

CLARIS™



MacDraw™ Pro
User's Guide

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MacDraw Pro

User's Guide

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Welcome

Welcome to MacDraw Pro



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Welcome

Welcome to MacDraw Pro

Welcome to the MacDraw™ Pro program — a full-featured, easy-to-use graphics application. You'll soon be using MacDraw Pro to produce the drawings you need — from simple graphics to highly sophisticated color designs.

The MacDraw Pro documentation set includes complete information on MacDraw Pro:

- *MacDraw Pro Getting Started* — If you have just opened your MacDraw Pro package, begin by reading *Getting Started*. Follow the step-by-step instructions for installing MacDraw Pro on your Macintosh. Also included is important information on color, system, and memory requirements.

After you have installed MacDraw Pro, you can follow the step-by-step exercises in the tutorial chapters to quickly learn how to use many of the MacDraw Pro basic and advanced features. As you follow the tutorial exercises, you'll work in MacDraw Pro using sample files provided on disk.

The MacDraw Pro HyperTour™ feature is also an excellent way to learn about MacDraw Pro before you begin using the application. The HyperTour disk provides an introduction to fundamental concepts and shows how to use the basic features of MacDraw Pro. Instructions for taking the guided tour are on the HyperTour disk.

- *MacDraw Pro User's Guide* — This *MacDraw Pro User's Guide* provides in-depth explanations and procedures for using MacDraw Pro. Each section contains an overview of the specific topic or procedure. Read the overview if you are unfamiliar with the topic or procedure. At the end of the topic are the numbered steps you follow to complete the procedure. If you are already familiar with the topic or just want to follow the steps immediately, you can skip to the numbered steps (without reading any background information).

The User's Guide also contains appendixes which provide information on troubleshooting problems, using shortcuts, using MacDraw Pro on a network, working with scanned images, and importing/exporting MacDraw Pro documents.

- *MacDraw Pro Color Guide* — The Color Guide contains information on using MacDraw Pro in color. It shows full-color illustrations of the MacDraw Pro color features. (For procedures and information on using MacDraw Pro in color, refer to chapter 5, in the *MacDraw Pro User's Guide*.)
- *MacDraw Pro Quick Reference Guide* — You can use the *Quick Reference Guide* to quickly look up procedures and shortcuts for many commonly used features and procedures. If you are already familiar with MacDraw II, you can use this guide as an introduction to the new features in MacDraw Pro.
- *MacDraw Pro Help System*— The MacDraw Pro Help System provides easy access to information on MacDraw Pro as you are using the application. If you are unfamiliar with a particular dialog box, feature, or procedure, you can use the Help system to quickly display the exact information you need on the screen. For more information about the Help System and how to use it, refer to chapter 1 in this guide.

A First Look at MacDraw Pro

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A First Look at MacDraw Pro

MacDraw Pro Window

This chapter:

- introduces the MacDraw Pro document window.
- explains the procedures for creating, opening, and saving documents.
- provides step-by-step instructions for setting up MacDraw Pro and its documents to suit your drawing needs and to provide a convenient work environment.
- introduces the MacDraw Pro Help System, a helpful source of information about MacDraw Pro features and procedures that you can quickly display on the screen as you work with documents.
- introduces the About box that provides technical information about the current document, MacDraw Pro, and the Macintosh system that you're working on.

For information about using MacDraw Pro tools and controls, refer to chapter 2 “Using Tools and Controls.” For information about manipulating and arranging drawing elements, refer to chapter 3, “Working with Objects.” For information about using the Style palette, refer to chapter 5, “Using the Style Palette.”

Overview

The MacDraw Pro window is your drafting table, drawing tool box, and electronic grid paper, all in one (figure 1-1).

Figure 1-1
MacDraw Pro
window

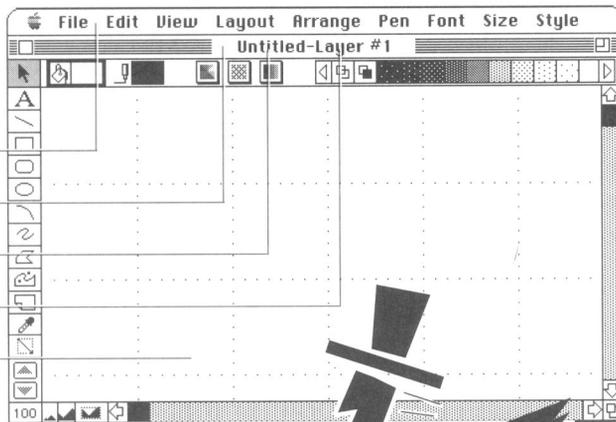
Menu bar

Title bar

Document name

Layer name

Drawing area



You draw in the central area of the window. MacDraw Pro documents can be much larger than the screen. A document can be as large as 100 inches by 100 inches (254 cm by 254 cm) — over 69 square feet (6.45 square meters). Each MacDraw Pro document appears in its own window. You can have up to seven documents open at once (or less, depending on how much memory your Macintosh has).

Menu Bar

The menu bar, across the top of the screen, contains the 10 MacDraw Pro pull-down menus: Apple, File, Edit, View, Layout, Arrange, Pen, Font, Size, and Style. The pull-down menus provide easy access to the MacDraw Pro commands. A command is an instruction to your Macintosh to carry out an action, such as creating a new document, changing a document's size, or printing a document on paper.

Title Bar

Just under the menu bar, the title bar shows the document's name and the name of the current layer. New documents are given temporary names of "Untitled" and assigned a number. After you save and name a document, the document's name appears in place of *Untitled*.

The title bar also shows the name of the currently active layer. A layer is similar to a transparent overlay that you can use to show or hide information contained in a document. (For an explanation of layers, refer to "Layer Controls" in chapter 2 and "Working with Layers" in chapter 3.)

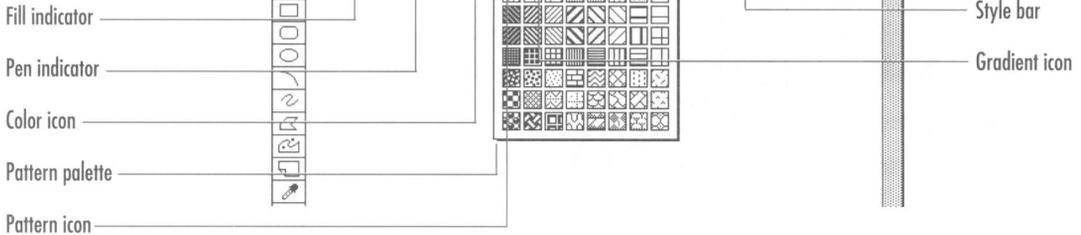
MacDraw Pro creates new documents with one layer, which it labels *Layer #1*. The layer name tells you which layer you are currently working on. You can rename layers as you choose.

If you are using MacDraw Pro to show slides, the title bar shows the name of the current slide and its position in the slide order of a presentation.

Style Palette

The Style palette, located under the title bar, allows you to shade and color drawings (figure 1-2). It provides a choice of colors, patterns, and shading patterns called gradients, that you can use to fill the shapes you draw. You can also select colors or patterns for drawing shapes with colored or patterned lines.

Figure 1-2
Style palette



Position the pointer on the color, pattern, or gradient icons and hold the mouse button down to display a pop-up palette showing the available colors, patterns, or gradients that you can select. (For brevity, colors, patterns, and gradients are referred to as fill patterns.) You can also tear off the pop-up palettes and move them to different positions on the screen. Each palette has its own menu bar and commands that allow you to create new cells and change existing ones. You can rearrange and display the contents of each palette in different ways.

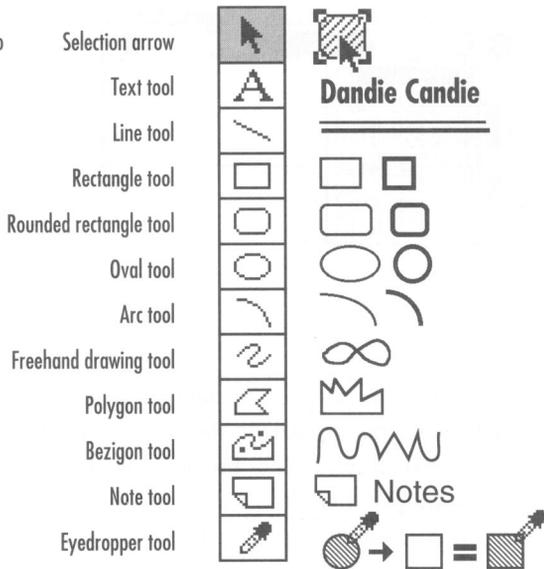
The Style palette also provides a Style bar that can hold frequently used fill patterns. If drawings require the repeated use of certain fill patterns, you can place them in the Style bar for easy access. You can add to, delete, or rearrange the colors, patterns, and gradients in the Style bar, as you want. For more information about using the Style palette, refer to chapter 5, “Using the Style Palette.”

Tool Palette

The shapes and text that you create in a drawing are called objects. To create a drawing, you create and arrange objects in the drawing area.

The tools for creating objects appear in a palette on the left side of the window (figure 1-3).

Figure 1-3
MacDraw Pro
Tool palette



You have a choice of 12 tools that allow you to select and draw shapes, such as lines, rectangles, squares, ovals, circles, and type text (figure 1-3). Three tools — the freehand shape, polygon, and bezigon — let you easily draw curves, linear shapes, and shapes made up of a combination of lines and curves.

Get printer's estimates on Tuesday

MacDraw Pro note

MacDraw Pro also provides a note tool for creating electronic facsimiles of stick-on notes. Creating notes is a handy way to place annotations, comments, or reminders on a drawing. For more information about using the Tool palette, refer to chapter 2, “Using Tools and Controls.”

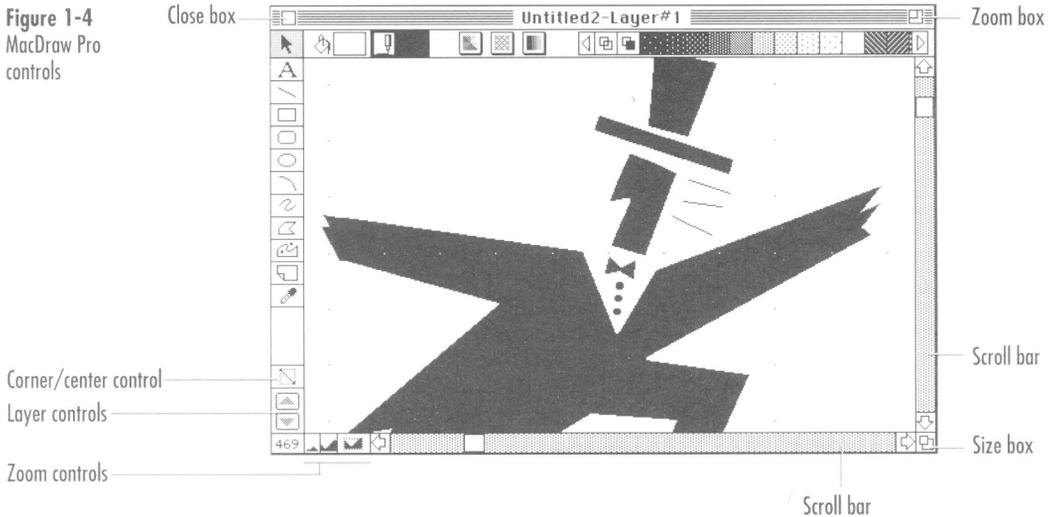
The eyedropper, the last tool on the palette, allows you to select colors, patterns, or gradients that appear in a drawing (without reselecting them from the Style palette). After selecting the eyedropper, you position the pointer over any color, pattern, or gradient in the drawing area and click to “pick it up.” You can then apply the color, pattern, or gradient to other objects.

Controls

Several controls, in the lower left corner of the document, allow you to change how the tools draw or change your view of the drawing (figure 1-4). Use the corner/center control to select whether you draw or resize an object

from its center, or from a corner or end point. You use the layer controls to select which layer you want to work on in a multilayer drawing.

Figure 1-4
MacDraw Pro
controls



Use the zoom controls to enlarge or reduce your view of a drawing to display it many times larger or smaller than the original size. You can zoom in for a close up view or zoom out for an overview of a document. You can create objects and edit a drawing at any zoom level. For more information about using controls, refer to chapter 2, "Using Tools and Controls."

For a quick overview, you can also choose the Fit To Window command from the View menu to reduce (or enlarge) your view of the document so that the entire document appears in the window.

Fit To Window ⌘M
Fit To Window
Command

Use the size box and zoom window box to change the window size. Drag the size box (bottom-right corner of the window) to change a window to any size, large or small, that fits the Macintosh screen. To enlarge a window quickly, once its been resized smaller, click the zoom box (top-right corner of the window). MacDraw Pro enlarges the window to its previous size. Clicking the zoom box again reduces the window to its former size.

Scroll bars, at the bottom and right side of the window, allow you to position your view of a drawing. Refer to your Macintosh Owner's manual for an explanation of how to use scroll bars to move through a document.

Click the close box on the left side of the title bar to close a MacDraw Pro document when you no longer need it. If you haven't saved your work on disk, MacDraw Pro always asks if you want to save before closing the document.

- ◆ **Tip** If you have more than one document open on the screen, you can quickly make another window active by clicking the window. You can also press Command-Shift-W to send the topmost window to the back and make the next window active.

Using Menus

When you pull down a menu from the menu bar, some commands appear in dark text while others are dimmed. You can choose the commands in dark text immediately. Dimmed commands are not available at that time. They will appear in dark text when the conditions are correct to use the command. (Commands in the spelling submenu may appear dimmed if the Main Dictionary is not installed in the System Folder, in the Claris® folder in the System Folder, or in the application folder.)

Some commands appear with an ellipsis (...). When you choose a command with an ellipsis, a dialog box appears for you to select options before MacDraw Pro carries out the command.

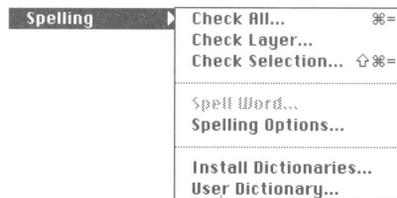
Some commands in the MacDraw Pro menus appear with a check mark. The check mark tells you that the command, such as Italic or Bold, is in effect.

Reshape 
Dimmed command

Drawing Size...
Command with ellipsis

✓**Plain**
Command with check mark

Spelling menu and submenu



The Spelling command in the Edit menu has an arrow after it. The arrow indicates that a submenu will appear when you drag to select the command. The submenu provides a choice of commands for spelling functions.

Select All
Command key
equivalent

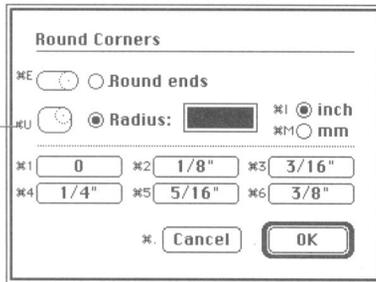
⌘A Command key equivalents appear in the menus next to many command names. Command key equivalents are handy shortcuts for quickly choosing commands from the keyboard without choosing them from a menu.

To issue a command key equivalent, hold down the Command key and press the letter key shown for the command. If the command key equivalent displays an upward pointing arrow in front of it, hold down Shift and Command when you press the letter key.

MacDraw Pro also provides command key equivalents for selecting options in many dialog boxes. When a dialog box appears on the screen, you can hold down the Command key and after a moment you will see the command key equivalents for the dialog box options (figure 1-5).

Figure 1-5
Command keys in a
dialog box

Command key
equivalent



Working with Documents



Document

MacDraw Pro
document icon

MacDraw Pro documents are drawings or graphic works that you create and save with MacDraw Pro. When you work with MacDraw Pro, you follow a routine of opening a new document, working on it, and saving it on disk. After you save a document on disk, it appears on the Macintosh desktop as a MacDraw Pro document icon with the name that you gave it when saving.

Creating a New Document

You can create a new document from the Macintosh desktop by double-clicking the MacDraw Pro icon, or while using MacDraw Pro, by choosing the New command.

MacDraw Pro has settings, called preset options, that it uses when creating a new document. Preset options determine how MacDraw Pro sets up a new document. For example, MacDraw Pro is preset to create a drawing with a

certain page size and a specific selection of pen sizes, among many other options. If the preset options don't suit your work, you can change them to match your preferences. For information about changing preset options, refer to chapter 10, "Customizing MacDraw Pro."

Creating New Documents from Stationery

You can also create a new document by opening stationery. Stationery documents hold the option settings and graphic elements, such as a company logo, that you routinely use. A stationery document is similar to a pre-printed pad of paper forms. When you open a stationery document, MacDraw Pro creates a new document complete with your choices of settings and graphics — you don't have to set up or draw them. You can then work on the document and save it as a standard MacDraw Pro document.



Stationery
Stationery icon

A stationery document appears on the Macintosh desktop with the stationery icon and the name you gave it when saving.

To use stationery to create a new document, you follow the procedure for opening existing documents. Refer to "Opening an Existing Document" in the next section. For more information about creating stationery, refer to chapter 10, "Customizing MacDraw Pro."

To start MacDraw Pro and create a new document:

- From the Macintosh desktop, select the MacDraw Pro icon and choose Open from the File menu, or double-click the MacDraw Pro icon to start MacDraw Pro and create a new window automatically.

To create a new document while running MacDraw Pro:

- Choose New from the File menu, or press Command-N.

A new window appears. A new document appears on top of any previously opened document windows.

Opening an Existing Document

After saving a document on disk, you can open it later to make changes. You can open as many as seven documents at one time (or less depending on the amount of memory available in your Macintosh). You can also open stationery documents to create new documents.

You can open an existing document from the Macintosh desktop, or while using MacDraw Pro.

- ◆ **Note** To open a MacDraw or MacDraw II document in MacDraw Pro, you must first start MacDraw Pro, and then choose Open from the File menu to open the document.

To start MacDraw Pro and open a document from the Macintosh desktop:

- Select the document icon and choose Open from the File menu, or double-click the MacDraw Pro document icon to start MacDraw Pro and open the document automatically.

To open a document while running MacDraw Pro:

1. Choose Open from the File menu, or press Command-O.

The Open dialog box appears (figure 1-6).

Figure 1-6
Open dialog box



Select the document you want from the list in the dialog box. The list shows the names of all the documents and folders in the current folder or on the current disk. If necessary, scroll through the list to find the document name or folder you want.

MacDraw Pro is preset to show all available files in the list box. You can limit the list in the dialog box to show a specific kind of file. For example, you can have MacDraw Pro show only your library or stationery documents. Display the Show pop-up menu and select a document type. MacDraw Pro limits the list to documents in the selected type only.

For more information about opening documents created with other applications, refer to Appendix E, “Importing and Exporting Documents.”

- Double-click a folder name in the list box to open the folder and display folders and documents within it.
 - Click Drive to display folders and documents on another disk inserted in a disk drive.
 - Press on the current folder pop-up menu and choose a folder or the disk name to close the current folder and open the folder or disk containing it.
2. To open a document, click the name to select it and click **Open**.
- Double-click the name to open the document in one step.
 - Click **Cancel** to cancel the procedure.

MacDraw Pro displays the document on screen.

If you have seven documents (or windows) open, the **Open** and the **New** commands are dimmed and you cannot create or open an additional document. You must close a document before you can choose **Open** or **New**.

- ◆ **Tip** To start up MacDraw Pro and automatically display the **Open** dialog box so that you can select a document to open, double-click the application icon on the Macintosh desktop and hold down **Command** until the dialog box appears.

Saving Documents

When you finish working on the document, save the final version on disk for later use (unless you want to abandon your work and not keep a copy). You should also save a document periodically as you work on it. That way you won't lose all your work if an unexpected power outage occurs. It's also a good idea to make copies of your documents on other disks. These backup copies ensure that you won't lose documents if a disk is accidentally damaged.

MacDraw Pro provides two commands in the **File** menu for saving documents: **Save** and **Save As**. Choose the **Save** command when you first

save a document and as you work on it to update the document on disk with your changes.

Use Save As when you want to make a backup copy of a document or when you want to keep both the original version of a document and a version with changes. To keep different versions, you save the original version under one name with Save or Save As and then use Save As to save the changed document under a different name.

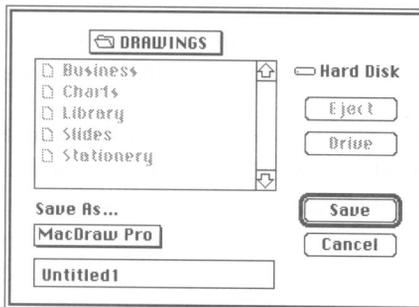
If several windows are open, make the window that holds the document you want to save active before you choose the Save or Save As command.

To save a document:

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

If you choose Save to save a previously saved document, MacDraw Pro replaces the document on disk with the version on screen. If you have not saved a document and you choose Save, or if you choose Save As, MacDraw Pro displays the Save As dialog box (figure 1-7).

Figure 1-7
Save As dialog box



2. Enter a name for the document in the Save As box.

Names can be any combination of letters, numbers, and spaces; you cannot use a colon.

3. Open the folder or insert the disk on which you want to save the document.

- Click Drive to display folders and documents on another disk inserted in a disk drive.

- Double-click a folder name in the list box to open the folder and display folders and documents within it.
 - Press on the Current Folder pop-up menu and choose a folder or the disk name to close the current folder and open the folder or disk containing it.
4. Choose a file format from the Save As pop-up menu, if you want.

MacDraw Pro is preset to save documents as drawings; to transfer the document to another application, save the MacDraw Pro documents in the appropriate file format. The Save As pop-up menu lists the file formats that you can use when saving.

For more information about saving documents in different file formats, refer to Appendix E, “Importing and Exporting Documents.”

5. Click Save.

- Click Cancel to cancel the save procedure.

MacDraw Pro saves the document on disk. The document remains open on screen and the title bar shows the document name.

If insufficient room exists on the current disk to hold the document, a message appears and you must save the document elsewhere.

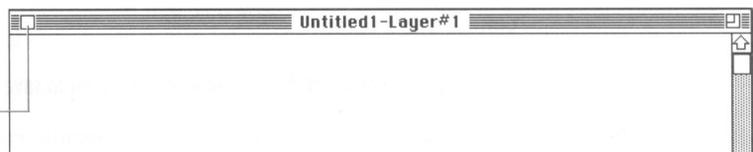
For information about saving documents as stationery, refer to chapter 10, “Customizing MacDraw Pro.” For information about saving library documents, refer to chapter 8, “Using Libraries.”

Closing Documents

When you are through working with a document, you can put it away by closing it. You close the document by clicking the close box on the title bar (figure 1-8) or by choosing the Close command.

Figure 1-8
Close box

Click here to close
the document

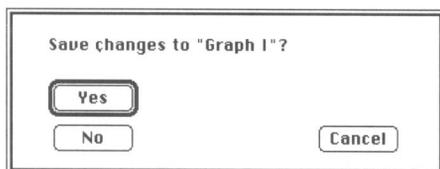


- Click the close box or choose Close from the File menu or press Command-W.

The Close command closes the currently active window; it does not affect the other windows on the screen. To close a window that is not active, click the window to activate it and then choose Close.

If you have made changes to the document, but have not saved them, MacDraw Pro asks if you want to save the changes to the document (figure 1-9).

Figure 1-9
Close message



Click Yes to save the changes. If you have never saved the document, you see the Save As dialog box. You can then name and save the document.

- ◆ **Note** The Close command doesn't close the Color, Pattern, or Gradient palettes. To close a palette, click the palette's close box.

Quitting MacDraw Pro

When you finish working on a document and want to leave MacDraw Pro, choose Quit from the File menu, or press Command-Q. If you have saved the currently open documents, MacDraw Pro closes the document windows and returns you to the Macintosh desktop. If you haven't saved your work, MacDraw Pro displays a message asking you to save it (figure 1-9).

Setting Up a Document

Before you begin working with a document (and as you work on it) you can select and display those MacDraw Pro attributes you deem most useful and convenient for your work. For example, you can choose the size of a drawing, select the pen sizes that you want to draw with, add or eliminate fonts and fonts sizes to or from the Font and Size menus, and display or hide the MacDraw Pro windows and palettes as your work requires.

This section introduces some of the choices you have for setting up a MacDraw Pro document. For more information about other options, refer to “Choosing Preferences” in chapter 10.

Choosing a Drawing Size

You can specify a size for a drawing up to approximately 69 square feet (6.45 square meters). Although the Macintosh screen may show only a portion of a large drawing, you can scroll to work on all parts of the drawing, and zoom out (temporarily reduce its size on screen) to get an overview of how it looks.

If a drawing is larger than will fit on a single page (based on the printing device chosen with the Chooser), MacDraw Pro divides the document across pages. The size of a newly created document is preset to a single page. You can add pages to a drawing as you require them. You can make a document larger or smaller as you work on it.

To choose a drawing size:

1. Choose Drawing Size from the Layout menu.

In the Drawing Size dialog box, the dimensions of the current document appear in the Width and Height boxes (figure 1-10). The gray box (on the right) shows the potential size of a document; the white rectangles within it represent the number of pages in the document.

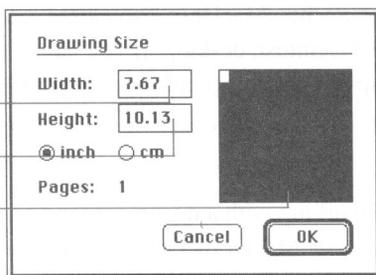
Figure 1-10

Drawing Size dialog box

Width box

Height box

Document size box



(You set the page size and the page’s vertical or horizontal orientation with the Page Setup command from the File menu. Refer to “Selecting Page Size and Orientation” in the next section for more information.)

2. Enter the document's new width and height in the Width and Height boxes or click the place in the document size box where the bottom-right corner of the document should be.

When you enter a width or height, press Tab to enter the other dimension. MacDraw Pro displays the changed width or height in the gray box. After entering the second dimension, press Tab again to see the new drawing size in the gray box, if you want.

You can also click (or drag) in the gray box to add or eliminate entire pages from the drawing size.

- Click the inch or cm buttons to specify the size in inches or centimeters.
3. Click OK.
 - ◆ **Important** You can reduce the size of a document by eliminating pages from the Document size box. You must delete or move all objects from a page before you can eliminate that page in the Drawing Size dialog box.

Selecting Page Size and Orientation

Orientation



Portrait page orientation

MacDraw Pro is preset to create documents divided into 8.5 by 11 inch portrait pages. You can change the preset page size and orientation to suit the drawing.

To select a page size and orientation:

1. Choose Page Setup from the File menu.

The Page Setup dialog box appears (figure 1-11).

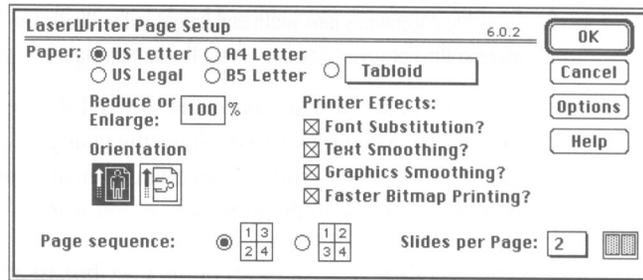
- ◆ **Note** The Page Setup dialog box shows different options depending on the printer and printer resource you have selected with the Chooser. Figure 1-11 shows the options available for a LaserWriter. If you use a different printer or plotter, refer to your printer or plotter manual for more information about Page Setup.

Orientation



Landscape page orientation

Figure 1-11
Page Setup
dialog box



2. Click a paper size.

The drawing size in the window changes based on the paper size you click.

3. Click the icon for either portrait (upright) or landscape (sideways) orientation.

- Specify a percentage of enlargement or reduction if needed.

4. Click OK.

The LaserWriter printer always leaves a small margin on the printed page. Thus, if you specify a page size of US Letter (8.5 by 11 inches), MacDraw Pro specifies the page Width and Height in the Drawing Size dialog box as 7.67 by 10.13, the actual drawing area for a page (page size minus the margins).

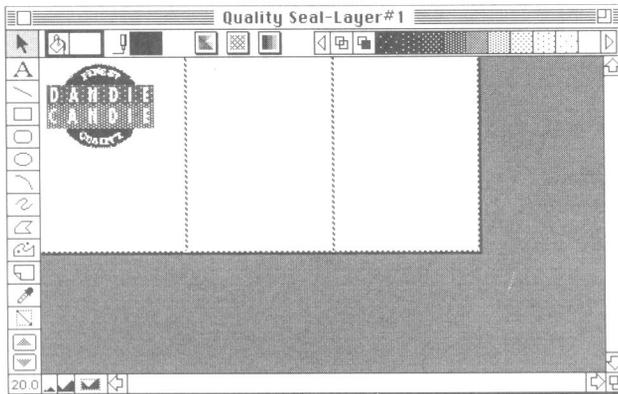
When you print the separate pages of a large document, you can assemble the drawing by attaching the margins of the sheets.

- ◆ **Note** If you use an ImageWriter printer and continuous computer paper, you can select the No Gaps Between Pages option in the Page Setup dialog box, which allows an ImageWriter to print to the top and bottom edges of paper sheets, leaving no top and bottom margins when printing portrait, and no left and right margins when printing landscape.

Showing or Hiding Page Breaks

If you want to see how a drawing divides into pages for printing, you can show the page breaks of a document. Page breaks appear as dashed lines on screen (figure 1-12). You can draw across page breaks. The lines don't print; they represent where MacDraw Pro will divide the drawing into printed pages (according to the page size and orientation selected in the Page Setup dialog box). If you don't have a printer driver on your System Folder, MacDraw Pro uses a preset page size of 8 inches by 10.5 inches.

Figure 1-12
Page break lines



Printed pages will also have blank side, top, and bottom margins. The size of the margins depends on the page size you choose and the printer you use. These margins don't show on screen.

You cannot move or adjust the place where page breaks fall in a document. MacDraw Pro automatically sets the page-break position based upon the settings chosen in the Page Setup dialog box.

To display page breaks:

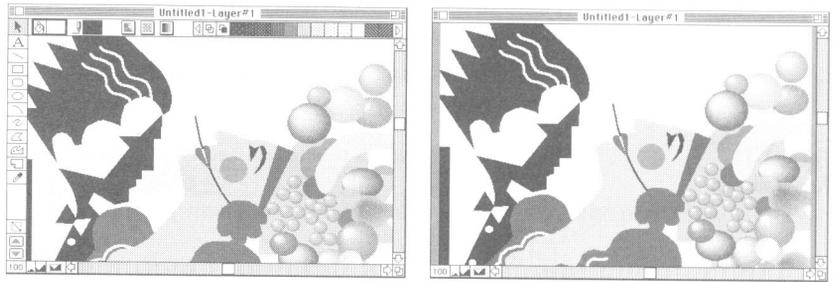
- Choose **Show Page Breaks** from the View menu.

To hide the page breaks, choose **Hide Page Breaks** from the View menu.

Showing or Hiding the Tool and Style Palettes

MacDraw Pro automatically displays the Tool and Style palettes when you create a new document. You can hide the palettes when you want to view more of the drawing area on the screen (figure 1-13).

Figure 1-13
MacDraw Pro window with Tool palette and Style palette displayed and hidden



For example, you might hide the palettes when you want to arrange objects in a drawing and you don't need easy access to the tools or styles. When the Tool palette is hidden, you can still select tools by pressing a letter key (when "Typing activates shortcuts" is selected in the General panel of the Preferences dialog box). Each tool has a letter key associated with it that you can use to select the tool. For more information about selecting tools, refer to "Selecting Tools" in chapter 2.

To hide the Tool and Style palettes:

- Hold down the **Command** and **Option** keys and press the **Space bar** (**Command-Option-Space**).

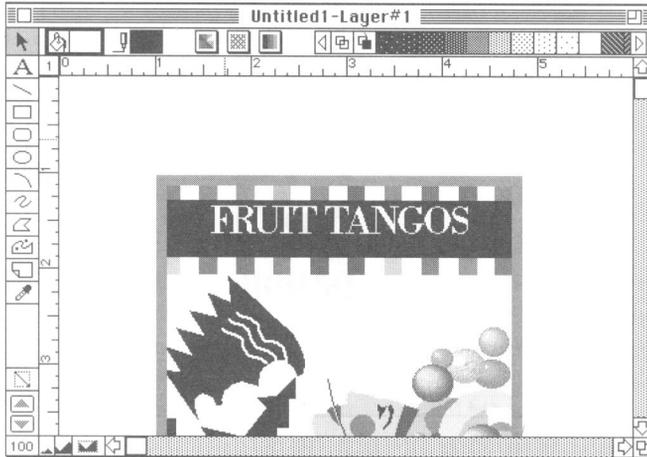
To display the palettes, press **Command-Option-Space** again.

Showing or Hiding Object Rulers

MacDraw Pro provides rulers that you can display to help you draw objects in specific sizes and position them precisely in a drawing. When you create a new document, the rulers are hidden. You can display or hide the rulers whenever you want.

The MacDraw Pro ruler is a graphic representation of a ruler marked with unit measurements in the scale you set in the Rulers dialog box. The rulers are located across the top and down the left side of the window and extend the full length and width of your document (figure 1-14).

Figure 1-14
MacDraw Pro rulers



When the rulers are showing, they have thin dotted lines that follow the pointer as you move it across the document. By watching these lines, you can judge the distances between and the dimensions of objects as you move and draw them. (You can also display an object's size while you draw it or when you select it. Refer to "Size Bar" in chapter 4, "Using the Object Rulers.")

The preset ruler for new documents measures in inches and is divided into $\frac{1}{8}$ -inch divisions. You can change the units and divisions of a document's rulers with the Rulers command. For more information about using and setting the rulers, refer to chapter 4, "Using the Object Rulers."

To display the object rulers:

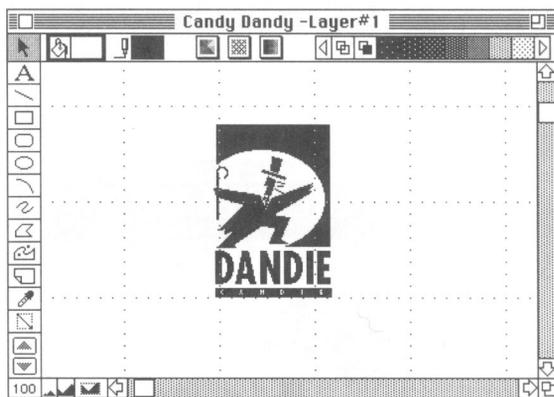
- Choose Show Rulers from the View menu.

To hide the rulers again, choose Hide Rulers from the View menu.

Showing or Hiding the Grid

Similar to using grid paper, you can display a dotted grid in the drawing area on the screen to help you accurately draw, position, and adjust the size of objects in a document (figure 1-15).

Figure 1-15
MacDraw Pro grid



Dotted gridlines and gridpoints appear in the document window. (They don't appear on a printed document.) The spacing of the gridlines and gridpoints corresponds to the spacing of the ruler divisions in the currently active ruler. Changing the ruler divisions changes the grid spacing. For more information about the ruler's relationship to the grid, refer to "Object Rulers and Grid" in chapter 4.

To display gridlines:

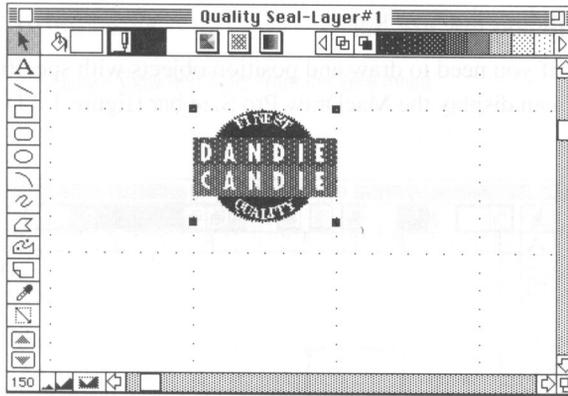
- Choose **Show Gridlines** from the View menu.

To hide the grid, choose **Hide Gridlines** from the View menu.

Turning the Autogrid On or Off

MacDraw Pro can make sure that you always place or move objects in a drawing according to the grid. New objects will snap to the grid (not between gridpoints). The MacDraw Pro autogrid feature automatically positions any object you create onto the nearest gridpoint. You need only create or place the object near a gridpoint and MacDraw Pro adjusts the object's size and position to match the grid (figure 1-16).

Figure 1-16
Autogrid positions
objects on the grid



When you open a new document, the autogrid is on. If you notice that objects don't move to the exact locations where you want them, the autogrid is probably on, preventing you from moving them off the grid. You can turn the autogrid off when you want to create or position objects off the grid.

- ◆ **Note** You can use the autogrid with gridlines and gridpoints displayed or hidden. Hiding the grid doesn't turn off the autogrid.

To turn the autogrid on:

- Choose **Turn Autogrid On** from the **Layout** menu.

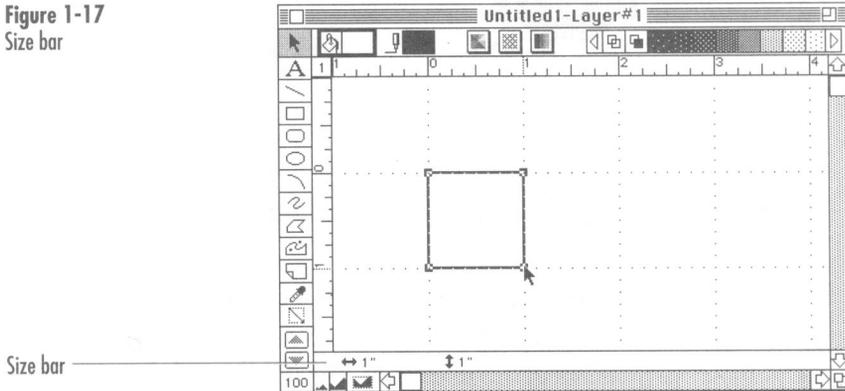
To stop using the autogrid, choose **Turn Autogrid Off** from the **Layout** menu.

