu. Or, specify a custom size by choosing **Size** from the Text menu, and **Other** from the submenu. Type the size you want and then click **OK**.

Font Size dialog box



Your document can have different type sizes for different purposes. For example, you can use an 18-point headline and 12-point body text.

18-point type size

Lorem ipsum

12-point type size

Dolor sit amet, consectetur adipiscing elit, sed diam nonummy nibh euismod tincidunt ut laoreet dolore magna aliquam erat volutpat. Ut wisi enim ad minim veniam, quis nostrud exercitation ullamcorper suscipit lobortis nisl ut aliquip ex ea commodo

About type styles

You can apply one or more type styles to your text to change the way text appears. After selecting text, you can choose from the styles in the Style menu.

You can combine several styles to create special effects. For example, you can make text both bold and italic, and then add an underline. When you do this, checkmarks appear by the names of each of these styles in the Style menu. If you change the styles, the checkmark moves to reflect the new setting. To remove several styles at once, you can select the text and then choose the **Plain Text** style.

You can also apply color to text. In slide shows, changing the text color—using blue for headlines, for example—can make a dramatic impact. To change text color, you can use the text color control on the style bar or choose **Color** from the Text menu. To print text in color, you need a color printer. For more information on printing, see “Printing your work” on page 2-7.

To change the font, size, style, or color of text:

1. Select the text you want to change, or position the insertion point and click where you want to begin typing text with the new settings.
2. Choose the new text settings from **Font**, **Size**, or **Style** in the Text menu.

To make text a different color, click the text color control on the style bar or choose **Color** from the Text menu, and then select a color from the color palette.

You see the text in the new font, size, style, or color.

To change the capitalization style of text:

1. Select the text you want to change.
2. Choose **Case** from the Text menu, and then choose **lowercase**, **UPPERCASE**, or **Title** from the submenu.

You see the text in the new capitalization style.

Using custom text styles

When you format text in a ClarisImpact document, you typically choose a font, size, style, and perhaps a color or shade of gray. Each format must be applied separately. If you find that you frequently use certain combinations of text formats in a document, try applying them with a single command. A custom style is a combination of text formats (font, size, style, color) that you set up as a single style. Custom text styles can include any text format except the **Case** commands in the Text menu.

Custom styles are especially useful for formatting long text documents like reports, where you can have several types of headings, captions for illustrations, or other special text with a unique appearance. ClarisImpact offers several preset custom styles that you can apply to your text. To apply these styles, click the text style control on the style bar and then drag the pointer to choose a style.

- ◆ **Tip** Custom styles exist in the current document only. If you plan to reuse a particular text design more than once, try saving the custom styles in a stationery document. Doing so makes the custom styles available whenever you open a copy of the stationery. For more information on setting up stationery, see “Using stationery” on page 2-27.

Using preset custom styles

Applying a custom style reformats selected text with the style’s settings. You can use any of the ClarisImpact styles shown in the text style control on the style bar. You can apply only one custom style to selected text at a time—you can’t combine custom styles by applying one and then another to the same text. However, you can apply a custom style and then modify the selected text using commands in the Text menu.

After you try out a style, you can immediately choose **Undo** from the Edit menu to return to the previous style. To restore the text to a plain, Helvetica, 12-point font, you can choose **Regular text** from the list of preset styles.

To apply a preset style:

1. In any ClarisImpact document, select a passage of text or position the pointer where you want to begin typing in the new style.
2. Click the text style control on the style bar, and then drag the pointer to choose a preset style.



You see the text in the style you chose.

Adding a custom style

You can define your own custom styles for a document and add them to the list of styles. To do this, use the text style control to open the Define Text Styles dialog box.

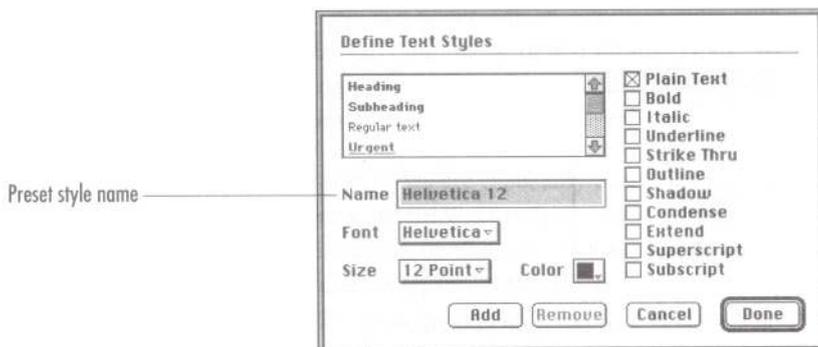
To add a custom style:

1. Open the document in which you want to create the style. If you want to add a custom style that matches text you've already styled, select the text.
2. Click the text style control on the style bar and then drag the pointer to choose **Define Text Styles**.

You see the Define Text Styles dialog box. If you selected text, you see the attributes of that text in the dialog box.

3. For **Name**, type a name for the style.

If you don't type a new name, ClarisImpact uses the preset name (the current font and size) for the new custom style.



4. To define a new style, choose text formats from the Define Text Styles dialog box. To define a style based on selected text, skip to the next step.
5. Click **Add**.

You see the name of the style at the bottom of the scrolling list of styles.

6. If you want to add more styles, repeat steps 3 through 5. If you are finished adding custom styles, go to the next step.
7. Click **Done** to accept your changes and close the Define Text Styles dialog box.

The style (or styles) you defined are added to the bottom of the text styles palette.

For information on using a custom style after you've added it, see "Using preset custom styles" on page 13-34.

Modifying a custom style

You can change the ClarisImpact preset text styles and any of your own custom styles. You may want to change styles if you don't like the way a custom style looks in your document.

- ◆ **Important** The changes you make to an existing custom style don't affect text you've already formatted in that style. To change styled text to the new custom style, you must select the text and reapply the modified style.

To modify a custom style:

1. From any ClarisImpact document, click the text style control on the style bar and choose **Define Text Styles**.

You see the Define Text Styles dialog box (shown in the previous section).

2. From the list of custom styles, select the name of the style you want to change.

Custom styles are arranged in the order in which they were defined.

3. Make the changes you want.

In the Define Text Styles dialog box, you can choose a new font, size, and color, and a different combination of styles.

4. If you want to modify another style, repeat steps 2 and 3. If you are finished modifying custom styles, go to the next step.
5. Click **Done** to close the Define Text Styles dialog box.

Removing a Custom Style

Removing a custom style clears its name from the list of styles in the Define Text Styles dialog box and removes it from the text styles palette.

To remove a custom style:

1. From any ClarisImpact document, click the text style control on the style bar and choose **Define Text Styles**.

You see the Define Text Styles dialog box.

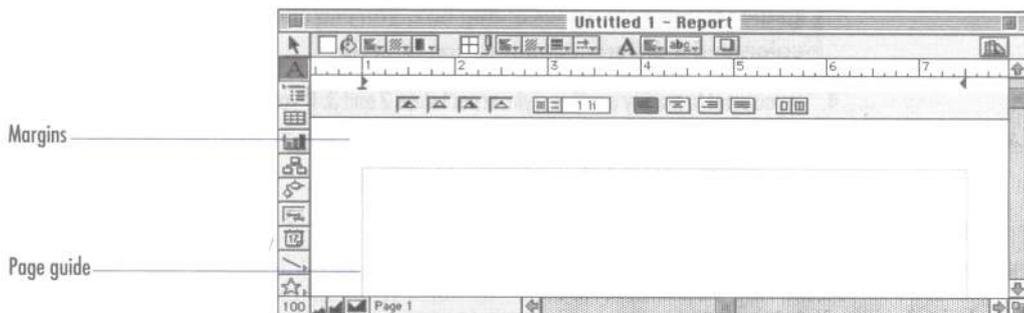
2. From the scrolling list of styles, select the name of the custom style you want to remove.
3. Click **Remove**.
4. To continue removing custom styles, repeat steps 2 and 3.
5. When you finish removing styles, click **Done**.

Working with pages

With report documents, you can change margins, add a title page, change your view of the page, and print individual pages. You can also go directly to a page or insert a page or column break. The information in this section applies only to text in report documents, not to notes and text frames.

Understanding margins

ClarisImpact report documents are preset to show a border around the printable area of the page. The border, called a *page guide*, appears on the screen, but doesn't print. Around the gray page guides you see the *margins*—the blank edges of the page.



If you're working on a small-screen Macintosh, you can hide margins to see more of a report. Or, you can hide page guides to get a preview of the printed report. Showing or hiding margins and page guides changes the way the page looks on the screen, but not the way the page prints.

By changing the positions of margins, you can change the size of the page you work with. It's possible to set margins so that some information on your page is outside the printable area of your printer. Check the built-in margin settings in your printer manual if this happens. For more information on changing margins or the printable area, see "Changing margins and page options" on page 2-23.

Viewing and printing pages

With report documents, you can change your view of the pages onscreen. For example, you can see how facing pages will look when printed by viewing two pages next to each other. Or, you can use the zoom controls to see an entire page or to enlarge details. For more information on options for viewing pages, see “Working with document windows” on page 2-12.

You can change the starting page number of a document using the Document dialog box in the Layout menu. For example, you can divide a long document into separate chapter files. If you change the starting page number of each file before you print, you can print the chapter files with consecutive page numbers. You can also use the Document dialog box to set up a title page without headers, footers, or footnotes. For information about changing the starting page number and adding a title page, see “Changing margins and page options” on page 2-23.

To print report pages, open a report document and then choose **Print** from the File menu. For more information about printing options, see “Printing your work” on page 2-7.

Going to a page

You can go directly to a page in a report document without using the scroll bars. Doing so is useful when you know exactly where to find the information you want in a document—for instance, if you’re entering changes from a printed copy of the document.

To go to a page:

1. In a report, double-click the page indicator in the bottom-left corner of the document window.

You see the Go to Page dialog box.



2. Type the number of the page you want to go to and click **OK**.
ClarisImpact scrolls to the page.

Setting page and column breaks

When you open a ClarisImpact report document, it contains a single page with one column. ClarisImpact creates page or column breaks in a report document whenever information extends beyond the bottom of a page or column. If you want to end the page or column in a report before it fills up, you can create your own break at the insertion point. (Notes and text frames don't have page or column breaks.)

When you insert a break, ClarisImpact adds an “invisible” formatting character at the break. If your report page contains only one column of text, ClarisImpact inserts a *page break*; the insertion point moves to the top of the next page. If your page has two or more columns, ClarisImpact inserts a *column break*; the insertion point moves to the top of the next column. (For more information about using columns, see the next section.)

To set a page or column break in a report document:

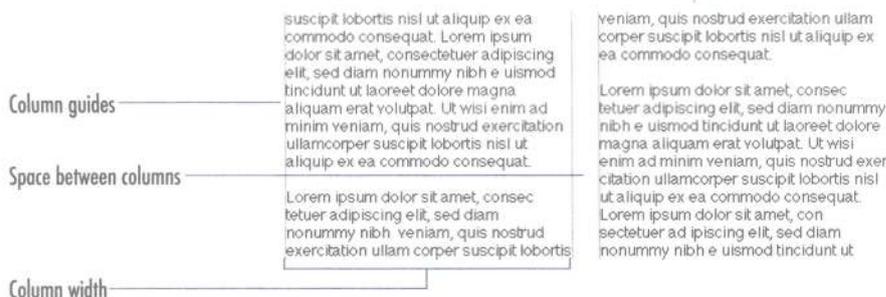
1. Set the insertion point in a report document on the page where you want the break to occur.
2. Choose **Insert Break** from the Text menu, or press the Enter key.

The insertion point moves to the top of the next column or page.

You can remove a break by deleting its formatting character. To do so, set the insertion point in front of the line following the break, and then press the Delete or Backspace key. Or, you can select and delete the break character with invisible formatting characters showing. For more information about working with formatting characters, see “Using formatting characters” on page 13-23 and “Setting preferences” on page 2-16.

Working with columns

When you open a ClarisImpact report document, the page contains a single column of text. You can add more columns in a report document using the column controls on the ruler.

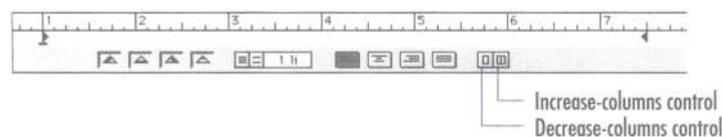


When your report document contains multiple columns, you can change column width and the distance between columns using the mouse or the Columns dialog box. Any changes that you make affect all the columns in a document.

- ◆ **Tip** If you want a varied column layout in a report document, you can use linked text frames instead of regular columns. By linking text frames, you can vary the height as well as the width of columns. You can also use linked text frames to create columns in drawing and presentation documents. For more information, see “Linking text frames” on page 13-10.

Adding columns using the ruler

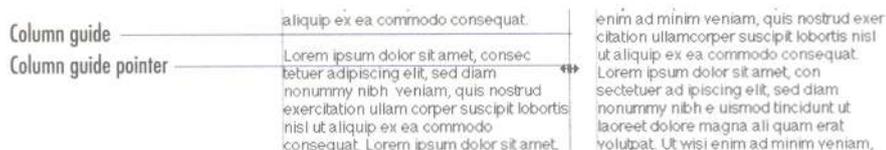
In a report, you can use the column controls on the right side of the text ruler to add or subtract columns of equal width. To add a column, click the increase-columns control on the ruler. To remove a column, click the decrease-columns control on the ruler.



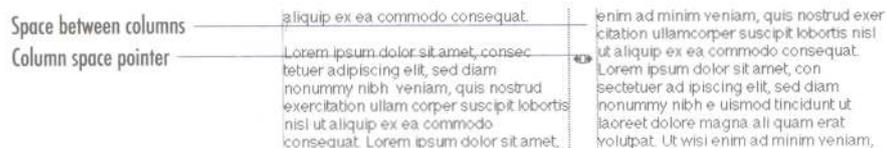
- ◆ **Important** If your document already contains columns of variable width, clicking the increase- or decrease-columns control changes all existing columns to equal width.

Modifying columns using the mouse

In a report document, you can use the mouse to drag the column border, called a *column guide*, to change a column's width. When you do this, the pointer changes to a double arrow with two lines in the middle.



You can also drag the space between two column guides to resize two columns at once. When you do this, the pointer changes to a double arrow with a rectangle in the middle.



To change a column's width:

1. Press the Option key and click the inside edge of a column guide.



When the pointer passes over a column guide, the I-beam changes to a double arrow. When you click, you see the column guide highlighted.

2. Press the mouse button and drag the column guide to a new position on the page.

The column guide moves with the pointer as you drag. When you release the mouse button, you see the resized column and the new space between columns.

To change the width of two columns at once:

1. Press the **Option** key and place the pointer over the space between two columns.

The pointer changes to a double arrow.

2. While holding down the mouse button, drag the pointer to the right or left.

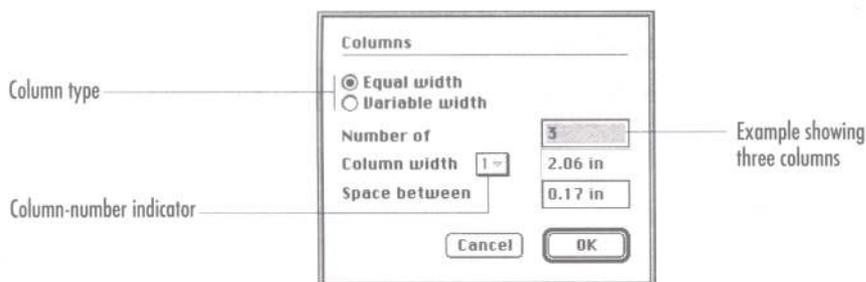
The space between the columns moves with the pointer as you drag. When you release the mouse button, you see the resized columns. The space between columns remains unchanged.

Adding and modifying columns using the Columns dialog box

In a report document, you can add or modify columns using the Columns dialog box. If your document has only one column, you can use the dialog box to change the number of columns. After you add more columns, you can change the space between columns. You can also select **Variable width** and change the column width.

To add columns with the Columns dialog box:

1. Choose **Columns** from the Text menu.
You see the Columns dialog box.
2. Type the number of columns you want (from 1 to 9).