For more information about the autogrid, refer to "Using the Autogrid" in chapter 4.

Showing or Hiding the Size Bar

If you need to draw and position objects with specific measurements, you can display the MacDraw Pro Size bar (figure 1-17).

Figure 1-17
Size bar



To display the Size bar:

- Choose Show Size from the View menu.

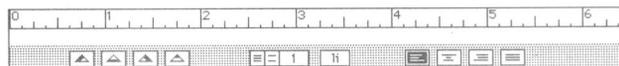
To hide the Size bar, choose Hide Size from the View menu.

Like a continually updating gauge, the Size bar provides instant readings for objects you create and the actions you take in a drawing. For example, the Size bar can show current pointer position, the height and width of an object, the length of lines, size of an arc, the distance an object has been moved, and the angle at which objects are drawn or rotated, among other specifications. For more information about the Size bar, refer to "Size Bar" in chapter 4.

Showing or Hiding the Text Ruler

MacDraw Pro provides a text ruler that allows you to easily lay out text in a document (figure 1-18). The text ruler formats text in a manner similar to formatting with a word processing application. You can create text with the page positioning, margins, indents, tab settings, line spacing, and alignment that you want. When you create a new document, the text ruler is hidden.

Figure 1-18
MacDraw Pro
text ruler



To display the text ruler:

- Choose **Show Text Ruler** from the **View** menu.

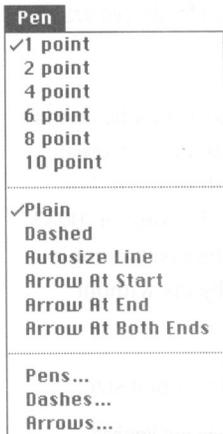
To hide the ruler, choose **Hide Text Ruler** from the **View** menu.

For more information about the text ruler and working with text objects, refer to chapter 6, “Working with Text.”

Selecting Pen Sizes for the Pen Menu

To draw objects, you create them with lines of a specific width (figure 1-19).

Figure 1-19
Object drawn with
different pen sizes



Pen menu and
preset pen sizes

MacDraw Pro provides a preset selection of pen sizes from 1 to 10 points (a point is approximately $\frac{1}{72}$ of an inch) in the Pen menu. You can select any of the pen sizes from the menu to draw objects with lines of a specific width or change the pen size used with existing objects.

You can also change the pen sizes available in the Pen menu.

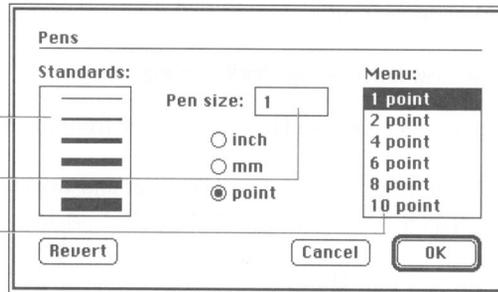
To change the pens sizes in the Pen menu:

1. Choose **Pens** from the **Pen** menu.

The Pens dialog box appears (figures 1-20).

Figure 1-20
Pens dialog box

Standards box
Pen size box
Menu Box



The Standards box (left) provides a selection of the MacDraw Pro preset pen sizes. The Menu box (right) lists the pen sizes currently available in the Pen menu.

2. Click the pen size that you want to change in the Menu box.

You can now change this pen size to a different size.

3. Click the inch, millimeter, or point button to select the measuring unit for the pen size.
4. Enter a number for the pen size in the "Pen size" box.

You can enter pen sizes from 1/10,000 of an inch up to 1.5 inches wide (100 points or 40 millimeters). (Even though MacDraw Pro can create these pen sizes, your printer may not be able to print all of them. For example, with a LaserWriter, lines can be as small as .24 point or .00333 of an inch.) You can set a zero pen size for drawing objects that don't have a surrounding border line. (You can also draw objects without outlines by selecting Transparent as the pen pattern.)

- Click a pen size in the Standards box to select a preset pen size.
5. Click another pen size in the Menu box to change it, or click OK if you are finished changing pen sizes.

If you set a pen size but have not clicked OK or have not selected another pen size from the Menu box, you can click Revert to cancel the changed pen size and reinstate the previous one.

For more information about setting pen sizes, refer to "Drawing Objects with Different Pen Sizes" in chapter 2.

Selecting Fonts for the Font Menu



Font Menu

You can create text in a variety of fonts. The Font menu provides a selection of all the fonts in the System file. The font names appear in alphabetical order, with a check mark beside the font you are currently using. You can also add or remove font names from the menu to provide a convenient selection of the fonts that you use most.

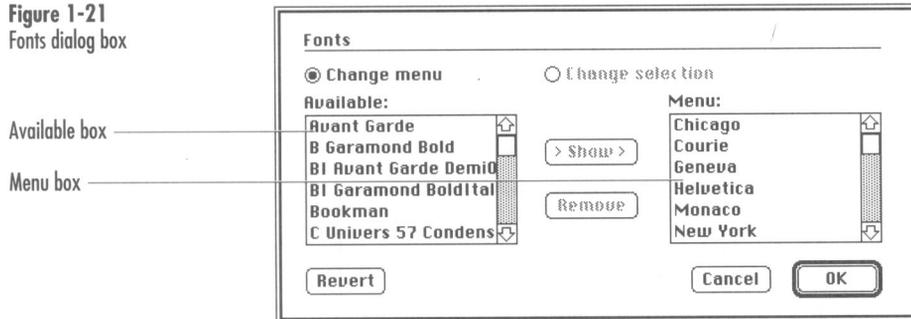
- ◆ **Note** If a font name is dimmed, that font is not available in your System file. For information about how to install fonts into your System file, refer to your Macintosh owner's guide.

To select fonts for the Font menu:

1. Choose Fonts from the Font menu.

The Fonts dialog box appears (figure 1-21).

Figure 1-21
Fonts dialog box

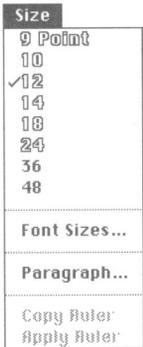


The Available box (left) lists the fonts available in your System file. The Menu box (right) lists the fonts currently available in the Font menu.

2. Click "Change menu" if it is not already selected.
3. Click a font name in the Available box and click Show.
 - To remove a font name from the menu, click the font name in the Menu box and click Remove.
4. Click OK when you are finished adding or removing fonts.

- ◆ **Tip** You can also use a font that resides in your System file but does not appear in the menu. Select the text you want to change and then choose Fonts to display the Fonts dialog box. When the Fonts dialog box appears, select a font from the list in the Available box and click OK. The selected text changes to the different font.

Selecting Font Sizes for the Size Menu



Size menu and preset font sizes

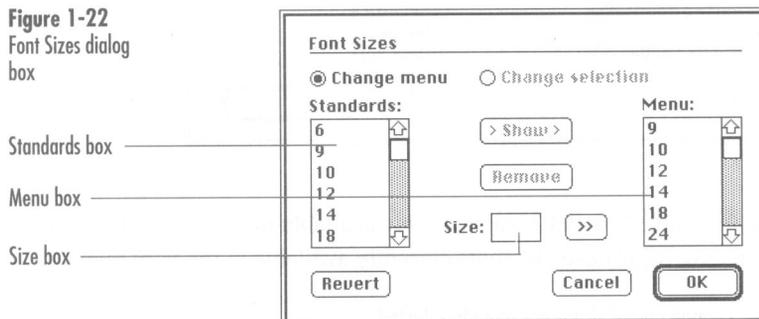
You can create text in a variety of font sizes. The Size menu provides a preset selection of font sizes from 9 to 48 points. You can also add or remove font sizes from the menu to provide the font sizes that you use most. You can add font sizes up to 6400 points.

To select font sizes for the Size menu:

1. Choose Font Sizes from the Size menu.

The Font Sizes dialog box appears (figure 1-22).

Figure 1-22
Font Sizes dialog box



The Standards box (left) contains a list of standard font sizes available in your System file. The Menu box (right) lists the font sizes currently available in the Font Size menu.

2. Click "Change menu," if it is not already selected.
3. To add a font size to the menu, click a size in the Standards box and click Show, or enter a size in the size box and click the right pointing arrow.

- To remove a font size from the menu, click the size in the Menu box and click Remove.
4. Click OK when you are finished adding or removing font sizes.
- ◆ **Tip** You can also use a font size even if it does not appear in the menu. Select the text you want to change and then choose Font Sizes to display the Font Sizes dialog box. When the Font Sizes dialog box appears, select a font size from the list in the Standards box or type a specific size in the size box and click OK. The selected text changes to the different font size.

For more information about fonts, refer to “Changing Text Font, Font Size, and Font Style” in chapter 6.

Selecting Font Style Combinations for the Font Menu

Some documents may require that you use the same combination of font, font size, and font styles repeatedly. For example, in a newsletter, the headings may always be in one font combination and the main body of text in a different combination. You can add these specific combinations of font, size, and style to the Font menu. You can then select the font style combination in one step from the menu, instead of selecting a font, size, and style separately.

To create font styles:

1. Choose a font from the Font menu.
2. Choose a font size from the Size menu.
3. Choose a font style from the Style menu.

With the combination of font, size, and style selected, you can add it to the Font menu.

4. Choose Set Style from the Font menu.

The font style combination appears as a choice at the bottom of the Font menu. You can create up to nine custom font styles.

With the Delete Style command, you can delete font styles from the menu when you no longer need them. The Delete Style command only appears in the Font menu after you have created a font style combination.



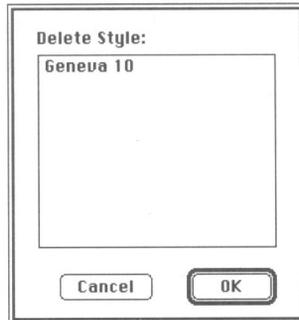
Font menu and custom font style

To delete a font style:

1. Choose Delete Style from the Font menu.

The Delete Style dialog box appears (figure 1-23).

Figure 1-23
Delete Style dialog
box



2. Select the name of the font style you want to delete.

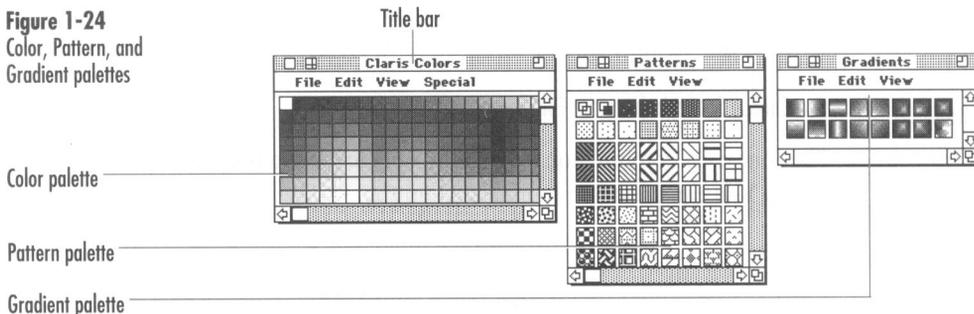
3. Click OK.

- To return to the document without deleting a font style, click Cancel.

Showing or Hiding the Color, Pattern, and Gradient Palettes

Similar to an artist's wooden paint palette that holds different paints ready at hand, MacDraw Pro provides three palettes that hold the colors, patterns, and shading patterns called gradients ready for use (figure 1-24). You can display and position the palettes on the screen in any arrangement that you find convenient.

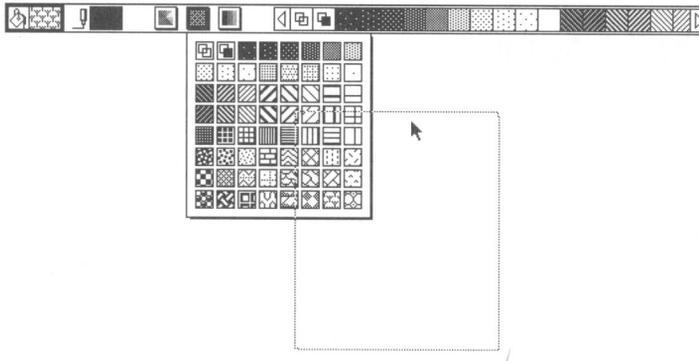
Figure 1-24
Color, Pattern, and
Gradient palettes



To display a particular palette on the screen:

1. Position the pointer on the Color, Pattern, or Gradient icon in the Style palette and hold down the mouse button to display the palette.
2. Drag until a dashed outline of the palette appears on screen and then position the palette where you want it and release the mouse button (figure 1-25).

Figure 1-25
Drag to tear a palette from the Style palette



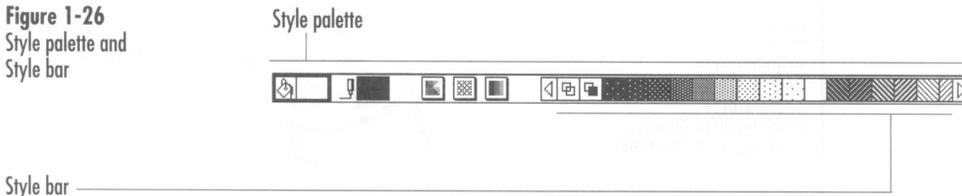
You can reposition the palette by dragging the palette's title bar.

With a palette displayed on screen, you can resize it and rearrange the colors, patterns, or gradients that appear within it. For more information about working with the Colors, Patterns, and Gradients palettes, refer to chapter 5, "Using the Style Palette."

Selecting Colors, Patterns, and Gradients for the Style Bar

You can add often-used colors, patterns, and gradients to the Style bar for easy selection. The Style bar can hold colors, patterns, and gradients in any combination or arrangement that you prefer.

Figure 1-26
Style palette and Style bar



To add a color, pattern, or gradient to the Style bar:

- Drag a color, pattern, or gradient from its corresponding palette (or from the fill pattern or pen indicator) into the Style bar.

A copy of the color, pattern, or gradient appears in the Style bar. You can drag the new fill pattern to a different position in the bar. To eliminate a fill pattern, drag the pattern off the bar.

MacDraw Pro Help System

MacDraw Pro provides on-screen help that you can display as you work with the application. You can use the MacDraw Pro Help System to quickly find information on topics, such as how to create a library or change the display order of slides.

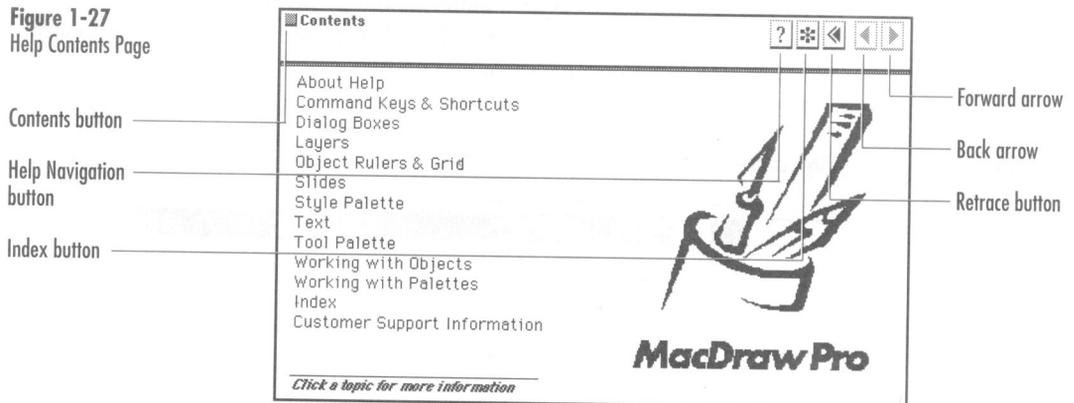
On the Screen

If you select a tool, or have a dialog box on the screen (except the Open, Save As, Place File, Print, or Page Setup dialog boxes) and press Command-?, the Help system appears with the appropriate information.

- ◆ **Note** You can access information about the Print, Open, Save As, Place File, Print, or Page Setup dialog boxes by the Help system table of contents page.

If you don't have a tool selected or a dialog box displayed, the Help System displays a table of contents (figure 1-27). You can browse through the Help System by selecting topics from the table of contents.

Figure 1-27
Help Contents Page



Click a topic to select it. The MacDraw Pro Help System automatically displays the information you requested or additional topics that you can select.

To navigate through the Help system, click the buttons in the upper right corner of the window. To learn how to use Help, click the Help Navigation button, or select “About Help.” Click the Contents button when you have finished learning about a topic and want to return to the Contents. Click the Index button to see an alphabetized listing of all the topics in the Help system.

You may find it useful to have a printed copy of the information in the MacDraw Pro Help System. When you choose Print from the File menu, MacDraw Pro prints the contents of the Help window displayed on the screen.

To use MacDraw Pro Help:

- Choose Help from the Apple menu or press Command-?.
MacDraw Pro opens the Help system window.

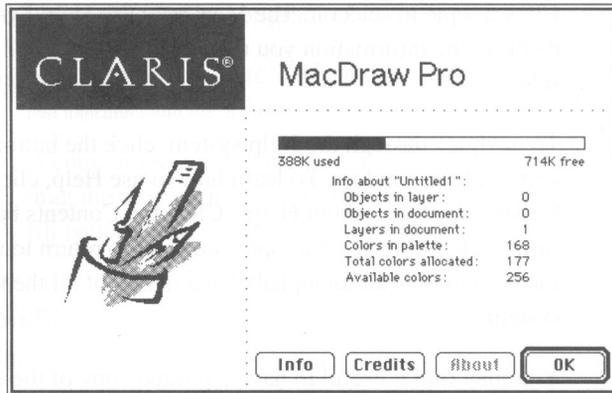
To leave Help:

- Choose Close from the File menu, press Command-W, or click the Help window close box.

Displaying Technical Information

The About MacDraw Pro command in the Apple menu displays a dialog box that contains information about MacDraw Pro, the current document, and your Macintosh and software. It presents the number of objects and layers in the current open document and the number of objects in the active layer. It also notes the number of colors, total number of allocated colors, and the number of window display colors (figure 1-28).

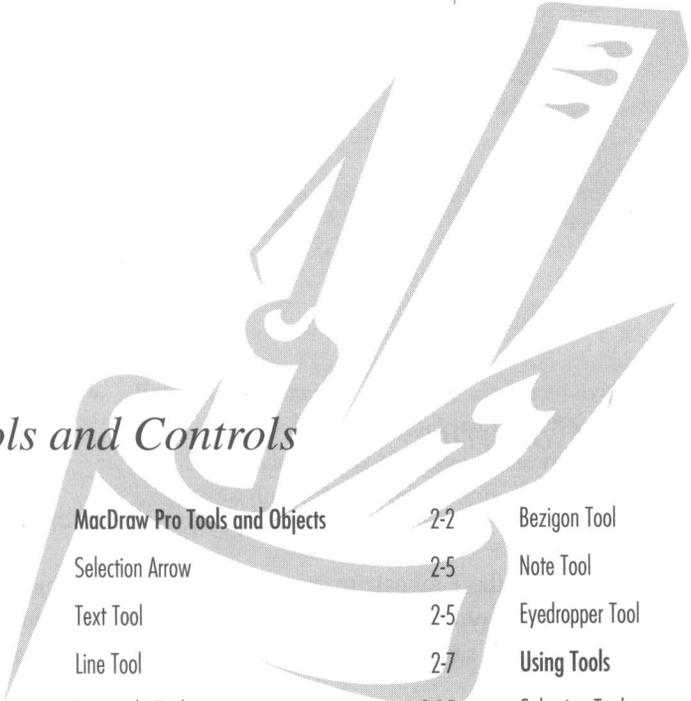
Figure 1-28
About MacDraw Pro
box



Click OK to dismiss the information.

You can also see additional information about MacDraw Pro when you click the Info button (or hold down Option and choose About MacDraw Pro from the Apple menu). MacDraw Pro displays information about the version and release date of your copy of MacDraw Pro, and system and memory information. If you call Claris technical support for information about MacDraw Pro, the technical support representative may ask for this information.

Clicking the Credits button presents information about the developers of MacDraw Pro and copyright and trademark information.



Using Tools and Controls

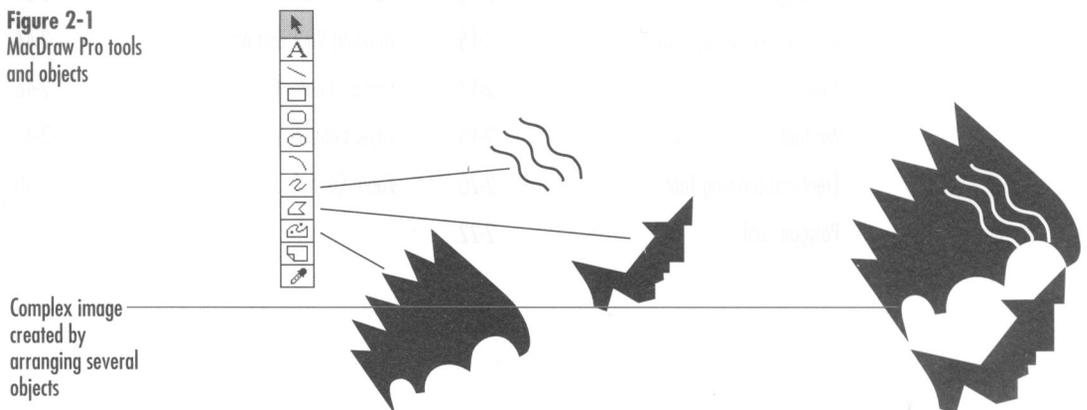
MacDraw Pro Tools and Objects	2-2	Bezier Tool	2-25
Selection Arrow	2-5	Note Tool	2-29
Text Tool	2-5	Eyedropper Tool	2-31
Line Tool	2-7	Using Tools	2-34
Rectangle Tool	2-15	Selecting Tools	2-34
Rounded Rectangle Tool	2-15	Undoing Your Last Action	2-44
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Arc Tool	2-18	Layer Controls	2-47
Freehand Drawing Tool	2-20	Zoom Controls	2-50
Polygon Tool	2-22		

Using Tools and Controls

MacDraw Pro Tools and Objects

Each tool in the Tool palette draws a specific type of object or performs a specific function. By drawing objects of different types and positioning them on screen, you can create intricate images in a drawing (figure 2-1).

Figure 2-1
MacDraw Pro tools
and objects



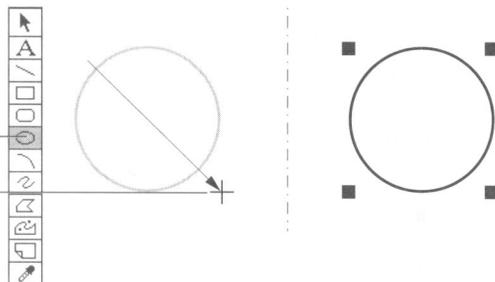
To draw a line or shape, select a drawing tool by clicking the tool's icon. The icon becomes highlighted to show which tool you selected (figure 2-2). After you select a drawing tool, the pointer changes shape over the document to form a crosshair (a pencil appears when using the freehand shape tool), which helps to show the precise starting and ending points of the line or shape. You drag the pointer to start drawing.

Figure 2-2

Click a tool to select it; drag to draw

Selected tool

Crosshair pointer



- ◆ **Note** In this manual, when you are asked to click a tool or object, position the pointer and then press and release the mouse button once. To double-click, press and release the mouse button twice quickly. To drag, hold down the mouse button, move the mouse, and release the mouse button.

To perform certain functions, you may be asked to hold down a key or several keys as you click. For example, to Shift-click means to hold down the Shift key and click the mouse button at the same time.

When you are asked to press a key or an item on the screen, you should press the indicated key on the keyboard, or position the pointer on the screen and hold the mouse button down.

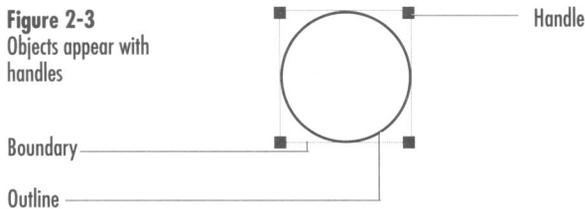
As you drag, MacDraw Pro draws a line or shape automatically in the same direction and angle that you move the mouse. You can move the mouse in any direction until the object is the desired size (or shape) and then release the mouse button.

- ◆ **Note** The procedures used for drawing freehand shapes, polygons, and bezigons are different from the drawing method described above. For information about using the freehand drawing, polygon, and bezigon tools, refer to “Freehand Drawing Tool,” “Polygon Tool,” and “Bezigon Tool” later in this chapter.

After you draw an object, MacDraw Pro deselects the tool and automatically activates the selection arrow. You're ready to move or resize the object, select the next tool to draw another line or shape, type text, or use MacDraw Pro commands.

The new object appears with small squares called handles (figure 2-3). You can position the pointer on a handle and drag to change the object's size or shape. Handles appear on both ends of lines or on the corners of an invisible rectangular boundary that encloses the object. For example, the border of a circle appears within a square boundary with handles at each corner. The line that defines the object's shape is called its outline. As seen in figure 2-3, the outline of an object can be different from the boundary.

Figure 2-3
Objects appear with handles

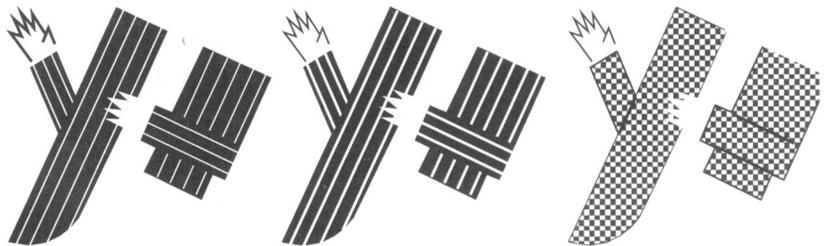


An object's handles don't print; they disappear when you click the Tool palette to select a tool and draw another object.

To change an object later, click the selection arrow from the Tool palette and then click the object. The object becomes selected. When you select an object, the handles reappear and you can change the object's characteristics.

For example, you can choose a different line width, or fill the object with a different color or pattern (figure 2-4).

Figure 2-4
Objects with different line widths and fill patterns



Selection Arrow



Selection arrow

You use the selection arrow to select, move, or change the size of the objects you create. After you draw an object, MacDraw Pro automatically activates the selection arrow and selects the object so you can immediately reposition or resize the object.

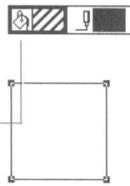
You select an object by placing the selection arrow pointer on it and clicking. Refer to “Selecting Objects” in chapter 3 for other ways to select objects.

You move a selected object by dragging it to a different position. You can change an object’s size by dragging a handle.

- ◆ **Shortcut** After selecting a drawing tool, you can quickly reselect the selection arrow by pressing Enter.
- ◆ **Tip** You can use the selection arrow to apply the currently selected fill or pen pattern to objects. After selecting the object, hold down Command and click the fill or pen indicator in the Style palette. MacDraw Pro automatically applies the current fill or pen pattern to the object (figure 2-5).

Figure 2-5
Applying a fill or pen pattern

Command-click the
fill indicator



Selected object fills with
the current fill pattern

Text Tool



Text tool

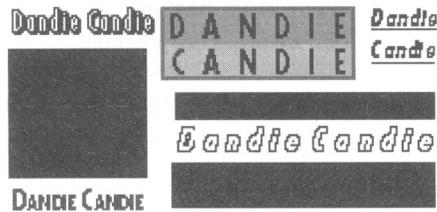
Use the text tool to type or edit text in a drawing. You can create text objects two ways: After selecting the text tool, you can either click in the document and begin typing a caption, or you can drag to set margins for a text passage and then begin typing. When creating a caption, press Return to end a line and start another. This method is useful for creating simple labels or captions of one or two lines.

Positioning the text pointer over the document and dragging allows you to set left and right margins before you type text. As you type, MacDraw Pro will automatically adjust words to fit between the margins. (You needn’t press Return to end each line — only to end a paragraph or create a blank

line.) This method is useful for creating passages of text that need specific margins or whose margins may change.

You can type text in a variety of fonts, sizes, and styles. Your text can appear against a specific background color, pattern, or gradient of your choice. You can specify that the letters appear in any solid color, including black, white, and shades of gray (figure 2-6). Refer to chapter 6, “Working with Text” for further information about using text in a drawing.

Figure 2-6
Text objects in
different fonts, styles,
background
patterns, and
colored text



After you type text, the text becomes an object like all other objects you create with MacDraw Pro. You can select and reposition it, drag a handle to change the margin, change its text color and fill pattern, and edit it the same way you edit text with other Macintosh applications.

To create a text object:

1. Click the text tool to select it.
 - Choose a different font, font size, and font style for the text from the Font, Size, and Style menus, if you want.
2. Click in the drawing area where the caption should appear or drag in the drawing area to draw a text object (which appears as a blank rectangle with dotted outline) whose sides represent the top, left, and right margins for the text.
3. Type the text.

When typing a caption, press Return to end a line and begin typing the next one. You don't need to press Return to end lines if you have set margins for the object.

4. When you are finished typing, press Enter or select another tool.

- ◆ **Shortcut** You can start typing without selecting the Text tool when “Typing creates new text object” is turned on in the General panel of the Preferences dialog box. MacDraw Pro is preset to have this option turned on. Refer to “Choosing Preferences” in chapter 10 for more information about MacDraw Pro Preferences.

Line Tool

The line tool draws straight lines at any angle. MacDraw Pro is preset to draw solid black lines with a 1-point pen size (a point is approximately $\frac{1}{72}$ of an inch). You can draw lines as narrow as $\frac{1}{10000}$ of an inch and as wide as 1.5 inches. Choose the pen size you want from the Pen menu. Refer to “Drawing Objects with Different Pen Sizes” in this chapter for more information about choosing a pen size.

- ◆ **Note** Your printer’s resolution may not allow it to print lines as narrow as those MacDraw Pro can draw. For example, although MacDraw Pro can draw lines of $\frac{1}{10000}$ of an inch, the smallest line an Apple LaserWriter (300 dpi) is capable of printing is $\frac{1}{300}$ of an inch (or .24 points).

To constrain MacDraw Pro to drawing lines at 0, 45, or 90 degrees only, hold down Shift as you draw a line. You can also set MacDraw Pro to constrain lines to a custom angle of your own. Refer to “Constraining the Tools as You Use Them” later in this chapter for information about setting a custom constraint angle.

You can also add arrowheads to a line, draw lines with pen patterns, and draw dashed lines. For more information about drawing lines with line styles and patterns, refer to “Using Tools” later in this chapter.

To draw a line:

1. Click the line tool to select it.
2. Choose a pen size and line style from the Pen menu, if you want.
3. Position the pointer where you want the line to begin.

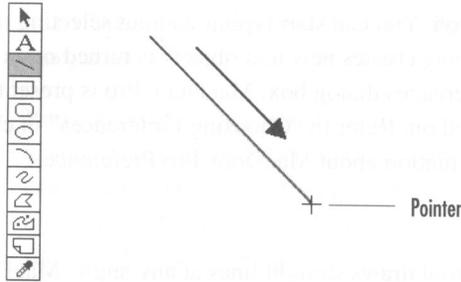
The pointer becomes a crosshair to show you the exact spot where the line will begin or end.

4. Drag the pointer in the direction you want the line (figure 2-7).



Line tool

Figure 2-7
Drawing a line



As long as you hold the mouse button down, you can lengthen or shorten the line and change its angle. When you release the mouse button, MacDraw Pro selects the line, and a handle appears on each end (figure 2-8).

Figure 2-8
Selected line



You can reposition the line by positioning the pointer in the middle and dragging it. In addition, you can change the line length or slope by dragging a handle.

Drawing Dashed Lines

You can draw dashed lines. MacDraw Pro provides six preset dash patterns that you can use to draw lines (figure 2-9). You can even vary the pattern of dashes that make up a dashed line.

Figure 2-9
Dashed lines



MacDraw Pro is preset to draw plain lines. To draw dashed lines, you select the line tool and choose the Dashed command from the Pen menu (figure 2-10). MacDraw Pro uses the current dash pattern selected with the Dashes command from the Pen menu.

Figure 2-10
Dashed line with
preset dash pattern



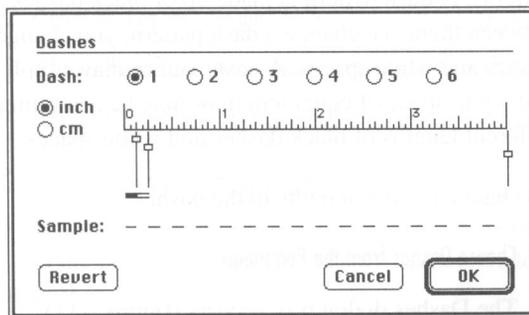
Selecting a Dash Pattern: You can choose from six preset dash patterns or create your own dash patterns.

To select a dash pattern:

1. Choose Dashes from the Pen menu.

The Dashes dialog box appears presenting six preset dash patterns (figure 2-11).

Figure 2-11
Dashes dialog box



2. Click the button for the dash pattern of your choice.

- To change the dash pattern, drag the handles on the lines descending from the ruler. As you drag the handles, you see the length of the corresponding black dash or white space change. The sample dash pattern at the bottom of the dialog box shows your changes.

3. Click OK.

MacDraw Pro is now set to use the specific dash pattern you chose.

Drawing Lines with a Dash Pattern: You next select the line tool and indicate that you want to draw objects using dashed lines.

To draw dashed lines:

1. Click the line tool to select it.
2. Choose Dashed from the Pen menu.
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 either Plain or Dashed again from the Pen menu.

Changing Dash Patterns: You can also customize the MacDraw Pro preset dash patterns. A dash pattern is made up of black dashes and white spaces between them. To change a dash pattern, you change the length of the black dashes and white spaces. A dash pattern may simply alternate a black dash and white space of equal length or may be a combination of up to three different lengths of black dashes and white spaces.

To change the line lengths in the dashes:

1. Choose Dashes from the Pen menu.

The Dashes dialog box appears (figure 2-11).

2. Click the button for the dash pattern you want to change.
3. Drag the handles on the lines descending from the ruler.

The sample dash pattern at the bottom of the dialog box shows the changes.

- 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, MacDraw Pro adds another space or dash to the pattern. MacDraw Pro provides six lines that allow you to create a dash pattern of up to three black dashes and three white spaces.

- 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, MacDraw Pro eliminates a dash or space from the pattern.

4. Click OK.

If you change a dash pattern and decide that you want to keep the previous pattern instead of the new one, click Revert to recall the old pattern. You can also click Cancel to cancel the changes that you made to all of the dash patterns.

MacDraw Pro is now set to use the edited dash pattern when you draw objects with dashed lines.

To change the dash pattern used in an existing line:

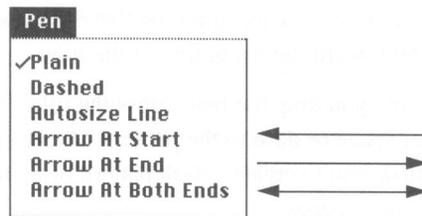
1. Choose Dashes from the Pen menu and select or create the dash pattern that you want to use.
2. Select the line with the dash pattern you want to change.
3. Choose Plain from the Pen menu to eliminate the dash pattern.
4. Choose Dashed from the Pen menu to apply the new dash pattern.

Drawing Lines with Arrowheads

You can add arrowheads to a line by choosing one of the arrow commands from the Pen menu (figure 2-12). (You cannot add arrowheads to objects other than lines.)

MacDraw Pro 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 of arrowhead that appears on a line and change the look of the arrowhead.

Figure 2-12
Arrow commands
and lines with
arrowheads



You can draw lines with an arrowhead on either end of a line or on both ends. Arrow at Start places an arrow on the object where you begin drawing it (where you first begin dragging to draw the line). Arrow at End places an arrow on the object where you finish drawing it. Arrow at Both Ends places an arrow at the beginning point and ending point of the line.

To draw a line with arrowheads:

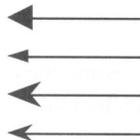
1. Click the line tool to select it.
2. Choose either Arrow At Start, Arrow At End, or Arrow at Both Ends from the Pen menu.
3. Draw the line.

All of the lines you draw will use the arrowhead style you chose.

To stop drawing lines with arrowheads, choose Plain Line from the Pen menu.

Choosing the type of arrowhead for a line: You can choose between two types of arrowheads. You can also customize the looks of the two arrowheads to suit your drawing (figure 2-13).

Figure 2-13
Arrowheads



To choose the type of arrowhead:

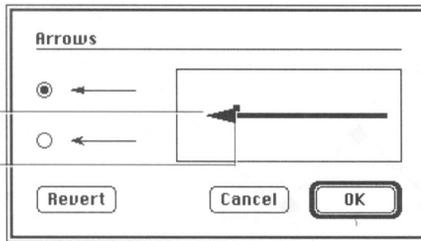
1. Choose Arrows from the Pen menu.

A dialog box appears presenting two arrowhead styles (figure 2-14).

Figure 2-14
Arrows dialog box

Magnified view

Handle



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
- Click Cancel to cancel the changes and return to the document.

Drawing a Dimension Line with Autosize Line

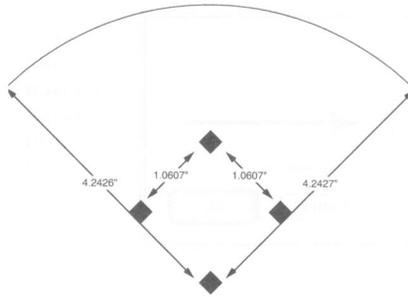
A dimension line is a line that shows the size of an element in a drawing (figure 2-15). Dimension lines are commonly used in scale drawings, such as architectural floor plans, to show the dimensions of objects. Using the Autosize Line command, you can create dimension lines that automatically show the length of the line.

Figure 2-15
Dimension line



Select the line tool and choose Autosize Line from the Pen menu. Drag to draw the line. After you draw an autosize line, MacDraw Pro automatically calculates the line's length and displays the measurement. By using Autosize Line, you don't have to measure and then type the measurements for dimension lines (figure 2-16).

Figure 2-16
Lines drawn with
Autosize Line



- ◆ **Note** You can also display the Size bar to see the size of objects as you draw them. Thus, when drawing an autosize line, you can refer to the Size bar to see the line's length and adjust its size before releasing the mouse button. Refer to chapter 4, "Using Object Rulers" for more information about the Size bar.

An autosize line always displays its length. If you lengthen or shorten the line, the displayed length changes accordingly. The displayed length appears in the currently selected font, font size, and font style, and in the measuring units you chose in the Rulers dialog box.

- ◆ **Note** Changing rulers does not affect the measuring units displayed by the Autosize Line command. If you resize an autosize line using a different ruler, the measurements appear according to the ruler system that you originally created the line with. To make an autosize line display measurements using a different ruler, you must copy the line and paste it into the document by using the "Rescale when pasting" option in the General panel of the Preferences dialog box.

Like any other line drawn with the line tool, you can also add arrowheads and dash patterns to autosize lines and use different combinations of pen sizes and line styles.

To draw an autosize line:

1. Click the line tool to select it.
2. Choose Autosize Line from the Pen menu.
3. Drag to draw the line.

To stop drawing autosize lines or remove the autosizing function from a selected line, choose Plain Line or choose Autosize Line again.

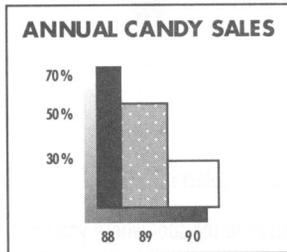
Rectangle Tool



Rectangle tool

The rectangle tool draws rectangles and squares (figure 2-17).

Figure 2-17
Rectangles and squares



MacDraw Pro is preset to draw rectangles from corner to corner. If you want a rectangle with a center point in a specific location, click the corner/center control.

You can draw rectangles filled with a pattern and with lines of a specific pattern or width. Refer to “Using Tools” later in this chapter for information about choosing or changing a pen size, pen pattern, and fill pattern for an object. You can also round the corners of rectangles after you draw them. Refer to “Changing the Corner Size of a Rounded Rectangle” later in this chapter for information about rounding the corners of rectangles.

To draw a rectangle:

1. Click the rectangle tool to select it.
2. Drag diagonally from one corner to the spot where you want the opposite corner to appear.

You can hold down Shift when drawing rectangles to constrain MacDraw Pro to draw squares. After you release the mouse button, MacDraw Pro selects the rectangle and shows handles around its boundary.

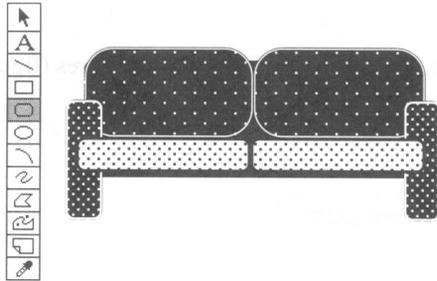
Rounded Rectangle Tool



Rounded rectangle tool

You use the rounded rectangle tool to create rectangles and squares with round corners (figure 2-18).

Figure 2-18
Rounded rectangles



To draw a rounded rectangle:

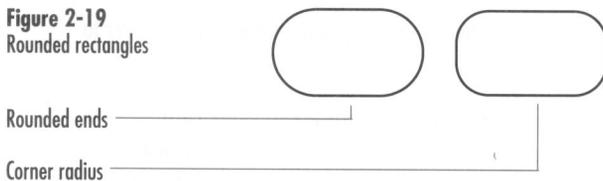
1. Click the rounded rectangle tool to select it.
2. Drag diagonally from one corner to the spot where you want the opposite corner to appear.

You can hold down Shift when drawing rectangles to constrain MacDraw Pro to draw rounded squares. After you release the mouse button, MacDraw Pro selects the rounded rectangle and shows handles around its boundary.

Changing the Corner Size of a Rounded Rectangle

You can specify the size of corner curves for rounded rectangles. The preset rounding for corners is $\frac{3}{16}$ of an inch (5 mm). You can specify the way corners are rounded by choosing Round Corners from the Edit menu. You can round corners in two ways: round two ends of the rectangle into semicircles, or specify a width for the radius of the circle that forms the corners (figure 2-19).

Figure 2-19
Rounded rectangles



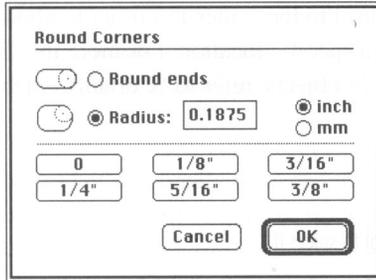
You can set the corner size before you draw the object, or change it after you draw it. To change the corner size after you draw it, first select the rounded rectangle.

To set the size for rounded rectangle corners:

1. Choose Round Corners from the Edit menu.

The Round Corners dialog box appears (figure 2-20).

Figure 2-20
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.

You can use this procedure to round the corners of both rounded and square-cornered rectangles.

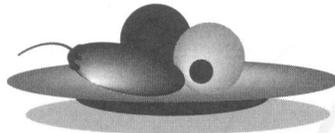
Oval Tool



Oval tool

Figure 2-21
Ovals

You use the oval tool to draw ovals and circles (figure 2-21).



MacDraw Pro is preset to draw ovals and circles by dragging from the corner of the oval's boundary to the opposite corner. To create an oval, you drag diagonally as you do to create rectangles.



Corner/center control
set to center to corner

You can also set MacDraw Pro to draw circles and ovals starting from the center, instead of by drawing diagonally from corner to corner. Click the corner/center control to the center-to-corner method to draw a circle or oval with its center in a specific location. For more information about changing the starting point of objects, refer to "Corner/Center Control" later in this chapter.

To draw an oval:

1. Click the oval tool to select it.
2. Drag diagonally from where one corner of the boundary should appear to the spot where you want the opposite corner to appear.

As you drag, you see the border of the oval. Continue to drag until the oval is the shape and size you want.

You can hold down Shift when drawing ovals to constrain MacDraw Pro to draw circles. After you release the mouse button, MacDraw Pro selects the oval and shows handles around its boundary.

Arc Tool



Arc tool

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.

MacDraw Pro determines the curve of the arc using the direction in which you drag the pointer. The direction you move the mouse creates an arc that flows in an upward or downward direction (figure 2-22).

Arcs



Figure 2-22
Arcs curving in a
clockwise direction

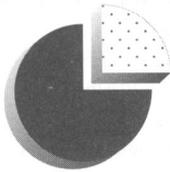


To determine how the arc will curve, drag diagonally and MacDraw Pro will draw a curve arching in a clockwise direction.

You can also set MacDraw Pro to draw arcs from the center to corner, instead of diagonally from end to end. For more information about changing the starting point of objects, refer to “Corner/Center Control” later in this chapter.

You can fill arcs with a fill pattern (figure 2-23). MacDraw Pro fills the concave shape of the arc. For example, filling arcs with fill patterns is useful for creating pie chart diagrams.

Figure 2-23
Arcs with fill patterns



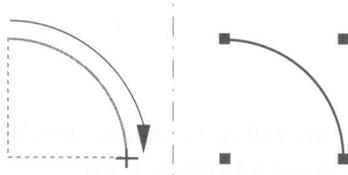
To draw an arc:

1. Click the arc tool to select it.
2. Drag diagonally from where one end of the arc should appear to the spot where you want the other end to appear.

As you drag you see the arc. As long as you hold the mouse button down, you can lengthen or shorten the arc. Continue to drag until the arc is the shape and size you want. After you release the mouse button, MacDraw Pro selects the arc and shows handles around its boundary.

You can hold down Shift when drawing arcs to constrain MacDraw Pro to draw circular arcs (figure 2-24).

Figure 2-24
Circular arc



Refer to “Using Tools” later in this chapter for information about drawing objects with specific pen sizes and pen and fill patterns.

You can change the arc to make it smaller or larger than 90 degrees. You use the Reshape command from the Edit menu to modify the length of an arc. Refer to “Reshaping” in chapter 3 for information about reshaping objects.

Freehand Drawing Tool



Freehand
drawing tool

The freehand drawing tool lets you draw a curving or irregular line just as you might with a pencil or pen (figure 2-25).

Figure 2-25
Freehand shapes



When you select the freehand drawing tool and position the pointer over the document, the pointer changes to a pencil. You then drag to draw the shape. A freehand shape can be any length. As you draw, the line continues to lengthen as long as you keep the mouse button down. When you release the mouse button, handles appear around the rectangular boundary of the shape. As with all MacDraw Pro objects, you can resize a freehand shape by dragging a handle.

To draw a freehand shape:

1. Click the freehand drawing tool to select it.

2. Drag in the direction that you want the shape to appear.

As you drag you see the freehand shape. You cannot edit or change the shape as you draw, although you can change it after you complete the object. Continue to drag until the freehand shape is the shape and size you want.

You can use the Reshape command to modify the shape. For example, you can narrow or broaden a curve, add curves and place straight line segments in a freehand shape. Refer to “Reshaping” in chapter 3 for information about reshaping objects.



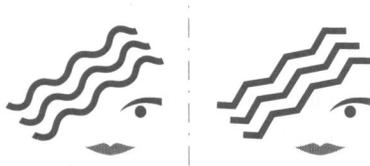
Filled freehand shape

When MacDraw Pro fills freehand shapes, it fills the concave and enclosed areas of the freehand shape with the pattern. Refer to “Using Tools” later in this chapter for information about drawing objects with specific pen sizes and pen and fill patterns.

You can also modify freehand shapes by smoothing or unsmoothing them (figure 2-26). The Smooth command reshapes a freehand shape by giving it more flowing curves. The Unsmooth command changes a smoothed freehand shape into an angular polygon form which you can then change and resmooth. Refer to “Smoothing and Unsmoothing” in chapter 3 for information about smoothing freehand shapes.

You can also set MacDraw Pro to automatically smooth freehand shapes when you draw them and you can determine the amount of smoothing MacDraw Pro applies to a shape. Refer to “Choosing Preferences” in chapter 10 for more information about auto-smoothing in the Polygon Preferences.

Figure 2-26
Smoothed and
unsmoothed
freehand shape

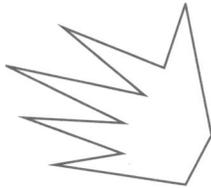


Polygon Tool



Polygon tool

Figure 2-27
Polygon



You use the polygon tool to draw shapes that are composed primarily of angles and straight lines (figure 2-27). Polygons may contain some curves.

A polygon can have as many sides or line segments as you want. To draw a polygon, you select the tool and then click to begin the first line (don't drag.) You then click at each point where you want a line segment to end. You can also draw curves through points by holding down the Option key as you click a point. To end the polygon, you double-click the last point, or click the first point of the polygon to connect the last line to the first point.

- ◆ **Tip** As you draw a polygon, you can change the line segments that you've previously drawn. When you hold Command down, you can select handles along the polygon and reposition or remove them, changing the polygon's shape. When done editing, release Command and MacDraw Pro continues drawing the polygon from the last point you specified.

When you complete the polygon, handles appear around its rectangular boundary. You can resize a polygon by dragging a handle.

You can set MacDraw Pro to draw the final line of a closed polygon for you. In a closed polygon, the last line ends at the starting point of the polygon. Triangles, parallelograms, and star shapes are examples of closed polygons. You can have the last line of the polygon automatically appear when you double-click the mouse. Refer to "Choosing Preferences" in chapter 10 for more information about closing polygons automatically and using the Option key.

You can fill polygons with fill patterns. MacDraw Pro fills the concave and enclosed areas of the polygon with the fill pattern. MacDraw Pro is preset not to fill polygons. You can set MacDraw Pro to automatically fill polygons with the current fill pattern by selecting the "Always fill after creation"

option of the Polygon Preferences. Refer to “Choosing Preferences” in chapter 10 for more information about setting preferences. Refer to “Using Tools” later in this chapter for information about drawing objects with specific pen sizes, pen styles, and pen and fill patterns.

To draw a polygon:

1. Click the polygon tool to select it.
2. Click where you want the first point of the polygon to appear.
3. Move the pointer and click where you want the next angle of the polygon to appear.

As you move the mouse, you see a line segment stretch from the pointer. Continue to move the pointer and click where each point of the polygon should be.

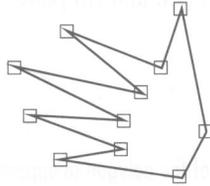
- To create a curve through a specific point as you draw, hold down Option as you click the point the curve should pass through.
 - To edit the polygon as you draw, hold down Command and select and reposition handles.
 - If you are not satisfied with the position of a vertex, press Delete or Backspace. MacDraw Pro removes the last point you created so that you can reposition it. Each time you press Delete or Backspace, MacDraw Pro removes the last specified handle in the polygon.
4. To finish the polygon, double-click where the last point should appear.
 - To end the polygon by connecting the last line segment to the starting point of the polygon, position the pointer on the starting point and click. MacDraw Pro automatically connects the last line segment to the starting point.
- ◆ **Tip** To quickly stop drawing a polygon, press Command-period or Enter.

Editing Polygons

After you draw a polygon, you can modify the shape using the Reshape command from the Edit menu. For example, you can reposition the individual points along a polygon, change the angles of line segments, smooth lines into curves, and add or remove handles along the polygon.

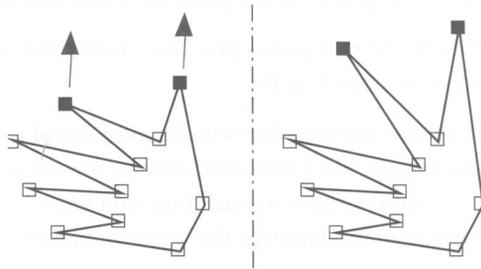
Reshape places handles at each angle of the polygon that you can drag to change the object's shape (figure 2-28).

Figure 2-28
Reshaping a polygon



You can drag the handles to different positions. You can also Shift-click several handles and move them by dragging one of the selected handles (figure 2-29). MacDraw Pro maintains the shape of the selected part of the polygon as you move it.

Figure 2-29
Dragging several
selected points of a
polygon

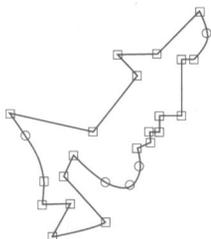


- ◆ **Tip** To make fine adjustments to the location of handles, select a handle and press the arrow keys to move the handle one gridpoint or one dot on the screen (depending on whether the autogrid is turned on or off.)

You can add handles by clicking the polygon's outline. You can then drag the new handles to create additional line segments. You can also delete handles. Refer to "Reshaping" in chapter 3 for information about reshaping objects.

You can smooth a polygon to change all of its line segments into curves, or when reshaping, you can smooth individual points along the polygon's shape to create a combination of line segments and curves (figure 2-30).

Figure 2-30
Polygon showing
line segments and
curves



Refer to “Smoothing and Unsmoothing” in chapter 3 for information about smoothing objects.

Bezigon Tool



Bezigon tool

The bezigon tool lets you draw shapes with curves that pass through specific points. As you draw a bezigon, you can specify the points that the curves pass through and alter how the curves appear (figure 2-31).

Figure 2-31
Bezigon

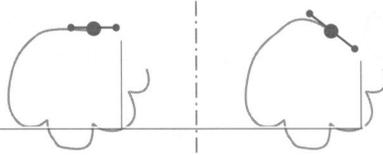


Unlike the freehand drawing tool, which draws continuously like a pencil on paper, the bezigon tool allows you to specify points and draws smooth curves (bezier curves) that connect the points. A bezigon can have as many points and curves as you want.

To draw a bezigon, you select the tool and then click to specify the first point. You reposition the pointer and click the next point and MacDraw Pro draws a curve through two points. As you move the pointer from point to point, you can change how the curve looks. Instead of clicking, position the pointer over a point and drag. Control handles appear on dashed tangent lines from the point you specified (figure 2-32).

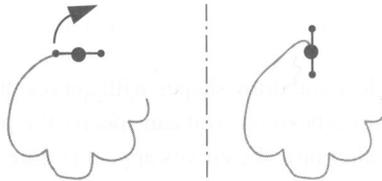
Figure 2-32
Changing a curve by
dragging

Handles

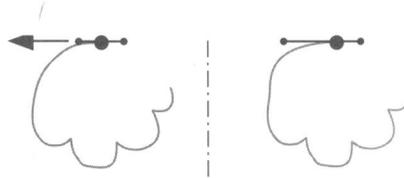


As you drag, you are repositioning a control handle which changes the size and direction of the curve.

Rotate the control handle around the point to change the direction of the curve through the point.



Drag the control handle nearer or farther from the point to change the size of the arc passing through the point.



You can also draw straight lines through points by holding down the Option key as you click to specify a point. To stop drawing curves, double-click the last point. You can also position the pointer on the first point of the bezigon and click to connect the last curve to the first point. When you complete the bezigon, handles appear around its rectangular boundary. You can resize a bezigon by dragging a handle.

- ◆ **Tip** As you draw a bezigon, you can change the curves that you've previously drawn. When you hold Command down, you can select handles along the bezigon and reposition or remove them, changing the bezigon's shape. When done editing, release Command and MacDraw Pro continues drawing the bezigon from the last point you specified.

You can set MacDraw Pro to draw the final line of a closed bezigon for you. A closed bezigon is one where the last line ends at the starting point of the bezigon. Pear shapes, kidney shapes, and figure-eights are examples of closed bezigons. You can make the last line of the bezigon automatically appear by double-clicking the mouse. Refer to “Choosing Preferences” in chapter 10 for more information about closing bezigons automatically and with the Option key.

You can fill bezigons with fill patterns. MacDraw Pro fills the concave and enclosed areas of the bezigon with the fill pattern (figure 2-33). MacDraw Pro is preset not to fill bezigons. You can set MacDraw Pro to automatically fill bezigons with the current fill pattern by selecting the “Always fill after creation” option of the Polygon panel of the Preferences dialog box. Refer to “Choosing Preferences” in chapter 10 for more information about setting preferences. Refer to “Using Tools” later in this chapter for information about drawing objects with specific pen sizes, pen styles, and pen and fill patterns.

Figure 2-33
Bezigon with a fill
pattern



To draw a bezigon:

1. Click the bezigon tool to select it.
2. Click where you want the first point of the bezigon to appear.

A line segment stretches from the pointer 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, or position the pointer and drag to simultaneously specify a point and change how the curve passes through it.
 - If you want to create an angle (vertex) through a specific point as you draw, hold down Option as you click the point.

- If you are not satisfied with the position of a point, press Delete or Backspace. MacDraw Pro removes the last point you created so that you can reposition it. Each time you press Delete or Backspace, MacDraw Pro removes the last handle in the bezigon.
- To edit the bezigon as you draw, hold down Command and select and reposition handles.

After you specify a second point, you see a curve stretch from the pointer. Continue to move the pointer and click or drag where you want each point of the bezigon to appear.

4. To finish the bezigon, double-click where the last point should appear.

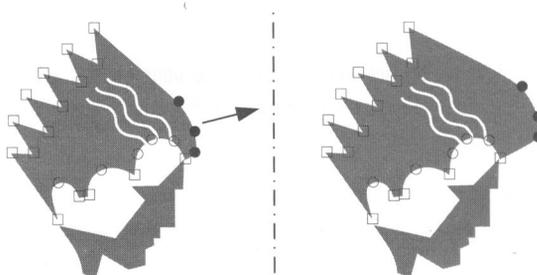
- If you want to end the bezigon by connecting the line to the starting point of the bezigon, position the pointer on the starting point and click. MacDraw Pro automatically connects the line to the starting point.
- ◆ **Tip** To quickly stop drawing a bezigon, press Command-period or Enter.

Editing Bezignons

After you draw a bezigon, you can modify its shape using the Reshape command from the Edit menu. For example, you can reposition the individual points along a bezigon, add or remove points and curves, and change the shape of curves passing through different points. The Reshape command places handles at each point of the bezigon that you can drag to change the object's shape.

To move a point along a bezigon, drag the handle at that point to a different position. You can also Shift-click several handles and move them by dragging one of the selected points (figure 2-34). MacDraw Pro maintains the shape of the selected part of the bezigon as you move it.

Figure 2-34
Dragging several
selected points of a
bezigon



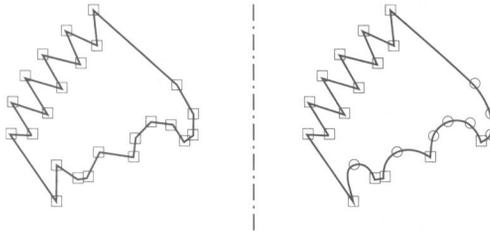
- ◆ **Tip** To make fine adjustments to the location of points, select a point and press the arrow keys to move the point one gridpoint or one dot on the screen (depending on whether the autogrid is turned on or off.)

You can also click a handle to display control handles for modifying the curve through that point. Drag the control handles to change the direction or size of the arc passing through the point.

You can add extra handles to create additional curves in the shape by clicking the bezigon's outline. You can then drag the new handles to change the object further. You can also delete handles by selecting a handle and pressing Delete or Backspace. Refer to "Reshape" in chapter 3 for information about reshaping objects.

You can also unsmooth a bezigon to change all of its curves into line segments, or when reshaping, you can unsmooth individual points along the bezigon's shape to create a combination of line segments and curves (figure 2-35).

Figure 2-35
Unsmoothed bezigon
and a bezigon
showing lines,
segments, and
curves



Refer to "Smoothing and Unsmoothing" in chapter 3 for information about smoothing objects.

Note Tool



Note tool

The note tool creates electronic notes that you can place on a document (figure 2-36). You can use notes to place reminders, comments, or other notices temporarily on a drawing or use them as speaker's notes for presentations. You can display or hide the notes whenever you want and print the document with notes showing or hidden. You can also cut, copy, and paste notes in the same manner as other MacDraw Pro objects.

Figure 2-36
Note



Similar to text objects, you can create notes with or without specifying a right margin.

To create a note:

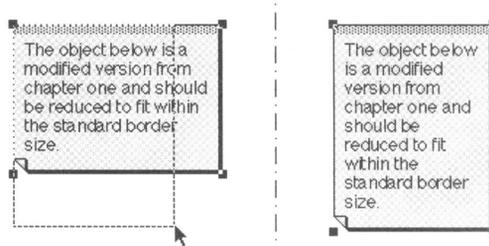
1. Click the note tool to select it.
2. Choose a font, font size, and font style for the text from the Font, Size, and Style menus.
3. Click in the drawing area where the note should appear, or drag to draw a rectangle that marks the margins of the note.
4. Type the text.

If you clicked to start the note (instead of dragging to set margins) press Return to end each line. If you dragged to set the margins of the note, text wraps automatically to the next line when it reaches the right margin.

5. When you are finished typing, press Enter or select another tool.

After you press Enter, handles appear on the boundary. You can change the size of the note by dragging a handle (figure 2-37).

Figure 2-37
Resizing a note



To edit a note, select the note tool (*not* the text tool), and click inside the note object or drag to select text. You can edit note text using standard Macintosh text editing procedures.

MacDraw Pro also lets you check the spelling of the notes. Refer to “Checking Spelling” in chapter 6 for more information.

To temporarily hide notes from view:

- Choose **Hide Notes from the View menu**.

To display notes, choose Show Notes from the View menu.

- ◆ **Note** When you print a document, you control whether notes print or not with the Print Notes option in the Print dialog box. It doesn’t matter whether notes are currently showing or hidden on the screen.

Eyedropper Tool

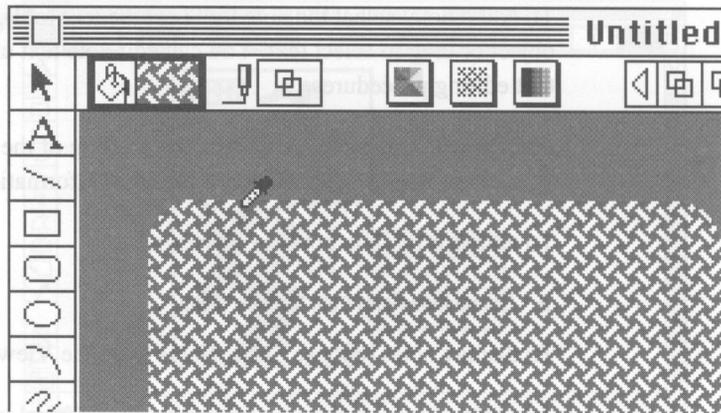


Eyedropper tool

Use the eyedropper tool to conveniently change the current fill or pen pattern in the Style palette to match an existing color, pattern, or gradient within the document. You can also use it to apply fill and pen patterns to objects.

If your palettes have many colors, patterns, or gradients that are similar or difficult to distinguish from one another, it may not be easy to select the same color or pattern that you used before. The eyedropper allows you to pick up a fill pattern already used in the drawing and then apply the fill pattern or pen pattern to other objects. You can position the tool over any object in the document and have MacDraw Pro select its fill or pen pattern as the current fill or pen pattern (figure 2-38). You can then apply the fill pattern or pen pattern to other objects.

Figure 2-38
Selecting a pattern
from a MacDraw Pro
object



To select a fill or pen pattern:

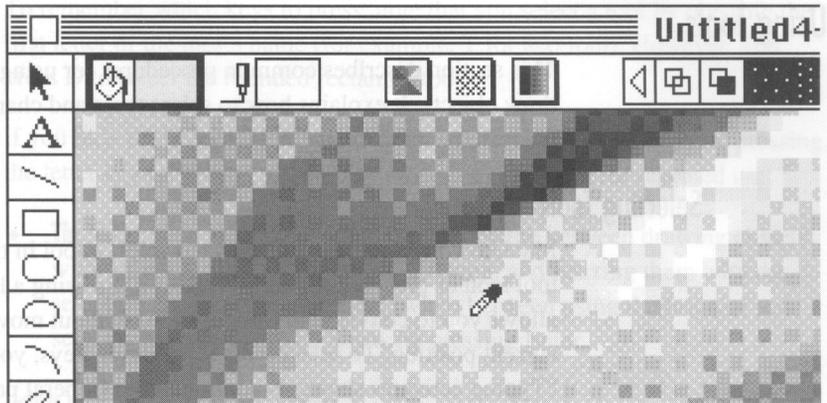
1. Click the eyedropper tool to select it.
2. Click the fill indicator or the pen indicator to indicate whether you want to select a fill or pen pattern, if necessary.
3. Click the object that has the color, gradient, or pattern you want.
 - / You can also hold down Option and click to select a pen pattern without first clicking the pen indicator.
 - ◆ **Note** If the fill pattern selected with the eyedropper is not in the current color, pattern, or gradient palette, MacDraw Pro adds a new cell containing the selected fill pattern to the corresponding palette.

To select both the object's fill and pen pattern, Shift-click both the fill pattern and pen indicators in the Style palette and click the object with the eyedropper. Clicking a bit-mapped image, such as a scanned image, selects the color of the pixel (dot) under the tip of the tool (figure 2-39).

Figure 2-39
Resizing a note



Figure 2-39
Selecting a color
from a scanned
image



You can use the eyedropper to select a fill or pen pattern from any object on the active layer.

Applying the Current Fill or Pen Pattern

After selecting a fill or pen pattern, you can use the eyedropper to transfer the pattern to objects.

To apply a fill or pen pattern:

1. Click the eyedropper tool to select it.
 2. Select the fill indicator or the pen indicator to indicate whether you want to apply a fill or pen pattern, if necessary.
 3. Position the pointer over the object and Command-click.
- ◆ **Tip** You can also apply the current fill and pen pattern with the selection arrow. Select the object and then Command-click the fill or pen indicator in the Style palette to apply the current fill or pen pattern.

Using Tools

This section describes common procedures for using MacDraw Pro tools to draw objects. It explains how to select tools and change the look and types of objects you can draw with the tools.

Selecting Tools

MacDraw Pro provides two ways to select a tool in the Tool palette: click the tool icon or press a letter key to select it. Pressing a letter key to select a tool allows you to conveniently select a tool without moving the pointer from its current position. To select tools by pressing keys, you must turn on the “Typing activates shortcuts” option in the General panel of the Preferences dialog box. Refer to “Choosing Preferences” in chapter 10 for more information.

- ◆ **Shortcut** To turn on “Typing activates shortcuts” without displaying the Preferences dialog box, press Command-Option-S.

Use the following keys to select tools (Table 2-1.); (It makes no difference if you press an uppercase or lowercase letter key.)

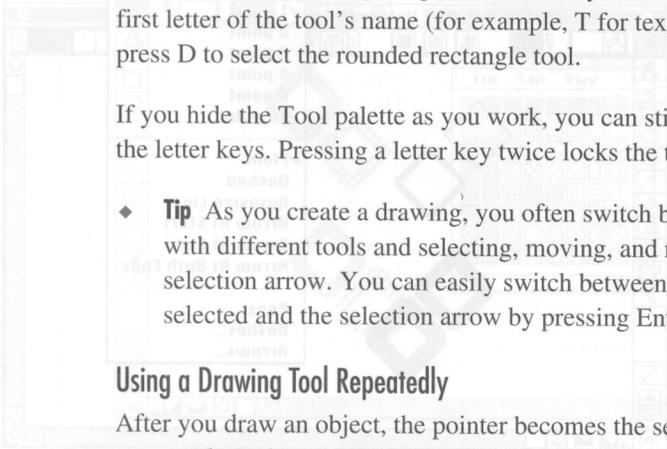
Table 2-1
Keys for selecting tools

Tool	Key
Selection Arrow	Enter*
Text tool	t
Line tool	l
Rectangle tool	r
Rounded Rectangle tool	d
Oval tool	o
Arc tool	a
Freehand drawing tool	f
Polygon tool	p
Bezigon tool	b
Note tool	n
Eyedropper tool	e or Tab**‡

*“Typing activates shortcuts” does not have to be turned on to use the Enter and Tab key.

‡ Tab switches between the Eyedropper tool and the last tool selected.

Figure 2-41
Screen drawn with
rounded lines



To remember which keys to press, note that you select a tool by pressing the first letter of the tool's name (for example, T for text tool). However, you press D to select the rounded rectangle tool.

If you hide the Tool palette as you work, you can still select tools by pressing the letter keys. Pressing a letter key twice locks the tool for repeated use.

- ◆ **Tip** As you create a drawing, you often switch between drawing objects with different tools and selecting, moving, and resizing them with the selection arrow. You can easily switch between using the last tool you selected and the selection arrow by pressing Enter.

Using a Drawing Tool Repeatedly

After you draw an object, the pointer becomes the selection arrow. If you want to draw the same type of object again, you can press Enter or click the tool icon again to reselect it. You can also lock the tool for repeated use.

To use a tool repeatedly:

- Double-click the drawing tool in the Tool palette to select it.

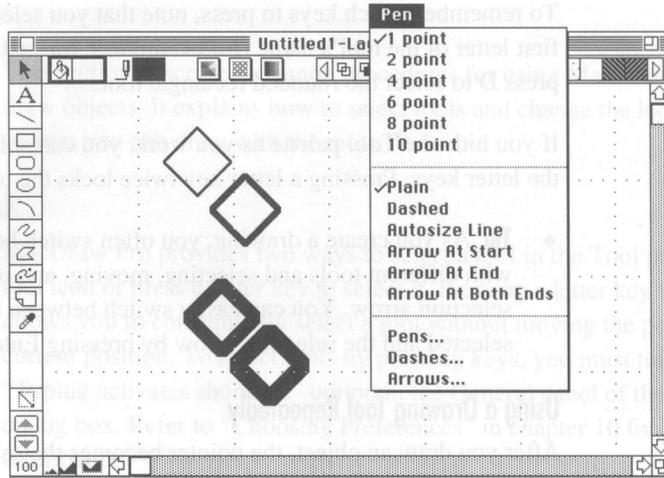
The drawing tool icon turns black, indicating that it is set for repeated use. Draw the first object and continue drawing as many objects as you want with the same tool. To stop using the tool, select another tool on the palette or press Enter.

Drawing Objects with Different Pen Sizes

You can draw objects with different line widths (figure 2-40). To draw an object with a specific line width, you choose a pen size from the Pen menu. The thicker the pen size, the wider the lines the tool will draw.

MacDraw Pro provides a choice of six preset pen sizes. You can also change the pen sizes in the menu to sizes that suit your work. For more information about changing the Pen menu, refer to “Selecting Pen Sizes for the Pen Menu” in chapter 1.

Figure 2-40
Pen sizes and objects
drawn with different
line widths



As you draw a new object, MacDraw Pro uses the pen size currently selected in the Pen menu. You can set MacDraw Pro to draw new objects using any pen size from the Pen menu.

- ◆ **Note** When drawing polygons and bezigons, you cannot change pen sizes as you draw different portions of the object.

To set MacDraw Pro to draw new objects with a specific pen size:

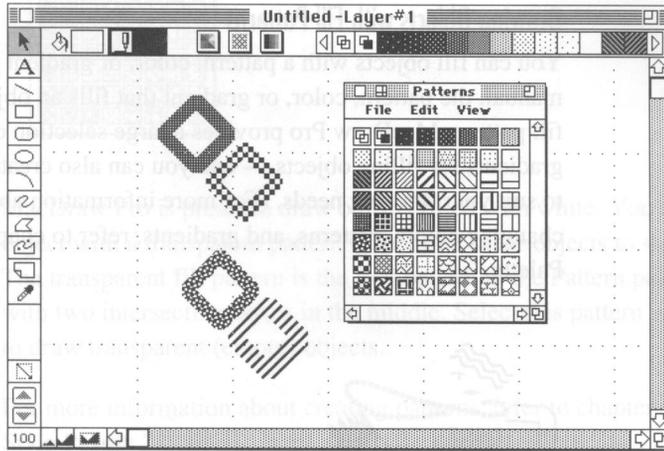
1. Click a tool or make sure no objects are selected in the drawing.
2. Choose a pen size from the Pen menu.

From now on MacDraw Pro will use the selected pen size for all new objects.

Drawing Objects with Pen Patterns

You can also draw objects with colored or patterned lines. Selecting a pen color or pattern determines whether MacDraw Pro draws objects with solid black, white, patterned, or colored lines (figure 2-41). In this manual, the color or pattern used to draw lines is called the pen pattern.

Figure 2-41
Objects drawn with
patterned lines



You can draw patterned lines in any pattern or color that appears on the Color or Pattern palettes, or on the Style bar. You cannot use gradients as pen patterns.

- ◆ **Tip** To remove a black-and-white pattern from a pen pattern combination (leaving a solid color), click the solid pattern in the Style bar or Pattern palette. To remove a color from a pen pattern combination, click Black in the Color palette.



Solid pattern in Style bar

To select a pen pattern for an object:

1. Click a drawing tool to select it.
2. Click the pen indicator in the Style palette and then select a pattern from the Pattern palette, or a color from the Color palette.

The pen indicator fills with the selected pen pattern.

- You can also hold down Option and select the pattern or color you want without first clicking the pen indicator.
- If you choose a black-and-white pattern, select a color for the pattern from the Color palette, if you want.

3. Draw the object.



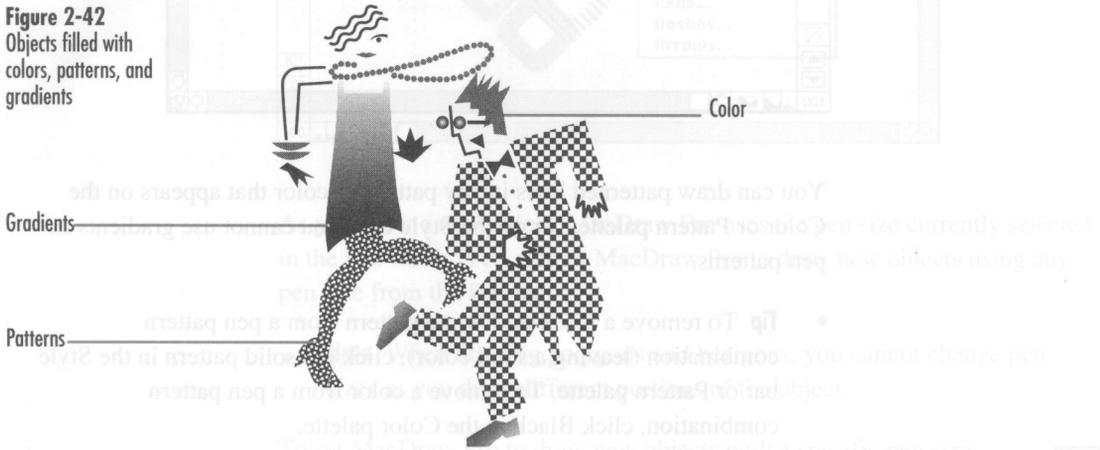
Pen indicator

Figure 2-40
Pen size and objects
drawn with different
line widths

Drawing Objects with Fill Patterns

You can fill objects with a pattern, color, or gradient (figure 2-42). In this manual, the pattern, color, or gradient that fills an object is referred to as its fill pattern. MacDraw Pro provides a large selection of colors, patterns, and gradients for filling objects — and you can also create your own fill patterns to suit your drawing needs. (For more information about creating and changing colors, patterns, and gradients, refer to chapter 5, “Using the Style Palette.”)

Figure 2-42
Objects filled with
colors, patterns, and
gradients

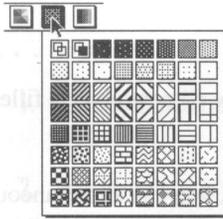


You select a fill pattern from the Style bar or the Color, Pattern, or Gradient palettes, and then draw the object. MacDraw Pro automatically fills it with the selected fill pattern. (MacDraw Pro is preset not to automatically fill freehand shapes, polygons, and bezigons with a fill pattern. To have MacDraw Pro automatically fill these shapes, select the “Always fill after creation” option of the Polygon panel of the Preferences dialog box.)