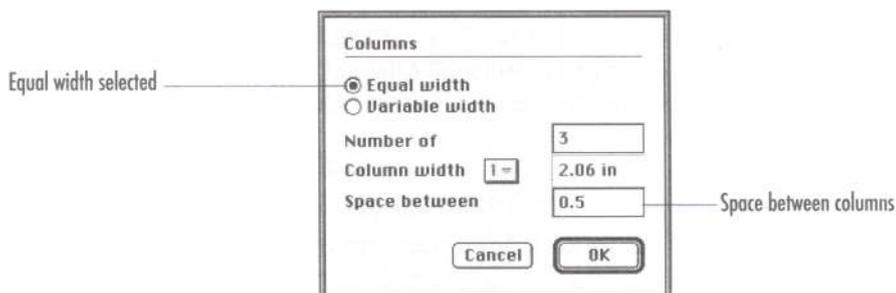
With more than one column, you see a rectangle around **Space between**.

3. Click **OK**.

To modify column width or change the space between columns, use the following procedures or “Modifying columns using the mouse” on page 13-42.

To change the space between multiple columns of equal width:

1. Open the Columns dialog box by choosing **Columns** from the Text menu.
2. With **Equal width** selected, type a number in **Space between** for the space you want between columns.



You must have more than one column to change **Space between**. You can't edit **Column width** for columns of equal width.

3. Click **OK** to close the Columns dialog box.

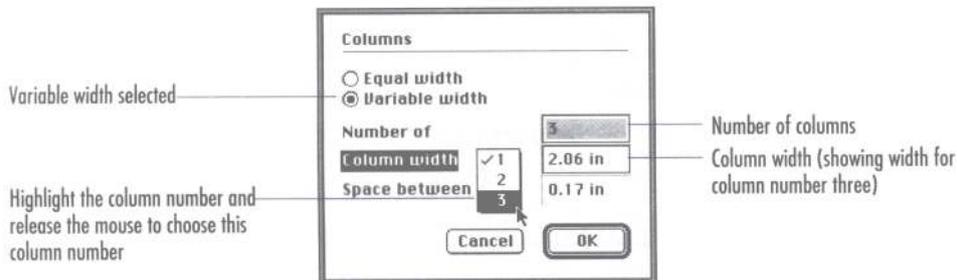
You see the new column settings throughout your document.

To change the width for columns of variable width:

1. If necessary, open the Columns dialog box by choosing **Columns** from the Text menu.
2. Select **Variable width** in the Columns dialog box.

You must have more than one column in a document to select **Variable width**. With more than one column, you see a rectangle around **Column width**.

3. From the Column width pop-up menu, choose the number of the column you want to change.



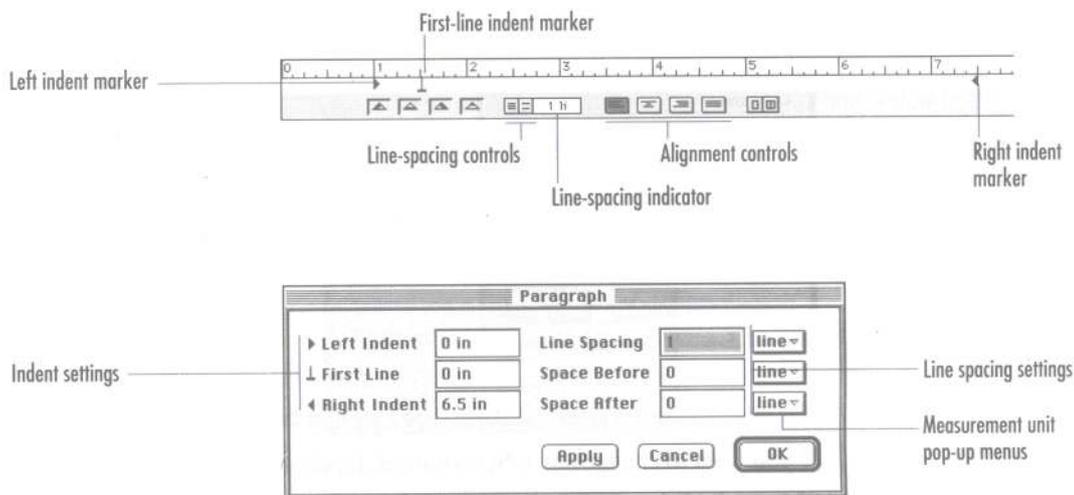
4. With the correct column number displayed, type a width for that column in **Column width**. If you want to change any other columns, repeat steps 2 and 4.
5. When you finish changing the column settings, click **OK** to close the Columns dialog box.

You see the new column settings throughout your document.

- ◆ **Tip** The easiest way to set variable width columns and change the space between them is to use the mouse. See “Modifying columns using the mouse” on page 13-42.

Working with paragraphs

ClarisImpact gives you control over several kinds of paragraph formatting, including indentation, tabs, text alignment, spacing between paragraphs, and spacing between lines—also called *leading*. You can use two different tools for formatting paragraphs: the text ruler and the Paragraph dialog box.

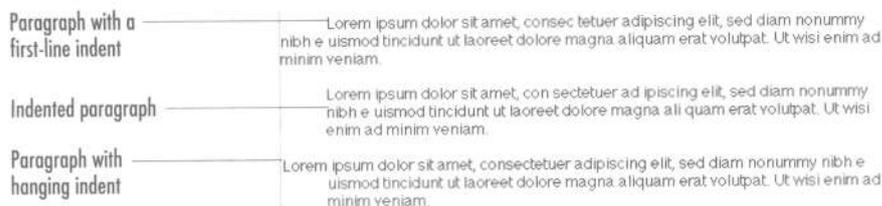


You can use either method for most paragraph formatting. However, some tasks can only be done with the ruler or with the Paragraph dialog box, as shown in the following table.

For this task	Use the ruler	Use the Paragraph dialog box
Set left indent, first-line indent, or right indent	√	√
Increase or decrease line spacing	√	√
Adjust paragraph alignment	√	
Set the amount of space before and after a paragraph		√
Change the measurement unit for line spacing		√
Change the measurement unit for the space before and after a paragraph		√

Indenting paragraphs

You can quickly adjust left and right paragraph indentations using either the text ruler or the Paragraph dialog box. To indent only the first line of a paragraph, you can create a first-line indent. You can also indent the entire paragraph or create a *hanging indent*, with everything but the first line indented.

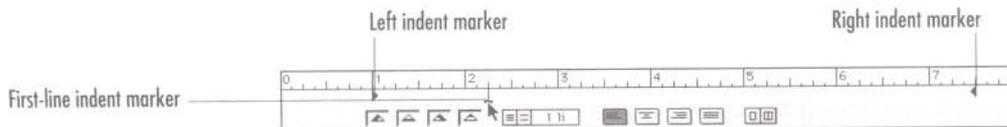


- ◆ **Note** You can change the margin settings for an entire document using the Document dialog box. For information on setting margins, see “Changing margins and page options” on page 2-23.

With the ruler

By dragging the indent markers on the ruler, you can change the paragraph indentation for selected text. The first-line indent marker (an inverted “T”) and the left indent marker (a right-pointing arrowhead) are preset to have the same position on the left side of the text ruler.

The right indent marker (a left-pointing arrowhead) appears on the right side of the ruler. To create a first-line indent, press the Option key and drag only the first-line indent marker.



To indent an entire paragraph, drag the first-line and left indent markers together. For a hanging indent, press the Option key and drag only the left indent marker.



To change paragraph indentations using the ruler:

1. If you don't see the ruler, choose **Show Text Ruler** from the View menu.
2. Set the insertion point in a paragraph or select several paragraphs to change.
3. You have the following options:

To	You must
Set left indent	Drag the left indent marker. Both the left indent and first-line indent markers move as you drag.
Indent the first line of each paragraph	Drag the first-line indent marker to the new position. Only the first-line indent marker moves.
Indent every line except the first line of the paragraph (hanging indent)	Press and hold the Option key while you drag the left indent marker to the new position. Only the left indent marker moves.
Set right indent	Drag the right indent marker

When you release the mouse button, the paragraph format changes.

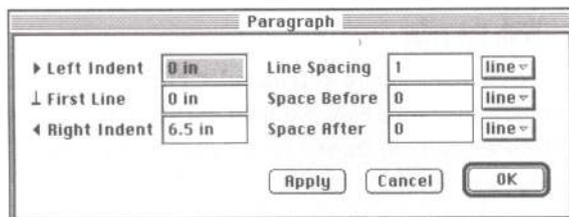
With the Paragraph dialog box

To change paragraph indentation with the Paragraph dialog box:

1. Set the insertion point in a paragraph or select several paragraphs to change.

- To open the Paragraph dialog box, choose **Paragraph** from the Text menu. (Or, double-click the line-spacing indicator or one of the alignment controls on the ruler.)

You see the Paragraph dialog box.



To	You must
Set left indent	Type the measurement in Left Indent
Indent the first line of each paragraph	Type the measurement in First Line
Indent every line except the first line of the paragraph (hanging indent)	Type a minus sign (-) before the number to add a negative number in First Line
Set right indent	Type a number in Right Indent

- When you finish, click **Apply** to see the new indentation for your selection.

You can move the dialog box by dragging its title bar if it's blocking your view.

- After you view the changes, you have the following options:

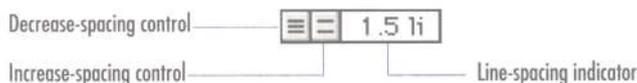
- Click **OK** to accept the changes.
- Click **Cancel** to leave the selection as it was.
- Change the indentation again and click **Apply** to see the effect.

Changing the space between lines

ClarisImpact report documents have preset, single-spaced lines. You can increase line spacing for one or more selected paragraphs using the ruler or the Paragraph dialog box.

With the ruler

To change spacing with the ruler, click the line-spacing controls. Each time you click, the space between lines changes. The line-spacing indicator, to the right of the controls, shows the current line spacing.



To change line spacing with the ruler:

1. If the ruler isn't showing, choose **Show Text Ruler** from the View menu.
2. Set the insertion point in a paragraph, or select several paragraphs to change.
3. Click the line-spacing controls to change the spacing.
 - You see the new line spacing for the selected text.

With the Paragraph dialog box

To change line spacing with the Paragraph dialog box:

1. Set the insertion point in a paragraph, or select several paragraphs to change.
2. To open the Paragraph dialog box, choose **Paragraph** from the Text menu. (Or, double-click the line-spacing indicator or one of the alignment controls on the ruler.)
 - You see the Paragraph dialog box.
3. Type a number in **Line Spacing**.
4. When you finish, click **Apply** to see the new line spacing for your selection.

You can move the dialog box if it's blocking your view of the text you applied the changes to.

5. After you view the changes, you have the following options:
 - Click **OK** to accept them.
 - Click **Cancel** to leave the selection as it was.
 - Change the line spacing again and click **Apply** to see the effect.

Changing paragraph spacing

Using the Paragraph dialog box, you can change the spacing between paragraphs. For example, you can emphasize a note by adding extra space before and after the text.

To change paragraph spacing:

1. Set the insertion point in a paragraph or select several paragraphs to change.
2. To open the Paragraph dialog box, choose **Paragraph** from the Text menu. (Or, double-click the line-spacing indicator or one of the alignment controls on the ruler.)
3. Type the amount of space you want before each paragraph in **Space Before**.
4. Type the amount of space you want after each paragraph in **Space After**.
5. When you finish, click **Apply** to see the new paragraph spacing for your selection.

You can move the dialog box if it's blocking your view of the text you applied the changes to.

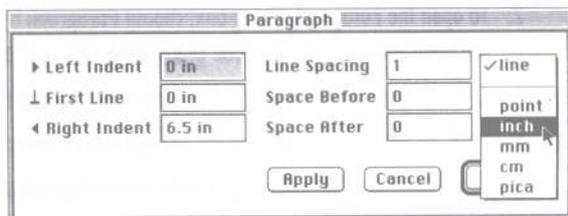
6. After you view the changes, you have the following options:
 - Click **OK** to accept them.
 - Click **Cancel** to leave the selection as it was.
 - Change the paragraph spacing again and click **Apply** to see the effect.

Changing the measurement unit for spacing

Lines are the preset measurement unit for line spacing and space before and after a paragraph. In the Paragraph dialog box, you can change the measurement unit to points, inches, millimeters, centimeters, or picas.

To change the measurement unit for spacing:

1. Set the insertion point in a paragraph, or select several paragraphs to change.
2. To open the Paragraph dialog box, choose **Paragraph** from the Text menu. (Or, double-click the line-spacing indicator or one of the alignment controls on the ruler.)
3. Click a spacing unit indicator, and then drag the pointer to choose a new unit from the pop-up menu.



4. Click **Apply** to see the new unit of measurement in the spacing unit indicator and the effect of the changes on your selection.

You can move the dialog box if it's blocking your view of the text you applied the changes to.

5. After you view the changes, you have the following options:
 - Click **OK** to accept them.
 - Click **Cancel** to leave the selection as it was.
 - Change the units again and click **Apply** to see the effect.

Changing text alignment

You can align text within a paragraph with the text ruler, keyboard shortcuts, or the **Justification** command in the Text menu. See the following table for the mouse and keyboard shortcuts you can use to align text. For more keyboard shortcuts, see the *Quick Reference* card.

To align text to	Click this icon on the text ruler	Or press
The left margin	 Left	Command-[
The right margin	 Right	Command-]
The middle of the working area	 Centered	Command-\
Both the left and right margins	 Justified	Shift-Command-\

To align text with the ruler:

1. Set the insertion point in a paragraph or select several paragraphs to change.
2. If the text ruler isn't visible, choose **Show Text Ruler** from the View menu.
3. Click one of the alignment controls on the ruler.

You see the new alignment for the selected text.

To align text with the **Justification** command in the Text menu:

1. Set the insertion point in a paragraph or select several paragraphs to change.
2. Choose **Justification** in the Text menu, and then drag the pointer to choose **Left**, **Center**, **Right**, or **Justify**.

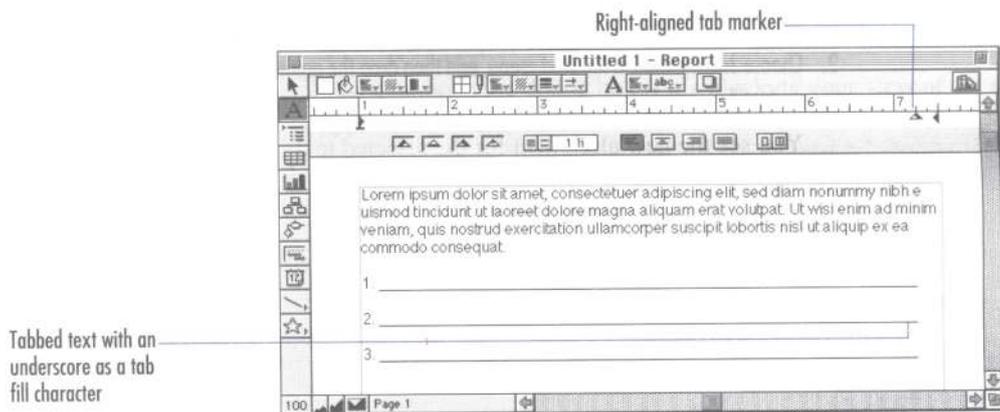
You see the new alignment for the selected text.

Working with tab markers

ClarisImpact documents have invisible, preset, left-aligned tabs every half inch. If you want to align text differently, you can set your own tabs. For example, you can use an *align on* tab, also called a *decimal tab*, to align columns of numbers on a specific character. You can choose from four types of tabs.

To align text	Choose this tab marker
To the right of the tab marker	 Left
To the left of the tab marker	 Right
Centered on the tab marker	 Center
On a decimal character	 Align On

You can set tabs with the text ruler or the Tab dialog box. Using the ruler, you can drag a tab marker onto the ruler to set a tab quickly. Using the Tab dialog box, you can set a precise tab position and specify a *fill* character—a character that repeats to fill the space between the tab and any text. For example, you can create “blank” lines on a form by using a right-aligned tab with an underscore as a fill character.



To set a tab using the ruler:

1. Select the text you want to change.
2. If the text ruler isn't visible, choose **Show Text Ruler** from the View menu.
3. Drag one of the tab markers to a position on the ruler.

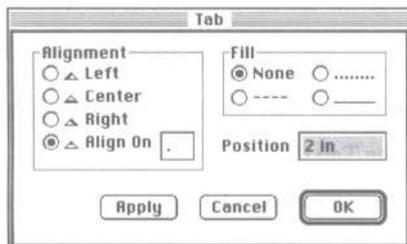
When you release the mouse button, you see the tab marker on the ruler.

To align text to the tab markers in the ruler, type tab characters in the text.

To set a tab using the Tab dialog box:

1. Choose **Tab** in the Text menu or double-click a tab marker on the ruler.

You see the Tab dialog box.



2. In the Alignment area, select an alignment option.

If you choose **Align On**, you can either align text on the preset character (a period), or type a different character in the box.

3. If you want a fill character, select one of the characters in the Fill area.
4. Type a number for **Position** to specify where you want the new tab to appear.
5. Click **Apply** to see the new tab setting without closing the dialog box, or click **OK** to accept the setting and close the dialog box.

You see the new tab marker on the ruler.

Adding, removing, and changing tabs

To add a tab in your text, press the Tab key. The text aligns to the next tab marker or preset tab position.

To remove a tab, click in the text immediately to the right of the tab and press the Delete or Backspace key. Or, select the tab character and delete it. Tabs are “invisible” formatting characters. To make them visible, choose **Preferences** from the Layout menu, select **Show Invisibles**, and click **OK**. For more information about formatting characters, see “Using formatting characters” on page 13-23 or “About text preferences” on page 2-19.

You can change a tab marker’s position by dragging the marker to the right or left on the ruler. To specify a precise position, or to change the fill character, you can change the tab information in the Tab dialog box.

To change a tab with the Tab dialog box:

1. Choose **Tab** from the Text menu, or double-click a tab marker on the ruler.
You see the Tab dialog box.
2. Type new entries for **Alignment**, **Fill**, or **Position**.
Position is the distance from the left margin.
3. Click **Apply** to see the new tab setting without closing the dialog box or click **OK** to accept the settings and close the dialog box.

Any changes you make affect all tabs set to this tab marker.

Copying and applying tab and paragraph formats

After setting the formats for one paragraph, you can easily apply these settings to other paragraphs. You can use the **Copy Ruler** command in the Text menu to copy a paragraph’s settings—indentation, spacing, alignment, and tabs. You can then use the **Apply Ruler** command to apply these settings to another paragraph. To copy and apply paragraph formats:

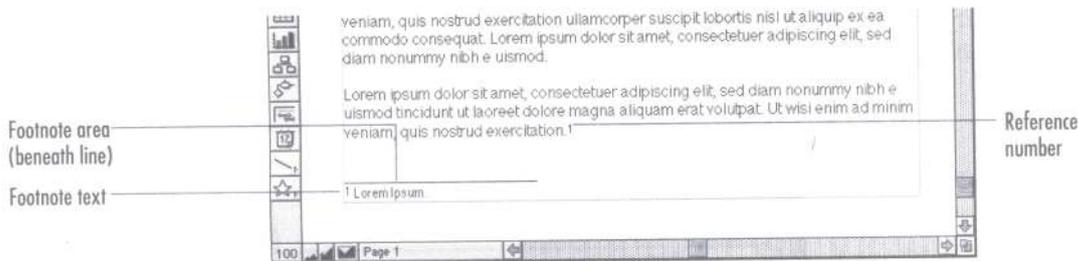
1. Place the insertion point in the paragraph with the format you want to copy.
2. Choose **Copy Ruler** from the Text menu.

3. Place the insertion point in a paragraph or select several paragraphs to change.
4. Choose **Apply Ruler** from the Text menu.

You see the text with its new paragraph format. You may need to enter tab characters to align the text to the ruler.

Using footnotes

In report documents, you can use footnotes to add a comment to text or cite a source document. (You can't use footnotes with drawing documents, presentation documents, notes, or text frames.) Footnotes can use numbers or custom characters, such as * or †. You can choose any starting number for the footnotes in a document.



When you move and delete footnotes, ClarisImpact rennumbers the remaining footnotes and adjusts the page accordingly.

Inserting a numbered footnote

To insert a numbered footnote:

1. In a report document, click at the end of the word where you want the footnote number to appear.
2. Choose **Insert** from the Text menu, and **Footnote** from the submenu.

You see the footnote number in superscript above the insertion point. The insertion point moves into the footnote area, to the right of the footnote number.

3. In the footnote area, type the text of the footnote.

You can edit text in the footnote area using any of the commands and keyboard shortcuts in the Edit menu.

4. After typing the footnote, press the Enter key to reposition the insertion point in your document.

The insertion point moves one character to the right of the footnote number. You can begin typing again where you left off.

Inserting a footnote with a custom character

Before you insert a footnote with a custom character, you must deselect auto numbering for footnotes.

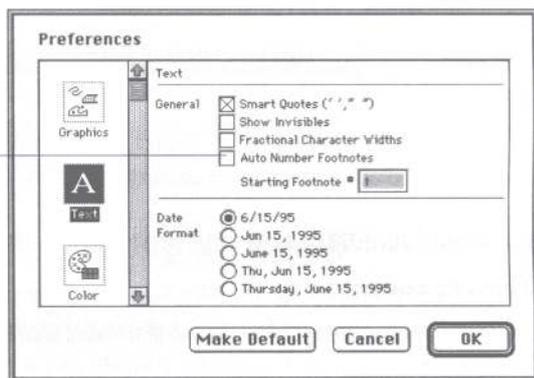
To insert a footnote with a custom character:

1. Choose **Preferences** from the Layout menu.

You see the Preferences dialog box.

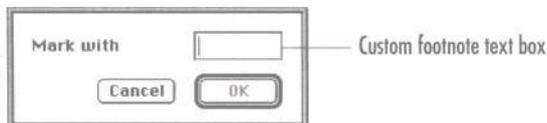
2. Click **Text** and deselect **Auto Number Footnotes**.

Auto Number Footnotes
deselected



3. Press **OK** to close the dialog box.
4. In a report document, position the insertion point in your text where you want to place a footnote.
5. Choose **Insert** from the Text menu, and **Footnote** from the submenu.

You see the Mark with dialog box.



6. Type the character you want to use as a footnote, and then press **OK** to close the dialog box.
You see the footnote character in superscript above the insertion point. The insertion point moves into the footnote area, to the right of the footnote number.
7. In the footnote area, type the text of the footnote.
8. After typing the footnote, press the Enter key to reposition the insertion point in your document.

The insertion point moves one character to the right of the footnote you entered. You can begin typing again where you left off.

For information about working with the Preferences dialog box, see "Customizing documents" on page 2-16.

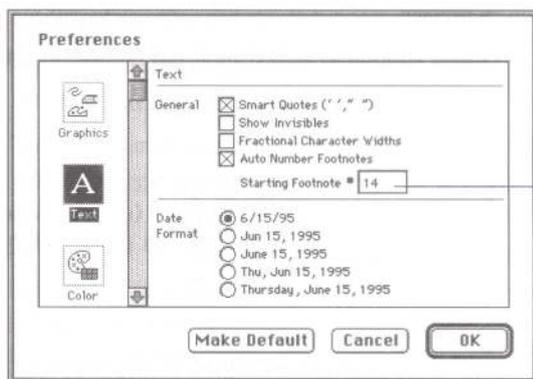
Setting the starting number

To set the starting number for footnotes:

1. In a report document, choose **Preferences** from the Layout menu.

You see the Preferences dialog box.

2. Type the number of the first footnote for **Starting Footnote #**.



3. Press **OK** to close the dialog box.
4. Position the insertion point in your text where you want to place a footnote.
5. Choose **Insert** from the Text menu, and **Footnote** from the submenu.

The footnote has the number you typed in the Preferences dialog box.

Removing a footnote

To remove a footnote:

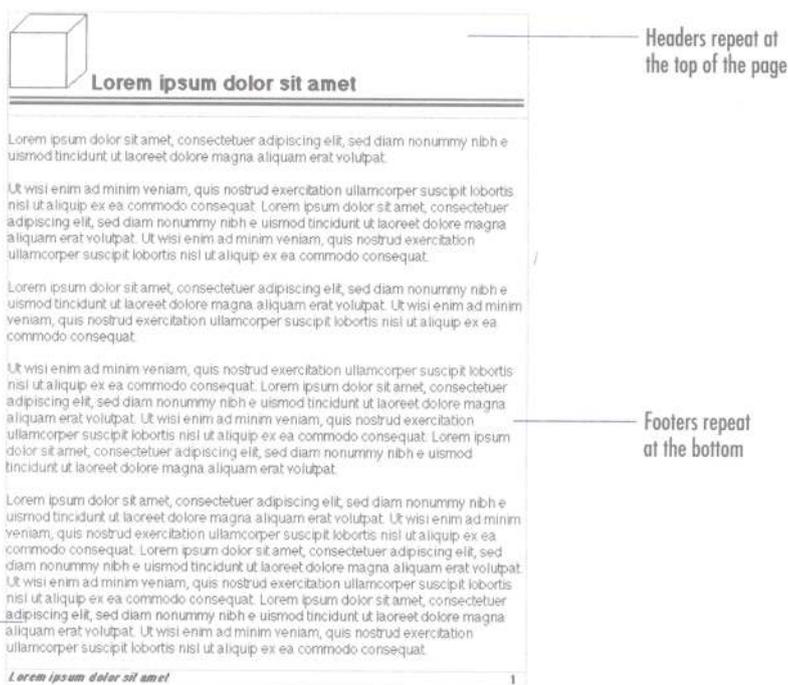
1. In your text, select the reference number of the footnote you want to remove.
2. Press the **Delete** or **Backspace** key or choose **Cut** from the Edit menu.

ClarisImpact removes the footnote, rearranges the page, and renumbers any remaining footnotes in the text and in the footnote area.

For information about working with the Preferences dialog box, see "Customizing documents" on page 2-16.

Using headers and footers

In report documents, you can use headers and footers on every page except a title page. Headers repeat at the top of every report page. Footers repeat at the bottom of every report page. You can include text, graphics, the page number, and the current date and time in headers and footers. If you include the page number, date, or time, ClarisImpact increments the page number when you print a document with multiple pages, and it uses the current date and time as determined by the system.



- ◆ **Note** You can only use headers and footers in report documents—not in drawings, presentations, notes, or text frames.

You can add text, models, or graphics to headers and footers. You can also insert page numbers, the date, and the time. (For more information, see “Using footnotes” on page 13-57 or “Adding graphics or models to text” on page 13-64.) As you add information, headers and footers can each expand to one-third of the height of the working area.



You can format text in headers and footers. For example, you can change the font and set indentation, tabs, and line spacing. For more information on styling text, see “Changing the appearance of text” on page 13-31. For information on using the text ruler, see “Working with paragraphs” on page 13-46 and “Working with tab markers” on page 13-54.

If you don’t want headers and footers to appear on the first page of a document, you can insert a title page. To do so, choose Document from the Layout menu. Then select **Title Page** in the Document dialog box. For more information, see “Changing margins and page options” on page 2-23.

To add a header or footer to a report document:

1. Choose **Insert** from the Text menu, and **Insert Header** or **Insert Footer** from the submenu.
The insertion point moves to the top or bottom of the page. A gray line marks the header or footer area.
 2. Type or paste the contents of the header or footer.
 3. To position the insertion point back in the text, click in the document or press the Enter key.
You see the header and footer on each page—on the screen and when you print.
- ♦ To remove a header or footer from a report document, choose **Insert** from the Text menu, and **Remove Header** or **Remove Footer** from the submenu.

Adding an automatic page number, date, or time

ClarisImpact can insert three kinds of automatic information: the page number, date, or time. An automatic page number is a special character that “knows” what page it is on in a document. In headers and footers, an automatic page number updates itself to show the correct page number on every page in the document.

You can insert automatic page numbers in any ClarisImpact document, note, or text frame, but you’ll probably find them most useful in presentations or the header or footer of a report. To put the information in a header or footer, first open a report document and add a header or footer using the steps in “Using headers and footers” on page 13-61. Then follow the steps later in this section to add the page number.

Automatic dates and times are special characters that “know” the current date and time, as determined by your computer’s system clock. You can use automatic dates and times in reports, text frames, and notes. When you insert the date or time in a document, ClarisImpact updates the information as you work. If you want to repeat the date or time on every page in a document, you can insert it in a header or footer.

- ◆ **Note** ClarisImpact is preset to use the short format for automatic dates—for example, 3/4/95 for March 4, 1995. You can reset the format in the Text options of the Preferences dialog box. For more information, see “Setting preferences” on page 2-16.
- ◆ **Tip** If you want to insert a fixed number in a document, instead of one that updates automatically, type the number as text, or hold down the Option key while you choose the command from the Insert submenu in the Text menu. Otherwise, ClarisImpact updates the information whenever you repaginate, open, or print the document.

To add the page number, date, or time:

1. **Click where you want the information to go.**

If you want to add text (for instance, the word *page*, *date*, or *time*), type the word and add a space with the Space bar.

2. Choose **Insert** in the Text menu and **Page #, Date, or Time** from the submenu.

You see the current page number, date, or time at the insertion point.

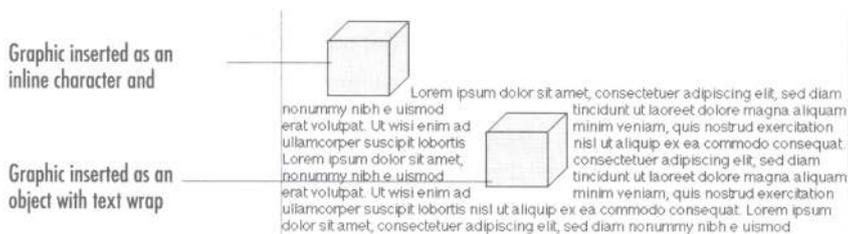
- ◆ To remove the page number, date, or time, position the pointer to the right of the information you want to delete and press the Delete key.

Adding graphics or models to text

You can easily add graphics to any ClarisImpact document, note, or text frame. For example, you can add ClarisImpact models, or graphics created in other programs. You can place them on the page as floating objects, or in your text as inline characters.

Both methods of adding graphics have advantages. When you add a graphic as an object, you can wrap text around the graphic or position it using commands from the Arrange menu.

When you add a graphic to text as an inline character, the graphic stays with your text, and you can position it using the tab markers or the alignment controls on the ruler. For example, you can indent a graphic or align it to the center of the page. The following figure shows examples of both kinds of graphics.



For detailed information about creating your own graphics with ClarisImpact, see chapter 11, “Drawing.”

Adding graphics or models as objects

When you add a model or graphic to text as an object, you can place it precisely where you want it and have text wrap text around it. For example, you can draw a timeline in the middle of a report page and have text flow around it. Add graphics as objects using any of the following techniques.

- Draw directly on the page using a model tool, a drawing tool, or a shape tool.
- Paste a graphic from the Clipboard, Scrapbook, or library.
- Place a graphic on the page using the **Place File** command in the File menu. (This also works for QuickTime movies. For more information about QuickTime, see appendix A, “Working with QuickTime movies.”)

The following steps contain brief instructions for adding a graphic as an object. For more information about using the drawing tools to create a graphic in ClarisImpact, see chapter 11, “Drawing.”

For more information about inserting a graphic, see “Importing, placing, and exporting documents” on page 2-8.

To draw a model on the page:

1. Choose a model tool from the tool panel.
2. Position the pointer on the page where you want the model.
3. Drag the pointer to draw the model you selected.

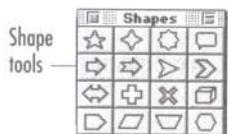
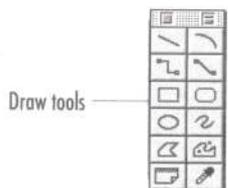
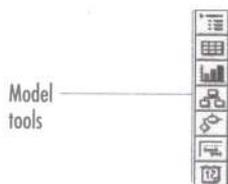
When you release the mouse, you see a dialog box with choices for the model.

4. Press OK to create a model with default settings, or choose options in the model dialog box.

For more information on creating models, see chapter 3, “Understanding models and styles.”

To draw directly on the page:

1. Choose a draw tool or shape tool from the tool panel.
2. Position the pointer on the page where you want the object.
3. Drag the pointer to draw with the tool you selected.



To paste a graphic from the Clipboard, Scrapbook, or library:

1. In another document or application, copy a graphic onto the Clipboard, Scrapbook, or library.
2. Open your ClarisImpact report document.

You see the tool panel on the left side of your page.

3. Click the selection tool in the tool panel and then position the pointer on the page where you want the graphic.
4. Paste a graphic onto the page from the Clipboard, Scrapbook, or Library.

You see the graphic on the page.