To display the palettes, press on the appropriate palette icon and drag the pointer to select the desired fill pattern (figure 2-43). You can also select a fill pattern from the Style bar by clicking it.

Figure 2-43

Position the pointer on the palette icon and press the mouse button to display the palette



MacDraw Pro is preset to draw objects filled with white. You can also fill an object with a transparent pattern that allows other objects to show through it. The transparent fill pattern is the first pattern in the Pattern palette, shown with two intersecting boxes in the middle. Select this pattern when you want to draw transparent (empty) objects.

For more information about creating patterns, refer to chapter 5, “Using the Style Palette.”



Transparent pattern cell

- ◆ **Tip** You can combine a black-and-white pattern with a color. For example, if you fill an object with a black-and-white pattern, you can change the pattern to a red-and-white pattern by selecting red from the Color Palette.

To remove the color from a fill pattern combination, click black in the Style bar or Color palette. To remove a black-and-white pattern from a fill pattern combination (leaving a solid color), click the solid pattern in the Style bar or Pattern palette.

To draw an object filled with a fill pattern:

1. Click a drawing tool to draw with, or make sure no objects are selected.
2. Click the fill indicator in the Style palette, if it is not already selected.
3. Select a color, pattern, or gradient from the appropriate palette or from the Style bar.

The fill indicator fills with the selected fill pattern.

4. Draw the object.



Solid pattern cell



Fill indicator

MacDraw Pro is now set to draw all new objects filled with the current fill pattern.

- ◆ **Tip** With an object selected, you can simultaneously fill the object and set MacDraw Pro to use that fill pattern for all new objects by Command-clicking the fill pattern in its palette or the Style bar.

Drawing Objects Without Changing the Current Settings

After you select a tool and choose a pen size, line style, pen, or fill pattern, MacDraw Pro uses your selections for all new objects.

You can also give objects different characteristics without changing the current settings. For example, you can create an object with a 6-point pen size without changing the preset 1-point pen size for drawing new objects.

To maintain current tool settings, choose a different pen size, line style, or pen or fill pattern immediately *after* you draw the object (while it is selected).

To draw an object without changing the current settings for all new objects:

1. Click a tool.
2. Draw the object.
The object appears with the MacDraw Pro current object characteristics.
3. With the object selected, choose a different pen size, line style, pen, or fill pattern.

The object changes to the new characteristics you chose, but MacDraw Pro continues to use its preset pen size, line style, pen and fill pattern for all new objects.

Drawing an Object Larger Than the Window

You can draw objects larger than the window and move objects to new positions beyond the current edge of the window. If the pointer touches the edge of the window as you drag, the window scrolls in the same direction you drag. As the window scrolls, you can continue drawing or moving the object across the document. You can use autoscrolling with all the drawing tools except the freehand drawing tool and eyedropper.

To draw objects larger than the window:

1. Click any drawing tool on the Tool palette (except the freehand drawing tool or eyedropper).
2. Drag the pointer to the edge of the window in the direction you want to draw.

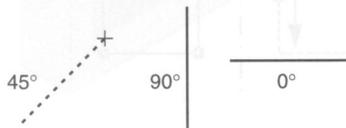
When the pointer touches the window edge, the window begins to scroll, allowing you to continue drawing or dragging an object. The scrolling stops when you move the pointer away from the window edge or when you reach the edge of the document.

You can also click the zoom out control or choose Fit to Window from the View menu to reduce the view of a document so you can draw large objects or move objects across a document.

Constraining the Tools as You Use Them

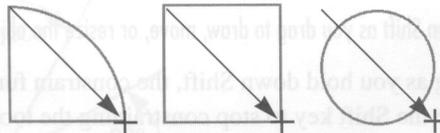
MacDraw Pro can help you draw lines at specific angles and draw specific shapes, such as squares and circles. For example, you may want to draw a 45-degree line. Normally, MacDraw Pro allows you to draw lines at any angle. By constraining the line tool as you use it, MacDraw Pro draws lines along the axes of 0, 45, or 90 degrees only (figure 2-44).

Figure 2-44
Constraining the
angle of lines or line
segments



You can also constrain the rectangle and rounded rectangle tools to drawing squares, the oval tool to drawing circles, and the arc tool to drawing circular arcs. As you drag to draw the object, MacDraw Pro creates a perfect square, circle, or circular arc only (figure 2-45). You cannot constrain the Freehand drawing tool.

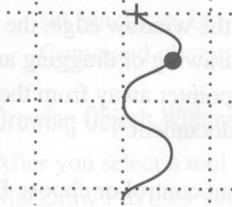
Figure 2-45
Constrained shapes



As you draw polygons or bezigons, you can constrain the tools to locating points along a 0-, 45-, or 90-degree axis. As you move the mouse to draw a

line segment or curve, the pointer jumps to points along the constraining angles only (figure 2-46).

Figure 2-46
Constraining the bezigon tool



You can also use the constrain function with the selection arrow to help you resize or move objects (figure 2-47). For example, you can resize a rectangle so that it becomes a square of a different size, or you can constrain the direction that an object moves to horizontal, vertical, or a 45-degree diagonal, or a custom constraining angle (figure 2-48).

Figure 2-47
Resizing an object using the constrain function

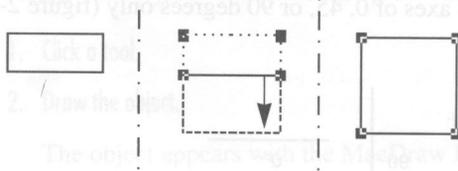
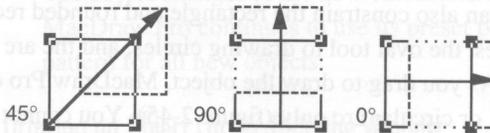


Figure 2-48
Moving an object using the constrain function



To constrain a tool as you use it:

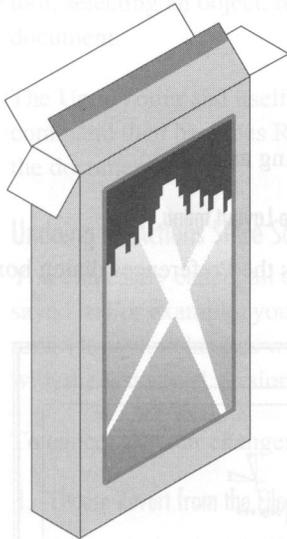
- Hold down Shift as you drag to draw, move, or resize the object.

As long as you hold down Shift, the constrain function is in effect.
Release the Shift key to stop constraining the tool.

For more information about resizing and moving objects, refer to chapter 3, “Working with Objects.”

Setting custom constraining angles: In addition to constraining the angle of lines to a 0-, 45-, or 90-degree axis, you can set MacDraw Pro to draw lines at custom angles, such as 30 degrees, instead of a 45-degree angle. For example, isometric drawings often require you to draw lines along axes of 30 and 60 degrees (figure 2-49). You can set MacDraw Pro to use these axes as the constraining angle.

Figure 2-49
Constrained lines of
30 and 60 degrees



To set a custom constraining angle, you specify the axes along which MacDraw Pro should draw lines. You specify an angle as an incremental amount added to the 0-degree axis and taken from the 90-degree axis. For example, if you specify an angle of 30 degrees as the custom constraining angle, MacDraw Pro will draw lines that constrain along the 30- and 60-degree axes, as well as along the standard 0- and 90-degree axes (figure 2-50).

Figure 2-50
A custom constrained
angle of 30 degrees

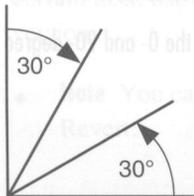
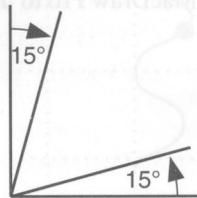


Figure 2-51
A custom
constrained
angle of 15



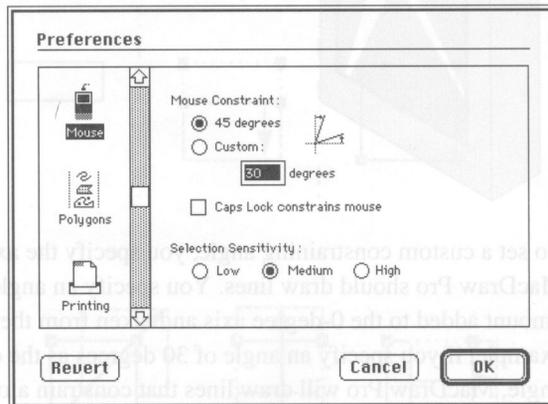
If you set the constraining angle to 15 degrees MacDraw Pro creates two constraining axes along the 15-degree and 75-degree axes in addition to the 0- and 90- degree axes (figure 2-51).

To set a custom constraining angle:

1. Choose Preferences from the Layout menu.

MacDraw Pro displays the Preferences dialog box (figure 2-52).

Figure 2-52
Preferences
dialog box



2. Click the Mouse icon to display the Mouse Constraint options.
3. Click Custom and enter the angle from the 0- and 90- degree axes that you want the custom axis to be.
4. Click OK.

Undoing Your Last Action

If you make a mistake while drawing, you can immediately correct it. You can undo any action that changed the content of the document.

To cancel your last action:

- **Choose Undo from the Edit menu or press Command-Z.**

Choosing Undo cancels the *last* action you performed on an object. Undo cancels only actions that change the document such as cutting, pasting, duplicating, resizing, reshaping, smoothing, changing patterns, and changing position and location. Undo will not cancel scrolling, choosing a drawing tool, selecting an object, resizing a window, or opening, closing, or saving a document.

The Undo command itself can also be canceled. After you choose Undo, the command then becomes Redo. Choosing Redo reinstates the last change to the document.

Undoing All Actions Since Saving

You can easily cancel all changes to a document since the last time you saved it. For example, you might want to cancel all recent changes when removing your changes would be more time consuming than starting over with the last saved version.

To cancel all your changes since the last time you saved:

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

A message appears asking you to confirm that you want to cancel all changes made to the document since the last time you saved it.

2. **Click OK.**

Revert opens the last version of the document saved on disk. Any changes to the document that you did not save previously are lost.

If the document you are working on is saved on a different disk than the current disk, use Revert only if you can supply the disk with the saved version.

- ◆ **Note** You cannot use Undo from the Edit menu to reverse the effect of Revert.

Corner/Center Control



Corner/center control

Use the corner/center control to choose an object's starting point when drawing with the line, rectangle, oval, and arc tools. You can start drawing from the center of the object or from the corner or end of the boundary.

You can choose an object's starting point before you draw it or change it when editing. The corner/center control setting also affects the way objects are resized and rotated.

To set the corner/center control:

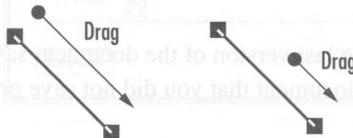
- Click the corner/center control to choose the starting point of objects you draw.

With each click the control changes to show the current starting point of the object.

- ◆ **Shortcuts** With the "Typing activates shortcuts" option of the General Preferences turned on, you can select the corner/center control by pressing M. You can also double-click the control to open the Preferences dialog box. Refer to "Choosing Preferences" in chapter 10 for more information about MacDraw Pro Preferences.

With MacDraw Pro set to draw from the corner or end, you drag the pointer from one corner of the object's boundary to the place where the opposite corner should appear. When you draw lines with the line tool, you position the pointer where one end should be and drag to the other end (figure 2-53).

Figure 2-53
Drawing lines from end to end or from center to end



With the control set to draw objects from the center, you move the pointer from the object's center to where a corner of the object's boundary should appear. If you are drawing a line, position the pointer where the center of the line should appear and drag to where the line should end.

When you select the corner-to-corner method, an object will enlarge or shrink from a corner opposite the handle that you are dragging (figure 2-54). When you draw objects with the center-to-corner method, an object will enlarge or shrink from the center point (figure 2-55).

Figure 2-54
Drawing a rectangle
from corner to
corner

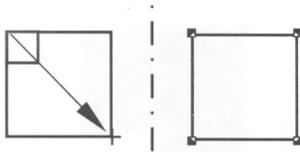
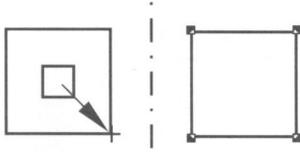


Figure 2-55
Drawing a rectangle
from center to
corner



When you rotate objects, the corner/center control determines if the object will rotate around its center or around a corner handle. Refer to “Resizing Objects” and “Rotating” in chapter 3 for more information about resizing and rotating objects.

Layer Controls



Layer controls

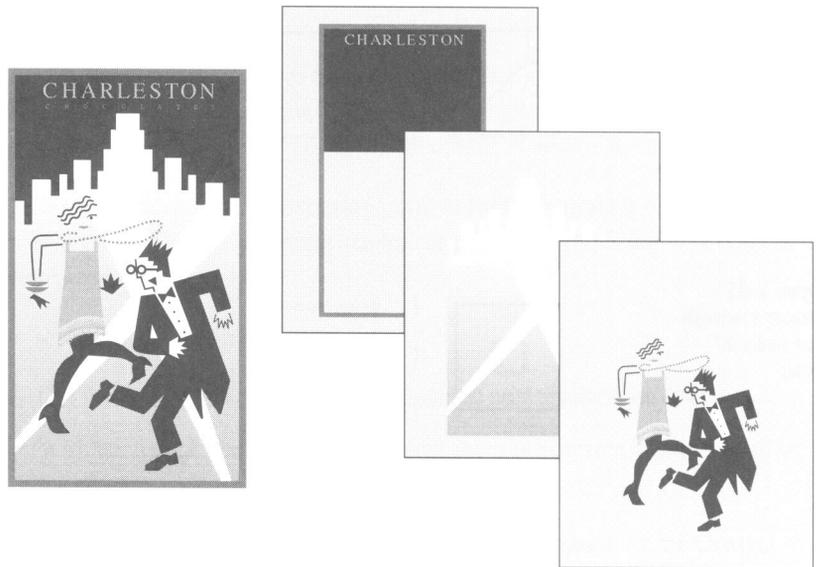
The layer controls appear below the corner/center control in the palette. You use them to make a layer active so you can work on it.

- ◆ **Note** When you are using MacDraw Pro to work with slides, the slide controls appear in place of the layer controls. Refer to chapter 7, “Creating Slide Presentations” for more information.

MacDraw Pro allows you to add information to a document in separate overlays, called layers, which are similar to transparency overlays. You can use layers to show a single document in several versions, with each version displaying different information.

For example, figure 2-56 shows a document with three layers.

Figure 2-56
Using MacDraw Pro
layers

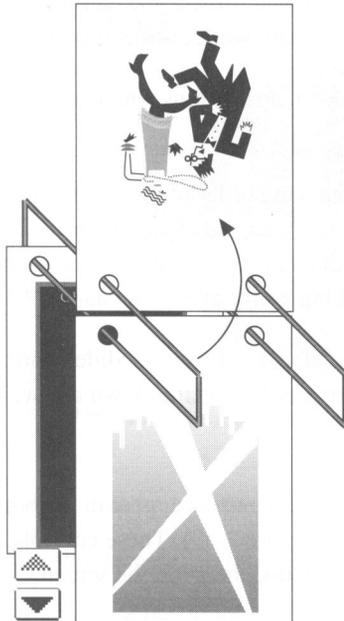


You can display individual layers in combination with others to show different versions or aspects of a document. You can hide specific layers to remove unneeded information from view. You can create new layers and delete unnecessary ones, and choose a layer to work on. You can also change the order of layers as they appear in a document.

The stacking order of the layers determines their order of appearance. You always see the active layer and any layers below it in the stacking order (except layers you have purposely hidden).

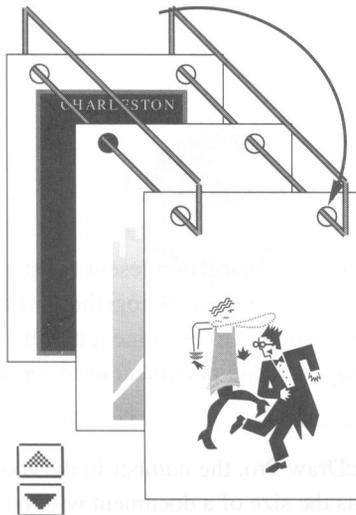
You can think of moving through the layers of a document as being similar to flipping through overhead transparencies. When you click the down arrow, the active layer flips over, the same way a page turns over. You can no longer see that layer, but you still see the layers below it, as shown in figure 2-57.

Figure 2-57
Flipping through
layers with the
down arrow



When you click the up arrow, the next layer above the active layer appears, and you can see and work on it (figure 2-58).

Figure 2-58
Clicking the up
arrow



By clicking the up and down arrows, you can flip through all of the document's layers to see and work on specific ones.

The up arrow or the down arrow dims when you reach the top or bottom layer.

You can change the stacking order of the document layers by choosing Layers from the Layout menu and changing the order of layer names as they appear in the Layers dialog box. For more information about working with layers, refer to "Working with Layers" in chapter 3.

- ◆ **Shortcut** You can select the Layer or Slide controls by pressing Command-up arrow or Command-down arrow.

Zoom Controls

The zoom in and zoom out controls appear in the bottom-left corner of the MacDraw Pro window (figure 2-59). These controls let you quickly reduce or enlarge your view of a document on the screen.

Figure 2-59
Zoom controls

Zoom percentage box
Zoom out control
Zoom in control
Fractional zoom control



The zoom out and zoom in controls represent a distant view and a close-up view of a mountain. The controls work together to function like a camera lens. You zoom in on an object to examine it closely or to work in fine detail. You zoom out to study an entire document or to see how the parts relate to each other.

When you open MacDraw Pro, the number in the zoom percentage box is 100, which represents the size of a document with no reduction or enlargement (figure 2-59).

Figure 2-60
100-percent view

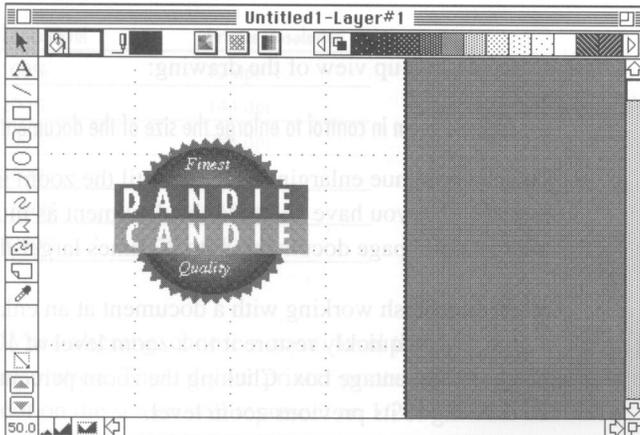


To see a reduced view of the drawing:

- Click the zoom out control to reduce the size of the document on the screen.

If you click the zoom out control once, you reduce the size of the document by half. The number in the zoom percentage box changes to 50 to indicate a 50-percent reduction (figure 2-61).

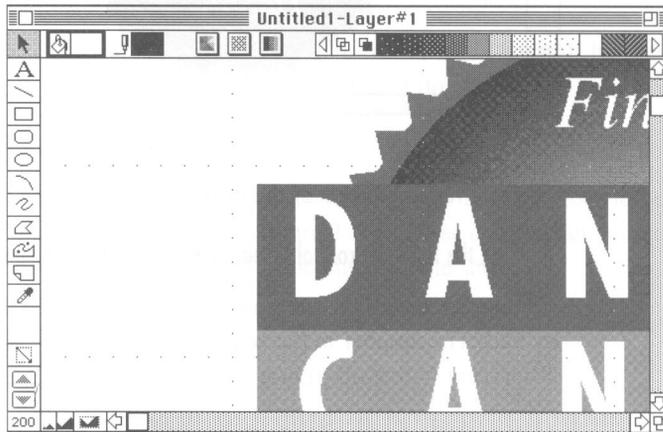
Figure 2-61
50-percent
reduced view



If you click the zoom out control again, the document is again reduced by half, and the zoom percentage box changes to 25. You can continue reducing the size until the zoom out icon is dimmed, which indicates that it has reached the smallest reduction possible. You can reduce a one-page document to 1/32 of its original size.

Clicking the zoom in control enlarges your view of the document. Each time you click the control, the document size doubles (figure 2-62).

Figure 2-62
Zooming in to see a close up view



To see a close up view of the drawing:

- Click the zoom in control to enlarge the size of the document on the screen.

You can continue enlarging the size until the zoom in icon is dimmed, which indicates that you have enlarged the document as much as possible. You can enlarge a one-page document up to 32 times larger than its original size.

When you finish working with a document at an enlarged or scaled-down view, you can quickly restore it to a zoom level of 100 percent by clicking the zoom percentage box. Clicking the zoom percentage box again restores the drawing to its previous zoom level.

- ◆ **Shortcut** You can select the zoom in and zoom out controls by pressing Command-left arrow or Command-right arrow. When the "Typing activates shortcuts" option of the General panel of the Preferences dialog box is selected, you can also press the number keys (1-9) to change the zoom level.

Zooming and Alignment

Zooming in on a document is useful for precisely aligning objects. Enlarging your view of a document allows you to align objects in small increments on the screen. You can actually zoom in so that the dots on the screen closely represent the dot resolution of your printer. Thus, you can align objects with the highest precision that your printer is capable of producing.

With the Autogrid turned off, you can align objects in one dot increments on the screen. At a 100% zoom level, your document appears at a resolution of 72 dots per inch. A printer such as the Apple LaserWriter is capable of printing objects at 300 dots per inch (dpi). Although objects may appear properly aligned at 100-percent zoom level (72 dpi), they may appear slightly out of alignment when printed on a printer with a higher resolution (300 dpi). To match the precision of objects aligned on screen to the printing precision (resolution) of your printer, zoom in until the screen resolution approximates the printer resolution. Thus, zooming in to a zoom level of 400%, which makes the document appear at 288 dots per inch on the screen, allows you to adjust the positioning of objects in nearly as fine increments as a LaserWriter can produce.

The following table provides a guide to the relationship between zoom level and dots per inch resolution that a printer can achieve.

Table 2-2
Table of Zoom level
percentage as
related to printer
resolution (dots per
inch)

Zoom Level	Printer Resolution
100%	72 dpi
200%	144 dpi
400%	288 dpi
800%	576 dpi
1600%	1152 dpi
3200%	2304 dpi

When aligning, choose a zoom level that best matches your printer's resolution. Thus, if your printer prints at 2000 dpi, zoom in to 3200%. Each dot on the screen will represent an 1/2304th inch increment, allowing you to make alignment adjustments as fine as the printer is capable of producing.

Zooming to a Specific Percent Size

You can also use the zoom percentage box to zoom to a specific level of enlargement or reduction.

To zoom to a specific percentage of enlargement or reduction:

1. Double-click the zoom percentage box.

The zoom percentage box highlights.

2. Enter a number for the zoom percentage you want and press Enter.

MacDraw Pro automatically zooms to the zoom level you specified.

Fractional Zooming

You can zoom in on a specific area of a drawing. The fractional zoom control allows you to select an area on the screen and have MacDraw Pro enlarge that area until it entirely fills the current window.



Fractional zoom control

To zoom in on a specific area of the drawing:

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

The pointer changes to a magnifying glass to indicate that you are selecting an area to zoom in on.

2. Drag to enclose the area you want enlarged with a rectangle.

When you release the mouse button, MacDraw Pro zooms in on that area (figure 2-63).

Working with Objects

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Chapter 3

Working with Objects

MacDraw Pro Objects

This chapter explains the procedures used to manipulate objects and create images in drawing. For example, it explains the procedures for moving, arranging, resizing, aligning, reshaping, smoothing and unsmoothing, and flipping objects, among many others. This chapter also explains how you can set different views for a document and work with different layers.

For information about creating objects using the tools in the Tool palette, refer to chapter 2, “Using Tools and Controls.” For information about creating slide presentations, refer to chapter 7, “Creating Slide Presentations.”

Objects and Stacking Order

With MacDraw Pro, creating a document is similar to arranging a collage of objects to form the overall design you want (figure 3-1).

Figure 3-1
Arranging objects on
the screen



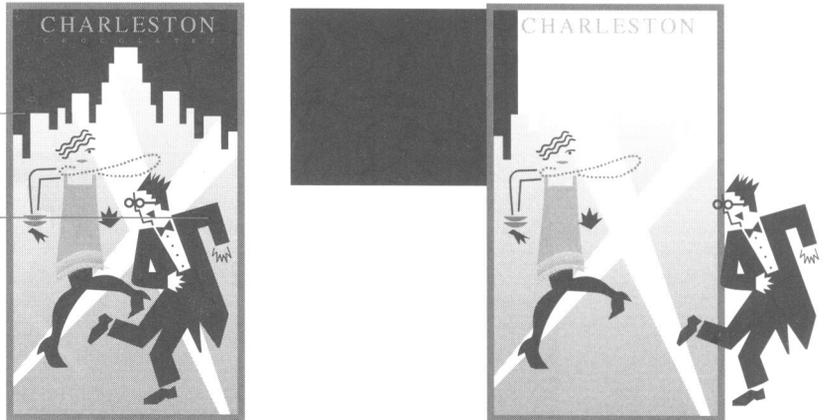
MacDraw Pro documents are often made up of many objects. MacDraw Pro controls and displays all objects in a document and keeps track of their locations, sizes, and other attributes, such as line widths, fill patterns, and each object's scale size.

As you arrange objects on the screen, you discover that the objects can overlap. An object placed on top of another may partially or completely block the view of the object behind it. Objects remain whole, however; you never lose part of an object just because other objects obscure it. You cannot delete part of an object; you must delete an entire object.

When you place objects in front of or behind other objects, you determine the stacking order of the objects. MacDraw Pro always places a new object on top of all the other previously drawn objects (figure 3-2).

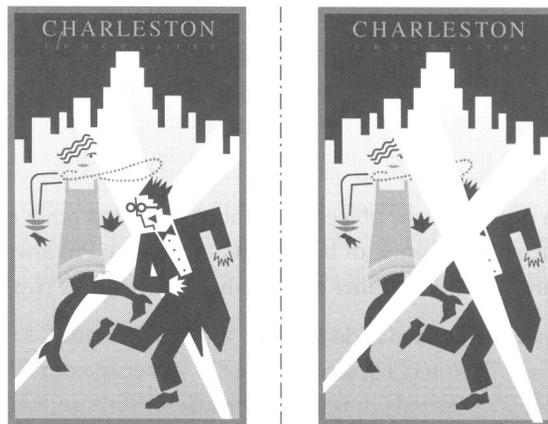
Figure 3-2
Stacked objects

Back of stack
Front of stack



You can select objects stacked on top of one another and change their stacking order to create or change an image (figure 3-3). You change stacking order by selecting an object and choosing one of four Move commands from the Arrange menu.

Figure 3-3
Object moved
forward in a stack



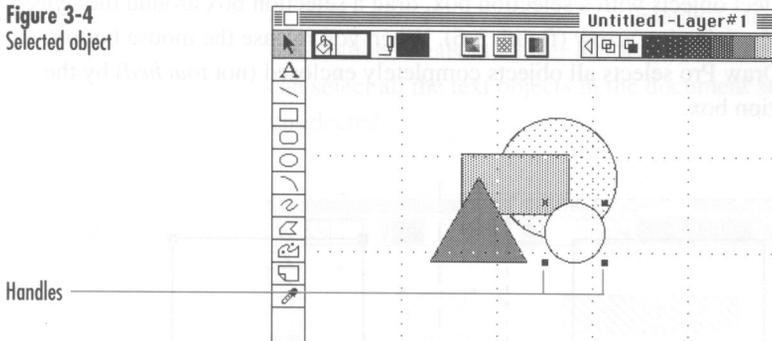
For information about these commands, refer to “Moving an Object Forward or Backward in a Stack of Objects” later in this chapter.

- ◆ **Note** The stacking order of objects only pertains to objects on the same layer. Objects on one layer may cover objects on other layers, but are not part of the same stacking order. You cannot move objects from one layer to another with the Move commands.

Selecting Objects

When you finish drawing a new object or when you click a previously created one, MacDraw Pro selects the object. MacDraw Pro adds handles (small squares) to the object's boundary to let you know it is selected (figure 3-4). You must select objects before you can change them.

Figure 3-4
Selected object



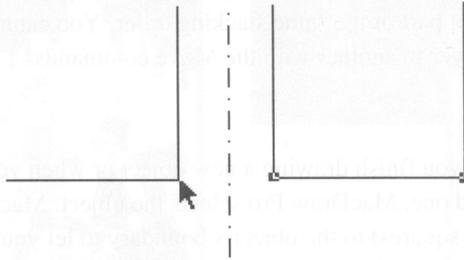
MacDraw Pro provides a variety of ways to select objects as you work with them.

Selecting One or More Objects: You can select objects individually in two ways: by clicking the object or by dragging a selection box around it with the selection arrow.

To select by clicking, click the line or outline of the object you want to select or click inside objects filled with a fill pattern (figure 3-5). If an object has no fill pattern (is empty), you must click the object's outline. To select more than one object by clicking, hold down Shift and click the objects (called Shift-clicking).

Figure 3-5
Selecting an object

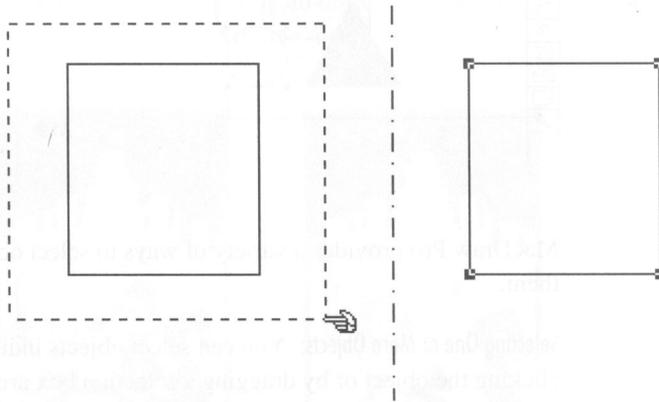
Click the outline if the object has a transparent fill pattern



To select objects with a selection box, drag a selection box around the object with the selection arrow (figure 3-6). When you release the mouse button, MacDraw Pro selects all objects completely enclosed (not *touched*) by the selection box.

Figure 3-6
Selecting an object with a selection box

Drag to enclose the object



- ◆ **Tip** If you hold down the Command key as you drag the selection box, any objects that are *touched* by the selection box become selected. (They don't have to be entirely enclosed within it.)

In large documents, you may not be able to see all the objects you want to select on the screen at one time. You can use the zoom controls to reduce the view of the document on the screen, or scroll through the document, and Shift-click objects to select them.

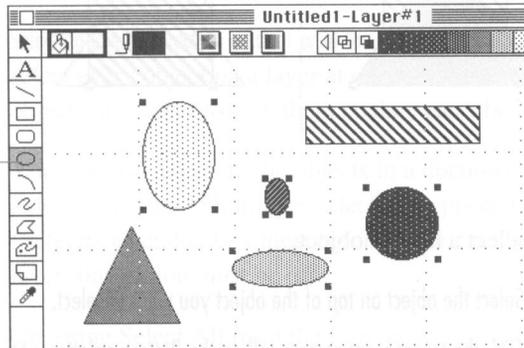
The MacDraw Pro autoscrolling feature also allows you to draw a selection box that is larger than the screen. As you drag the pointer to the edge of the window, the document scrolls automatically, allowing you to draw a selection box to select objects beyond the window's edge. If you select more objects than you intend, deselect each object you don't want to include.

Deselecting Objects: You can deselect objects all at once or individually. Shift-click individual objects to deselect them and leave other objects selected. To deselect all objects at once, click a different object, click somewhere else in a document, or select a drawing tool.

Selecting All of the Same Kind of Object: You can also select all instances of one kind of object found in a layer or a document (figure 3-7). For example, you can select all the ovals in a layer and leave all other objects unselected; or, you can select all the text objects in the document and leave other objects unselected.

Figure 3-7
Selecting oval
objects only

Oval tool selected



To select all of a specific kind of object:

1. Select the drawing tool used to draw the object.
2. Choose **Select All** from the **Edit** menu.

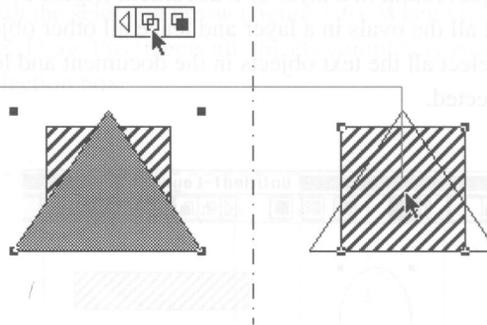
- ◆ **Note** The “Multilayer selection” option in the General panel of the Preferences dialog box determines whether you select all the objects on the active layer or in the entire document. Turn “Multilayer selection” on to select all of a specific kind of object in the document. Turn the option off to select the specific object on the active layer only.

- ◆ **Shortcut** Instead of opening the Preferences dialog box to turn on “Multilayer selection,” you can select the drawing tool and press Command-Shift-A to select the objects on all visible layers.

Selecting an Object Hidden Behind Another: When you change the stacking order of objects, some objects may disappear behind others, making them hard to select. You can select a hidden object by clicking through an object that you have changed to have a transparent fill pattern (figure 3-8).

Figure 3-8
Selecting an object hidden behind another

Click within object with transparent fill pattern



To select a hidden object:

1. Select the object on top of the object you want to select.
2. Click the transparent pattern cell on the Pattern palette or Style bar to change the fill pattern for the top object.
3. When the hidden object appears, click the object to select it.



Transparent pattern cell

You can also select all the objects in the stacking order and deselect objects you don’t want to work with.

To select by deselecting:

1. Drag a selection box around the objects or choose Select All from the Edit menu.
2. Shift-click to deselect objects you don’t want to change.

Selecting Objects on Different Layers: MacDraw Pro is preset to select objects on the active layer only. Although objects on other layers may appear on the screen, you can't select them until you make the layer that contains them active.

The “Multilayer selection” option in the General panel of the Preferences dialog box allows you to select objects on different layers without making other layers active. For example, you can select several objects on different layers and change their fill pattern or delete them all at once. Refer to “Working on Several Layers at Once” later in this chapter for information about turning on the “Multilayer selection” option.

You can also select objects on different layers by holding down Option and selecting them:

To select on different layers:

- Option-click an object to select it; Option-Shift-click or Option-drag to select several objects.

Selecting Every Object on a Layer or in the Entire Document: Sometimes you may need to select every object on a layer at once. For example, you might select all the objects on a layer to lock them so they can't be accidentally changed.

You can also select all the objects in a document. To select all the objects in a document, the “Multilayer selection” option in the General panel of the Preferences dialog box must be on. To select all the objects on the active layer, this option must be off.

Choosing Select All from the Edit menu selects all objects on the active layer or in the document, even if those objects do not appear in the drawing window. Handles appear on the boundaries of the selected objects. Dragging an object repositions all of the selected objects in the entire document. You cannot reposition individual objects if all objects are selected.

- ◆ **Note** When you choose Select All, MacDraw Pro selects all the locked objects, but you cannot change locked objects until you unlock them.

To select every object on a layer (“Multilayer selection” off):

- Choose Select All from the Edit menu or press Command-A.

To select every object in a document:

1. Choose Preferences from the Layout menu.
2. Turn "Multilayer selection" on in the General panel of the Preferences dialog box.
3. Click OK.
4. Choose Select All from the Edit menu or press Command-A.

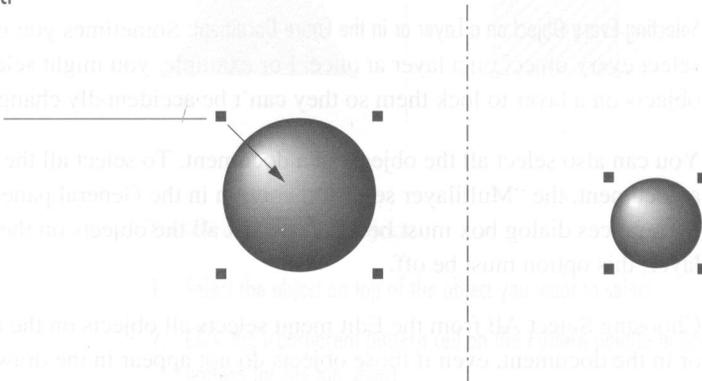
- ◆ **Shortcut** To select all objects in a document when "Multilayer selection" is off, press Command-Shift-A.

Resizing Objects

MacDraw Pro lets you change the size of an object easily without having to redraw it. You resize a selected object by dragging a handle. When you resize an object, the object enlarges or shrinks in proportion to the increase or decrease in the size of the boundary (figure 3-9).

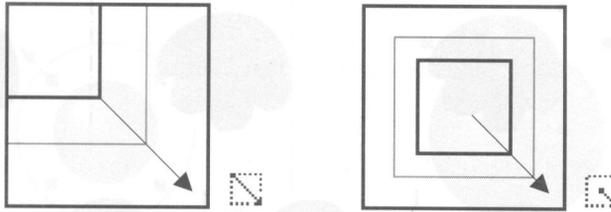
Figure 3-9
Resizing an object

Drag an object's
handle



An object changes size from its center or corner depending on how you set the corner/center control. With the control set to resize objects from their corners, objects resize from the corner opposite the handle you drag (figure 3-10). With the control set for resizing from the center, the object enlarges or shrinks from its center.