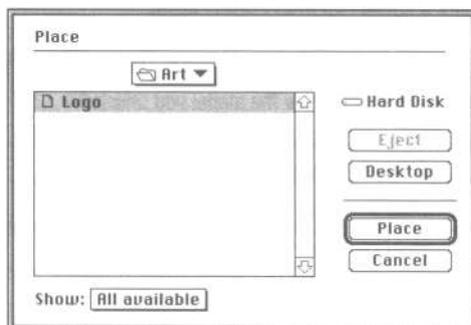
For more information about the library, see “Using libraries” on page 12-21. For more information about using the Clipboard or the Scrapbook, see the documentation that came with your Macintosh.

5. Drag the graphic to the location where you want it.

To place a graphic in the document:

1. Position the pointer on the page where you want the graphic.
2. Choose the **Place File** command from the File menu.

You see the Place dialog box.



3. Choose the name of the file you want to insert and click **Place**.

You see the graphic at the insertion point.

For more information on placing a graphic in your text, see “Placing a document” on page 2-10.

Layering graphics or models with text

You can create interesting visual effects in your document by placing a graphic behind text or in front of text. To do this, first add a graphic to text using one of the procedures in “Adding graphics or models as objects” on page 13-65. Then, use one of the **Move** commands in the Arrange menu. For more information about the options in the Arrange menu, see “Object stacking order” on page 11-14.

Graphic moved behind text

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To layer a graphic behind or in front of text:

1. Add a graphic to your text as an object.
2. Click the graphic to select it.

You see square handles on the corners of the graphic.

3. Drag the graphic to the new location.
4. From the Arrange menu, choose an option for the graphic:

Option	To move the graphic
Move to Back or Move Backward	Behind text
Move to Front or Move Forward	In front of text

After making your choice, you see the graphic in its new position.

Wrapping text around graphics or models

In reports and text frames, you can wrap text around graphics—either in a rectangular shape or around the actual object. To do this, first add a graphic using one of the procedures in “Adding graphics or models as objects” on page 13-65. Then choose a text wrap option in the Text menu.



You can also wrap text around linked frames. For more information about linked frames, see “Linking text frames” on page 13-10.

To wrap text around a graphic:

1. Add a graphic to your document as an object.
2. Click the graphic to select it.

You see square handles on the corners of the graphic.

3. With the graphic selected, choose **Text Wrap** in the Text menu.

You see the text wrap options.

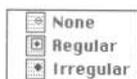
4. In the Text Wrap dialog box, click one of the text wrap options:

Option	To wrap text
Regular	In a rectangular shape around the graphic
Irregular ¹	Around the graphic itself

If you previously wrapped text around a graphic, you can remove text wrap by clicking **None**.

5. Click **OK**.

You see the text flow change according to the option you chose.



Adding graphics or models to a line of text

You can paste graphics from the Clipboard, Scrapbook, or library into a line of text as inline characters. When you do this, you can align the graphic just as you would align text. For example, you can use the centered alignment control to position a graphic in the middle of the page. An inline graphic remains on a line, so you can't drag the graphic around the page, move it behind text, or wrap text around it.

Graphic and text with centered paragraph alignment



Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed diam nonummy nibh euismod tincidunt ut laoreet dolore magna aliquam erat volutpat. Ut wisi enim ad minim veniam, quis nostrud exercitation ullamcorper suscipit lobortis nisl ut aliquip ex ea commodo consequat.

To add a graphic to a line of text:

1. Create a graphic with the ClarisImpact draw tools, or with another application.
2. Copy the graphic to the Clipboard.
The graphic moves to the Clipboard.
3. In your ClarisImpact document, position the insertion point in the line of text where you want to place the graphic.
4. Press the Option key and then paste the graphic from the Clipboard by choosing **Paste** from the Edit menu.

You see the graphic at the insertion point.

You can also insert graphics from a ClarisImpact library in a line of text. To do so, choose a library object, hold down the Option key, and press **Use** in the library. For more information on libraries, see “Using libraries” on page 12-21.

Once a graphic is pasted or inserted in your document, you can align it using the ruler or the Tab and Paragraph dialog boxes. For more information about working with tabs or paragraphs, see “Working with tab markers” on page 13-54 or “Working with paragraphs” on page 13-46.

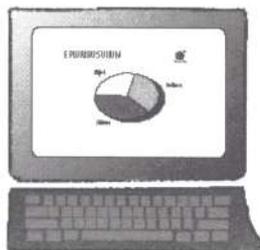
Making presentations

Understanding presentation basics	14-4	Using the Slide Manager	14-26
Creating presentations	14-4	Viewing your presentation onscreen	14-31
Working with your presentation	14-12	Producing your presentation	14-36
Using master slide styles	14-16		
Entering information into your presentation	14-21		

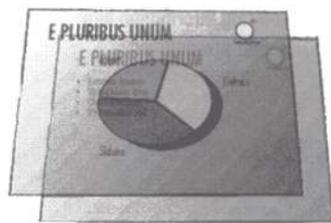
Chapter 14

Making presentations

ClarisImpact lets you easily create, edit, and produce professional-quality presentations using your text, along with business graphics and illustrations created in ClarisImpact or art imported from other programs. You can choose the most effective way to present your slides:



Onscreen presentation



Overhead transparencies



35-mm slides

- Use the ClarisImpact application as your slide projector and your computer monitor (or a computer connected to a video display projector) as the screen.
- Print your slides on plain paper or transparencies using a color or black-and-white printer.
- Image your slides to full-color photographic film using a 35-mm film recorder or a slide service bureau.

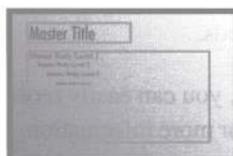
The ClarisImpact application includes several professionally designed color and black-and-white master slide styles—or templates—appropriate for each of these output mediums. These master slide styles provide you with a variety of design formats from conservative to whimsical that you can use “as is” or modify to meet your specific needs.

Once you’ve created your slides, you can easily reorder them. See “Using the Slide Manager” on page 14-26 for more information. If you use your computer monitor to screen your presentation, you have a variety of viewing options. For more details, see “Setting the slide show options” on page 14-31.

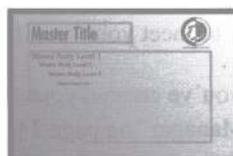
You also have access to all of the program’s powerful models, as well as its drawing and text creation capabilities, within the presentation document.

Understanding presentation basics

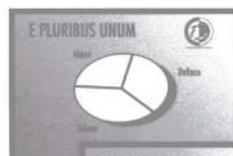
There are a few basic terms to understand about working with presentations. A *slide* is the basic unit of your presentation, similar to a page in a report document. The preformatted *master slide styles* included with ClarisImpact are “templates” that hold background colors and fills, frame positions, and font and text formatting information common to all slides in your presentation. The slide style also holds information about the *output medium*—the final target medium for printing, imaging, or viewing your slides. You can choose from a computer monitor, plain paper or transparencies, or 35-mm film.



Use a master slide style with a background fill and preformatted title and body placeholders



Add your own logo on the master slide



All your slides are then perfectly and consistently formatted

Once you open a new presentation document, you can edit the *master slide*. A master slide is a background “layer” of text or graphic information that repeats on every slide. For instance, you might personalize a predefined master slide style with your company’s logo. You can also modify the *title* and *body placeholder* frames on the master slide to hold text style and placement information that is the same for each slide in a presentation.

Creating presentations

You have the choice of using one of the master slide styles included with ClarisImpact or designing a presentation from scratch. You can use one of these styles as a starting point and further customize it to suit your needs. Or you may design your own format, and then store it as a master slide style to use again or share with your colleagues.

Whether or not you use a master slide style, it is important to decide what output medium you want to use for your presentation before you begin to enter information, because changing the output medium after you've begun will change the dimensions and layout of your slides. For instance, the size and placement of text placeholders in a presentation designed for a 35-mm slide are very different from those in a presentation set up for an onscreen presentation on a 21-inch Macintosh monitor.

- ◆ **Note** To learn how to create documents, see “Creating a document” on page 2-2.

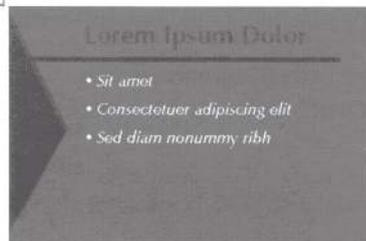
Creating a presentation with a master slide style

Creating a presentation with a master slide style is simple because the master slide style determines many of the presentation's formatting options. Further, you are guaranteed well-designed results.

There are several style *families* included with ClarisImpact. Use model styles from the same family when creating ClarisImpact models for your presentation and then apply that family's master slide style to your presentation to give your slides a unified and professional appearance. (See “Understanding models and styles” on page 3-2 for more information.)

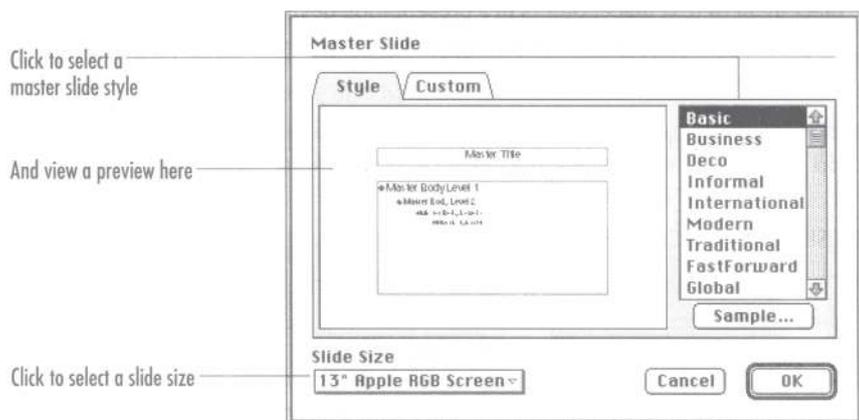


Sample unformatted slide



Sample slide formatted with the Traditional family settings

When you first open a ClarisImpact presentation document, you see the Master Slide dialog box with a list of master slide styles and a pop-up menu to select a slide size (or output medium) for your presentation.



- ◆ **Note** If the **Style** tab is not selectable or you don't see master slide styles in the list box, one of two different situations may have occurred. ClarisImpact stores the master slide style files in a folder specified in model preferences. If ClarisImpact cannot find these files because they were not installed (see the installation instructions in *Getting Started*) or because you changed the preset model styles folder (see "Setting preferences" on page 2-16), **Style** is not selectable.

Second, if your monitor size is different from the slide style sets supplied with ClarisImpact, you cannot select **Style**. Choose a slide size other than **Custom** from the pop-up menu to apply a master slide style and then see "Using the **Get Screen Size** button" on page 14-15.

The Master Slide dialog box appears only when you create a presentation. All of the functions it provides are available through other commands after you begin working on your presentation.

To create a presentation using a predefined master slide style:

1. Choose a slide size (or output medium) from the pop-up menu. The size is preset to fit your computer's screen.



Slide Size pop-up menu

Because the final output medium you use determines the dimensions of your slides, the Slide Size menu lists common output mediums. When you choose a size from the menu, ClarisImpact automatically sizes your slides to match that output medium. For more details, refer to “Choosing a medium for your output” on page 14-13.

If you don’t see your target output medium (for example, if you are using a 21-inch monitor), see the next section, “Creating a presentation with custom settings.”

2. Preview the available master slide styles by selecting a title in the list box.

To see a larger view, click **Sample**.

3. When you’ve decided on a master slide style, click to select it, and then click **OK**.

The formatting information from the master slide style is automatically applied to the master slide of your presentation. You see the first slide of the new presentation. If you decide you don’t want to use one of the available master slide styles, click **Custom** and refer to the next section, “Creating a presentation with custom settings.”

- ◆ **Important** If you choose a master slide style sized for 35-mm slides and plan to output your slides to a film recorder, remember to choose that device’s driver in the Chooser. See “Imaging your presentations to film” on page 14-37 for important information about how ClarisImpact works with film recorders. (For information on how to use the Chooser, see the documentation that came with your Macintosh.)

Even though the formatting settings in your new presentation are applied from this master slide style, you can modify these settings at any time by editing the master slide.

For a complete explanation of all the settings that a master slide style controls, see “Using master slide styles” on page 14-16.

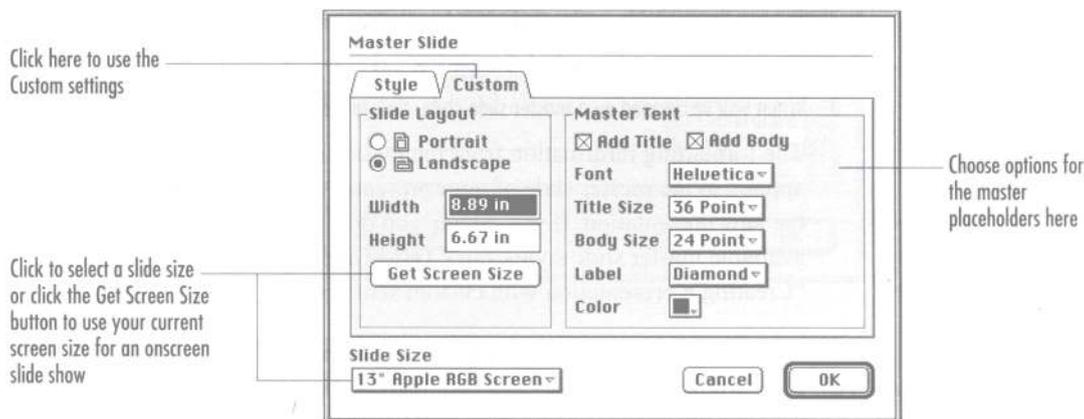
Creating a presentation with custom settings

Alternatively, you can choose not to use a master slide style and create a presentation formatted to your own specifications. When you have finished, you can store this custom presentation as your own master slide style to use again or share with colleagues.

To create a presentation without a master slide style:

1. If you haven't already, create a presentation document by choosing **New** from the File menu.
To learn how to create documents, see "Creating a document" on page 2-2.
2. Click **Custom** at the top of the Master Slide dialog box.

You see options allowing you to format the master slide to your custom specifications.



The Master Slide dialog box appears only when you create a presentation. All of the functions it provides are available through other commands after you begin working on your presentation.

3. Choose a slide size (or output medium) from the pop-up menu or click the **Get Screen Size** button to use the size of your screen for an onscreen slide show.



Slide Size pop-up menu

Because the final output medium you use determines the dimensions of your slides, the Slide Size menu lists common output mediums. When you choose a size from the menu, ClarisImpact automatically sizes your slides to match that output medium. For more details, refer to "Choosing a medium for your output" on page 14-13.

You can also select **Custom** and then enter your own measurements for width and height.

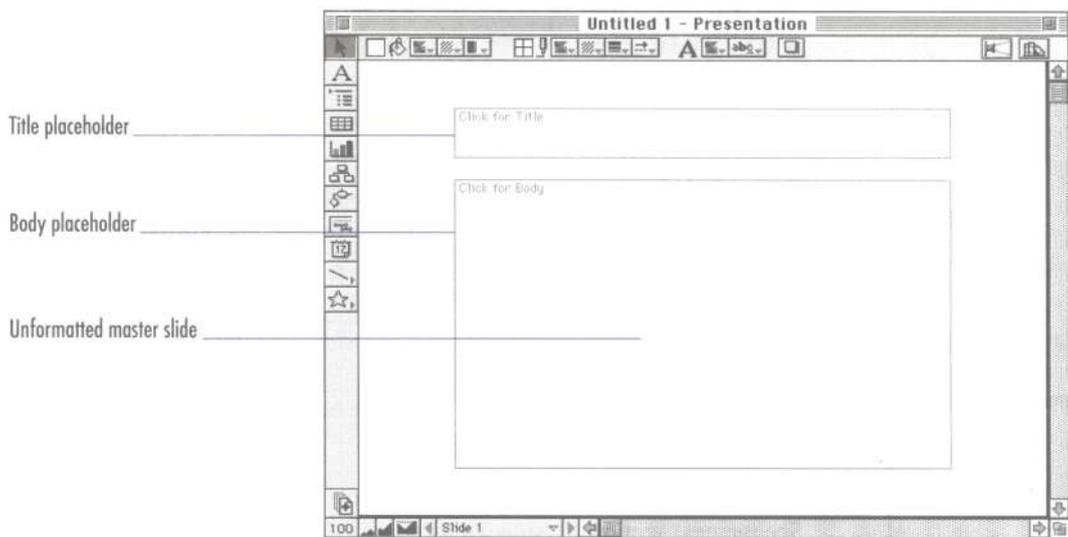
4. Use the options in the Master Text area of the dialog box to choose settings for the master title and body placeholders.

To specify	Do this
Whether or not to use a title text placeholder on each slide	Select (or deselect) Add Title.
Whether or not to use a body outline placeholder on each slide	Select (or deselect) Add Body.
The font for both placeholders	Choose from the Font pop-up menu.
The font size for the title placeholder	Choose from the Title Size pop-up menu.
The font size for the body (outline) placeholder	Choose from the Body Size pop-up menu. (The font size will decrease by outline level.)
The label (or bullet style) for the bullet points in the body placeholder	Choose from the Label pop-up menu.
The text color for both placeholders	Choose from the Color pop-up palette.

These settings can be further refined by editing the master slide directly. See the next section, “Using a master slide.”

5. Click **OK** to accept the settings.
- ◆ **Important** If you choose **35mm** or **Custom** in the Slide Size pop-up menu and plan to output your slides to a film recorder, remember to choose that device’s driver in the Chooser. See “Imaging your presentations to film” on page 14-37 for more information about how ClarisImpact works with film recorders.

You see the blank first slide of your presentation formatted as you have specified.



- ◆ **Note** If you cancel the Master Slide dialog box, ClarisImpact displays the master slide for you to customize to suit your needs.

Using a master slide

A master slide is a background “layer” of text or graphic information that repeats on every slide—such as your company’s logo or a decorative border.

If you are using a preformatted master slide style, certain attributes—such as slide size, background fill, and font style—have already been applied to the master slide. In a presentation not formatted with a master slide style, you design the background as well as any graphic embellishment on the master slide. ClarisImpact also creates two special text frames, the title and body placeholders, to help you consistently place and format title and body text on each slide. You control the size and placement of these placeholders, as well as the formatting of the text, on the master slide. (See “Working with the title and body placeholders” on page 14-23.)

Editing the master slide

You edit the master slide in its own view in a presentation document. In *master slide view*, you have access to all of the program's drawing and editing tools.

To set up or modify a master slide:

1. Choose **Edit Master Slide** from the View menu or choose **Master Slide** from the navigation pop-up menu.

ClarisImpact switches from normal view to master slide view. **Master Slide** appears in the *slide indicator* at the bottom left of the document window and the menu choice is checked.



You can quickly switch back and forth from master slide view and regular editing

Click here to use the slide navigation pop-up menu

2. Add the elements that you want to appear on every slide.

You can use the drawing tools and fill and pen palettes as you do in the normal view. You can also use these tools to apply fills and pen styles to the text placeholders.

3. Use the Text and Outline menus to apply text formatting to the master title and body placeholders.

Select the title placeholder and format it using commands on the Text menu. Similarly, use commands on the Outline menu to format the body placeholder after selecting it. Because they are master placeholders, you cannot enter text into either of these placeholders.

If you have applied a master slide style, the title and body placeholders are preformatted for you, but you may choose to alter these settings. For more information, see "Changing the appearance of text" on page 13-31 and "Creating an outline with a model style" on page 9-4.

4. Choose **Edit Master Slide** again to deselect it and return to normal slide view, or select a slide directly from the navigation pop-up menu.

You see any graphical changes in the master slide reflected on the slides in your presentation.

- ◆ **Tip** If you are not using a master slide style, you can create your own custom background by drawing a borderless rectangle the same size as the slide. Fill it with a subtle solid color or gradient and place it behind everything else. (See chapter 11, “Drawing” and chapter 12, “Working with objects” for more information.)
- ◆ **Note** You can choose to have ClarisImpact ignore the master slide background for specific slides in your presentation. See “Ignoring the master slide background” on page 14-30 for more information.

Hiding and showing the master slide background

You can hide any static text or graphics on the master slide while you work. This is helpful if your master slide contains complicated graphics that are time consuming for the computer to draw. Any formatting settings for the title and body placeholders are still in effect. To hide the contents of the master slide, choose **Hide Background** from the View menu. This command toggles to **Show Background**.

Working with your presentation

In a presentation document, you have access to all ClarisImpact model, drawing, and text creation capabilities (except columns, headers, footers, and footnotes). However, working with presentations is somewhat different from working with a report document or a drawing document.

There are no pages in a presentation document. Instead, you work on slides to compose your presentation. You also have access to three types of final output mediums: onscreen, plain paper (or transparencies), and slide film. (See “Viewing your presentation onscreen” on page 14-31 and “Producing your presentation” on page 14-36 for more information.)

Choosing a medium for your output

You can choose three different output mediums in which to “produce” a presentation. Your presentation can be:

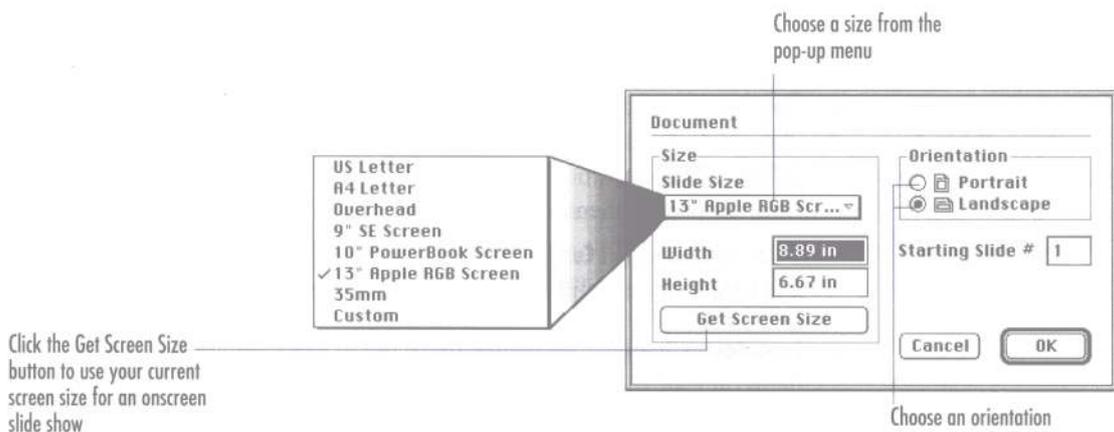
- viewed on your computer monitor (or a different sized monitor, or a computer connected to a video display projector)
- printed to plain paper for a flipchart or to transparencies for an overhead projector
- imaged to photographic slides by a film recorder

The output medium can be modified after you have started your presentation. However, changing the output medium once you’ve begun can change the size and layout of your slides.

To change the size and layout of your presentation, and thus the output medium:

1. Choose **Document** from the Layout menu.

You see the Document dialog box.



2. Choose a size (or output medium) from the pop-up menu or click the **Get Screen Size** button to use the size of your screen for an onscreen slide show.

Because the final output medium you use determines the dimensions of your slides, the Slide Size menu lists common output mediums. As you select different mediums from the menu, notice the values in the **Width** and **Height** boxes update.

For this medium	Do this
Onscreen	Choose 9" SE Screen (also use for Macintosh Plus, Classic, Classic II, Color Classic, or any compact Macintosh). Choose 10" PowerBook Screen (also use for PowerBook Duo). Choose 13" Apple RGB Screen (also use for Apple Basic Color Monitor and Macintosh Color Display). Click the Get Screen Size button. (See "Using the Get Screen Size button" on page 14-15.)
Overhead transparencies or plain paper	Choose US Letter Choose A4 Letter Choose Overhead
35-mm slides	Choose 35mm

- ◆ **Tip** The screen dimension for the **9" SE Screen** size selection is 512 by 384 pixels, for the **10" PowerBook Screen**, 640 by 400 pixels, and for the **13" Apple RGB Screen**, 640 by 480 pixels. You can use one of the slide sizes from the pop-up menu if your monitor matches these dimensions.
You can also select **Custom** and then enter your own measurements for width and height (for example, for Polaroid slide film).
 - ◆ **Important** Changing the document layout of a presentation can cause some items on your slides to be cropped if they fall beyond the boundaries of the new slide dimensions. If this happens, change the layout back to its previous size and reposition elements that are close to the edge of the slide.
3. If you want, change the starting slide number.
The starting slide number is preset to one. You can change this if you are creating a large presentation in modules and this presentation is not the first module.
 4. Click **OK** to accept the settings.

Using the Get Screen Size button

If you are planning an onscreen slide show and are using a different sized monitor from the ones listed in the Slide Size pop-up menu, click the **Get Screen Size** button to have ClarisImpact use the size of your screen. If you have already applied a master slide style, you need to resize the elements of the style on the master slide to match the new slide size, or use the **Fit to Window** slide show option to scale the slide during the slide show.

- ◆ **Important** If you choose **35-mm** or **Custom** in the Slide Size pop-up menu and plan to output your slides to a film recorder, remember to choose that device's driver in the Chooser. See "Imaging your presentations to film" on page 14-37 for more information about how ClarisImpact works with film recorders.

Adding slides to your presentation



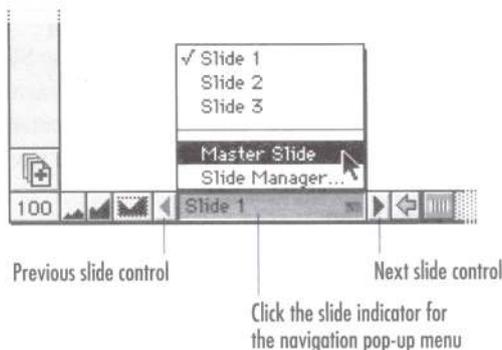
Add slide control

A ClarisImpact presentation document does not grow automatically as you add information in the same way that a report document adds pages. To add a new slide to your presentation, choose **New Slide** from the View menu or click the *add slide control* in the bottom left of the document window. ClarisImpact adds a new slide after the current slide, and the *slide indicator* at the lower left of the window updates to show that you are working on the new slide. Any formatting information from the master slide is applied to the new slide.

You can also add a new slide to your presentation directly from the keyboard as you enter information. Simply press Option-Return when you have finished typing text into the body frame on the slide you are editing, and ClarisImpact automatically inserts a new slide after the current slide and positions your cursor in its title placeholder.

Navigating between slides

To go from one slide to another, use the *slide navigation controls* on either side of the slide indicator located in the bottom left of the document window. To go to a specific slide, click the slide indicator and choose the slide that you want to work on from the pop-up menu.



To	Click
Advance to next slide	The next slide control (dimmed if at last slide) 
Back up to the previous slide	The previous slide control (dimmed if at first slide) 

Using master slide styles

Master slide styles are very similar to the model styles unique to ClarisImpact. But instead of using a special model-specific menu when you are working in a presentation document, commands appear on the View menu to let you work with master slide styles.

Using master slide styles, you can automate presentation formatting and design. You can apply a master slide style either when you start a presentation or as you edit an existing one. You have complete control over how the formatting settings are applied to your presentation: apply them all, or exclude certain ones through *filters*.

A master slide style stores all the formatting settings for a presentation, including:

- background fill and other background graphic elements
- placement and size of title and body placeholders
- font, font size, text style, and other text settings for the title placeholder
- Level Settings for the outline model in the body placeholder (including text style and size, labels, and indents)
- For a complete list, see the table later in this section.

Several professionally designed master slide styles are included with ClarisImpact. Each master slide style contains a selection of formatting settings that work well together. While you still determine the contents of the slide, the style determines how the slide will look. This saves you the trouble of making design decisions and guarantees well-designed results.

You can use one of the master slide styles as designed, or as a starting point that you further customize to suit your needs. You can even design your own format and then store it as a master slide style to use again or share with your colleagues.

Formatting your presentation with a master slide style

To apply a master slide style to a presentation:

1. Choose **Master Slide Styles** from the View menu.

You see the Master Slide Styles dialog box with a list of available styles for the document size you are using. There is a different set of master slide styles for each preset slide size. (For specific details on adding, deleting, and renaming master slide styles, see “Creating, renaming, or deleting master slide styles” on page 14-19.)



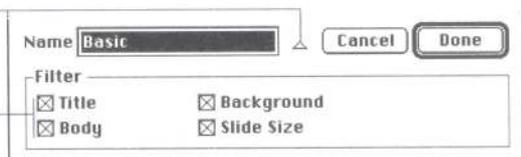
2. Preview the available master slide styles by selecting a title in the list box.

To see a larger view, click **Sample**.

3. If you want to control which settings are applied to your presentation, click the triangle to expand the dialog box and display the style filters. All of the filters are selected. Now, click the checkboxes corresponding to any filters that you don't want applied to deselect them.

Click the triangle to expand and collapse dialog box

Select (or deselect) filters to control formatting settings



Normally, you simply apply all formatting settings controlled by the style. However, you have complete control over which settings are applied to your presentation through these filters. The filters control the formatting settings in this way:

Use this filter	To apply
Title	Placement and size of placeholder frame The frame fill color, pattern, and gradient and the pen settings for the frame border Indents, justification, line spacing, and tab settings Font, font size, and text style
Body	Placement and size of placeholder frame The frame fill color, pattern, and gradient and the pen settings for the frame border Level Settings for the outline model (including font, font size, and text style, as well as labels and indents)
Background	The background fill (color, pattern, and gradient) The background graphic elements
Slide Size	The document size or output medium

4. When you've decided on a master slide style, make sure it is selected, and then click **Done**.

The window closes and you see the formatting information applied to the slides in your presentation. (**Apply** applies the selected master slide style and leaves the window open so you can preview different master slide styles.)

Changing the slide size when using master slide styles

In a presentation designed for an onscreen slide show, to use a master slide style designed for a different sized monitor (for example, if you are creating a presentation on a 9-inch screen but know that you will be showing it on a 13-inch), first use the **Document** command on the Layout menu to change the slide size of your presentation to the size of the monitor on which you will be showing the slide show. Then choose **Master Slide Styles** again to choose the master slide style for the new slide size.

Applying a master slide style to an in-progress presentation

To apply a master slide style after you've begun a presentation, follow the same procedure as outlined above: choose **Master Slide Styles** from the View menu and select a style to apply.

After applying the style, the content of your presentation—specifically any text in the placeholders on each slide—is unchanged, but any formatting settings made earlier are overwritten by the settings in the master slide style unless you deselect the corresponding filter.

Creating, renaming, or deleting master slide styles

You can create your own master slide styles by designing a layout on a master slide and then storing it. You can also delete or rename any existing style.

A master slide style records all the formatting settings that you have applied to the master slide in your presentation. These settings, along with the filters that control them, are listed in the table in the previous section. Any changes that you have made to individual slides are not recorded with the master slide style.

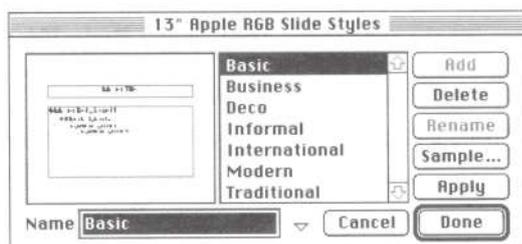
To create a master slide style:

1. Use the techniques discussed in "Editing the master slide" on page 14-11 to format a master slide to your custom specifications.

Make sure you are working on the master slide of the presentation.

2. Choose **Master Slide Styles** from the View menu.

The master slide styles that you see are specific to the slide size chosen in the introductory Master Slide dialog box (or by using the **Document** command in the Layout menu).



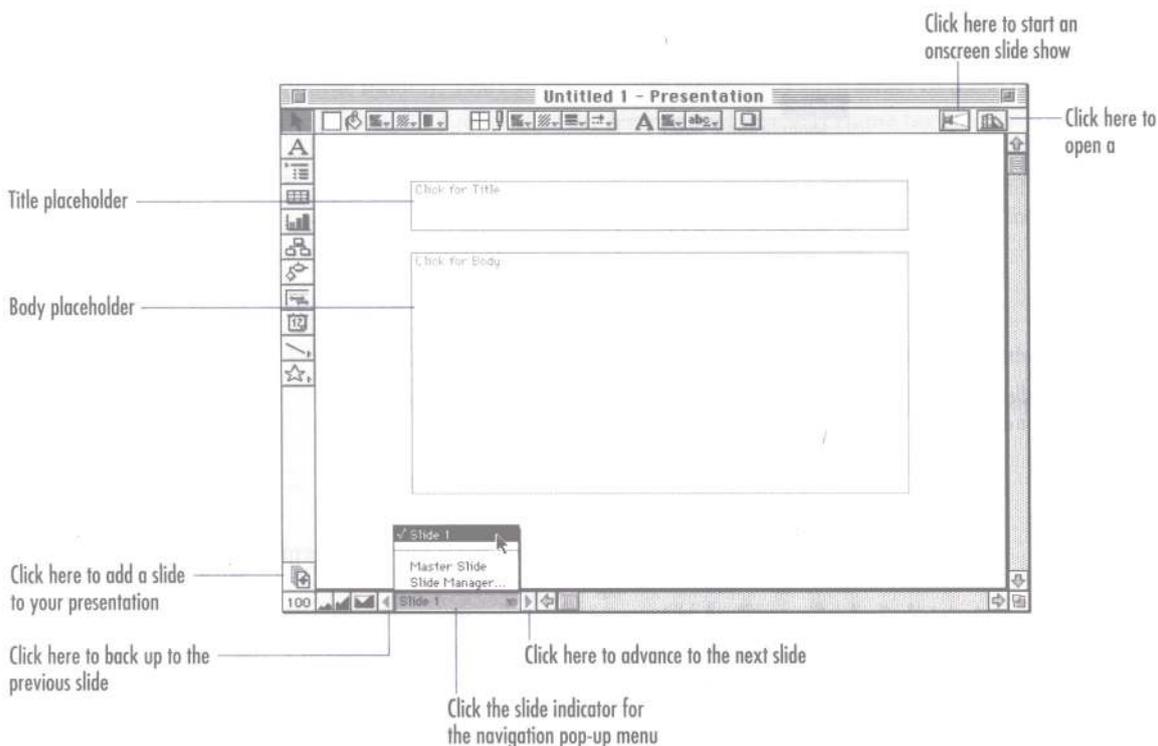
3. Click **Add** to record the settings of your master slide as a new master slide style.
4. When you have finished, click **Done** to close the dialog box.