Figure 3-10
Object resized from
its corner and from
its center

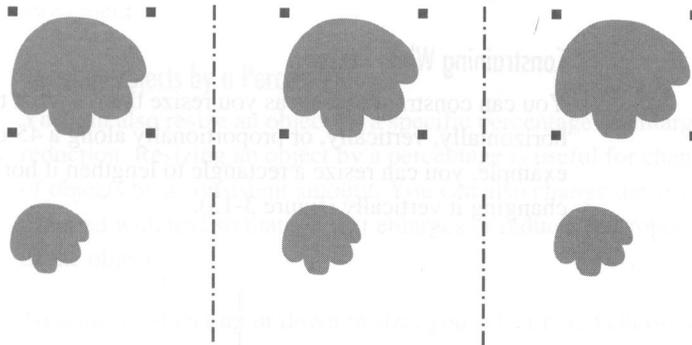


To resize an object:

1. Click an object to select it.
2. Drag a handle to resize it.

If you select several objects, dragging a handle resizes all of the objects together proportionally. The space between objects does not change (figure 3-11).

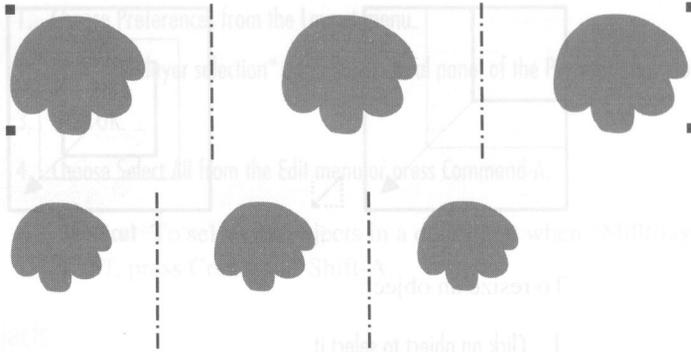
Figure 3-11
Resized objects with
no change to spacing



You can reduce or enlarge a selection of objects and maintain the proportional spacing of objects by grouping the objects before you resize them (figure 3-12).



Figure 3-12
Grouped objects
resized with
proportional spacing



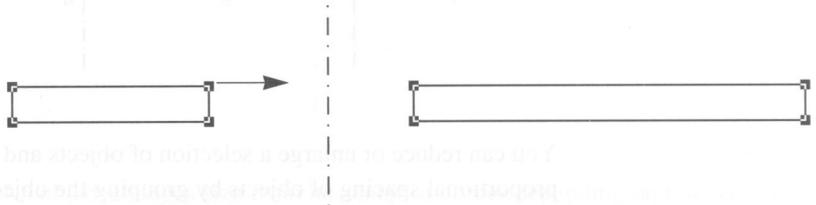
To maintain proportional spacing:

1. Select the objects you want to reduce or enlarge.
2. Choose Group from the Arrange menu.
3. Drag a handle to resize the group.

Constraining While Resizing

You can constrain objects as you resize them so that they enlarge or shrink horizontally, vertically, or proportionally along a 45-degree angle. For example, you can resize a rectangle to lengthen it horizontally, without changing it vertically (figure 3-13).

Figure 3-13
Rectangle resized
horizontally



Or, you can enlarge a circle from its center by dragging and using the constraining function. With the corner/center control set to resize objects from the center, you can enlarge the circle by holding down Shift and dragging one of the circle's handles at 45 degrees (figure 3-14).

Figure 3-14
Circle resized from
the center



To constrain while resizing:

- Holding down Shift, drag a handle.

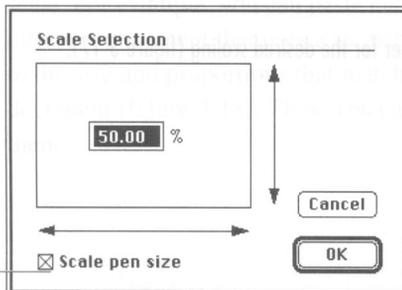
The handle moves according to the angle set for the constraint angle in the Mouse panel in the Preferences dialog box. If you haven't changed the constraint angle, the handle moves along an axis of 0 degrees for horizontal movement, 45 degrees for diagonal movement, and 90 degrees for vertical movement.

Resizing Objects by a Percentage

You can also resize an object by a specific percentage of enlargement or reduction. Resizing an object by a percentage is useful for changing the size of objects by a consistent amount. You can also change the size of objects grouped with text so that the text enlarges or reduces in proportion to the rest of the object.

To scale an object up or down in size, you select it and choose the Scale Selection command from the Arrange menu. Enter a number in the Scale Selection dialog box (figure 3-15) for the percentage you want.

Figure 3-15
Scale Selection dialog
box



Scale pen size option
for changing pen size
to match the rescaled
size of the object

Figure 3-16
Object scaled to 200
and 50 percent of its
original size

Scaling an object changes its size according to a percentage you specify. To double the size of an object, you use the Scale Selection command to enlarge it to 200 percent. To reduce an object to half its original size, scale it to 50 percent (figure 3-16).



When you scale an object, you may want the object to retain the original pen size it was drawn with, or to scale the pen size up or down to match the change in the object's size. MacDraw Pro is preset to scale pen sizes. To change the pen size of the object to match the change in scale, make sure the Scale pen size option is selected in the Scale Selection dialog box.

To scale a single object or several objects:

1. Select the object(s).
2. Choose Scale Selection from the Arrange menu.

The Scale Selection dialog box appears.

3. Enter a number for the desired scaling (figure 3-17).

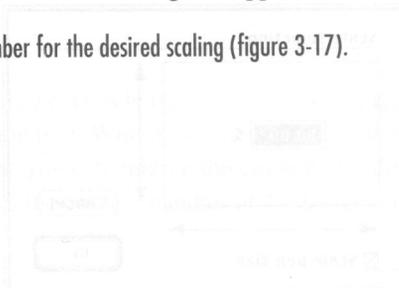
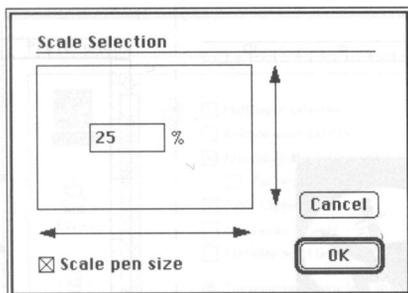


Figure 3-17
Scale Selection
dialog box



Numbers greater than 100 enlarge the object. Numbers less than 100 reduce the object. You can reduce the object to 0.01% of its original size.

- To scale the pen size of lines to match the change in object size, select the Scale pen size option, if necessary.

4. Click **OK**.

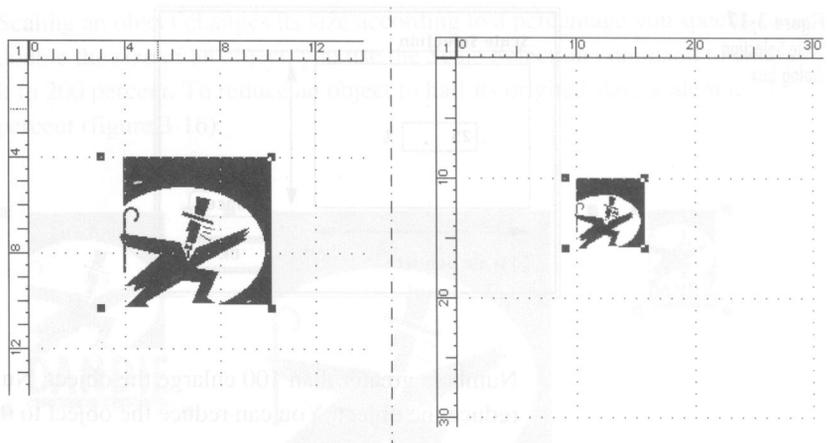
- ◆ **Note** You can't scale an object so that its boundary goes beyond the document boundaries. If you try to do so, MacDraw Pro displays a warning that you can't rescale the object as specified. Click **OK**, reposition the object, and choose **Scale Selection** again.

Rescaling and Pasting at the Same Time

You can rescale an object when pasting it into a drawing. You can draw an object with one ruler scale, copy it onto the Clipboard, change the ruler to a different scale, and then paste the object into the document. The object automatically changes its size to match the scale of the active ruler.

This method can be useful for transferring objects drawn in one scale to another part of a document or into another document drawn in a different scale. For example, you can paste an object created in $\frac{1}{4}$ -inch scale into a different document that uses a $\frac{1}{8}$ -inch scale ruler. The object will scale down to the size and proportions that match the other objects in the $\frac{1}{8}$ -inch scale document (figure 3-18). Thus, you can avoid redrawing objects by rescaling them.

Figure 3-18
1/4-inch scale object
rescaled and pasted
into a 1/8th-inch
scale



Rescaling is especially useful when you transfer library objects drawn in one scale into documents with different scale settings.

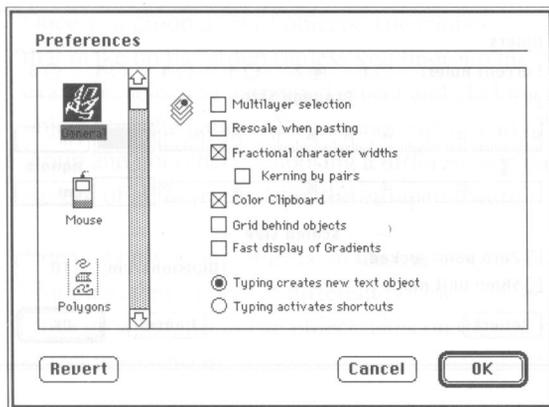
If you turn on the “Rescale when pasting” option in the General panel of the Preferences dialog box, objects automatically rescale each time you choose Paste.

- ◆ **Note** Text does not rescale when you rescale and paste at the same time. If you want to rescale text, choose Scale Selection from the Arrange menu.

To rescale every time you paste:

1. Choose Preferences from the Layout menu.
2. Select “Rescale when pasting” in the General panel of the Preferences dialog box (figure 3-19).

Figure 3-19
General panel



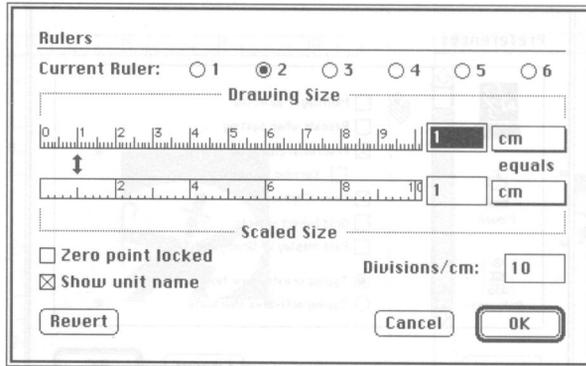
3. Click OK.
 4. Copy or Cut the object drawn under one ruler onto the Clipboard.
 5. Open the document that you want to transfer the object to, or change the current ruler settings of the document to the desired scale.
 6. Click where you want to paste.
 7. Choose Paste from the Edit menu.
- ◆ **Shortcut** You can press Command-Shift-V to paste and rescale an object without setting the “Rescale when pasting” option.

Rescaling an entire document: You can also use the “Rescale when pasting” option to rescale all the objects in a document. Select all the objects in the document and then use Cut from the Edit menu to place them on the Clipboard. You then change the rulers to a different scale, and paste the contents of the Clipboard back into the document.

To rescale all the objects in a document:

1. Select all the objects in the document.
2. Choose Cut from the Edit menu or press Command-X.
3. Choose Rulers from the Layout menu.
4. Click a number button to choose another ruler or change the current ruler’s scale in the Rulers dialog box (figure 3-20).

Figure 3-20
Rulers dialog box



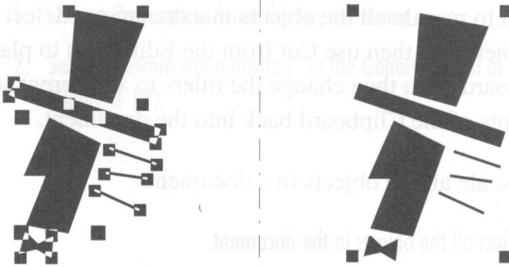
5. Click OK.
6. Turn on the “Rescale when pasting” option in the Preferences dialog box and choose Paste from the Edit menu, or press Command-Shift-V.

All the pasted objects change scale to match the active ruler’s scale.

Grouping Objects

Intricate designs are often made up of many individual objects. At times, you may want to consolidate, or group, several objects into a single object to make an image easier to work with. You can then work with the grouped objects as a single unit (figure 3-21).

Figure 3-21
Individual objects
made into a single
grouped object



When you click a grouped object to select it, you select the entire group all at once. You can change the grouped object, move, resize, delete, or make other changes to the object in the same way you can change individual objects.

Once you group a set of objects, you cannot change the individual objects that make up the group (unless you ungroup the grouped object again.) For example, selecting a grouped object and clicking a fill pattern fills the entire object with the pattern. You cannot individually fill some objects within the group and not others. Choosing a different pen pattern changes the pen pattern of all objects within the grouped object.

You can only group objects on the same layer. When you select objects for grouping, they appear at different positions in the object-stacking order. Once grouped, the entire object takes on the stacking order of the front-most object in the group.

When you group a locked object with other unlocked objects, the resulting grouped object becomes locked. Grouped objects can be grouped with other individual or grouped objects.

To group objects:

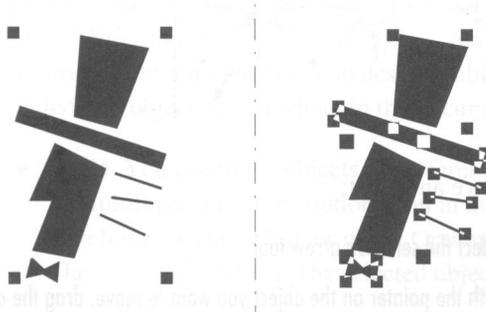
1. Shift-click or drag a selection box around the objects to be grouped to select them.
2. Choose Group from the Arrange menu or press Command-G.

You see handles around the boundary that encloses the grouped object.

Ungrouping Objects

You must ungroup a grouped object to make changes to any of the individual objects within it (figure 3-22). Ungrouping an object breaks it into its individual objects again. You cannot ungroup a locked group. You must first unlock it with the Unlock command in the Arrange menu.

Figure 3-22
Ungrouped objects



When you create grouped objects composed of both individual objects and other grouped objects, ungrouping a complex object divides it into its original individual and grouped objects again.

If you changed a grouped object, giving it different characteristics from the original objects within the group, ungrouping does not restore the individual objects to their original characteristics. You have to select the separate objects and change their characteristics individually.

To ungroup objects using the Ungroup command:

1. Select a grouped object.
2. Choose Ungroup from the Arrange menu or press Command-Shift-G.

MacDraw Pro selects each object that made up the group.

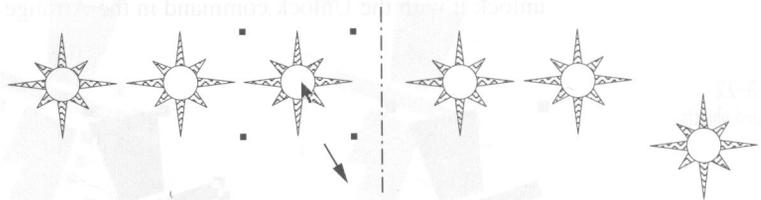
Moving Objects

After drawing objects, you may want to move them to different positions. MacDraw Pro gives you several ways to move objects.

Dragging Objects

You can easily reposition objects by dragging them with the selection arrow. If the object is filled with a fill pattern, position the pointer anywhere within the object. If the object is not filled, position the pointer on the line or outline of the object (figure 3-23).

Figure 3-23
Dragging an object
with the selection
arrow



To move an object:

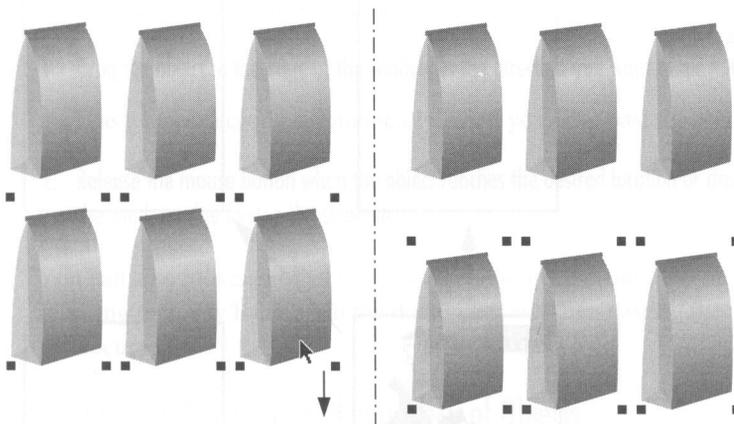
1. Select the selection arrow tool.
2. With the pointer on the object you want to move, drag the object to a new position.

You can move unlocked objects on the active layer. You cannot move locked objects.

Moving Several Objects at One Time

You can drag more than one object at a time to a new location. For example, you might select several objects that make up a row and drag the entire row at one time to a new position (figure 3-24).

Figure 3-24
Moving several
objects at once



To move several objects:

1. Shift-click the objects or drag a selection box to select them.
2. Drag one of the selected objects to a new location.

All of the selected objects move as you drag one of the objects.

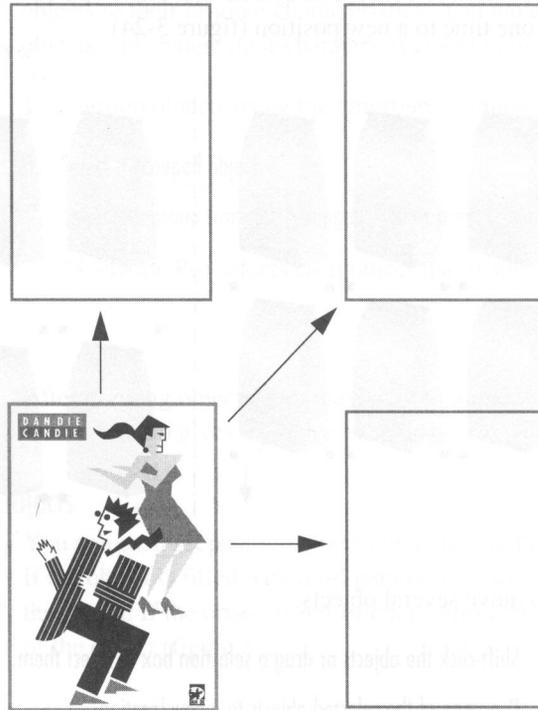
After repositioning the selected objects, you can deselect the objects and position them individually. You deselect objects by clicking a tool, an individual object, or elsewhere in the document.

- ◆ **Note** You can move objects on different layers to new positions if “Multilayer selection” option is on in the General panel of the Preferences dialog box or if you Option-Shift-click objects on different layers to select them. The selected objects stay on their respective layers.

Constraining the Direction of Movement

You can constrain an object to move horizontally, vertically, at a 45-degree angle, or at a custom angle. Constrain movement when you want to drag an object in one direction only (figure 3-25).

Figure 3-25
Constraining the movement of objects horizontally, vertically, and at a 45-degree angle



To constrain an object as you move it:

- Hold down Shift as you drag the object to the new location.

The object moves in one direction only — horizontally, vertically or at a specified angle, depending on the direction you drag the object.

Objects move at 45 degrees or at a custom angle according to the angle specified in the “Mouse constraint” option in the Mouse panel of the Preferences dialog box.

Moving an Object Beyond the Edge of the Current Window

You can move objects to new positions beyond the edge of the current window. Drag the objects to the edge of the window. When the pointer reaches the window edge, MacDraw Pro scrolls the document, bringing more of it into view. Continue scrolling until you see the location where you want to place the object. Move the pointer away from the window edge (or release the mouse) to stop the scrolling.

To move an object beyond the edge of the window:

1. **Drag the object to the edge of the window in the direction you want to move the object.**
The window scrolls automatically when you drag past the edge.
2. **Release the mouse button when the object reaches the desired location or drag away from the window edge to stop the scrolling.**

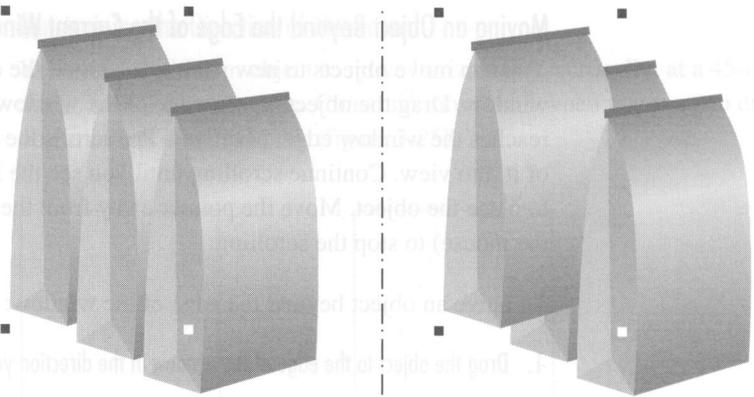
You can also move an object to a new position by cutting it to the Clipboard, scrolling to a new location in the document, and then pasting the object into the document.

Moving an Object Forward or Backward in a Stack of Objects

When arranging objects in a drawing, you may need to change which objects appear in front of or behind others. MacDraw Pro has four move commands in the Arrange menu that change the way objects are stacked: Move Forward, Move To Front, Move Backward, Move To Back.

Moving an object forward in the stack: You select an object and choose the Move Forward command from the Arrange menu to move an object forward one step in the stacking order (figure 3-26).

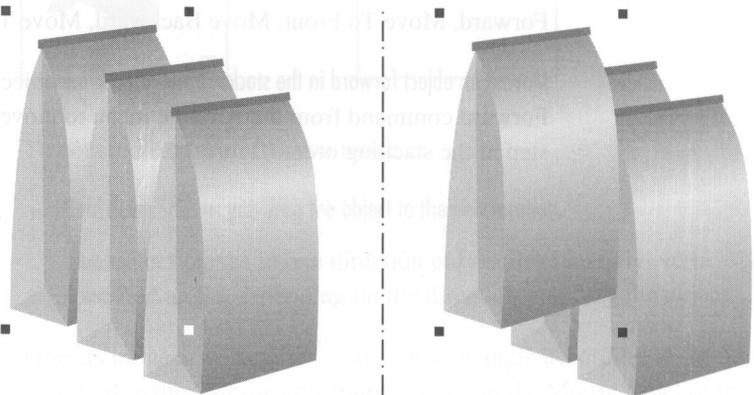
Figure 3-26
Object moved
forward



Move Forward is useful when you need to bring an object forward to change the way objects overlap or to edit it. After you move an object, it remains selected and you can move it forward again or change it by choosing a command.

Moving an object to the front of the stack: Choose Move To Front from the Arrange menu to move a selected object all the way to the front of the stacking order (figure 3-27). The command is useful for moving selected objects to the front, changing the stacking order, or making the object easy to edit.

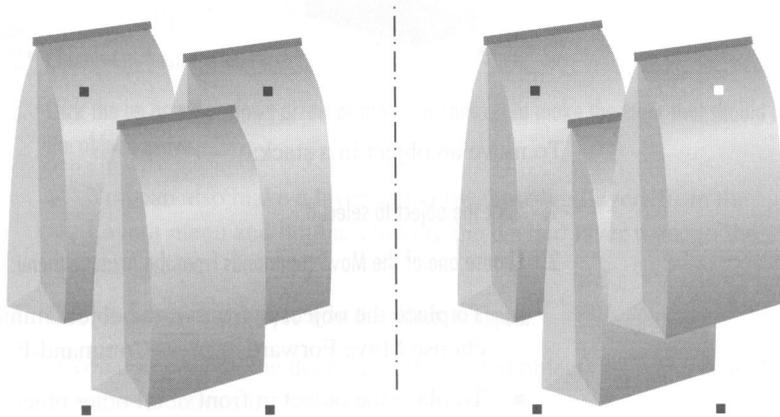
Figure 3-27
Object moved
to front



After editing an object, you can move it back in the stacking order again to its previous position. If you select several objects and choose Move To Front, all of the selected objects move together to the front of the other unselected objects. The moved objects remain in the same order (among themselves) that they were before you moved them.

Moving an object backward in the stack: Choose Move Backward from the Arrange menu to move a selected object back one step in the stacking order (figure 3-28).

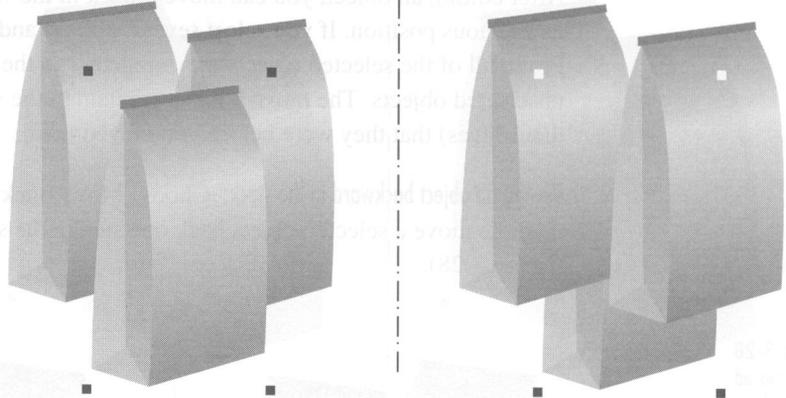
Figure 3-28
Object moved
backward



You can move an object backward to change the way that objects overlap or to shift the object to the background. After you move an object backward, it remains selected and you can move it backward in the stack again.

Moving an object to the back of the stack: Choose Move To Back from the Arrange menu to move a selected object to the last position in the stacking order (figure 3-29). After you move an object to the back, it may be partially or totally obscured from view by the objects in front of it. Although obscured, the object remains selected and you can move it forward in the stack again or change it with a command. You can also select several objects and move them behind all other unselected objects in the stack.

Figure 3-29
Object moved
to back



To move an object in a stack:

1. Click the object to select it.
2. Choose one of the Move commands from the Arrange menu:
 - To place the object in front of the object immediately in front of it, choose Move Forward or press Command-F.
 - To place the object in front of all other objects, choose Move To Front or press Command-Shift-F.
 - To place the object in back of the object immediately behind it, choose Move Backward or press Command-J.
 - To place the object behind all other objects, choose Move To Back or press Command-Shift-J.

Moving an Object Up or Down a Layer

When a document has several layers, you can move an object from one layer to another by cutting it onto the Clipboard, making a different layer active, and then pasting the object into the layer.

- ◆ **Note** If “Multilayer selection” is turned on in the General panel of the Preferences dialog box, you can click an object on an inactive layer to select it. If “Multilayer selection” is turned off, you can select an object on an inactive layer by holding down Option and clicking it. You turn

“Multilayer selection” on or off by choosing the Preferences command from the Layout menu and selecting or deselecting the option in the General panel of the Preferences dialog box.

To move objects to a different layer:

1. **Select the object or objects.**
 - Click, Shift-click, or drag a selection box to select the objects (Multilayer selection on).
 - Option-click, Option-Shift-click, or Option-drag a selection box to select the objects (Multilayer selection off).
2. **Choose Cut from the Edit menu.**
3. **Click the up arrow or down arrow of the layer controls to make the layer that should hold the objects active.**
 - You can also make a layer active by choosing Layers from the Layout menu and double-clicking the desired layer name in the dialog box.
4. **Click the document where you want the objects to appear.**

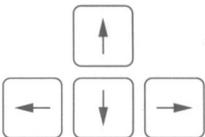
If you do not click the document, the pasted objects will appear in their previous locations in the active layer.

5. **Choose Paste from the Edit menu.**

MacDraw Pro places the objects in the active layer.

Refer to “Working on Several Layers at Once” later in this chapter for more information about editing objects on different layers.

Moving Objects with the Arrow Keys



Arrow keys

You can make fine adjustments to the position of a selected object using the arrow keys. Each press of an arrow key moves a selected object one dot (pixel) or one gridpoint in the direction of the arrow (depending on whether the autogrid is on or off). How far an object moves depends on the zoom level of the document or the spacing of the grid.

When the autogrid is on, the arrow keys move an object one gridpoint at a time. You can set the spacing by specifying the number of divisions for the ruler in the Rulers dialog box. To turn the Autogrid on, choose Turn Autogrid On from the Layout menu.

When the autogrid is off, the arrow keys move the object one dot at a time. Zooming in or out changes the distance that a dot represents on the screen. If you zoom in to enlarge your view of the drawing, the arrow keys still move the object one dot, but the dot represents a smaller distance. For example, if you enlarge your view of a document to 200-percent size, a dot on the screen appears the same size, but represents half the distance of a dot at 100-percent size.

To move an object with the arrow keys:

1. Turn the autogrid on or off, as desired.
 - To move an object one gridpoint at a time, choose Turn Autogrid On from the Layout menu, if necessary.
 - To move an object one dot at a time, choose Turn Autogrid Off from the Layout menu, if necessary.
2. Click the object to select it.
3. Press an arrow key to move the object in the desired direction.

Locking and Unlocking Objects

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. You cannot 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.

You can recognize a locked object when you select it by the gray handles around its boundary (figure 3-30).

Figure 3-30
Locked object



If you include a locked object among objects selected for grouping and choose the Group command, MacDraw Pro locks the entire grouped object.

When you lock a text object, you cannot edit it.

To lock an object:

1. Click the object to select it.
2. Choose Lock from the Arrange menu or press Command-H.

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.

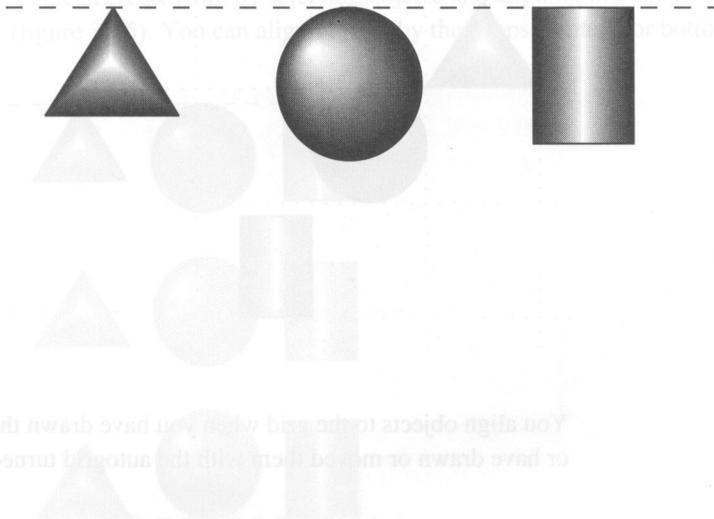
To unlock an object:

1. Click the object to select it.
2. Choose Unlock from the Arrange menu or press Command-Shift-H.

Aligning and Distributing Objects

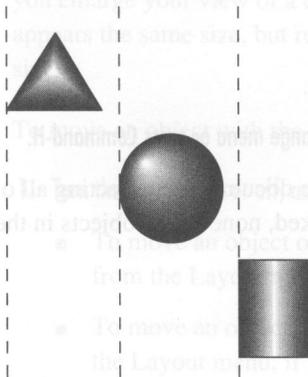
MacDraw Pro can automatically align objects in a document. The Alignment command allows you to align a row of objects precisely; vertically, horizontally, or diagonally (figure 3-31). You select the objects, specify how to align them, and the objects automatically change position.

Figure 3-31
Aligned objects



You can also use the Alignment command to distribute objects, placing equal space between them (figure 3-32). Equal distribution creates evenly spaced rows or columns, regardless of the size of the objects.

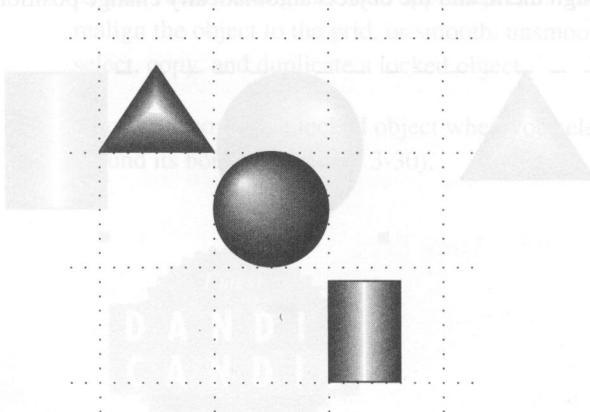
Figure 3-32
Distributed objects



Aligning Objects

You can automatically align several objects with the current grid spacing (figure 3-33). This lets you line up objects at positions determined by the ruler's grid.

Figure 3-33
Objects aligned with
the grid



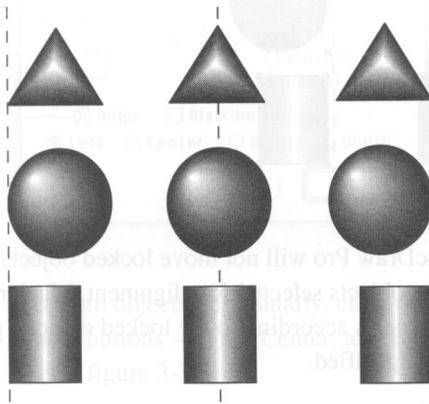
You align objects to the grid when you have drawn them on a different grid, or have drawn or moved them with the autogrid turned off, or have pasted

them in from the Clipboard. When you align them, MacDraw Pro moves them to match their boundaries to the increments of the grid spacing.

You can also automatically align several objects with each other, creating columns or rows. Objects align based on their boundaries, not on their outlines or the lines that make up the object.

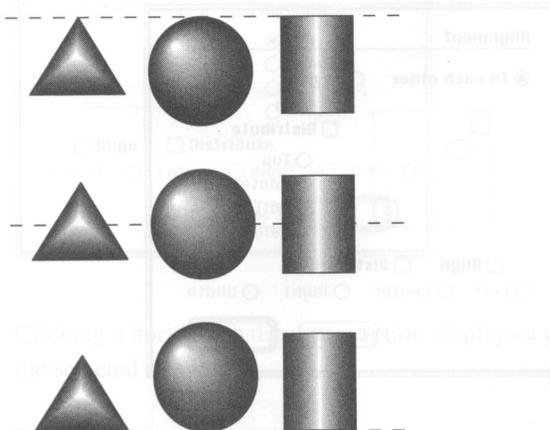
You can create columns by selecting objects and aligning them vertically (figure 3-34). You can align objects based on their left sides, centers, or right sides.

Figure 3-34
Objects aligned vertically by their left sides, centers, and right sides



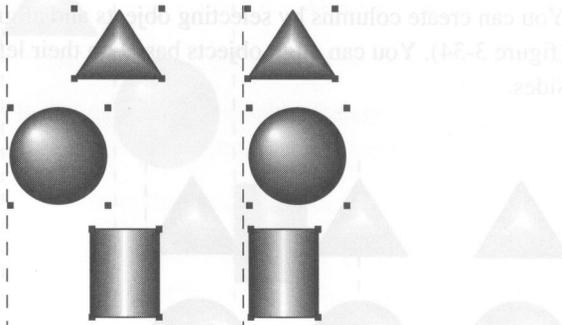
You can create rows by selecting objects and aligning them horizontally (figure 3-35). You can align objects by their tops, centers, or bottoms.

Figure 3-35
Objects aligned horizontally by their tops, centers, and bottoms



The selected objects align according to the position of one of the selected objects. For example, when you align objects vertically by their left sides, the objects align at the position of the left-most object selected (figure 3-36). Aligning objects by their right sides aligns them vertically with the right-most object.

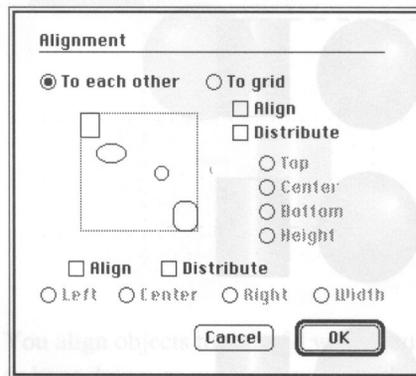
Figure 3-36
Objects align vertically by their left sides based on the position of the left-most selected object



- ◆ **Note** MacDraw Pro will not move locked objects. If a locked object is among the objects selected for alignment, MacDraw Pro aligns other selected objects according to the locked object's position and the type of alignment specified.

To align objects, you select them and then choose Alignment from the Arrange menu or press Command-Shift-K. The Alignment dialog box appears (figure 3-37).

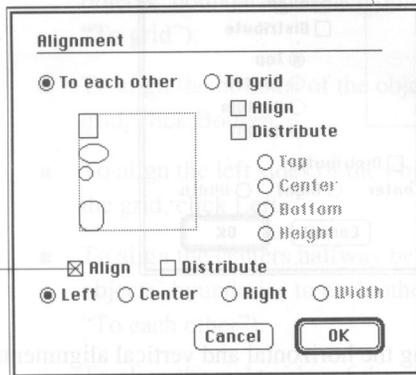
Figure 3-37
Alignment dialog box



To align objects vertically, click the Align box at the bottom of the dialog box. After you select Align, three buttons — Left, Center, and Right — darken and you can select them. After you select an alignment option, you see a pictorial representation of the alignment that you selected (figure 3-38).

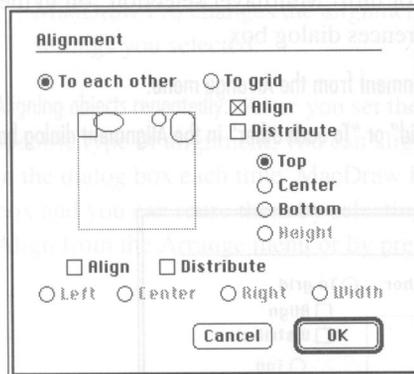
Figure 3-38
Aligning objects vertically by their left sides

Click to align objects vertically



To align objects horizontally, click the Align box at the top of the dialog box. Three buttons — Top, Center, and Bottom — darken and you can select them (figure 3-39).