You also use the Master Slide Styles dialog box to rename or delete existing master slide style by selecting a master slide style and then clicking the appropriate button.

ClarisImpact stores master slide styles as files on your hard disk. There are different style "sets," or files, for each document size found in the Slide Size pop-up menu. Unless you have set new model preferences (see "Setting preferences" on page 2-16), ClarisImpact stores the master slide style files in a folder named ClarisImpact Color Styles or ClarisImpact B&W Styles inside the ClarisImpact application folder. (See "Working with model style files" on page 3-9 for more information.)

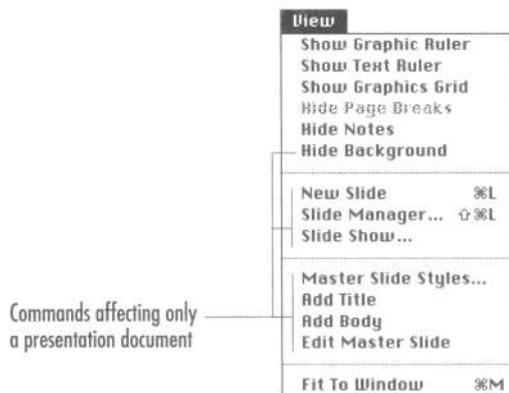
Entering information into your presentation

After setting up your presentation, you see the document window with a blank slide looking something like this (depending on your system configuration).



In a presentation not formatted with a master slide style, the slide contains placeholders for title and body text. (If you choose a master slide style, the presence and placement of these placeholders is controlled by that style.)

The add slide control, slide indicator (with navigation pop-up menu), and slide navigation controls are all located at the lower left of the document window. By clicking the *slide show control* on the right side of the style bar at the top of the window, you can view your slides as a slide show on your computer monitor. Menu items that specifically affect the presentation document are found in the View menu.



New presentation documents that have not been formatted with a master slide style have the following settings.

Document elements	Settings
Slide size	Current screen size
Output medium	Onscreen
Master slide style	None
Background	None
Title placeholder	Regular text frame; center justification; 36-point, plain Helvetica
Body placeholder	Outline model; diamond labels; 24- to 12-point plain Helvetica

- ◆ **Note** If you want ClarisImpact always to open new documents with your own settings, use ClarisImpact Options stationery. Or you can save a template of a presentation with the output medium and master slide style already selected by using ClarisImpact document stationery. For more information, see “Using stationery” on page 2-27.

Working with the title and body placeholders

ClarisImpact has two special text frames, the title placeholder and the body placeholder. They are preset to help you consistently place and format title and body text on each slide. You can modify the font, text style settings, justification, and paragraph settings for the title placeholder. And you can modify the Level Settings for the body placeholder (which is preset as an outline model). You can also modify the placement of either of these frames on the master slide as well as the background fills and frame borders.

- ◆ **Tip** If you want any of these changes to affect all of the slides in your presentation, edit the master slide. (For details, refer to “Editing the master slide” on page 14-11.)

To enter text into either frame:

1. Check the slide indicator to make sure you are working with a slide (not the master slide).

Entering text on the master slide would result in having that text appearing on each slide in your presentation.

2. If necessary, click the frame once to select it.

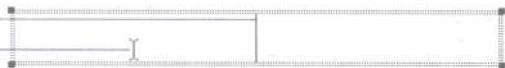
When the frame is selected, you see selection handles.

3. Start typing.

Whatever you type replaces the **Click for Title** or **Click for Body** label. You see the flashing text insertion point in the frame. The selection arrow becomes an I-beam pointer.



Text insertion point (blinking)
I-beam pointer



- ◆ **Note** To edit text in a placeholder that is not already selected, click once to select the frame and then again to edit. You see the blinking text insertion point.

All text formatting, justification, and indentation controls work the same way they do in the rest of ClarisImpact. Use the commands in the Text menu to format your text in the title placeholder. Choose **Show Text Ruler** to control margins and tabs. See chapter 13, “Working with text” for more information about entering, revising, and managing text.

The body placeholder is preset to be an outline model. When it is selected, you can use the Outline model menu to manage the hierarchy of the outline, control the level defaults and labels, and even apply an outline style. See “Creating an outline with a model style” on page 9-4 for more information.

- ◆ **Note** You can use any of the ClarisImpact models in the body placeholder. Just select the model tool for the chart that you want on your slide and then click the body placeholder with the pointer. ClarisImpact intelligently places the appropriate model in the body placeholder frame.

Adding ClarisImpact models and other graphics

You can easily add any of these kinds of illustrations to a ClarisImpact presentation:

For this kind of illustration	Use	Find more information in
ClarisImpact model (such as a data or organization chart)	The corresponding model tool from the tool panel (see Note above)	Chapters 4 through 10, (making models)
A drawing created with ClarisImpact drawing tools	A draw tool or a shape tool from the corresponding palette	Chapter 11, “Drawing” chapter 12, “Working with objects”
A picture from another program	The Clipboard or Scrapbook or the Place command from the File menu	“Placing a document” on page 2-10

Illustrations can appear anywhere on your slide.

- ◆ **Tip** Place graphics that you want to appear on each slide on the master slide.

Once you have a model or graphic on your slide, you can transform it in a number of ways including flipping, rotating, duplicating, and resizing. You can also use the program's smart alignment controls and powerful library feature. See chapter 12, "Working with objects," for more information.

Several ClarisImpact text features are especially helpful in a presentation document. Use the following table to help you find information.

For information about	See
Checking your spelling	"Using the spelling checker" on page 13-24
Looking up a synonym	"Finding synonyms" on page 13-30
Creating custom text styles accessible from the text styles control in the style bar	"Using custom text styles" on page 13-34
Using an automatically-updated sequential slide number on each slide	"Using footnotes" on page 13-57
Using linked text frames to create a two-column text frame or outline on a slide	"Linking text frames" on page 13-10
Placing electronic "notes" as reminders, comments, or speaker's notes in your presentation	"Working with notes" on page 13-5

Using a QuickTime movie in a slide show

You can include QuickTime movies in a slide show and play them as part of the show. Add a QuickTime movie to a slide by placing or pasting it like any other object. (For more information on importing items, see "Importing, placing, and exporting documents" on page 2-8.)

For details on using QuickTime movies in ClarisImpact documents, see appendix A, "Working with QuickTime movies." For information about viewing options for QuickTime movies in a slide show, see "Setting the slide show options" on page 14-31.

Using the Slide Manager

Using the Slide Manager, you can rename, reorder, and control how the slides in your presentation are shown, in addition to creating and deleting slides. To access the Slide Manager, choose **Slide Manager** from the View menu or click the slide indicator and choose **Slide Manager** from the pop-up menu.



You see the Slide Manager dialog box with a list of the slides in your presentation. The slide currently on your screen is marked with a checkmark. On the right side of the slide list is a *status area* showing which options are in effect for each slide.

You can select several consecutive slides to work on by Shift-clicking in the slide list, or you can select non-consecutive slides by Command-clicking. On the right are buttons to create slides in or delete slides from your presentation.

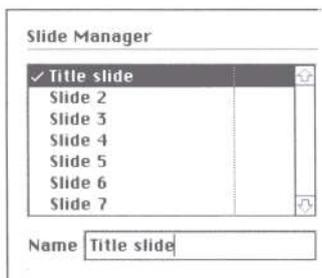
Other functions you can control with the Slide Manager are described in the following sections.

Renaming a slide

1. If you haven't already, choose **Slide Manager** from the View menu.
2. Select the slide you want to rename in the slide list.

The selected slide is highlighted and you see its label in the **Name** box.

3. Type the new name.



The slide's name is replaced in the slide list as you type. The new name also appears in the slide indicator in the document window when that slide is current.

Arranging the slide order

1. If you haven't already, choose **Slide Manager** from the View menu.
2. In the slide list, place the pointer over the name of the slide you want to reorder.

The pointer changes to a double arrow when it is in the correct position for reordering slides.

3. Drag the slide to a new position.



Dragging the slide up makes it appear earlier in the presentation; dragging it down makes it appear later. Reordering a slide affects its position not only in the slide show but also in your presentation document.

Hiding slides

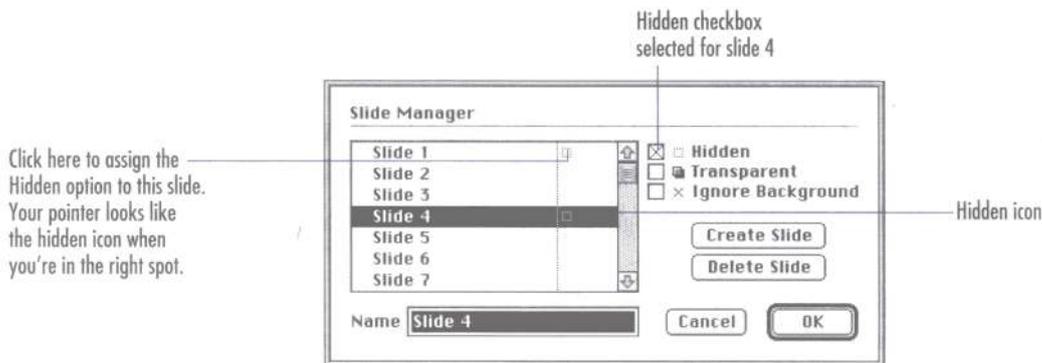
You can omit selected slides from your presentation by selecting the **Hidden** checkbox in the Slide Manager dialog box. A hidden slide is not accessible in your presentation document as you work on it; nor does it appear in an onscreen slide show or print when you produce your presentation.

To use the hidden option:

1. If you haven't already, choose **Slide Manager** from the View menu.
2. Click the slide or slides that you want to hide.

Use Shift-clicking (to select consecutive slides) and Command-clicking (to select non-consecutive slides).

3. Click **Hidden**.



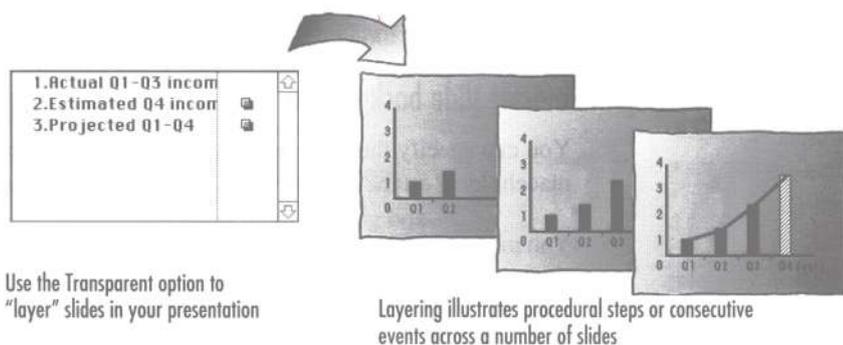
The hidden icon appears in the status area to the right of the slide label.

- ◆ **Tip** Use **Hidden** to include speaker's notes in your presentation. Set up your document so every other page is a slide and the alternating pages are your notes. As you work, your notes are interspersed with the slides; when you print a copy to present from, your notes are collated. Before you print or image your presentation, or show your presentation to an audience, use **Hidden** to omit the note pages.

Layering slides

You can layer slides to reveal information piece by piece on successive slides; this can be useful in showing a progression of steps across a number of slides.

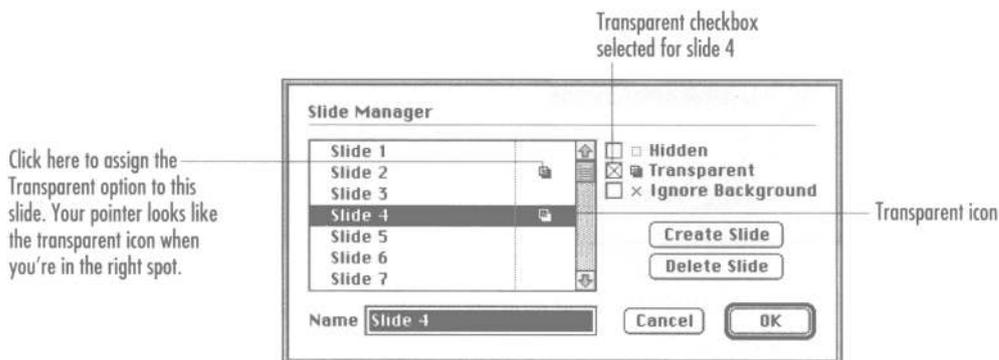
Select the **Transparent** checkbox in the Slide Manager dialog box to make a slide's background clear—a *transparent slide* is layered with all transparent slides immediately preceding it in the slide list. The contents of the first slide without **Transparent** applied appears on each transparent slide.



Use the Transparent option to “layer” slides in your presentation

Layering illustrates procedural steps or consecutive events across a number of slides

- ◆ **Note** The **Progressive Builds** option in the Slide Show dialog box is similar to **Transparent** but is used in a different circumstance. If your presentation is viewed onscreen, use **Progressive Builds** on a slide to cause each bullet point in the body outline to appear in succession as you advance the slide show. See “Setting the slide show options” on page 14-31 for details.
- ◆ Assign **Transparent** in the same way you did **Hidden**: select the slide or slides that you want to make transparent and then click the **Transparent** checkbox.



The transparent icon appears in the status area to the right of the slide label.

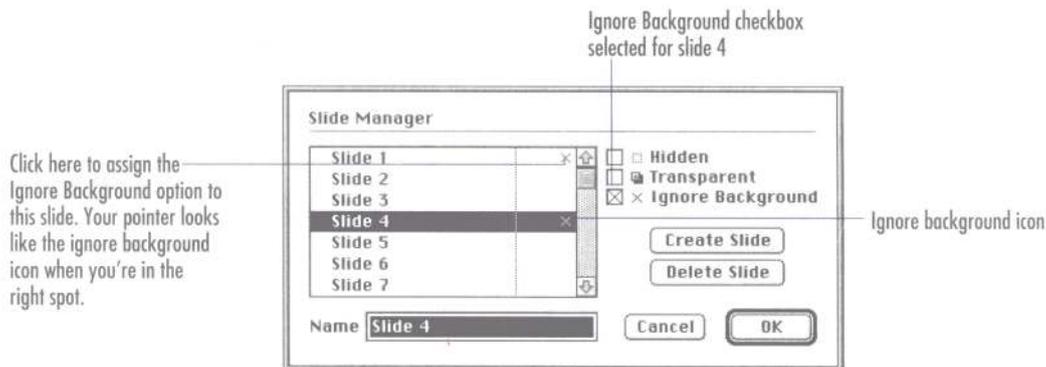
- ◆ **Tip** If you are using a master slide, the graphical content of the master slide always shows on transparent slides. If you do not want the graphical content of the master slide to show on your transparent slide, select **Ignore Background** (see “Ignoring the master slide background” on page 14-30) along with **Transparent**.

Ignoring the master slide background

You can specify that a slide ignore any graphic or static text (text not in a placeholder) on the master slide by using the **Ignore Background** option.

You might use this option on the title slide of your presentation where you want a slightly different look, or for speaker’s notes (see previous tip in “Hiding slides” on page 14-28). This command’s function is similar to the **Hide Background** command discussed earlier (see “Hiding and showing the master slide background” on page 14-12), but you set this option on a slide-by-slide basis.