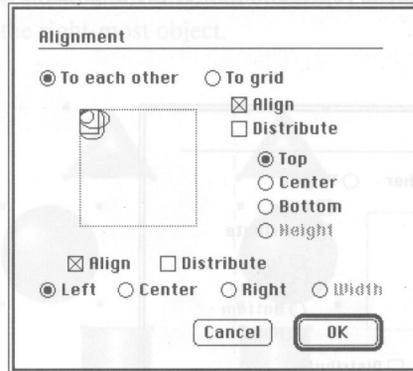
Figure 3-39
Alignment dialog box with horizontal alignment options



Clicking a horizontal alignment option displays a pictorial representation of the selected alignment.

You can also select both a horizontal and vertical alignment to align objects concentrically (figure 3-40).

Figure 3-40
Aligning objects horizontally and vertically

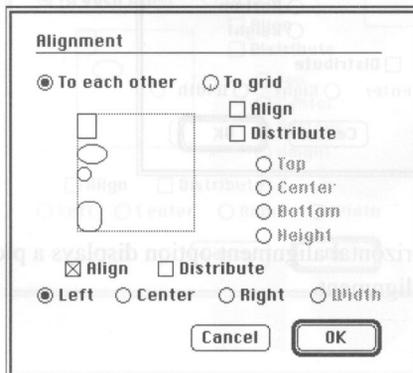


After selecting the horizontal and vertical alignments you want, you click OK and the MacDraw Pro aligns the objects.

To align objects:

1. Shift-click the objects to select them.
 - To select objects that reside on different layers, hold down Option-Shift or turn “Multilayer selection” on in the General panel of the Preferences dialog box.
2. Choose Alignment from the Arrange menu.
3. Click “To grid” or “To each other” in the Alignment dialog box (figure 3-41).

Figure 3-41
Alignment dialog box



4. Click either or both of the Align boxes and then click the combination of settings you want for horizontal and vertical alignment.

- To align the tops of the objects' boundaries to each other or to the grid, click Top.
- To align the centers halfway between the top and bottom of the objects' boundaries to each other or to the grid, click Center (under "To grid").
- To align the bottoms of the objects' boundaries to each other or to the grid, click Bottom.
- To align the left sides of the objects' boundaries to each other or to the grid, click Left.
- To align the centers halfway between the left and right sides of the objects' boundaries to each other or to the grid, click Center (under "To each other").
- To align the right sides of the objects' boundaries to each other or to the grid, click Right.

The panel in the left side of the Alignment dialog box shows an example of the type of alignment you select.

5. Click OK.

MacDraw Pro changes the alignment of the objects according to the settings you selected.

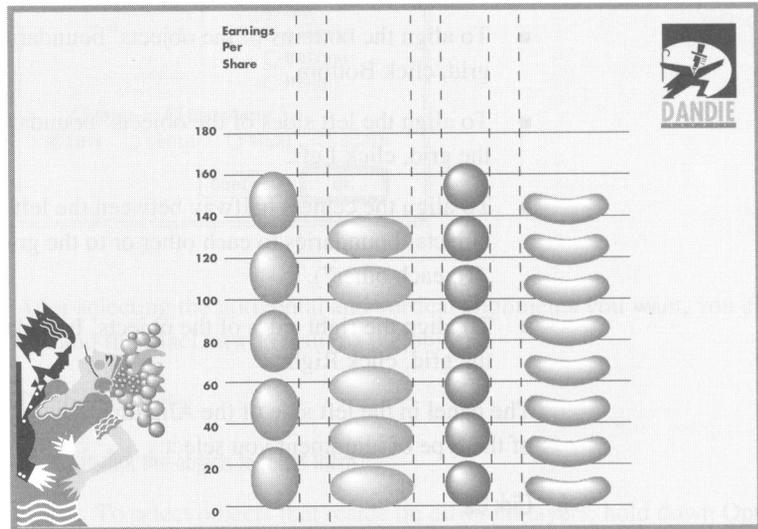
Aligning objects repeatedly: After you set the Alignment dialog box with a specific type of alignment, you can align objects without making selections in the dialog box each time. MacDraw Pro records the settings in the dialog box and you can reuse them by selecting another set of objects and choosing Align from the Arrange menu or by pressing Command-K.



Spacing Objects Evenly Apart

You can automatically space objects equidistantly from each other (distributing them) vertically or horizontally. For example, you can create charts with different sized objects in rows or columns and then distribute the objects horizontally and vertically to put even spaces between the objects, regardless of their size (figure 3-42).

Figure 3-42
Different sized
objects spaced
evenly apart

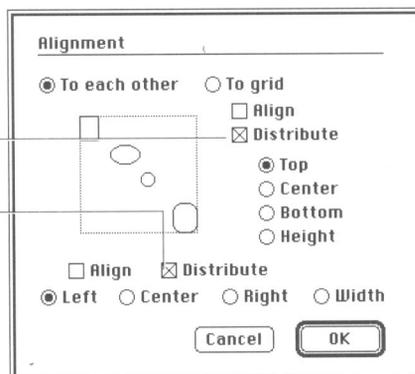


To distribute objects, you first select them and then choose Alignment from the Arrange menu or press Command-Shift-K. When the Alignment dialog box appears, you select either the horizontal or vertical distribution option (figure 3-43).

Figure 3-43
Alignment dialog
box

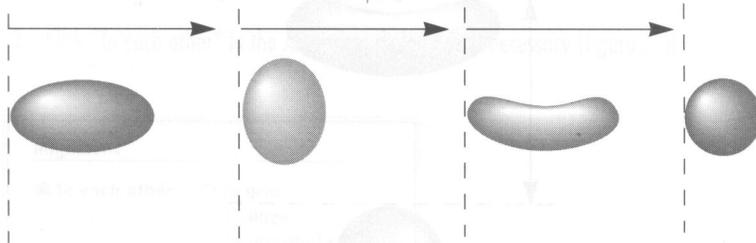
Vertical distribution
option

Horizontal
distribution option



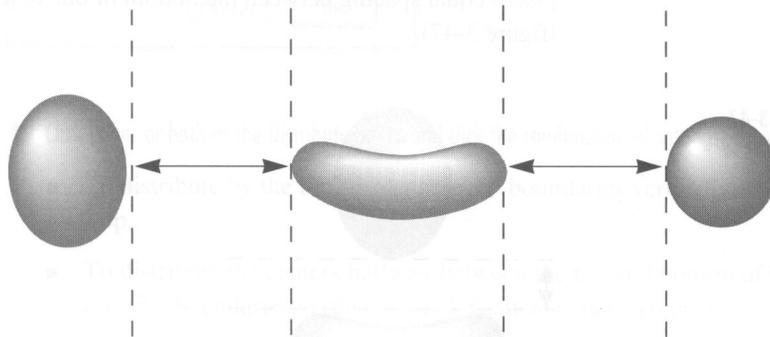
Distributing objects horizontally: You can distribute objects horizontally according to their side boundaries or center. For example, when you distribute objects based on their left sides, an equidistant space appears between the left sides of the selected objects (figure 3-44).

Figure 3-44
Distributing objects horizontally based on the left side of the objects' boundaries



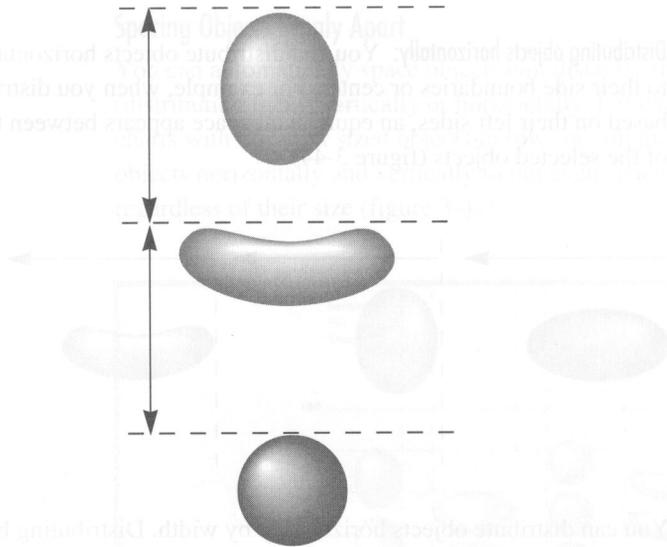
You can distribute objects horizontally by width. Distributing by width places equal spacing between the right side of one object and the left side of another (figure 3-45).

Figure 3-45
Distribution by width



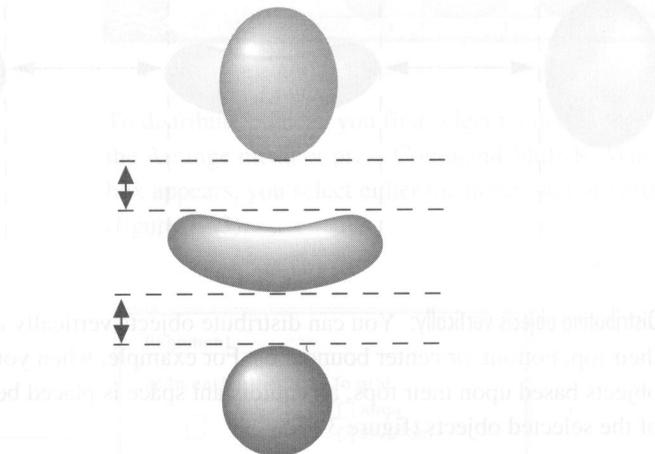
Distributing objects vertically: You can distribute objects vertically according to their top, bottom, or center boundaries. For example, when you distribute objects based upon their tops, an equidistant space is placed between the tops of the selected objects (figure 3-46).

Figure 3-46
Distributing objects
based on tops of
objects' boundaries



You can also distribute objects vertically by height. Distributing by height places equal spacing between the bottom of one object and the top of another (figure 3-47).

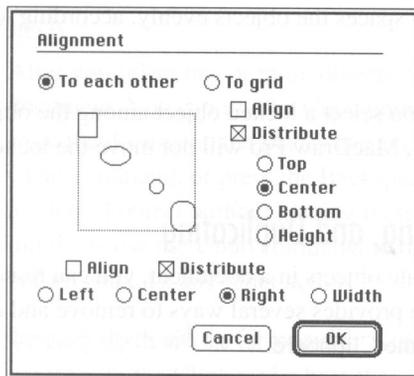
Figure 3-47
Distribution by
height



To space objects evenly apart:

1. Shift-click the objects to select them.
 - To select objects on different layers, hold down Option-Shift or turn “Multilayer selection” on in the Preferences dialog box.
2. Choose Alignment from the Arrange menu.
3. Click “To each other” in the Alignment dialog box if necessary (figure 3-48).

Figure 3-48
Alignment dialog
box



4. Click either or both of the Distribute boxes and click the combination of settings you want.
 - To distribute by the tops of the objects’ boundaries vertically, click Top.
 - To distribute the centers halfway between the top and bottom of the objects’ boundaries vertically, click Center (under “To grid”).
 - To distribute by the bottoms of the objects’ boundaries vertically, click Bottom.
 - To distribute the objects vertically, placing equal spacing between the bottom of one object and the top of the next, click Height.
 - To distribute the left sides of the objects’ boundaries horizontally, click Left.
 - To distribute the centers halfway between the left and right sides of the objects’ boundaries horizontally, click Center (under “To each other”).

- To distribute the right sides of the objects' boundaries horizontally, click Right.
- To distribute the objects horizontally, placing equal spacing between the right side of one object and the left side of the next, click Width.

The graphic representation of several objects in the Alignment dialog box shows an example of the type of distribution you select.

5. Click OK.

MacDraw Pro spaces the objects evenly, according to the settings you selected.

- ◆ **Note** If you select a locked object among the objects that you want to distribute, MacDraw Pro will not move the locked object.

Cutting, Deleting, Copying, Pasting, and Duplicating

After you create objects in a document, you can remove or duplicate them. MacDraw Pro provides several ways to remove and duplicate objects, some of which use the Clipboard.

About the Clipboard

The Clipboard is a temporary holding place for objects that you copy or remove from a drawing with the Cut or Copy commands. The objects remain on the Clipboard until you choose Cut or Copy again — which places a copy of the new selection on the Clipboard, replacing its previous contents.

You can examine (but not edit) the current contents of the Clipboard by choosing the Show Clipboard command from the Edit menu. Showing the Clipboard lets you check its contents before you paste or choose a command that affects the Clipboard's contents. To close the Clipboard, choose Hide Clipboard or click the Clipboard's close box.

Once an object is on the Clipboard, you can place copies of it into a document whenever and wherever you want them.

- ◆ **Note** The Color, Pattern, and Gradient palettes each have their own Clipboards. When you cut or copy cells in a palette, MacDraw Pro places the cells on the palette's Clipboard, leaving the document's Clipboard unchanged.

You can use the Clipboard to transfer MacDraw Pro objects to other applications. After placing an image on the Clipboard, you can quit MacDraw Pro, open another application, and paste MacDraw Pro images into a document. MacDraw Pro is preset to place color images on the Clipboard. If another application can't display color, or if you want to transfer a black-and-white image via the Clipboard, you can set MacDraw Pro Clipboard not to retain the color in images. Turn off the Color Clipboard option of the General panel of the Preferences dialog box to transfer black-and-white images.

Removing Objects

After you select one or more objects, you can remove them from the document. You can use the Cut command, which removes selected objects from the document and places them on the Clipboard. You can also use the Clear command, or press the Backspace or Delete key to permanently delete a selected object without placing it on the Clipboard. If you change your mind, choose the Undo command to restore the object to the document before you take any other action.

Removing objects with the Cut command: After first selecting the objects, you can cut them to the Clipboard where they reside temporarily. Once objects are on the Clipboard, you can paste them into a document by choosing the Paste command. The objects you cut remain on the Clipboard until you choose Copy or Cut again which replaces the current Clipboard contents.

You can use Cut to temporarily remove objects in order to move them to new positions in the same document or to place them in a different one.

To move selected objects in the same document, you cut them to the Clipboard, select a new insertion point in the document, and then choose the Paste command to place a copy of the Clipboard's contents at the insertion point.

To move objects to another MacDraw Pro document or to a document created in a different application, first cut the objects to the Clipboard. Then open another MacDraw Pro document or leave MacDraw Pro and open a document from another application. Then paste the objects into the other document.

To remove an object and place it on the Clipboard:

1. Select the object.
2. Choose Cut from the Edit menu or press Command-X.

Removing objects with the Clear command: Use the Clear command to remove a selected object without changing the contents of the Clipboard. For example, you might select an object, choose Clear to remove it, and then choose Paste to paste an object from the Clipboard into its place. You can also press the Delete or Backspace key to remove the object instead of choosing Clear.

To remove an object without placing it on the Clipboard:

1. Select the object you want to remove.
2. Choose Clear from the Edit menu or press the Backspace or Delete key.

If you change your mind, before you take any other action, choose Undo from the Edit menu to restore objects you removed.

Removing All Objects at Once

Locked objects cannot be removed or changed. You can quickly remove all *unlocked* objects from a document at once. If “Multilayer Selection” is turned on, you can select and remove all the objects in the document even if those objects do not appear in the drawing window. You can select all objects at once with the Select All command. However, MacDraw Pro does not select objects that are on hidden layers or on layers not shown on the screen. If “Multilayer selection” is turned off, the Select All command selects only the objects in the active layer.

To remove all objects in the document or layer at once:

1. Choose Preferences from the Layout menu and select the Multilayer selection option to select all objects in the document; or deselect the Multilayer selection option to select only objects on the active layer.
2. Choose Select All from the Edit menu or press Command-A.
3. Choose Cut or Clear from the Edit menu or press the Backspace or Delete key.

Choose Undo from the Edit menu to restore all of the objects you removed before you take any other action.

- ◆ **Tip** Instead of turning on Multilayer selection, you can also press Command-Shift-A to select every object on a document,

Copying and Pasting Objects

Copy	⌘C
Paste	⌘V

Copy and Paste Commands
in the Edit menu

The Copy command makes copies of selected objects and places them on the Clipboard. After copying an object to the Clipboard, choose the Paste command repeatedly to place as many copies as you want in the document. Copies appear centered over the last position you clicked in a document. Click where the copy should appear and then choose Paste to place the copy into the document at that location. Each time you choose Paste another copy is placed in the document.

Pasted objects are always placed on top of other objects. They do not replace other objects. Objects placed on the Clipboard are always pasted into the active layer only. If you have not clicked in the document, the pasted object(s) appear centered in the window.

You can paste an object into another part of the same drawing, into another drawing, into another layer, or into the Scrapbook.

You can transfer drawings or text created with other applications to the Clipboard and then paste them into a MacDraw Pro document. The entire contents of the Clipboard is pasted as one object into the MacDraw Pro document.

However, after you paste a drawing from a MacPaint® file or another application, which draws images dot by dot (bitmapped), you cannot edit the image that appears within the boundary of the object. Also, you cannot use the Ungroup command to separate the object into parts.

If you transfer graphics from an application that uses objects as MacDraw Pro does, such as the MacProject®II application, you can edit and ungroup the transferred objects as you can with MacDraw Pro objects.

To create a copy of an object:

1. **Select the object.**

2. Choose Copy from the Edit menu or press Command-C.

MacDraw Pro copies the selected object from your drawing and places it on the Clipboard. You can paste it into the same document or a different one.

3. Click where you want to place the object.

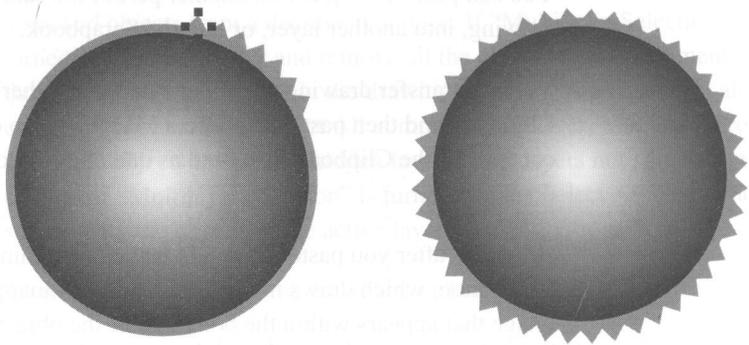
4. Choose Paste from the Edit menu or press Command-V.

If you have not clicked in the document, the object appears in the middle of the window. If you have scrolled the document window, the copy appears centered in the window.

Copying Parts of a Freehand Shape, Polygon, or Bezigon

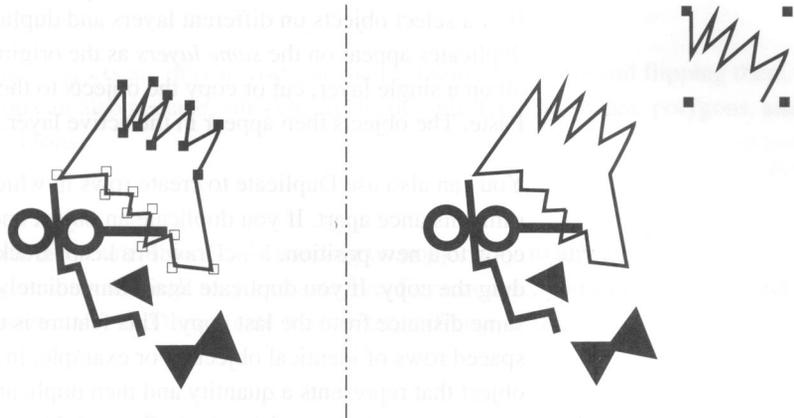
While reshaping freehand shapes, polygons, and bezigons, you can copy all or part of the object. Copying part of an object is useful when making intricate designs that have repeated shapes (figure 3-49). You first select the object and then choose Reshape from the Edit menu. Handles appear along the object's outline.

Figure 3-49
Image created by
copying and rotating
a polygon



Select the handles that form the portion of the object that you want to copy (figure 3-50). Shift-click to select several handles.

Figure 3-50
Select the handles of
an object, choose
Copy, and then
Paste



For more information about editing freehand shapes, bezigons, and polygons, refer to “Reshaping” later in this chapter, and to “Editing Polygons” and “Editing Bezigons” in chapter 2.

Duplicating an Object

You can easily create an exact copy of an object in one step, without copying and pasting it. The Duplicate command from the Edit menu allows you to create multiple copies of selected objects. The command does not change the current contents of the Clipboard.

Object and its
duplicate



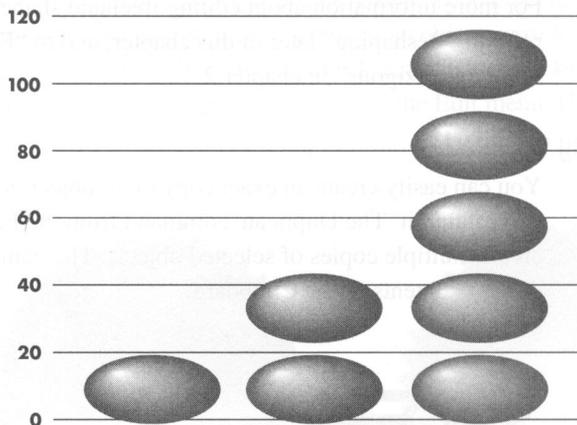
MacDraw Pro places an exact copy of the selected object in front of the original. You can then reposition the duplicate where you want it. You can make as many duplicates of selected objects as you want.

Because the duplicated copy remains selected, you can immediately change it, drag it to another location, or duplicate it again. The copy appears in front of all other objects in the document.

If you select objects on different layers and duplicate the objects, the duplicates appear on the *same layers* as the original objects. To place copies all on a single layer, cut or copy the objects to the Clipboard and choose Paste. The objects then appear in the active layer.

You can also use Duplicate to create rows in which the objects are spaced the same distance apart. If you duplicate an object and immediately drag the copy to a new position, MacDraw Pro 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. This feature is useful for creating evenly spaced rows of identical objects. For example, in a chart, you might create an object that represents a quantity and then duplicate it in an evenly spaced row to create the rest of the chart (figure 3-51).

Figure 3-51
Duplicating an oval
to create a chart



The rows you create can extend in any direction — horizontal, vertical, or diagonal — depending on the direction you drag the copy.

To duplicate an object:

1. Click the object to select it.
 2. Choose Duplicate from the Edit menu or press Command-D.
- ◆ **Shortcut** You can easily place duplicates in different positions in a document. Drag the object to where a copy should appear and, without releasing the mouse button, press Command-D. Each time you press Command-D, a duplicate appears at the current position of the pointer.

Manipulating Objects

Once objects are drawn, you can change them by rotating and flipping them. You can also reshape, smooth, and unsmooth freehand shapes, polygons, and bezigons.

Rotating

You can rotate objects — including text objects — to any angle in increments as small as .01 of a degree. For example, you can draw an object horizontally and then rotate it at an angle (figure 3-52).

Figure 3-52
Rotated object



Text objects rotate as a block; you cannot rotate individual letters or words within an object.

When you select an object and choose Rotate from the Arrange menu, handles appear on the selected object and the pointer changes to an “X.” To see the angle of rotation in the Size bar as you turn an object, choose Show Size from the View menu.

Drag a handle of the selected object to rotate it. To rotate the object in small increments, move the pointer farther away from the object as you drag a handle. The farther the pointer is from the object, the smaller the increments of rotation (figure 3-53).

Figure 3-53
Rotating an object in
fine increments

Move the pointer
farther away for
finer increments

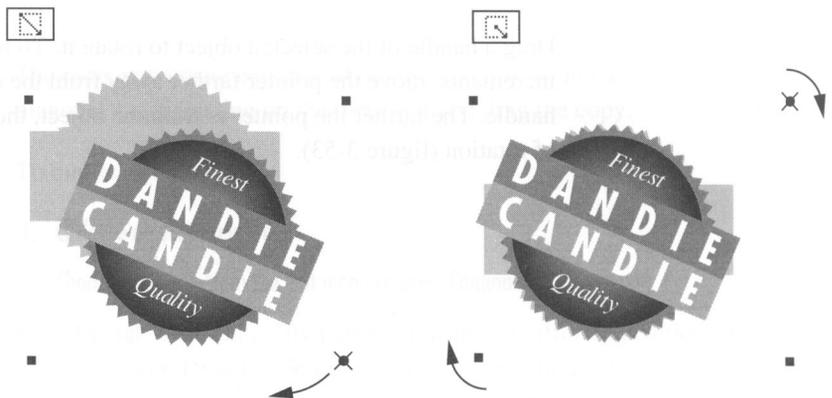


When you choose Rotate, a check mark appears beside the command in the Arrange menu to show that the command is in use. The Rotate command is in effect until you select another tool or choose Rotate again.

An object rotates around its center or a corner, depending on the way that you set the corner/center control.

If corner-to-corner is set, an object rotates around the corner opposite the handle you are dragging (figure 3-54). If center-to-center is set, an object rotates around its center.

Figure 3-54
Rotating an object
around its upper-left
corner and around
its center



Several objects selected at the same time rotate around their individual centers or corners, depending on the way you set the corner/center control (figure 3-55).

Figure 3-55
Rotating several
objects selected at
one time

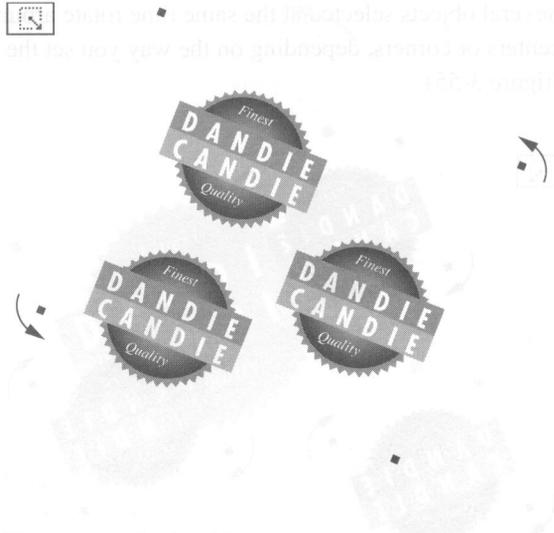


If you hold down Shift as you rotate an object, you constrain the rotation to increments of 0, 45, or 90 degrees. If you set a custom angle of constraint in the Preferences dialog box, the object rotates along the axis of the custom angle, instead of a 45-degree angle.

Objects grouped together rotate around the center or the corner of the boundary that encloses the group (figure 3-56).



Figure 3-56
Rotating grouped
objects



To rotate a single object or a grouped object:

1. Click the object to select it.
2. Choose Rotate from the Arrange menu.
3. Drag a handle to rotate the object.

Flipping

You can turn an object upside down or flip it horizontally to produce a mirror image (figure 3-57). You can use the Flip Horizontal and Flip Vertical commands to flip any selected object. You can also flip text objects (figure 3-58).

Figure 3-57
Object flipped
vertically and
flipped horizontally

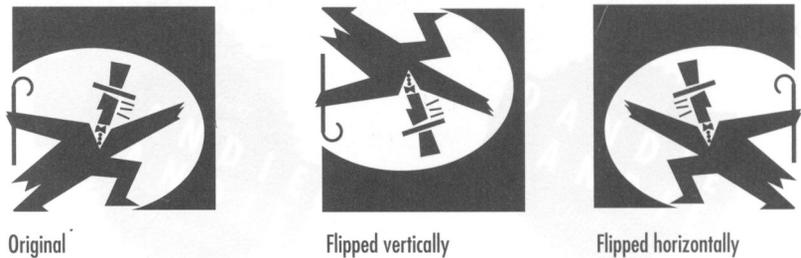


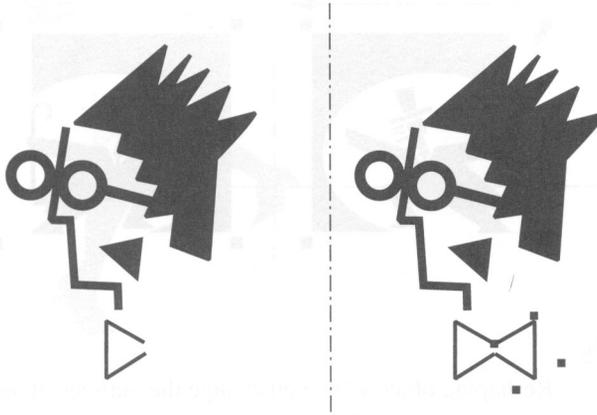
Figure 3-58
Flipped text object

DANDIE CANDIE

DANDIE CANDIE

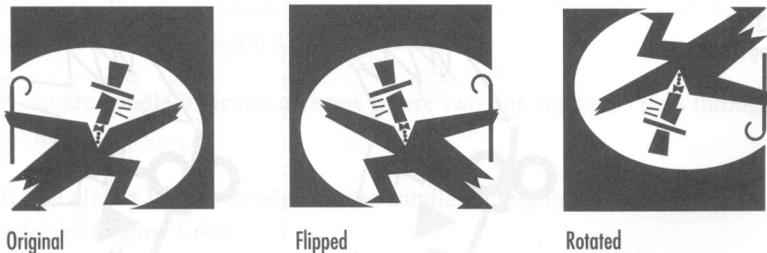
You can flip individual objects or grouped objects. You can also create symmetrical shapes by drawing half of the shape, making a copy, then flipping it (figure 3-59).

Figure 3-59
Symmetrical bow tie produced by copying and flipping



Flipping an object horizontally has a different result from rotating the object 180 degrees (figure 3-60).

Figure 3-60
Flipping and rotating produce different results

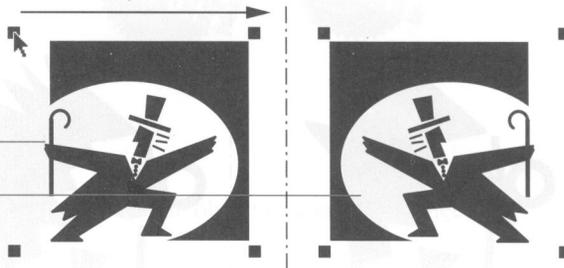


To flip an object:

1. Click the object to select it.
 2. Choose Flip Horizontal or Flip Vertical from the Arrange menu.
- ◆ **Shortcut** You can flip an object as you resize it. Select the object and drag a handle past the position of one of the other handles. When you release the mouse button, the object appears flipped (figure 3-61).

Figure 3-61
Flipping an object by
resizing

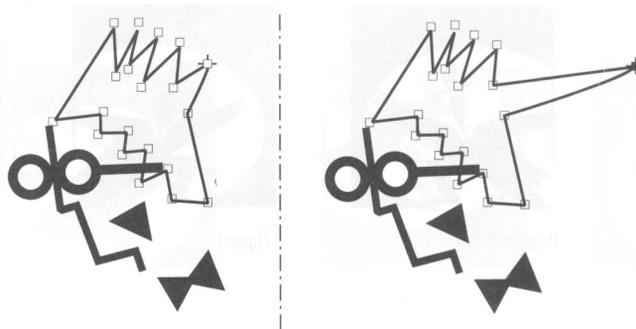
Object being resized
Object after resizing



Reshaping

Reshaping objects lets you change the outlines of arcs, freehand shapes, polygons, and bezigons. (These are the only types of objects you can reshape.) For example, you can draw a polygon in the approximate shape you want, and then adjust the position of handles along the polygon to precisely change the polygon's shape (figure 3-62).

Figure 3-62
Reshaping a polygon



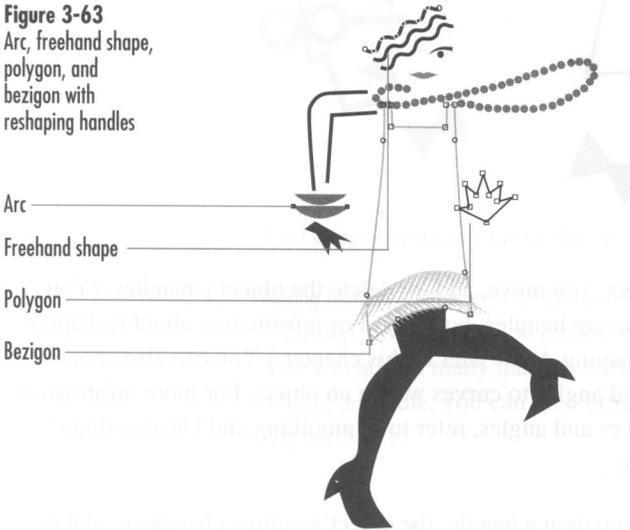
To reshape an object, choose Reshape from the Edit menu or press Command-R. The pointer becomes a box with cross-hairs to indicate that you are reshaping an object.



Reshape pointer

Figure 3-63

Arc, freehand shape, polygon, and bezigon with reshaping handles



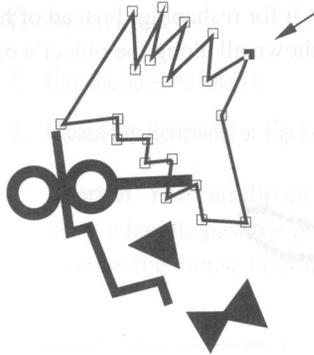
Click an object to select it for reshaping. Instead of handles appearing on the boundary, handles are shown all along the object's outline (figure 3-63).

A round handle indicates a smoothed point where a curve passes through. You can change an angle to a curve by smoothing the point. (Refer to “Smoothing and Unsmoothing” later in this chapter for information on smoothing objects and points.) You can change the curve passing through the point by first selecting it. Additional handles display and you can drag them to change the curve through the point. For more information on changing curves, refer to “Bezigon Tool” in chapter 2.

A square handle indicates a vertex where two line segments pass through the point.

If you click a handle to select it, the handle highlights to indicate that it is selected (figure 3-64).

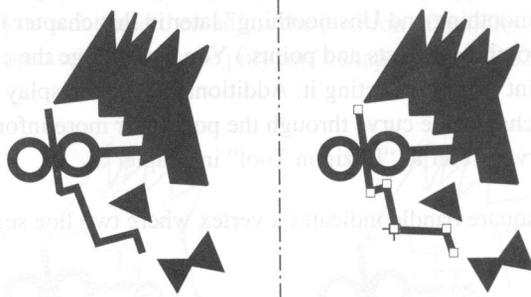
Figure 3-64
Polygon, with a
selected handle



To reshape an object, you move, add, or delete the object's handles. (You cannot add or delete arc handles, however. For information about reshaping arcs, refer to "Reshaping Arcs" later in this chapter.) You can also change curves to angles and angles to curves within an object. For more information about creating curves and angles, refer to "Smoothing and Unsmoothing" later in this chapter.

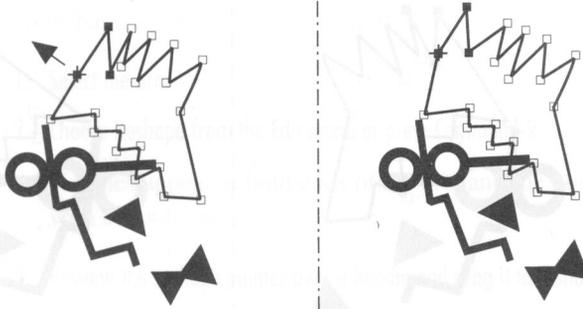
Moving handles: As you drag a handle, the object's outline changes to match the new handle position (figure 3-65). You can also press the arrow keys to move selected handles in increments of a gridpoint or one dot on the screen.

Figure 3-65
Dragging a handle
during reshaping
changes the outline
of the object



You can Shift-click several handles to select them and drag one handle to reposition all the selected handles at once (figure 3-66). The portion of the object formed by the selected handles retains its original shape with the unselected part stretching to adjust to the new positioning.

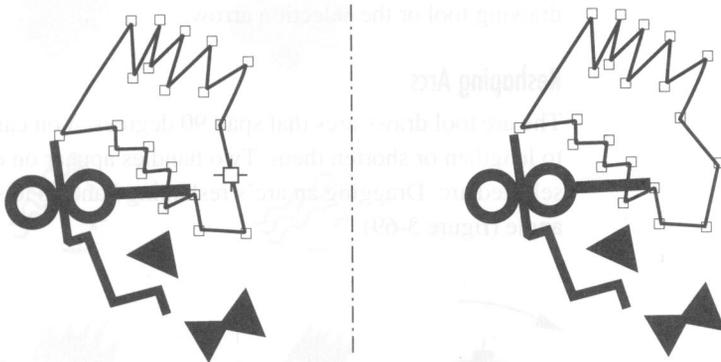
Figure 3-66
Handles moved to
reshape a polygon



You cannot resize or move the object as you reshape it.

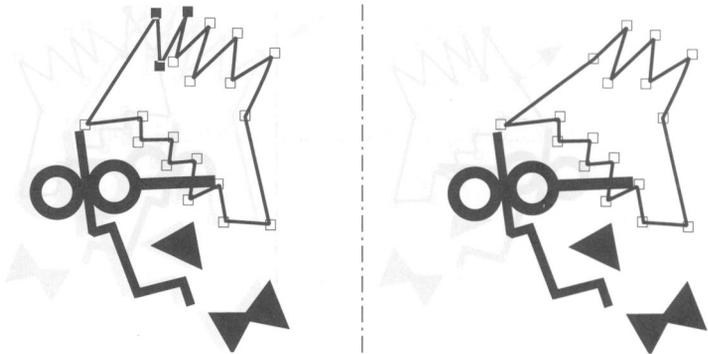
Adding handles to an object: You can add handles to an object to reshape it more accurately. Wherever you click the object's outline, a new handle appears. You can add as many handles to the selected object as you want. After adding a handle, you can then drag it to change the object's shape (figure 3-67).

Figure 3-67
Added handles



Deleting handles: You can also delete unwanted handles on objects. To delete a handle, select it and choose Cut or Clear from the Edit menu, or press Backspace or Delete. The handle disappears and the object changes to match the shape described by the remaining handles. You can also select several handles and delete them all at once. For example, to eliminate part of a polygon, select the handles that make up that portion of the shape and press Delete (figure 3-68).

Figure 3-68
Deleting several handles changes the shape



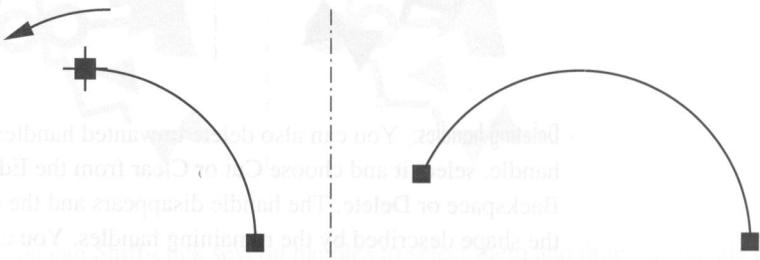
If you select an object to reshape and then choose **Select All**, MacDraw Pro selects all handles of the selected object, not all objects in the layer or document. After selecting all the handles, you can choose a command to change the object or deselect and move parts of the objects to new positions.

After reshaping an object, you can click another object to reshape it. To stop reshaping objects, choose **Reshape** from the **Edit** menu again, or click a drawing tool or the selection arrow.

Reshaping Arcs

The arc tool draws arcs that span 90 degrees. You can select and reshape arcs to lengthen or shorten them. Two handles appear on either end of the selected arc. Dragging an arc's reshaping handles lets you change the arc's angle (figure 3-69).

Figure 3-69
Reshaped arc



To reshape an arc:

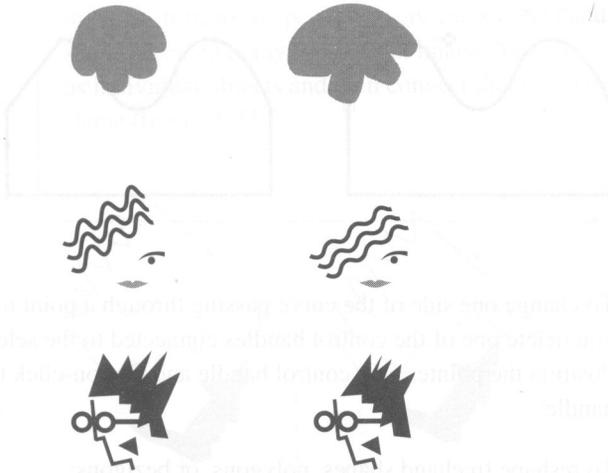
1. Select the arc.
2. Choose Reshape from the Edit menu or press Command-R.
Handles appear at both ends of the arc, and the pointer becomes a square with cross-hairs.
3. Position the reshape pointer over a handle and drag it to reshape the arc.
Hold down Shift as you drag to create a circular arc.

◆ **Note** You cannot add or delete handles on an arc.

Reshaping Freehand Shapes, Polygons, and Bezignons

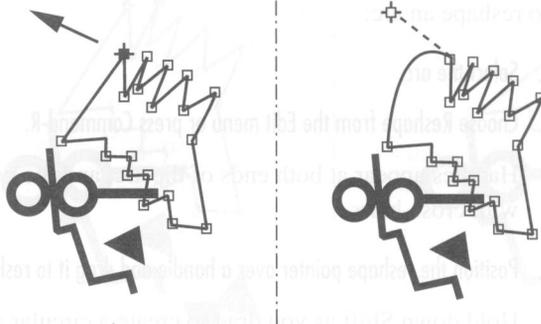
Reshaping freehand shapes, polygons, and bezignons lets you change the objects' curves and lines (figure 3-70).

Figure 3-70
Reshaped bezignons,
freehand shapes,
and polygons



You add, delete, and move handles to reshape these objects. You can also reshape a polygon by changing selected points to curves. You can change a straight line to a curve by holding down Option and dragging a handle located on the line. MacDraw Pro creates a single control handle that allows you to curve one line connected to the selected handle (figure 3-71). You change the arc of the curve by dragging the control handle.

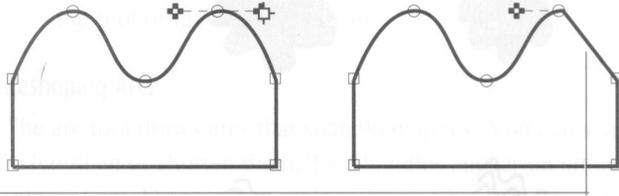
Figure 3-71
Reshaped polygon
with control handle
dragged from a
selected point



You can add a second control handle to the selected handle by Option-dragging the handle again. You can then change the curve by dragging control handles just as you change the curves in bezigons.

You can also change a curve passing through a point in a bezigon so that one side enters the point as a straight line (figure 3-72).

Figure 3-72
Reshaped bezigon
with a straight line
connected to a
selected point



To change one side of the curve passing through a point to a straight line, you delete one of the control handles connected to the selected point. Position the pointer on a control handle and Option-click to delete the control handle.

To reshape freehand shapes, polygons, or bezigons:

1. Select the object.
2. Choose Reshape from the Edit menu or press Command-R.

Handles appear along the outline of the object. Selected handles are square if they have not been smoothed; round, if they have been.

3. Position the reshape pointer over the point you want to move and drag to the desired position.

When you drag the handle of a bezigon point, you change the size of the arc passing through the point.

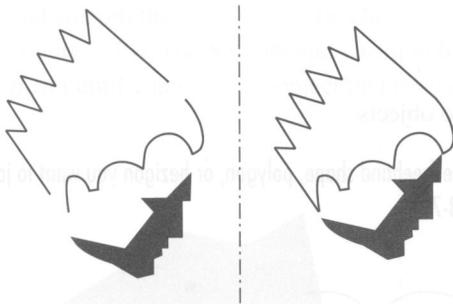
- To add a handle, click the outline of the object.
- To add a control handle to a selected point on a polygon, Option-drag the handle.
- To delete the handle, click a handle to select it and then choose Cut from the Edit menu or press Delete or Backspace.
- To delete a control handle from a selected point on a bezigon, Option-click the control handle.

To stop reshaping objects, choose Reshape from the Edit menu again, or click a drawing tool or the selection arrow.

Joining Freehand Shapes, Polygons and Bezigos

You can draw a series of freehand shapes, polygons, and bezigos and then connect them end to end. Connecting objects is useful when you want to draw an intricate shape with many curves and handles or with the same shape repeated many times in an image. You can draw portions of the shape as individual objects and then connect them, end to end, to create the entire shape (figure 3-73).

Figure 3-73
Shape made up of
several connected
bezigos

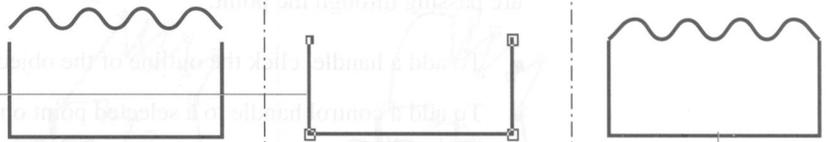


To join two objects, first copy or cut one of the objects onto the Clipboard. Next, select the second object and choose Reshape from the Edit menu. You next select a handle on one end of the object. When you choose Paste from the Edit menu, MacDraw Pro connects the object on the Clipboard to the selected handle of the object being reshaped (figure 3-74).

Figure 3-74
Joining a polygon
and a bezigon

Polygon with
selected handle

Polygon with
bezigon joined to the
selected handle



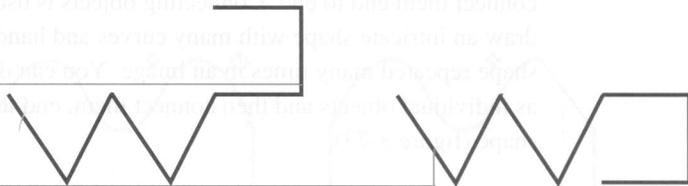
You can only join the ends of freehand shapes, polygons, and bezigons. You cannot connect objects to handles that are not end points.

MacDraw Pro connects the first point of the object on the Clipboard to the selected point of the other object. To connect the last point of Clipboard's object to the other object, press Option-Command-V (figure 3-75).

Figure 3-75
Joining two polygons

Polygon joined to
first point of object
from Clipboard

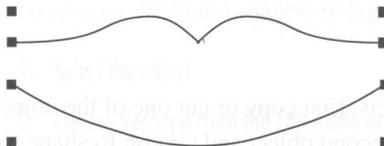
Polygon joined to
end point of object
from Clipboard



To join two objects:

1. Select the freehand shape, polygon, or bezigon you want to join to another object (figure 3-76).

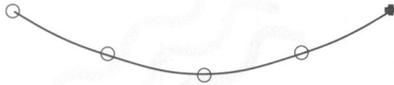
Figure 3-76
Bezignons to be
joined



2. Choose Copy or Cut from the Edit menu to place the object on the Clipboard.
3. Select the freehand shape, polygon, or bezigon you want to connect.
4. Choose Reshape from the Edit menu.

5. Select the first or last point of the object to indicate where the object on the Clipboard should be connected (figure 3-77).

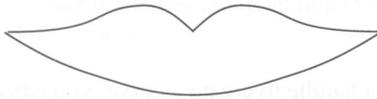
Figure 3-77
Select the first or last point of the bezigon that you're reshaping



6. Choose Paste from the Edit menu, or press Command-V.
 - Press Command-Option-V to connect the end of the object on the Clipboard to the selected handle.

MacDraw Pro automatically attaches the bezigon on the Clipboard to the bezigon that you are reshaping (figure 3-78).

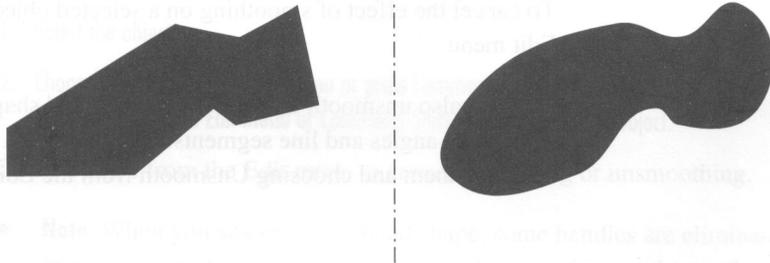
Figure 3-78
MacDraw Pro joins the two bezigons



Smoothing and Unsmoothing

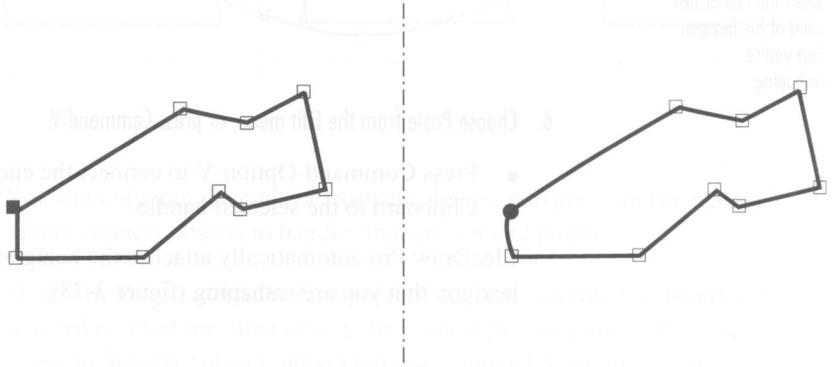
Smoothing rounds angles within freehand shapes, polygons, and bezigons. You can select freehand shapes, polygons, or bezigons that contain angles and smooth the entire object by choosing Smooth from the Edit menu (figure 3-79). The Smooth and Unsmooth commands remain dimmed in the menu until you select an object that can be smoothed or unsmoothed.

Figure 3-79
Smoothed polygon



While reshaping objects, you can also select individual handles along the object's outline and smooth those points so that curves pass through them (figure 3-80).

Figure 3-80
Smoothing a handle
while reshaping
an object



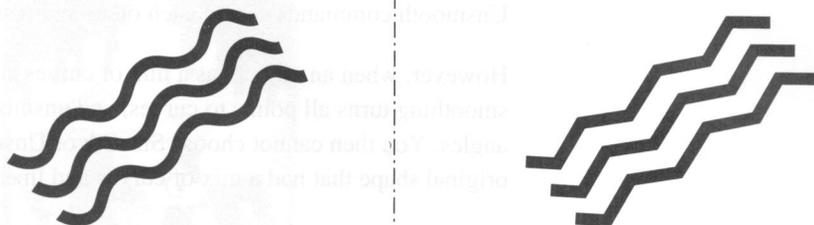
After smoothing a handle to create a curve, you can change the curve passing through the point using the same methods for changing bezigon curves. For an explanation for changing the shape of curves, refer to “Bezigon Tool” in chapter 2.

- ◆ **Note** The Auto-smooth Freehands option in the Polygons panel of the Preferences dialog box allows you to set MacDraw Pro to automatically smooth freehand shapes after you draw them. You can also set the amount of smoothing that MacDraw Pro applies to the object. For more information about the smoothing options in the Polygon Preferences, refer to “Choosing Preferences” in chapter 10.

To cancel the effect of smoothing on a selected object, choose Undo from the Edit menu.

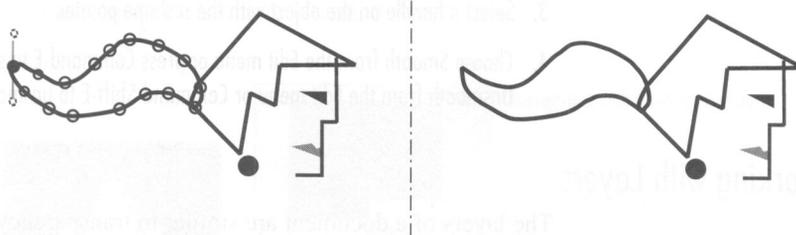
You can also unsmooth the curves of a freehand shape, polygon, or bezigon to produce angles and line segments. You unsmooth entire objects by selecting them and choosing Unsmooth from the Edit menu (figure 3-81).

Figure 3-81
Freehand shapes
and unsmoothed
freehands shapes



While reshaping objects with the Reshape command, you can also select individual handles along an object's outline and unsmooth them (figure 3-82).

Figure 3-82
Unsmoothing a
handle while
reshaping



To smooth or unsmooth an entire object:

1. Select the object.
2. Choose Smooth from the Edit menu or press Command-E to smooth the object; choose Unsmooth from the Edit menu or Command-Shift-E to unsmooth the object.

Choose Undo from the Edit menu to cancel smoothing or unsmoothing.

- ◆ **Note** When you smooth a freehand shape, some handles are eliminated from the shape to create flowing curves. Unsmoothing and smoothing a freehand shape does not restore the original shape.

When smoothing or unsmoothing polygons that are all lines (no curves) or bezigons that are all curves (no line segments), the Smooth and Unsmooth commands cancel each other and restore the original shape.

However, when an object has a mix of curves and straight lines, smoothing turns all points to curves, and unsmoothing turns all curves to angles. You then cannot choose Smooth or Unsmooth to restore the original shape that had a mix of curves and lines.

As you reshape objects, you can smooth some handles and leave others unsmoothed to create the desired shape.

To smooth or unsmooth individual handles as you reshape an object:

1. Select the object.
2. Choose Reshape from the Edit menu or press Command-R, if Reshape is not active.

Reshape is active if there is a check mark next to the Reshape command in the Edit menu.

3. Select a handle on the object with the reshape pointer.
4. Choose Smooth from the Edit menu or press Command-E to smooth the object; choose Unsmooth from the Edit menu or Command-Shift-E to unsmooth the object.

Working with Layers

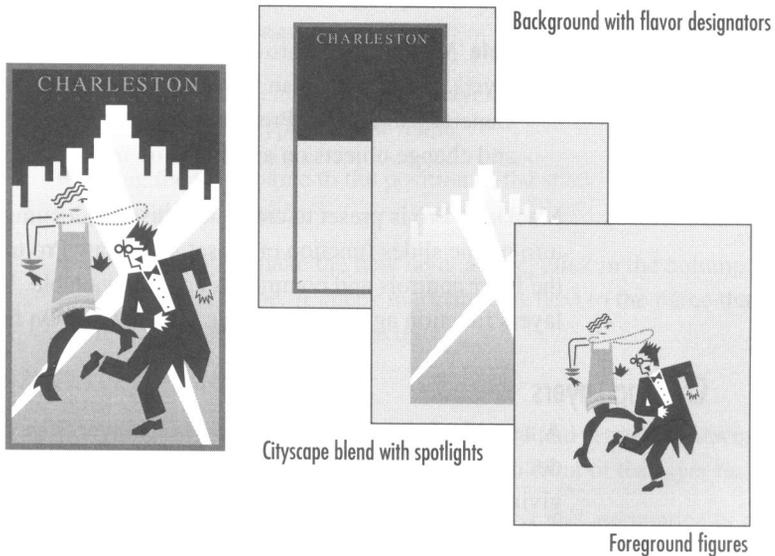
The layers of a document are similar to transparency overlays. You can add information to a document in various layers and display layers on top of each other (figure 3-83).

Figure 3-83
Document with three
layers showing



You can create as many layers in a document as the size of the Macintosh memory allows. Layers are useful for separating different kinds of information in a document (figure 3-84).

Figure 3-84
Document with
layers that hold
different kinds of
information



You can display individual layers in combination with others to show different versions or aspects of a document. You can hide specific layers to remove unneeded information from view. You can create new layers, delete unnecessary ones, or select a different layer to work on. You can also change the order of layers as they appear in a document.

MacDraw Pro is preset so that you can only edit and change objects on one layer at a time. To display the layer you want to work on, click the up arrow or down arrow in the layer controls on the Tool palette. (You can also use the Layers dialog box to make a layer active.) For more information about using the layer controls and making different layers active, refer to “Layer Controls” in chapter 2.



Up/down arrows
in layer controls

The layer that you display to work on is called the active layer. The name of the current active layer appears in the title bar beside the document name. You can make any layer active in the stack of layers, except layers that you have purposely hidden from view. Although you can see the layers of the document that are below the active layer in the layer stacking order, you cannot select objects on other layers by clicking or Shift-clicking. You cannot group objects that reside on different layers. If objects reside on different layers, you have to make each layer active individually to edit the objects.

- ◆ **Note** MacDraw Pro provides a way to work with objects on different layers at once. You can turn on the “Multilayer Selection” option in the General panel in the Preferences dialog box, which allows you to select and change objects on any layer, no matter which layer is active.

MacDraw Pro is preset to create and display documents with layers. If you turn on the slides function or preset MacDraw Pro to always display slides, the layer controls and commands are not available. You can turn on the layers function again by choosing Turn Layers On from the Layout menu.

Creating Layers

A new MacDraw Pro document has one layer. You can add layers to a document as you work on it. MacDraw Pro automatically names a new layer, giving it the name “Layer” and assigning a number. You can rename the new layer with a different name, if you want.

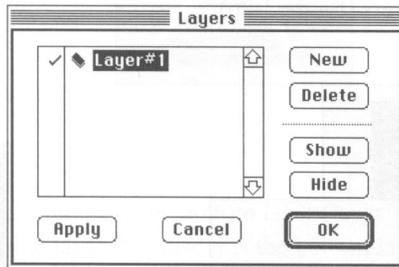
You can add as many layers to a document as the memory size of your Macintosh allows. MacDraw Pro places each new layer on top of previous layers.

To create a new layer:

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

The Layers dialog box appears (figure 3-85).

Figure 3-85
Layers dialog box



2. **Click New.**

MacDraw Pro adds a new layer to the document, and the layer name appears in the list box.

- To type a different name for the layer, click the text in the layer name to select it and type the new name.
- Drag the layer name to the position in the stacking order where the layer should appear.
- If you want to make the new layer active, click in the column in front of the layer name. A check mark appears next to the name that indicates the layer is now active.

3. **Click OK to return to the document.**

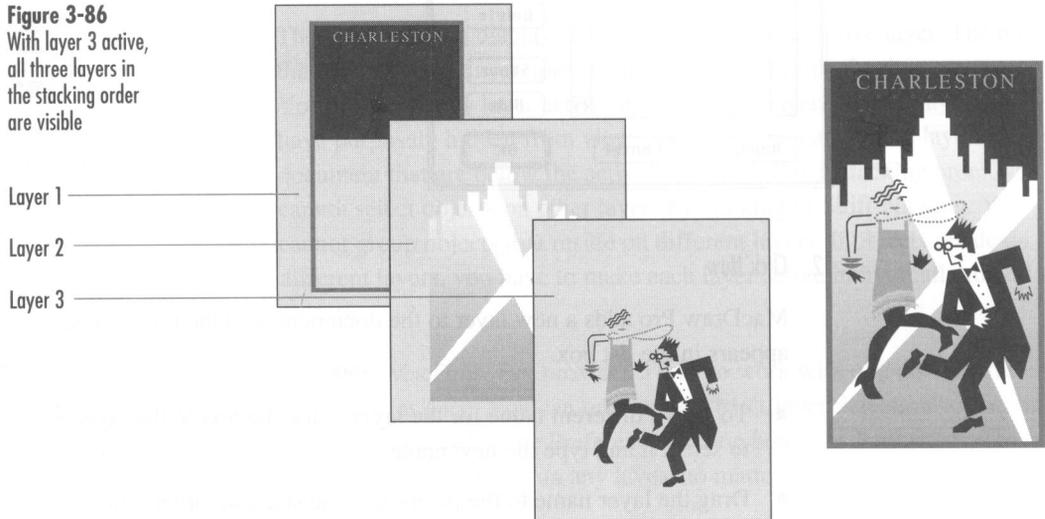
- You can also quickly make a layer active and return to viewing the document by double-clicking the icon in front of the layer name.
- ◆ **Shortcut** You can open the Layers dialog box and automatically create a new layer by pressing Command-Shift-L.

Changing the Order of Layers

The stacking order of the layers determines their order of appearance. You always see the active layer and any layers below it in the stacking order. (However, layers hidden with the Hide option do not appear, no matter what stacking order you use.)

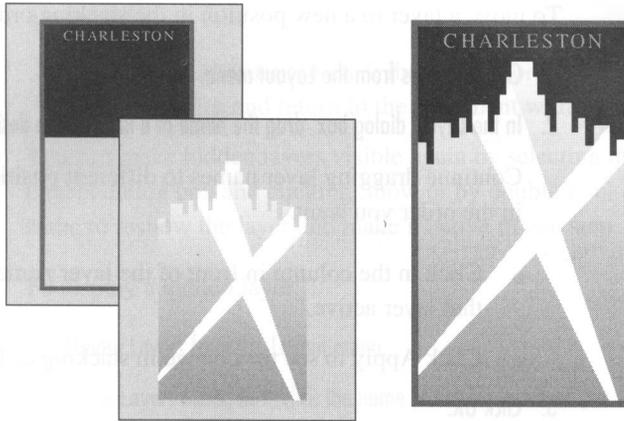
For example, suppose a document has three layers. Layer 1 is the bottom layer, layer 2 the middle layer, and layer 3 the top layer in the layer stacking order. If you make the top layer (layer 3) active, you can see all the objects on the three layers (figure 3-86).

Figure 3-86
With layer 3 active,
all three layers in
the stacking order
are visible



If you make the middle layer, (layer 2) active, you can see only the objects on layer 2 and layer 1 below it (figure 3-87).

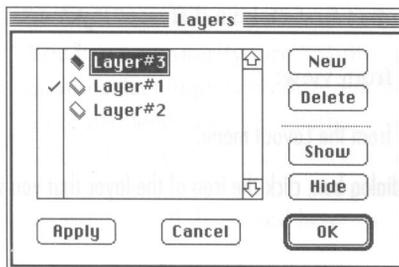
Figure 3-87
With Layer 2 active,
layer 2 and layer 1
are visible



If you make the bottom layer (layer 1) active, you see only the objects on that layer, because it is the bottom layer; it has no other layers below it. You cannot see objects in layers above the currently active layer. You can change the stacking order of layers to make different layers appear below the active one.

To change the stacking order of layers, choose Layers from the Layout menu. The Layers dialog box appears. You can change the order of layers by dragging the layer names to different positions in the dialog box (figure 3-88).

Figure 3-88
Layers dialog box



To move a layer to a new position in the stacking order:

1. Choose Layers from the Layout menu.
2. In the Layers dialog box, drag the name of a layer to the desired position in the stack.

Continue dragging layer names to different positions until the layers are in the order you want.

- Click in the column in front of the layer name if you want to make that layer active.
 - Click Apply to see the change in stacking order of the layers.
3. Click OK.

MacDraw Pro returns you to the document with the layers in the stacking order you selected.

- ◆ **Tip** You can also Shift-click layer names and then drag to move more than one layer at a time.

Hiding and Showing Layers

You can hide layers so that they do not show in the document and cannot be displayed with the layer controls. Hiding a layer makes the layer invisible but does not remove it from the layers stacking order. You can redisplay a hidden layer when you want to see it. When a layer is hidden, you cannot make it active.

- ◆ **Note** You cannot hide the currently active layer. To hide the active layer, you must first make a different layer active.

To hide a layer from view:

1. Choose Layers from the Layout menu.
2. In the Layers dialog box, click the icon of the layer that you want to hide.
3. Click Hide.

The rectangular icon in front of the layer name disappears to indicate that the layer is hidden.

4. Click OK.

- You can also double-click the icon before the layer name to make the layer active and return to the document without clicking OK.

You can make hidden layers visible again by selecting the layer name in the Layers dialog box and clicking Show or by double-clicking the hidden layer name to reshown the layer and make it active in one step.

To display a hidden layer:

1. Choose Layers from the Layout menu.
2. In the Layers dialog box, click the name of the hidden layer you want to display.
The names of hidden layers have no icon next to them.
3. Click Show.
4. Click OK.

Working on Several Layers at Once

Although MacDraw Pro is preset to allow you to work on only one layer at a time, MacDraw Pro provides an option in the Preferences dialog box called “Multilayer selection” that allows you to edit objects on all the displayed layers at one time. If you turn “Multilayer selection” on, you can select objects on any displayed layer by clicking, Shift-clicking, or dragging selection boxes. You can then change objects selected on different layers and on the active layer.

If “Multilayer selection” is turned off, you can only work on the active layer. You can temporarily turn “Multilayer selection” on by holding down Option as you select objects on different layers. You can turn “Multilayer selection” on or off depending on whether you prefer to work with individual layers or all the displayed layers in the document at one time.

To work on all displayed layers at once:

1. Choose Preferences from the Layout menu.
2. Click “Multilayer selection” in the General panel of Preferences dialog box to turn it on.
3. Click OK.

For information about “Multilayer selection,” refer to “Choosing Preferences” in chapter 10.

Cutting, Copying, and Pasting Layers

You can cut, copy, and paste entire layers and all the objects on them. For example, you can copy a set of layers and paste the copies into another document. To cut, copy, and paste selected layers in a document, you display the Layers dialog box. You then select a layer in the dialog box and choose a command from the Edit menu.

To cut a layer:

1. Choose Layers from the Layout menu.
2. In the Layers dialog box, click the icon of the layer you want to cut.
3. Choose Cut from the Edit menu or press Command-X.

The layer name disappears from the dialog box. All objects on that layer are removed from the document and placed on the Clipboard.

4. Click OK.

◆ **Note** After cutting a layer from the dialog box, you can choose Paste to place the layer and all its objects back into the dialog box. After you click OK to dismiss the dialog box, the layer's objects remain on the Clipboard. To restore the layer, open the Layers dialog box, create a new layer, make it active, and click OK. Then paste the objects into the document.

You can also copy layers to quickly duplicate all the objects on a layer.

To copy a layer:

1. Choose Layers from the Layout menu.
2. In the Layers dialog box, click the icon in front of the layer name you want to copy.
3. Choose Copy from the Edit menu or press Command-C.

All the objects on the layer are placed on the Clipboard.

4. Choose Paste from the Edit menu.

The new layer name appears in the dialog box. You can rename the layer and drag the name to reposition it in the layer stacking order.

5. Click OK.

- ◆ **Note** If there are multiple layers on the Clipboard and you choose Paste from the Edit menu without the Layers dialog box open, all the objects from the Clipboard are pasted into the current layer. Thus, you can merge multiple layers into one.
- ◆ **Shortcut** The Duplicate command makes a copy of any selected layers and their objects without placing the layers on the Clipboard. Click an icon to select a layer name in the Layers dialog box and then choose Duplicate from the Edit menu.

You can also copy layers and transfer them to other MacDraw Pro documents. You can transfer a layer to the currently active layer in a different document or you can paste a layer as a new, individual layer into a document.

To place a layer into another document:

1. Choose Layers from the Layout menu.
2. In the Layers dialog box, click the layer icon to select the layer you want to copy.
3. Choose Copy from the Edit menu or press Command-C.

All the objects on the layer are placed on the Clipboard.

4. Open the other document.
 - To paste the layer as an individual layer in the document, choose Layers from the Layout menu to open the Layers dialog box.
5. Choose Paste from the Edit menu or press Command-V to paste the layer.

If you did not display the Layers dialog box, all the objects on the Clipboard are placed in the currently active layer. If you displayed the Layers dialog box, the objects on the Clipboard are placed in a new layer in the document.

Setting Views

You can name a location and automatically go to that view of the document instead of frequently scrolling to the same place in a document.

To set a view, display a particular view of the document on the screen, and choose the appropriate zoom level and the rulers that you want to use when working in that view. Next you choose the Set View command and name the

view. From that point on, the view name appears in the View menu, and you can redisplay the view instantly at any time by choosing the name.

You can set views for up to nine different locations in a document. MacDraw Pro assigns key equivalents to these views, letting you display them by pressing command keys. MacDraw Pro assigns a number between 1 and 9 to each view. You can hold down the Command key and press a number key to bring the corresponding view to the screen quickly. Setting views can be helpful when you want to zoom in frequently to work on a detail, then zoom out to a different view to get an overview of the document.

When you create a view, MacDraw Pro records the current view displayed on screen and the current ruler settings and zoom level. When you choose the view name to redisplay the view, MacDraw Pro also activates the original ruler and the zoom level associated with that view when you created it.

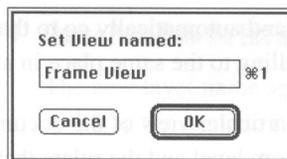
- ◆ **Note** MacDraw Pro does not record information about the order of layers or the currently active layer when you create a view. Therefore, if you change layer order, or the active layer, and then choose the view, you may not see the layers displayed in the original stacking order when you set the view. You cannot set a view to change the active layer or to see hidden layers.

To set a view:

1. Scroll to the location you want to name as a view.
 - To set a specific zoom percentage of enlargement or reduction, click the zoom controls.
 - To use a specific ruler, choose Rulers from the Layout menu and select the ruler that you want to use in this location.
2. Choose Set View from the View menu.

The Set View dialog box appears (figure 3-89).

Figure 3-89
Set View dialog box



3. Type a name for the view in the Set View dialog box.
4. Click OK.

Deleting Views

You can delete a view when you no longer need it. The command key equivalent for a deleted view is reassigned to the next view that you create. To delete a view, you use the Delete View command. This command does not appear in the View menu until you have created a view.

To delete a view:

1. Choose Delete View from the View menu (figure 3-90).

Figure 3-90
Delete View
dialog box



2. In the Delete View dialog box, click the name of the view you want to delete.

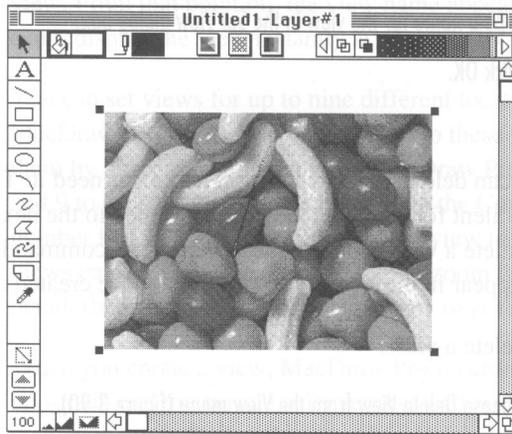
You can also drag or Shift-click view names to select more than one to delete at a time.

3. Click OK.

Importing Graphics

In your MacDraw Pro documents, you can use text and graphics created with other applications. You can also place scanned images in a drawing (figure 3-91). Other applications may save their documents in a file format different from the one MacDraw Pro uses for its documents. MacDraw Pro can open documents created in a number of the most commonly used file formats for text and graphics applications.

Figure 3-91
Scanned image
imported into
MacDraw Pro



There are three methods for placing images and text from other applications into a MacDraw Pro document:

- When using a different application, you can copy the text or graphic to the Clipboard, start up MacDraw Pro and open a document, and paste the contents of the Clipboard into the MacDraw Pro document.
- You can place the other application's document in a MacDraw Pro document with the Place File command. This command allows you to open a document created with another application. After you select the document that you want to open, you then tell MacDraw Pro to place the file in the document. The entire file appears at the last position you clicked in the MacDraw Pro document.
- You can open the file from another application as a MacDraw Pro document in its own window. To open a document created by another application, choose Open from the File menu. You can then select and transfer images from the window holding the imported document to another MacDraw Pro document.

For more information about how to paste images and text from the Clipboard into a MacDraw Pro document, refer to “Copying and Pasting Objects” earlier in this chapter.

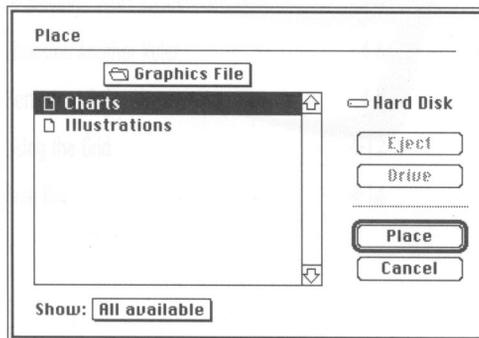
The Place File command allows you to place a file from another application in a MacDraw Pro document. The command displays a dialog box that allows you to select the file by name. MacDraw Pro automatically converts the selected file to a form compatible with MacDraw Pro documents (as long as the file is in one of the many formats that MacDraw Pro recognizes). If the application uses objects similar to the way MacDraw Pro uses objects in a drawing, then the imported file will appear as individual objects which you can select and change. If the file uses bitmapped images, such as a scanned image, the image will appear as a single object.

Refer to Appendix E for information about importing scanned and color images.

To import a graphic with the Place File command:

1. Choose Place File from the File menu.
2. In the Place File dialog box, click the name of the document you want to place (figure 3-92).

Figure 3-92
Place File dialog box



3. Click Place.
 - Double click the document name to select and place the document in one step.

The graphic document appears on the active layer centered where you last clicked. If you did not click in the drawing area, MacDraw Pro places the document in the center of the window.

You can choose Undo to cancel the Place File command, removing the document you placed with the command.

For more information about opening documents created in other applications, refer to Appendix E “Importing and Exporting Documents.”



3. Click Place.

- Double click the document name to select and place the document in one step.

Using the Object Rulers

Object Rulers and Grid	4-2
Displaying Object Rulers	4-4
Choosing Another Ruler	4-6
Setting up Rulers	4-8
Using the Grid	4-12
Size Bar	4-16



Figure 4-1
Method for rulers

ruler number box
Zero point
Divisions
Ruler

Chapter 4

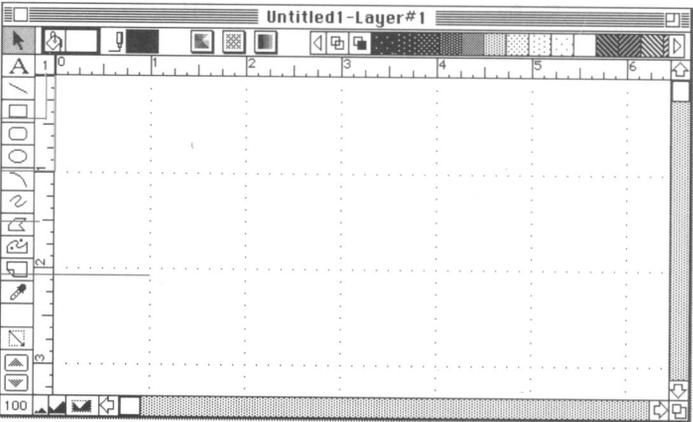
Object Rulers and Grid

This chapter explains the MacDraw Pro object rulers, grid, and Size bar that you can use to size and position objects accurately in a drawing. For information about the text ruler refer to chapter 6 “Working with Text.”

The MacDraw Pro rulers appear across the top and down the left side of the window (figure 4-1). The preset ruler for new documents measures in inches and is divided into $\frac{1}{8}$ -inch divisions.

Figure 4-1
MacDraw Pro rulers

- Ruler number box
- Zero point
- Divisions
- Gridlines



useful guides that help you place and size objects accurately. Neither gridlines nor gridpoints appear on a printed document.

The spacing of gridlines corresponds to the divisions of the current ruler. If you choose a ruler with different divisions, you change the spacing of the grid. A gridpoint appears for each division on the ruler.

MacDraw Pro also provides a Size bar that is useful for accurately measuring, sizing, and positioning objects as you work on a document. The Size bar displays measurements, such as the sizes and angles of objects when you select them or draw them and the location of the pointer as you move it, among other information. You can display the Size bar whenever you need it (figure 4-2).

Displaying Object Rulers

When you create a new document, the rulers are hidden. You can show or hide the MacDraw Pro rulers whenever you need them.

To display the rulers:

- Choose Show Rulers from the View menu.

To hide the rulers, choose Hide Rulers from the View menu.

The MacDraw Pro rulers extend the full length and width of your document. When the rulers are showing, thin dotted lines in the rulers follow the pointer as you move it across the document. By watching these lines, you can judge the dimensions of objects and the distances between them as you move and draw them.

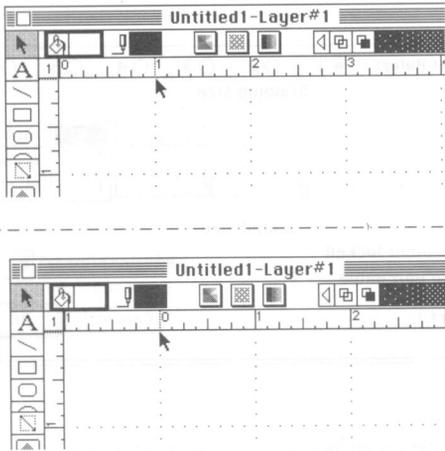
Repositioning the Zero Point

The rulers' zero point is preset to be in the upper-left corner of a document. You can reposition the zero point within a document. For example, you might move the zero point to the center of a document or to a new position that facilitates measuring objects.