- ◆ Assign **Ignore Background** in the same way you did **Hidden**: select the slide or slides that you want to omit from the slide show and then click the **Ignore Background** checkbox.



The ignore background icon appears in the status area to the right of the slide label.

Viewing your presentation onscreen

Once you have created the slides for your presentation, you can use your computer as a slide projector to view it.

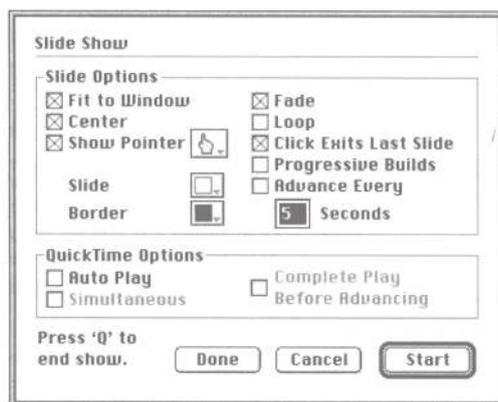
Setting the slide show options

When you run a *slide show* in ClarisImpact, you can set up a custom combination of special effects for the show.

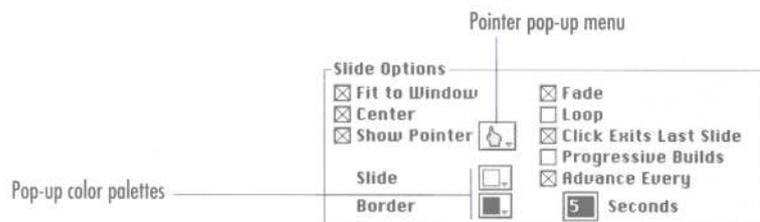
To set slide viewing options:

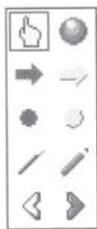
1. Choose **Slide Show** from the View menu.

You see the Slide Show dialog box.



2. Select the Slide Options you want to use.



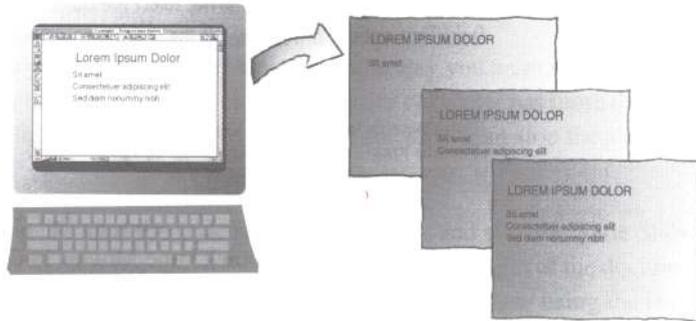


Pointer pop-up menu

To set and change slide show options refer to the following table.

Use this slide option	For effect
Fit to Window	Resizes the slide to best fit on the screen while maintaining its aspect ratio (the ratio of its width to its height)
Center	Shows the slide in the middle of the screen. If Center is not selected and the slide size is smaller than your screen, the slide shows at the upper-left corner of the screen.
Show Pointer	Causes the pointer to be visible during the slide show. ClarisImpact offers you a variety of different styles from the pointer pop-up menu. You can draw attention to areas on the slide during your presentation by moving the pointer with the mouse.
Fade	A special effect that makes one slide dissolve into darkness and the next slide illuminate gradually
Loop	Causes the slide show to run continuously until you tell it to stop. When ClarisImpact gets to the last slide, it starts again at the first.
Click Exits Last Slide	Exits you from the slide show at the last slide with a click. Without this option, you must press the "q" key, Command-period, Clear, or Esc to exit.
Progressive Builds	Causes each bullet in an outline model to appear in succession as you advance the slide show, each "building" on the previous bullet. (This option is similar to the Transparent option set in the Slide Manager, but differs in that this command affects only one slide and that slide must have a multiple-bullet outline.)
Advance Every...	Paces the slide show at preset increments of 5 seconds for each slide, or at the number of seconds that you set. If Advance Every is not selected, you must advance each slide manually. (For more information on advancing slides manually, see "Showing your slides onscreen" on page 14-35.)

Use the Progressive Build option in a slide show that contains slides with multiple bullet points



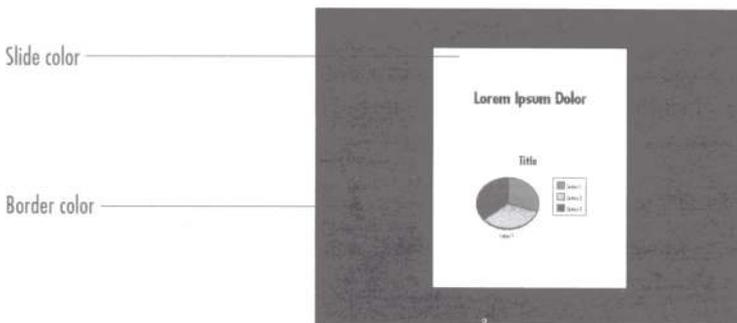
When you show the presentation onscreen, each bullet point appears in succession as you advance the slide show

3. Set the color of the slide background and the border.

If your slides have no background color already, you can apply one by choosing a color from the **Slide** color palette.

- ◆ **Note** Changing the slide color here affects only the slide show. If you want to change the slide background in your presentation, use a filled rectangle on the master slide. See “Editing the master slide” on page 14-11 for more information.

If your slides are not sized for your screen and you have not selected the **Fit to Window** option, you can change the border color behind the slides from the preset black to another color by choosing a color from the **Border** color palette.



4. If you've used a QuickTime movie, select the QuickTime options you want to use. (The QuickTime options are dimmed if the QuickTime extension is not installed.)



For details on using QuickTime Movies in ClarisImpact, see appendix A, “Working with QuickTime movies.”

- ◆ **Note** In a slide show, a movie starts playing from where it left off the last time it was played.

Use this QuickTime option	For effect
Auto Play	Plays the movie automatically when the slide on which the movie is placed appears. If there is more than one movie on a slide, movies play in the order of their objects, from back to front. If Auto Play is not selected, you must manually click the movie to play it.
Simultaneous	Plays all movies at the same time if there is more than one movie on a slide. (Auto Play must be selected before this option is available.)
Complete Play Before Advancing	Sets the slide show to finish playing a movie before advancing to the next slide, even if slides are set to advance automatically and the movie takes longer than the advance time. If there is more than one movie on the slide, ClarisImpact does not advance to the next slide until the last movie is finished. (Both Advance Every and Auto Play must be selected before this option is available.)

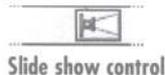
- ◆ **Tip** To pause a movie that is playing in a slide show or start a movie that is paused, click the movie (or press Command or Option and click anywhere on the screen).
5. To show the slide show, click **Start**.

Done saves the slide show settings and closes the dialog box while **Cancel** cancels all selections.

For more information on running and stopping a slide show, see the next section.

Showing your slides onscreen

Once you have the slide show set up the way you want it, you can run the slide show on your computer monitor. (If your computer has more than one monitor, the slide show runs on the main monitor.) You can stop the slide show at any time.



- ◆ **Tip** To start the slide show immediately and skip the Slide Show dialog box, click the *slide show control* in the upper right of the document window on the style bar. ClarisImpact runs the slide show using the last set of options saved in the Slide Show dialog box.

To run a slide show:

1. Choose **Slide Show** from the View menu (if you haven't already).

You see the Slide Show dialog box (shown earlier).

2. If you haven't already, set options for the slide show.

For more information, see the previous section, "Setting the slide show options."

3. Click **Start** to begin the show.

The slide show begins. If you set the slides to advance automatically, ClarisImpact shows each slide in succession until it reaches the last slide.

Use the following methods to run a slide show manually once it has started:

To	Do this
Advance to the next slide	Click the mouse button or press Right Arrow, Down Arrow, Page Down, Return, Tab, or the Space bar.
Back up to the previous slide	Press Left Arrow, Up Arrow, Page Up, Shift-Return, Shift-Tab, or Shift-Space bar.
Advance to the end of the slide show	Press the End key.
Back up to the beginning of the slide show	Press the Home key.
Play, pause, or resume a QuickTime movie	Click the movie (or Command-click or Option-click anywhere on the screen).
Stop playing a QuickTime movie	Click the movie again.
Stop the slide show	Press the "q" key, Command-period, Clear, or Esc.

4. To stop the slide show, press the “q” key, Command-period, Clear, or Esc.

ClarisImpact stops the slide show and returns you to the Slide Show dialog box (or to the document, if you used the slide show control).

5. From the Slide Show dialog box, click **Done** or **Cancel**.

Done saves the slide show settings and closes the dialog box while **Cancel** cancels all selections.

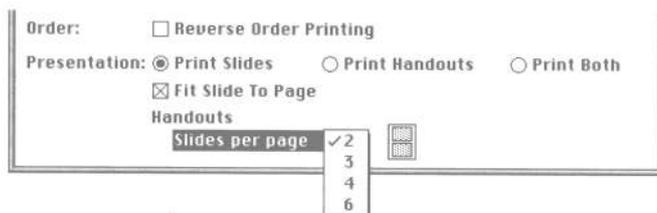
Producing your presentation

Once you compose your presentation, you can choose from several different output options for your slides. You can also print *handouts*, which are printed pages containing miniature representations of each slide in your presentation. Handouts help the audience follow your presentation as well as serving as a convenient note-taking device.

Printing your presentations on paper

You can print your presentation using a color or black-and-white printer to proof an onscreen or film presentation, or as final output for a flipchart presentation or overhead transparencies.

To print your presentation, choose **Print** from the File menu. For general instructions on how to print in ClarisImpact, see “Printing your work” on page 2-7. The following print options (that appear in the Print dialog box) are available to you when printing a presentation document.



Use this option	To do this
Reverse Order Printing	Prints your presentation in reverse order with the last slide first. Always use this option when printing transparencies with the straight paper path option on your laser printer (if available).
Print Slides	Prints only the slides in your presentation (no handouts)
Print Handouts	Prints only the handouts in your presentation (no slides)
Print Both	Prints both the slides and handouts
Fit Slide To Page	Resizes the slide to best fit the paper size while maintaining its aspect ratio (the ratio of its width to its height)
Handouts: Slides per page	Prints either 2, 3, 4, or 6 miniature slide representations per page on each handout page

- ◆ **Note** Because the images from your transparencies are enlarged when using an overhead projector, crisp text and graphics are especially important. If possible, use a high-resolution printer to print your overheads and print directly to transparencies. (Using a copying machine to create transparencies from original paper printouts may cause you to lose sharpness in your images.)
- ◆ **Important** If you do choose to print your slides directly to transparencies, use only transparencies recommended for your specific printer.

Imaging your presentations to film

You can use ClarisImpact with an in-house film recorder or send your files to a slide service bureau to get full-color 35-mm slides. There are some considerations you should be aware of when preparing your presentation document for imaging:

- Make sure your slides are sized correctly. You must not only select the correct layout option in ClarisImpact (see “Choosing a medium for your output” on page 14-13), but you must also select the imaging device’s printing driver in the Chooser. If you are converting a presentation from an onscreen slide show or printed overheads to slides, objects on the slides may shift. Carefully inspect each slide and rearrange text frames and graphics as necessary.

- Imaging your presentation to a film recorder (either on your own or through a slide service bureau) uses different technologies than printing to a traditional printer. Colors may change slightly; fonts may not print as you expect. Be sure to read the film recorder documentation or any information provided by your service bureau *before* you begin composing your presentation. Contact the service bureau and ask for a test run, or produce a test slide with your in-house film recorder.
- ◆ **Note** Make sure you have turned off the handout printing option if you are imaging your presentation to film.

Using a desktop film recorder

Frequently, you will use the **Print** command as you normally do after selecting the film recorder's driver in the Chooser. However, all recorders are different. Read the documentation that came with your film recorder for instructions on how to use it.

- ◆ **Note** The slide size required for 35-mm slides may vary with different film recorders. Verify that the slide dimensions specified in the documentation that came with your film recorder match the dimensions in the Document Layout dialog box. You may need to use a custom slide size to accommodate your recorder.

Using a slide service bureau

Before you begin composing, contact a slide service bureau in your area for instructions on how to prepare files for imaging. They may be able to work directly with your ClarisImpact file or they may instruct you to print to a file using a Chooser driver they provide.

Working with QuickTime movies

Preparing to use movies	A-3
Adding a movie to a document	A-3
Changing the movie playback setting	A-4
Playing movies	A-5
Manipulating movies	A-7



Working with QuickTime movies

This appendix contains information on creating and working with QuickTime movies.

If you've installed QuickTime and use System 6.0.7 or later, you can bring QuickTime movies into a ClarisImpact document and play them onscreen. QuickTime is an extension to your system software that makes it possible to play movies on your Macintosh. A *movie* is a special kind of object that contains a series of video images with sound. Playing a QuickTime movie is similar to playing a VCR (video cassette recorder) tape and watching it on a television monitor.

You can play movies in any ClarisImpact document type. You can also manipulate movies as objects. However, if you rotate or flip a movie, the orientation of the picture stays the same.

Preparing to use movies

You can play QuickTime movies in a ClarisImpact document under System 6.0.7 or later, or System 7. Before you use a QuickTime movie in a ClarisImpact document, be sure that you've installed the QuickTime System Extension. (For more information on installing QuickTime, see your QuickTime documentation.)

You also need the *QuickTime Movie* XTND translator that comes with ClarisImpact. If you did a normal installation, ClarisImpact placed the file in the Claris Translators folder—inside the Claris folder in your System Folder. For more information about translators, see “Importing, placing, and exporting documents” on page 2-8. For more information about installing translators, see the installation instructions in *Getting Started*.

- ◆ **Note** If QuickTime is not installed and you add a movie to your document, QuickTime movies won't be available in the Open or Place dialog boxes.

Adding a movie to a document

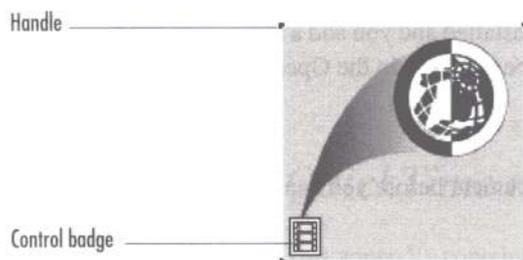
You must add a movie to a document before you can play it. Adding a movie is similar to adding a picture.

You can add a movie to a document in the following ways:

- *Importing*—Use the **Import** command to import a movie; ClarisImpact creates a draw document and places the movie in that document.
- *Placing*—Use the **Place** command to place the movie in the current document. For more information on importing or placing, see “Importing, placing, and exporting documents” on page 2-8.
- *Pasting*—Copy the movie to the Clipboard in another application and use the **Paste** command to paste the movie from the Clipboard to the document.
- *Subscribing*—Subscribe to a document that contains a QuickTime movie using System 7 Publish & Subscribe. For more information about working with Publish & Subscribe, see appendix B, “Using System 7 Publish & Subscribe.”

When you add a movie using any of these methods, you put an alias in the current document that points to the location of the QuickTime file—you do not place the actual movie in your document. If you add a movie to a document and then move the document to another machine, you see an error message and can't play the movie. You can play the movie again if you move the document back to the original machine.

When you add a movie to a document, you see the movie object with a control badge in the lower-left corner. If you click the control badge, you see the movie control bar with options for playing the movie. To select a movie, click the object that represents the movie. When the movie object is selected, you see handles on its corners and you can manipulate the movie like an object. For more information on the movie control bar, see "Playing movies" on page A-5.



Changing the movie playback setting

In ClarisImpact, QuickTime movies are preset to play through once and then stop. You can also set movies to *loop*, or play continuously until you ask them to stop. You can change how the movie plays with the **Loop Playback** setting in the Graphics panel of the Preferences dialog box.

To change the playback setting:

1. Choose **Preferences** from the Layout menu, and then click the Graphics icon in the Preferences dialog box.

You see the **Loop Playback** option on the bottom of the Graphics panel of the Preferences dialog box.

2. Click **Loop Playback** to change the setting.

For this option	Do this
Play movies continuously until you stop them by clicking the Stop button	Select Loop Playback in the Graphics panel of the Preferences dialog box.
Play movies from beginning to end and then have them stop	Deselect Loop Playback.

3. When you are finished, click **OK**.

Playing movies

You can play a QuickTime movie from beginning to end and control its sound volume using the movie control bar. The movie control bar is not available when the movie has been pasted or inserted as an inline character in a report document or text frame.

From beginning to end

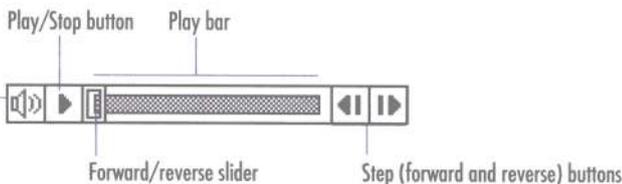
To play a movie from beginning to end:

1. Click the control badge on the movie's object.

You see the movie control bar.



Volume control—click to open, and drag the slider to the volume level you want



2. Click the play button.
When the movie starts, the play button changes to stop.
3. If you want to stop the movie while it's playing, click the stop button.

- ◆ **Tip** You can also play a movie by double-clicking a movie object. (This method is the only way to play a movie that has been pasted or inserted as an inline character in a report or text frame.) To stop playing, click the movie object once.

In segments

You can step through a movie segment by segment, forward or backward. The movie plays silently when you play it using this method.

To step through the movie segment by segment:

1. If the movie's control bar is not showing, click the control badge on the movie's object.
2. Click one of the step buttons for the direction in which you want to play the movie.

The movie advances or moves backward one frame for each mouse click. Press a step button and hold it down to advance more than one frame at a time without sound.



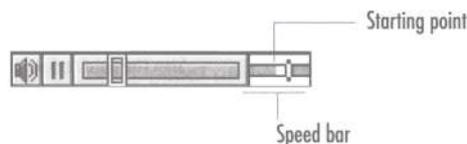
Fast forward/reverse

If a movie is long and you don't want to see the whole thing, you can fast forward or rewind the movie to the point where you want to view it.

To do this, drag the forward/reverse slider right or left or click the play bar to the right or left of the slider. To go directly to the beginning or the end of a movie, press the Option key and then click the step (forward and reverse) buttons.

At different rates of speed

You can play a movie in fast or slow motion. To do so, press Control and hold down one of the step buttons in the movie control bar. You see a speed bar.



Drag to the right of the starting point on the speed bar to play the movie forward. Drag to the left of the starting point to play the movie backward. The farther you drag in either direction, the faster the movie plays.

- ◆ **Tip** You can also play a movie in fast motion by pressing Control and holding down one of the step buttons in the movie control bar.

Editing a movie

You can make simple editing changes to a movie such as cutting, copying, pasting, or deleting parts of it.

To edit a movie:

1. If the movie control bar is not showing, click the control badge on the movie's object.
2. Select the part you want to cut, copy, or delete.

To make a selection, press Shift while clicking the play bar, the play button, or one of the step buttons.

3. Make the editing change you want.

For this option	Do this
Copy	Press Command-C.
Cut	Press Command-X.
Delete	Press the Delete or Backspace key.
Paste	Press Command-V.
Undo	Press Command-Z.

Manipulating movies

You can manipulate a QuickTime movie as you do other ClarisImpact objects. When you do this, you can create additional movies by duplicating a movie. You can also cut or copy the movie and paste it as an object in the document.

To manipulate a movie:

1. Click the movie to select it.

You see object selection handles on the corners of the movie object.

2. Choose an option for the movie.

For this option	Do this
Copy	Choose Copy from the Edit menu.
Cut	Choose Cut from the Edit menu.
Delete	Choose Clear in the Edit menu.
Duplicate	Choose Duplicate in the Edit menu. You can also Option-click the movie or press Command-D while dragging.
Paste	After copying or cutting a movie, position the pointer and choose Paste from the Edit menu.
Stop a continuous loop	Deselect Loop Playback in the Graphics panel of the Preferences dialog box (Layout menu).
Undo	Choose Undo from the Edit menu.

For more information about manipulating objects, see chapter 12, “Working with objects.”

Using System 7 Publish & Subscribe

Understanding Publish & Subscribe basics	B-3	Subscribing to information in a document	B-9
Deciding what to publish or subscribe to	B-5	Displaying publishers and subscribers	B-12
Publishing information from a document	B-6		

Appendix

B

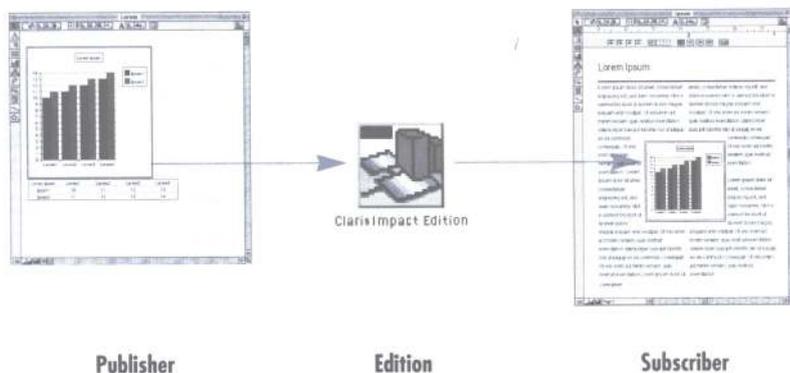
Using System 7 Publish & Subscribe

This appendix contains information on using Macintosh System 7 Publish & Subscribe, which makes it easy to share information with other documents and applications. You must be running System 7 to take full advantage of Publish & Subscribe. If you are running System 6, you can use the shared data but you cannot send and receive updates automatically.

Understanding Publish & Subscribe basics

Think of Publish & Subscribe as a “live” copy-and-paste of information from one document or application to another. When you use Publish & Subscribe, the information is in three places:

- The *publisher* is part of a document that is a source of data.
- The *edition* is a separate file that contains a copy of the information identified by the publisher. The edition is linked to the publisher, and you can set it to update automatically when you save the publisher.
- The *subscriber* is information in another document that is linked to the edition. The subscriber contains a copy of the edition’s contents, and you can set it to update automatically whenever the edition changes. Typically a subscriber is used for viewing data from another document, but you can also edit the subscribed data.



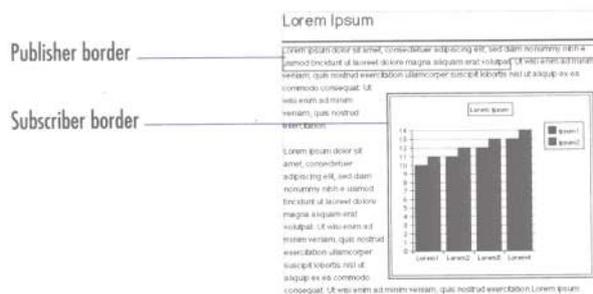
Publishers and subscribers are linked by the edition file. The link is maintained even if any of the files involved are moved, renamed, or closed.

Deciding what to publish or subscribe to

The type of information you select to publish determines how it is stored in the edition file and how you can use it in other documents. For example, when you publish text or table data, it is saved in the edition in text and tab-delimited formats to accommodate the different types of documents or applications that might subscribe. When you publish a drawn object or a chart, it is saved only in PICT format.

Similarly, when you subscribe to an edition, the edition must contain data that the subscriber's document type or application can accept. If you subscribe to editions from other applications, the information is in PICT format.

Publishers and subscribers are surrounded by a thick gray border so you can distinguish them from other information in your document. You can hide this border using the procedures in “Displaying publishers and subscribers” on page B-12.



A publisher's border behaves differently, depending on the kind of information you publish. When you publish text or table data, the border is “tied” to the data it surrounds. When you publish a drawn object or a chart, the border is an independent boundary that you can move and resize—whatever falls within the boundary determines the contents of the edition file.

ClarisImpact also considers the arrangement and appearance of information when it updates editions and subscribers. For example, if you sort data in published table cells, the edition and its subscribers update to use the new order.

Publishing information from a document

Publishing information from a document defines part of your document as the publisher and saves a copy of it in a separate edition file. You can publish any object in a document, even a subscribed object.

You can modify the original information in the publisher and determine when the edition is updated with your changes. You must be using System 7 to define publishers and update editions, but System 7 is not required to modify data that has been published.

Defining a publisher

To define a publisher:

1. Select the material you want to publish.
You can select text, drawn objects, cells, charts, and so on.
2. Choose **Publishing** from the Edit menu and **Create Publisher** from the submenu.
You see the Publisher dialog box.

Preview area shows the publisher's contents



3. Open the folder you want to keep the edition file in.
You can use the scrolling list, the pop-up menu above the list, and the **Eject** and **Desktop** buttons to find a location for the file.
4. Type a name for the edition file in the text box.
New editions have the preset name ClarisImpact Edition and a number.

5. Click **Publish**.

ClarisImpact creates a new edition file with a copy of the information you selected. Your selection becomes a publisher and is surrounded by a border. (For more information about the appearance of the publisher, see “Deciding what to publish or subscribe to” on page B-5.)

Modifying a publisher

You can modify a publisher as you would any other information in ClarisImpact, and the changes are sent to the edition the next time it is updated (unless you are running System 6). Note that a few special conditions apply:

- If you delete tabular data from a publisher, blank cells show in the edition in place of the data.
- If you open a file under System 6, an edition is not updated when you modify its associated publisher.

Updating an edition

In System 7, you can set whether an edition is updated when you save the source file (preset) or only when you request an update. To do this, you use the Publisher Options dialog box. In System 6, you cannot update editions.

- ◆ **Tip** You can open the Publisher Options dialog box by double-clicking the border of the publisher.

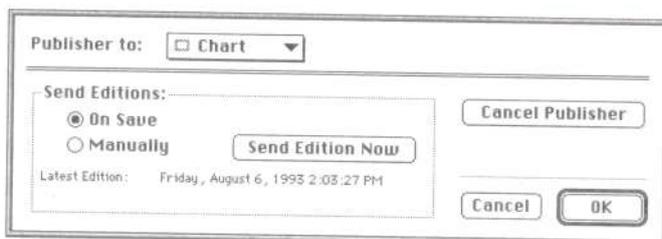
To set update options in System 7:

1. Select the publisher.

If the publisher is text or table cells, you can click anywhere inside the published area. If the publisher is an object, select the gray border that surrounds it.

If you select something that is part of more than one publisher, you can set the options for the first publisher defined from that data or object.

2. Choose **Publishing** from the Edit menu and **Publisher Options** from the submenu.
You see the Publisher Options dialog box.



You can click the edition name to see a pop-up menu showing the folders and disk that edition is in.

3. In the Send Editions area, set how you want the edition to be updated.
On Save sends changes every time you save the source document. **Manually** sends changes only when you click **Send Edition Now**.
Latest Edition shows when the edition was last updated. If you select **Manually**, you also see when you last edited the publisher.
4. Click **OK**.

To update an edition manually, select the publisher, choose **Publisher Options** from the Publishing submenu, and click **Send Edition Now**.

Canceling a publisher

You cancel a publisher by deleting the link to its edition. Canceling a publisher does not affect the edition file or its subscribers, but you can no longer send updates. You must be running System 7 to cancel a publisher.

To cancel a publisher:

1. **Select the publisher.**

If the publisher consists of text or table cells, you can click anywhere inside the published information. If the publisher is an object, select the gray border that surrounds it.

If you select something that is part of more than one publisher, you can set options for the first publisher defined from the selected information.

2. Choose **Publishing** from the **Edit** menu and **Publisher Options** from the submenu.

You see the Publisher Options dialog box.

In System 7, the dialog box looks like the one shown in the previous section, “Updating an edition.”

3. Click **Cancel Publisher**.

- ◆ **Important** Canceling a publisher is not final until you save the source document. If you cancel and then change your mind before saving (and you saved the document after defining the publisher), you can close without saving or choose **Revert to Saved** from the **File** menu to re-establish the link.

Canceling a publisher does not remove the edition. To remove the edition, drag it to the Trash from the Macintosh desktop.

Subscribing to information in a document

Subscribing to information in a document defines part of your document as the subscriber, and the system pastes a copy of the edition there.

You can modify the subscriber and determine when it is updated with changes to the edition. You must be using System 7 to set up and update subscribers, but System 7 is not required to modify them.

Setting up a subscriber

You can set up any information as a subscriber. If you subscribe to cells in a table, be sure you select a range of cells large enough to hold the subscriber. ClarisImpact subscribes to the entire edition, regardless of its size. If you select a range for the subscriber that is smaller than the amount of data in the edition you are subscribing to, the additional data replaces the contents of cells adjacent to the subscriber in the spreadsheet.

To subscribe to an edition:

1. Select an area where you want to place the subscriber.
2. Depending on your needs, select text, table cells, or objects. If you don't choose a location, ClarisImpact centers the subscriber on the page.

3. Choose **Publishing** from the Edit menu and **Subscribe To** from the submenu.
You see the Subscribe To dialog box.



4. Select the edition you want from the scrolling list.
You can use the scrolling list, the pop-up menu above the list, and the **Eject** and **Desktop** buttons to locate the document. Refer to the documentation that came with your Macintosh if you need help.
5. Click **Subscribe**, or double-click the edition name.
You see a copy of the edition in the subscriber.

Updating and modifying a subscriber

In System 7, you can update a subscriber whenever the edition changes or only when you request an update. In System 6, editions are *not* updated.

ClarisImpact is preset to protect text subscribers from modification. If you want to edit a text subscriber, you can remove this protection. You can edit text subscribers in System 7 and in System 6.

- ◆ **Tip** you can open the Subscriber Options dialog box by double-clicking the border of the subscriber.

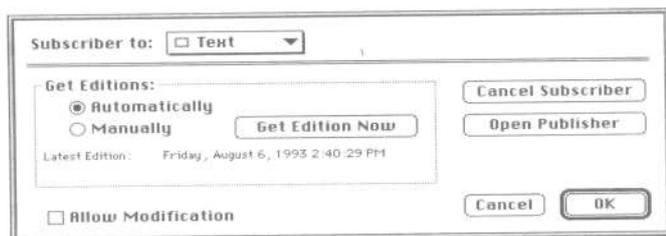
To set options for updating and modifying:

1. **Select the subscriber.**

If the subscriber is text or table cells, click anywhere inside the subscriber's border to select it. If the subscriber is a chart or a drawn object, click the object to select it.

2. Choose **Publishing** from the Edit menu and **Subscriber Options** from the submenu.

You see the Subscriber Options dialog box. In System 7, the dialog box looks like this:



If you are setting options for a drawn object, the dialog box does not include an **Allow Modification** option.

You can click the edition name to see a pop-up menu showing the folders and disk that the edition is in.

3. If you're using System 7, select **Automatically** or **Manually** in the Get Editions area.

Automatically updates the subscriber as soon as the edition changes. **Manually** updates the subscriber only when you click **Get Edition Now**.

The Latest Edition date and time show when the edition was last updated. If you select **Manually**, you see a second time and date that show when you last updated the subscriber.

4. If you want to edit the subscriber, select **Allow Modification** (except for drawn objects).

You must be running System 7 to select this option.

5. Click **OK**.

- ◆ **Important** If you're using System 7, keep in mind that any changes you make to a subscriber are temporary because they are replaced at the next update. If you want to break the link and turn a subscriber into a permanent editable part of the document, click **Cancel Subscriber**.

To update a subscriber manually, select the subscriber, choose **Subscriber Options** from the Publishing submenu, and click **Get Edition Now**.

If you have access to the document that contains the edition's publisher, you can also make changes there (in System 7 only).

To modify a subscriber by changing its edition's publisher:

1. **Select the subscriber.**

Choose **Publishing** from the Edit menu and **Subscriber Options** from the submenu.

2. **Click Open Publisher.**

You see the document and application from which the subscriber was published. You can now modify the subscriber.

Canceling a subscriber

You cancel a subscriber by deleting its link to the edition. The most recent data from the edition remains in the subscribing document as editable data or as an object. You must be running System 7 to cancel a subscriber.

To cancel a subscriber:

1. **Select the subscriber.**

2. **Choose Publishing** from the Edit menu and then **Subscriber Options** from the submenu.

You see the Subscriber Options dialog box.

3. **Click Cancel Subscriber.**

- ◆ **Important** Canceling a subscriber is not final until you save the subscribing document. If you cancel and then change your mind before saving (and you saved the document after subscribing), you can close without saving or choose **Revert to Saved** from the File menu to re-establish the link.

Displaying publishers and subscribers

ClarisImpact is preset to identify all information that has been published or subscribed to by surrounding it with a gray border. The border does not print.

If you don't want borders to display around publishers and subscribers, choose **Publishing** from the Edit menu and **Hide Borders** from the submenu. This command alternates with **Show Borders**.

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