To reposition the zero point:

- Click a spot on a ruler where the new zero point should appear (figure 4-3).

Figure 4-3
Ruler zero point
reset to 1 inch
horizontally.



Wherever you click in the ruler, the corresponding horizontal or vertical position of the zero point moves to that position.

- ◆ **Shortcut** You can also position the pointer on the ruler number box and drag the zero point to a new position in the document.

To reset the zero point to the original upper-left corner of the document, click the ruler number box (where the horizontal and vertical rulers intersect).

Locking the Zero Point

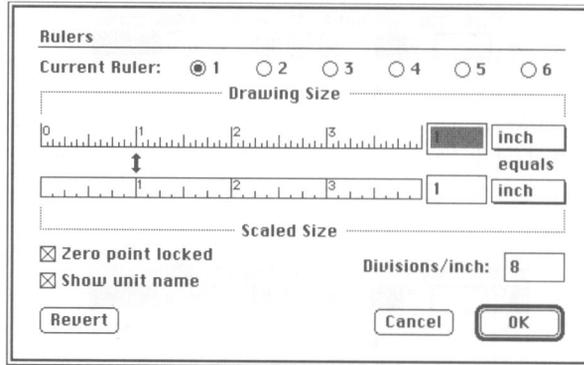
Accidental repositioning of the zero point might throw off measurements as you work on a document. You can lock the ruler's zero point to make sure that it remains where you place it.

To lock the zero point:

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

The Rulers dialog box appears (figure 4-4).

Figure 4-4
Rulers dialog box



2. Click “Zero point locked” in the Rulers dialog box.

Clicking “Zero point locked” again unlocks the zero point.

3. Click OK.

Choosing Another Ruler

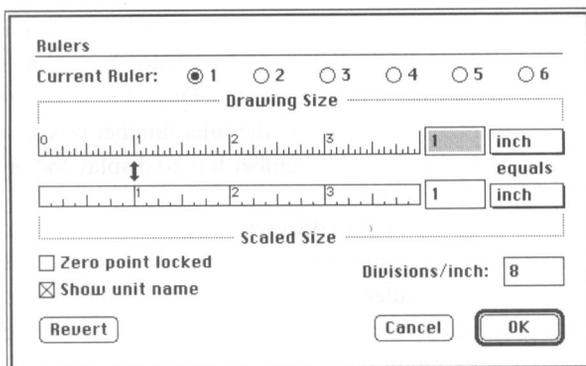
You can work with different rulers in the same document. Changing rulers does not change the size or positioning of objects. You can use any one of the six different preset rulers or create your own custom rulers for a document.

The six MacDraw Pro rulers are preset as follows (table 4-1):

Table 4-1
MacDraw Pro preset
rulers

Ruler #	Measuring Unit	Divisions	Scale
Ruler 1	inch	8	1 in.:1 in.
Ruler 2	centimeter	10	1 cm.:1 cm.
Ruler 3	inch	12	.25 in.:1 ft.
Ruler 4	centimeter	1	1 cm.:50 cm.
Ruler 5	inch	20	2 in.:1 in.
Ruler 6	inch	300	1 in.:1 in.

Figure 4-5
MacDraw Pro
preset rulers



MacDraw Pro is preset to use ruler #1 (figure 4-5). You can select a different ruler as you work on a document.

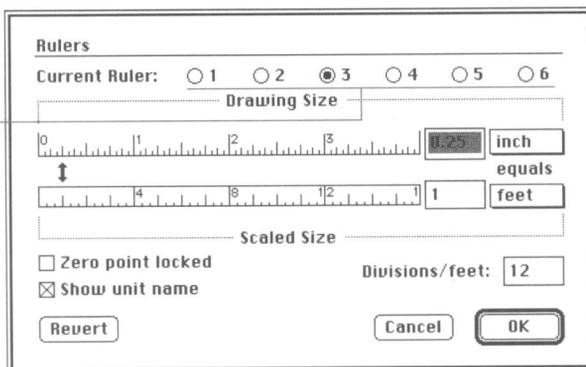
To select another ruler:

1. Choose Rulers from the Layout menu.

The Rulers dialog box appears (figure 4-6).

Figure 4-6
Rulers dialog box

Ruler buttons



2. Click one of the six ruler buttons at the top of the Rulers dialog box.
 - You can also hold down Command and type the number of the ruler that you want to use (for example, Command-1 for ruler 1).
3. Click OK.

-
- ◆ **Shortcut** You can also use command keys to quickly change rulers without displaying the Rulers dialog box. Hold down Option and click in the ruler number box. MacDraw Pro selects the next ruler and displays its number in the ruler number box. Hold down Option-Shift and click the ruler number box to display the previous ruler.

Selecting a ruler with different divisions changes the grid spacing because the grid is determined by the divisions of the current ruler. You might want to set several rulers to use the same scale and units of measurement but change the divisions for each ruler to provide different grid spacings that your work requires.

When you change rulers, objects in a drawing remain in their previous positions — they aren't repositioned or resized to conform to a different grid. For example, you can create a drawing in one scale, and change rulers to create a detail of the drawing in another scale. Objects drawn in one scale do not change scale after changing rulers.

After changing to a different ruler, you may want to align previously drawn objects with the new grid. See “Aligning Objects” in chapter 3 for information about aligning objects with a different grid.

Setting Up Rulers

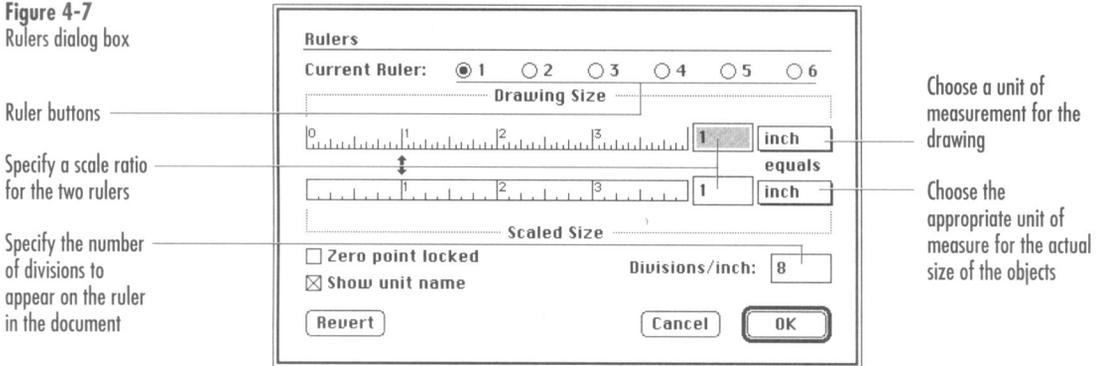
You can change any of the six preset rulers to the scale, measuring units, and ruler divisions you need.

To change the preset rulers:

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

The Rulers dialog box appears (figure 4-7).

Figure 4-7
Rulers dialog box



2. Click one of the six ruler buttons at the top of the Rulers dialog box.

The ruler in the dialog box changes to show the selected rulers settings.

3. Choose a unit of measurement for the Drawing Size Ruler from its Units pop-up menu.

You can choose inches, millimeters, centimeters, picas, or points for the ruler that appears on screen.

4. Choose a unit of measurement for the Scaled Size Ruler from its Units pop-up menu.

You can choose inches, feet, miles, millimeters, centimeters, meters, kilometers, picas, or points.

5. Type a scale ratio in the Drawing Size and Scaled Size Ruler boxes.

For example, to specify a scale where 1 inch in the drawing stands for 4 feet in actual size, type 1 in the Drawing Size Ruler box and 4 in the Scaled Size Ruler box. After entering a number, press Tab to move to the next entry box. When you press Tab, MacDraw Pro updates the rulers in the dialog box to show the new specifications.

- Type the number of divisions in the Divisions box, if needed.
- To prevent the zero point from being moved, click the “Zero point locked” box.
- To have unit denominations such as feet or meters appear with the dimensions shown in the Size bar or in autosizing dimension lines, click the “Show unit name” box.

6. Click OK or click a different ruler's button to change its settings.

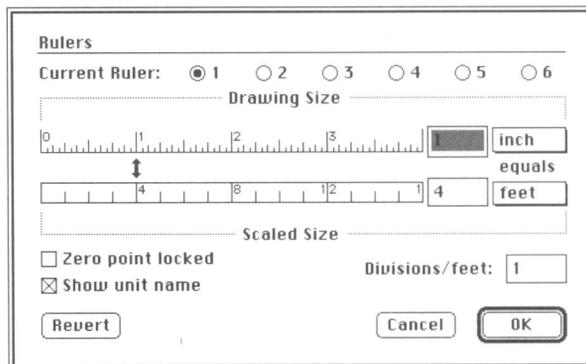
You can click Revert to cancel the changes to a ruler before you click OK.

Setting Ruler Scale

Scales are commonly specified in ratios of the drawing size to the size of the actual object. You specify a drawing scale with the Drawing Size and Scaled Size Rulers in the middle of the Rulers dialog box. You set up the Drawing Size Ruler with the measuring units that you want applied to the drawing. The units of measurement for the Drawing Size Ruler can be in inches, millimeters, centimeters, picas, or points. You set the Scaled Size Ruler to represent the units used to measure the actual size of objects. For example, if you are drawing a floor plan in which the actual size of objects is measured in feet, you set the Scaled Size Ruler to represent feet.

To set a scale, you specify what the units in the Drawing Size Ruler stand for in actual size. Figure 4-8 shows a scale in which 1 inch stands for 4 feet. The Drawing Size Ruler units is set to specify measurements in inches. The Scaled Size Ruler unit is set to feet. The Drawing Size and Scaled Size Ruler boxes are set so that 1 inch in the drawing equals 4 feet in actual size.

Figure 4-8
The Ruler dialog box
set to a scale of 1
inch to 4 feet



After you set the scale ratio in the Drawing Size and Scaled Size Ruler boxes, you can press Tab to see the Drawing Size Ruler and Scaled Size Ruler update to show the scale setting. The black arrow between the rulers shows how the units of the two rulers relate. MacDraw Pro displays the Scaled Size Rulers on screen as you work on a document.

Type whole numbers (integers) or fractions in the Drawing Size Ruler and Scaled Size Ruler boxes to specify the scale you want. Specify fractions by using the decimal-system notation. (For example, to enter $\frac{1}{4}$, you would type “.25”.)

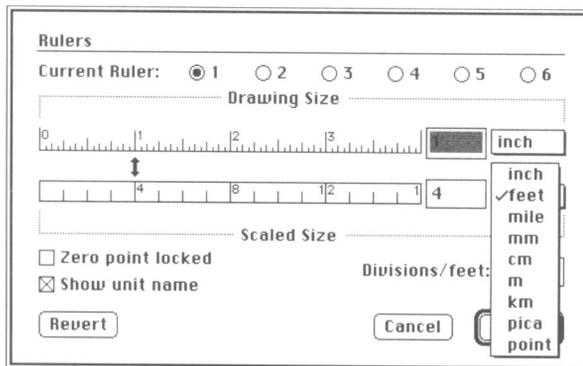
Specify the number of divisions for the document’s rulers by typing a number in the Divisions box. Specify the number of divisions for one unit on the Scaled Size Ruler. For example, if the Scaled Size Ruler’s measuring unit is feet, you enter “12” in the Divisions box to specify 1-inch divisions. If the Scaled Size Ruler’s unit is miles and you want $\frac{1}{4}$ -mile divisions, you type “4” in the Divisions box.

Creating scales with special units of measure: The Units pop-up menus in the Rulers dialog box allow you to create scales that relate one unit of measure to another — for example, inches to inches, inches to feet, or inches to miles. You can also mix different measuring systems by relating inches to centimeters, for example. However, MacDraw Pro does not limit you to using scales with these measuring units.

- ◆ **Tip** To work in standard pica/point notation, create a scale of 1 pica to 1 pica with 12 divisions per pica.

Because scales are actually ratios of one set of dimensions to another, you can enter the ratio for the scale you want. It makes no difference if the choices for your specific units of measure do not appear in the Units pop-up menu (figure 4-9).

Figure 4-9
Rulers dialog box
Units pop-up menu



For example, if you want a scale of 1 centimeter standing for 10 microns (a *micron* is $\frac{1}{1000}$ of a millimeter), you set a ratio of 1 to 10. It doesn't matter that no choice appears for microns in the Units pop-up menu. The ratio of 1 to 10 gives MacDraw Pro all of the necessary information to create the correct scale.

When you set a scale for a measuring unit that doesn't appear in the Rulers dialog box, you can select any unit choice for the Scaled Size units. All of your measurements will be accurate and to scale. However, when you use the Size bar or create autosizing dimension lines, the dimensions won't appear in the correct unit of measurement. You may want to deselect the "Show unit name" option in the Rulers dialog box so that unit names won't be displayed. Objects may inappropriately enlarge or reduce in size when you rescale them to different ruler settings.

Saving Ruler Settings

MacDraw Pro saves your ruler settings when you save a document. Once you save your custom rulers with a document, you don't have to set them again.

A new document always has the six preset rulers. To create documents with custom ruler settings that are ready for use, create a document with custom rulers (and any other settings you want) and save the document as stationery. Refer to chapter 10, "Customizing MacDraw Pro" for information about creating stationery.

Using the Grid

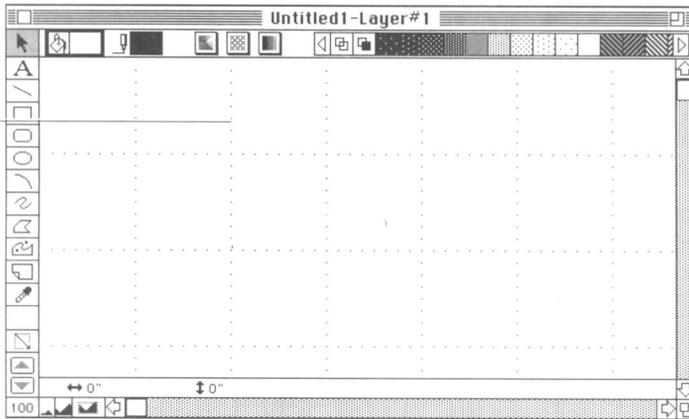
You can show a grid to help you accurately position and adjust the size of objects in a document (Figure 4-10).

To display the grid:

- Choose **Show Gridlines** from the View menu.

Figure 4-10
Gridlines

Gridpoint



To hide the grid, choose Hide Gridlines from the View menu.

The spacing of the gridlines and gridpoints corresponds to the spacing of the ruler divisions in the currently active ruler. One gridline or gridpoint appears for each division on the ruler (unless the grid-spacing is too small to show legibly on screen.)

To avoid cluttering the screen, MacDraw Pro may not show all of the gridlines. Gridlines will not be displayed if they are closer than 0.7 inch or 2 centimeters apart. Instead, MacDraw Pro displays gridpoints that correspond to the spacing of the grid. You can zoom in to enlarge a document on the screen and bring closely spaced gridlines and gridpoints into view.

Changing Grid Spacing

The number of divisions on a document's rulers determines the spacing of the grid. When you set ruler divisions, you specify what the distance between gridlines and gridpoints represents. For example, you set gridlines to represent 6-inch spacing by setting the divisions of a ruler to 2 divisions per foot. Setting a ruler to 4 divisions per foot produces gridlines that represent 3-inch spacing.

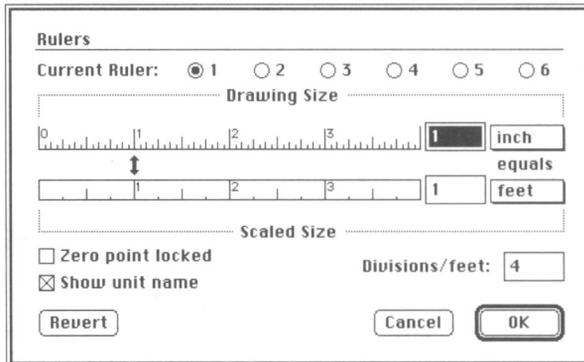
To specify a different grid spacing, you choose a ruler with different divisions or change the division setting of the current ruler.

To change the grid spacing:

1. Choose Rulers from the Layout menu.

2. In the Rulers dialog box, click one of the six ruler buttons at the top of the Rulers dialog box to select a ruler with different divisions, or enter a different number of divisions in the Divisions box for the current ruler (figure 4-11).

Figure 4-11
Rulers dialog box
with divisions set to
4 divisions per foot.



3. Click OK.

Using the Autogrid

When you want to make sure that objects you draw conform exactly to the grid, you can use the autogrid. With the autogrid on, MacDraw Pro restricts the sizing and placement of objects to the spacing of the grid. When you open a new document, the autogrid is on. To position objects off the grid, you can turn the autogrid off.

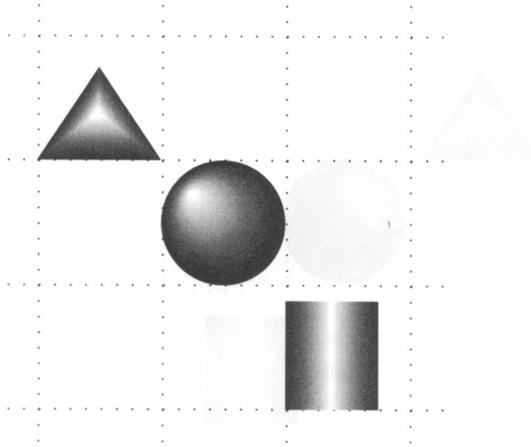
To turn off the autogrid:

- Choose Turn Autogrid Off from the Layout menu or press Command-Y.

Choose Turn Autogrid On or press Command-Y to turn on the autogrid.

When the autogrid is on, all objects that you create (including text) align automatically to the grid (figure 4-12).

Figure 4-12
Objects aligned to
grid by the Autogrid

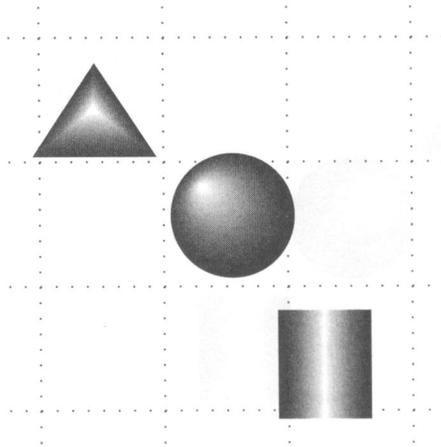


Objects change size in increments of the grid spacing only. You cannot move objects to positions between the gridpoints; you can move them so their boundaries align only with the gridlines and gridpoints.

With the autogrid on, the current ruler settings determine where you can draw objects and what size they can be. A grid that corresponds to the divisions of the ruler controls the positioning and drawing of the objects. Changing rulers does not automatically realign objects to the spacing of a different grid. Thus, objects drawn before the ruler change do not realign to the new grid. The objects drawn after the ruler change are confined to the new grid.

With the autogrid off, you can place an object at any point in a document (figure 4-13).

Figure 4-13
Object drawn off the
grid with the
autogrid off



You can also draw objects of any size (within the limits of the largest document size). The current ruler settings do not affect the size or placement of objects.

Size Bar

The Size bar provides an easy-to-read gauge that shows the position of the pointer in a document and the dimensions of objects as you select or draw them. When Show Size is on, a bar appears at the bottom of the window that displays the horizontal and vertical movements of the pointer from the zero point (figure 4-14). The numbers displayed in the bar appear in the measurement system you chose for the rulers.

Figure 4-14
Size bar



To display the Size bar:

- Choose **Show Size** from the **View** menu.

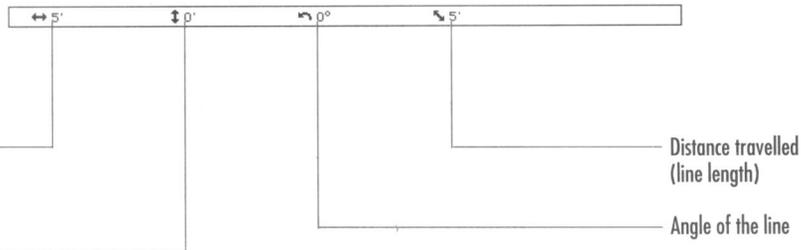
After you choose Show Size, the command changes to Hide Size. Choose Hide Size to remove the display of sizes from the screen.

For example, as you draw a line, the bar displays the horizontal and vertical distances that the pointer travels, the angle at which the line travels, and the length of the line (figure 4-15).

Figure 4-15
Size bar showing the
dimensions of a line

Horizontal distance
travelled by the
pointer

Vertical distance
travelled by the
pointer



Distance travelled
(line length)

Angle of the line

After you draw a line, you can display its dimensions by positioning the pointer on the line and holding down the mouse button. Dragging a handle to resize a line displays the line's new measurements.

The Size bar shows different types of information depending on the action you take:

- Moving the pointer over the document shows the pointer's horizontal and vertical distance from the rulers' zero point.
- Drawing, selecting, or resizing a line shows the horizontal and vertical distances traveled, the angle at which you drew the line from the starting point, and the line's length.
- Drawing or selecting a rectangle, rounded rectangle, or oval shows the height and width of the object's boundary.
- Drawing or selecting an arc shows the height and width of the object's boundary and the angle of the arc. Reshaping an arc shows the increase or decrease in the angle of the arc.
- Drawing a freehand shape shows the horizontal and vertical position of the pointer, and the number of handles.
- Drawing a polygon shows the horizontal and vertical distance travelled for the line segment, the angle of the line segment, its length, and the number of handles.
- Drawing a bezigon shows the horizontal and vertical distance travelled for the curve, the angle of the point position, the curve's length, and the number of points.
- Selecting a freehand shape, polygon, or bezigon displays the height and width of the object's boundary and the number of handles.

- Selecting or resizing a grouped object shows the total width and height of the boundary that encompasses the group.
- Rotating an object shows the width and height of the object and the degree of rotation.
- Dragging an object to a new position shows the horizontal and vertical distances that the object moved from its original position.
- Selecting a bitmap image shows the height, width and resolution of the image.
- Typing text shows the pointer's first position and the character spacing in the text.

The settings in the Rulers dialog box determine the measurements displayed by the Size bar. Measurements appear in the units you selected for the current ruler, such as inches, centimeters, meters, feet, or miles. Measurements are displayed up to four decimal places.

The Size bar will also show unit denominations, such as ft for feet, or cm for centimeters. To show unit denominations, select the “Show unit name” option in the Rulers dialog box.

You can also have the Size bar display measurements in fractional notation (for example 1/4 instead of .25) When you are setting up a ruler in the Rulers dialog box, specify the number of divisions per unit as 2, 4, 8, 16, 32, or 64, and MacDraw Pro displays increments of these measurements in fractional notation when the Autogrid is on. Any other number of divisions per unit results in decimal notation. However, if you choose feet for the Scaled Size Ruler in the Rulers dialog box, any multiple of 12 displays feet and inches in the Size bar.

- ◆ **Note** The thickness of outlines or lines does not affect the measurements shown in the Size bar. For example, a 2-inch square always measures 2 inches by 2 inches — no matter what line width you use to draw the square. If you increase or decrease an object's line width, MacDraw Pro centers the thicker or thinner lines on the original lines that made up the object.

Measuring the Size of Existing Objects

You can display the measurements for existing objects.

To measure the size of existing objects:

- With the Size bar on the screen, position the pointer on an object and hold the mouse button down.

The Size bar displays the object's measurements as long as the mouse button is held down. When you resize an object, the measurements indicate the new size.

Measuring the Vertical or Horizontal Distance Between Objects

Similar to using a measuring tape, you can draw selection boxes to measure the horizontal and vertical distances between objects.

To measure the distance between objects:

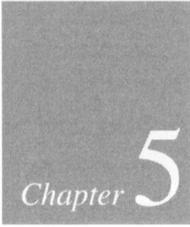
- Drag to draw a selection box between the two points you want to measure.

As you position the pointer on the document, the Size bar at the bottom of the screen indicates the pointer's location from the zero point. When you draw a selection box, the Size bar displays the width and height of the box.



Using the Style Palette

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A dark gray square containing the text "Chapter 5" in a white serif font. The word "Chapter" is in a smaller font size than the number "5".

Using the Style Palette

Style Palette

This chapter describes the Style palette and how to add patterns, colors, and gradients to a document. It introduces the concepts and procedures for working with the Style palette to create and edit fill and pen patterns.

For information about using MacDraw Pro to create and print color documents, also refer to the *MacDraw Pro Color Guide*. The *MacDraw Pro Color Guide* introduces the concepts of creating and editing colors on a computer and using MacDraw Pro in color. It also shows full color examples of patterns, colors, and gradients created with MacDraw Pro.

- ◆ **Note** For information about MacDraw Pro hardware and software requirements for creating color documents, refer to the *MacDraw Pro Getting Started*.

Overview of Style Palette

MacDraw Pro allows you to fill objects with colors, patterns, and gradients (figure 5-1). This manual refers to colors, patterns, and gradients as fill patterns.

Figure 5-1
Objects filled with
fill patterns



You can also draw objects with pens of any pattern or color, including black, white, and even transparent (figure 5-2). (For example, you might use a transparent pen to draw filled objects without a bordering line.) This manual refers to the pattern or color used to draw an object's bordering lines as the pen pattern. You cannot use gradients as pen patterns.

Figure 5-2
Objects drawn with a
pen pattern



The Style palette provides a ready-made collection of colors, patterns, and gradients that you can use to draw objects (figure 5-3).

Figure 5-3
Style palette

Fill indicator

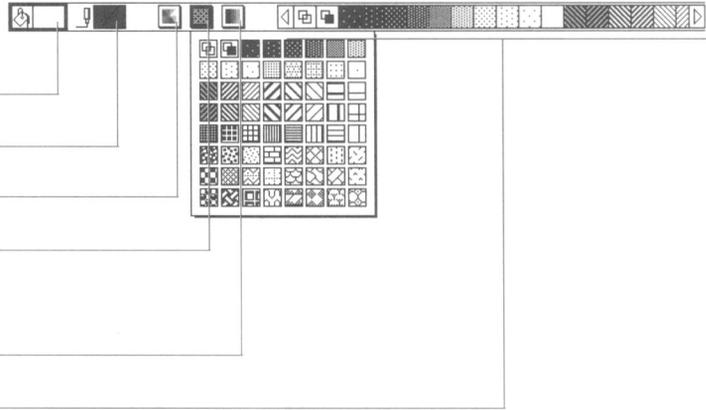
Pen indicator

Color icon

Pattern icon with
Pattern palette
displayed

Gradient icon

Style bar



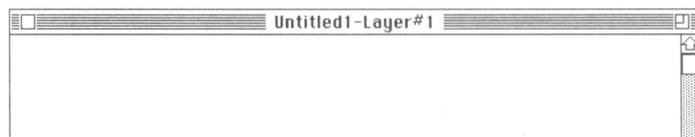
The fill and pen indicators always show you the fill and pen patterns that MacDraw Pro is set to use. You can change the fill indicator to display another color, pattern or gradient. You can change the pen indicator to another color or pattern.

To display the Color, Pattern, or Gradient palette, position the pointer on the palette's icon and hold down the mouse button. You can also tear off the palettes and position them on the screen. For more information about displaying and positioning the palettes, refer to "Working with Palettes" later in this chapter.

The Style bar, on the right of the Style palette, provides easy access to favorite or often used fill patterns. The Style bar is preset with a selection of colors and patterns. You can also stock the bar with many of your own colors, patterns, and gradients. Click a scroll arrow at either end of the bar to scroll the Style bar cells. For information about changing the Style bar, refer to "Changing the Style Bar" later in this chapter.

MacDraw Pro is preset to show the Style palette. You can hide the Style palette (*and* the Tool palette) when you want more drawing space on the screen (figure 5-4).

Figure 5-4
Drawing area with
Style palette hidden



To hide the Style palette:

- Press Command-Option-Space bar to hide the Style palette and Tool palette.

To show the Style palette and Tool palette, press Command-Option-Space bar again.

Color Palette

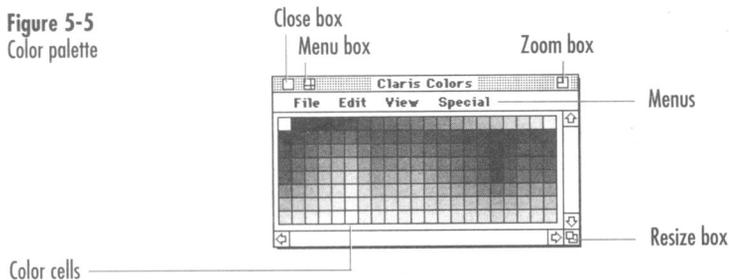
With MacDraw Pro, you don't need to mix paints and judge your results by eye to add matching or consistent colors to a document. The Color palette provides an array of colors in precise gradations that will always look the same in every object and in every document. MacDraw Pro provides a preset Color palette for you to use immediately. You can also create and customize palettes to match your overall color graphic requirements and the color requirements of individual documents.

When you create and edit colors, it's helpful to understand the fundamentals of how a computer produces color and the basic concepts of the color system used to produce colors. For example, one color system produces colors by mixing different amounts of red, green, and blue light (RGB). With MacDraw Pro, you have a choice of using any of three different color systems to create colors.

For more information about the MacDraw Pro color palettes, the color systems, and editing colors, refer to the *MacDraw Pro Color Guide*.

You select colors for a document from the Color palette. The preset Color palette holds 168 colors (figure 5-5).

Figure 5-5
Color palette



You can change existing colors in the Color palette and add colors of your own. You can also create your own collections of colors and save them as individual palettes. Although you can only display one palette of colors in the Color palette at a time, you can open and have access to as many palettes as your Macintosh memory will allow. Each open palette can essentially hold an unlimited number of different colors.

- ◆ **Note** The number of solid colors that you can display in a palette will vary depending on the color capabilities of your Macintosh system, monitor, and color card.

MacDraw Pro saves all open palettes when you save a document. When you open an existing document, MacDraw Pro automatically opens the palettes saved with it.

You can also save a specific palette in a separate palette file. As you work with documents, you can open a palette file and add its palette to your selection of open palettes. Thus, you can create a ready-made collection of your favorite palettes that you can use with any document.

You can add, remove, and rearrange the color cells in the Color palette as well as copy and paste cells within the same palette and between different Color palettes.

Choosing a Different Color Palette

Because you can have more than one palette open at a time, the names of the open palettes appear in the Color palette's View menu (figure 5-6).

Figure 5-6
Color palette
showing the names
of open palettes in
View menu



You switch among the open palettes by choosing a palette name from the View menu. The Color palette updates to show the colors of the selected palette and the palette name appears in the title bar.

To make a different palette the current color palette:

- **Choose a palette name from the View menu.**

The selected palette becomes the current color palette. You can also open a color palette saved in a palette file and make it the current palette. For more information about opening palette files, refer to “Opening a Different Palette” later in this chapter.

Creating a New Color Palette

At times, your MacDraw Pro documents may require specialized color palettes. For example, a document may require many slightly varied red tints. MacDraw Pro allows you to create new color palettes and customize them for a particular drawing by adding, removing, and editing colors.

When you create a new palette, MacDraw Pro creates it with a white and a black cell and names the new palette “Untitled1.” You can then customize the palette by adding new colors. To save editing time, you can copy color cells from other palettes into the new palette.

To create a new palette:

1. **Choose New Palette from the Color palette’s File menu.**

MacDraw Pro creates a new palette and names it “Untitled.”

2. **Choose New Color to create new color cells and then edit the palette to produce the colors you need.**

- ◆ **Tip** If a document requires many different colors from different palettes, create a new color palette and place the colors from the different palettes in it. You then have easy access to the colors collected in one palette. You can copy and paste colors from other palettes into the new palette to build a collection of the colors you want. For information about editing colors, refer to “Color Editor” later in this chapter.

Renaming a Color Palette

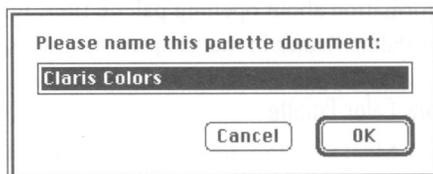
A palette’s name always appears in the title bar at the top of the palette. You can give color palettes meaningful names to help you distinguish their contents.

To change the name of the current Color palette:

1. Choose **Rename** from the Color palette **File** menu.

The Rename dialog box appears (figure 5-7).

Figure 5-7
Rename dialog box

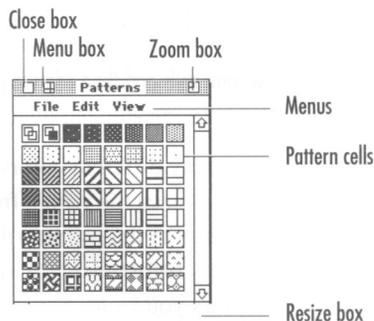


2. Type a name for the palette in the box.
3. Click **OK**.

Pattern Palette

The preset Pattern palette holds 64 black-and-white patterns (figure 5-8). You can also add thousands of patterns of your own to the palette (depending on the amount of Macintosh memory available). A document can have only one Pattern palette open at a time.

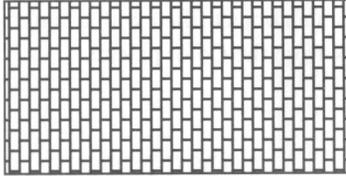
Figure 5-8
Pattern palette



You can add patterns from other documents to the current Pattern palette. For information about adding patterns from other documents to the Pattern palette, refer to "Opening a Different Palette" later in this chapter.

Patterns allow you to fill an object with a repeating pattern. For example, you can fill a rectangle with a pattern (figure 5-9).

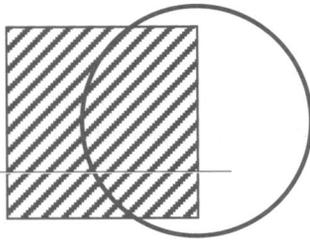
Figure 5-9
Rectangle filled with a pattern



The Pattern palette also provides a transparent pattern, marked by two intersecting squares, for objects that you want to appear transparent or empty (figure 5-10).

Figure 5-10
Object filled with the transparent pattern

Transparent pattern



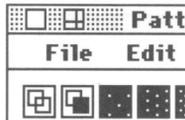
You can also combine black-and-white patterns with colors. For example, you can select a black-and-white pattern and the color blue to fill an object with a blue-and-white pattern (figure 5-11).

Figure 5-11
Object filled with a blue-and-white pattern

The black portion of the pattern changes to the color selected for the object from the Color palette.

After filling an object with a pattern combination, you may decide to change the object's fill pattern to a solid color without an overlaying pattern. To eliminate a black-and-white pattern from an object filled with a pattern combination, you fill the object with the solid pattern (figure 5-12). To eliminate a color from an object filled with a pattern combination, you fill the object with black from the Color palette.

Figure 5-12
Solid pattern cell in
the Pattern palette



Solid pattern cell

For information about how to fill objects with a pattern, refer to “Selecting a Fill Pattern for an Object” later in this chapter.

Pen Patterns

You can assign any pattern in the Pattern palette to the lines or outlines of objects. For example, you can use a pen pattern when drawing objects with thick outlines (figure 5-13).

Figure 5-13
Objects with pen
patterns

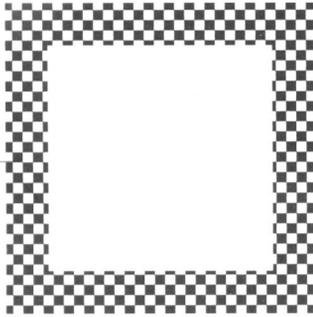
Pen pattern



You can also create pen patterns that combine a black-and-white pattern with a color (figure 5-14).

Figure 5-14
Object with pattern
combination used as
a pen pattern

Blue-and-white line
pattern



- ◆ **Note** You cannot create a pen pattern that combines a black-and-white pattern with a gradient.

For information about using pen patterns to draw objects, refer to “Selecting a Pen Pattern for Objects” later in this chapter.

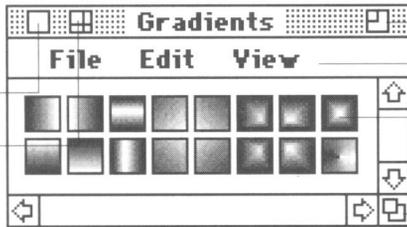
Gradient Palette

The preset Gradient palette holds 16 gradients (figure 5-15). You can also add numerous gradients of your own to the palette (depending on the amount of Macintosh memory available). A document can have only one Gradient palette open at a time.

Figure 5-15
Gradient palette

Close box

Menu box



Zoom box

Menus

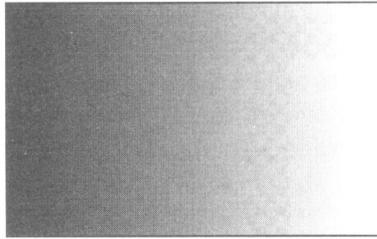
Gradient cells

Resize box

You can use a gradient as the current fill pattern, or select and fill objects with gradients from the palette. You cannot use a gradient as a pen pattern.

You can fill objects with gradients to produce different types of shading. A gradient is a fill pattern that provides a transition of colors (including black and white) within an object. For example, you can fill a rectangle with a gradient that produces a transition from black to white (figure 5-16).

Figure 5-16
Rectangle filled with
a gradient



(Refer to the *MacDraw Pro Color Guide* for examples of color gradients.)

The gradient in the example fills the object starting with black on the left and ending with white on the right. A gradient can contain up to four colors in any order. You can fill any object (except notes) with a gradient and the gradient always produces the same transition of colors (figure 5-17).

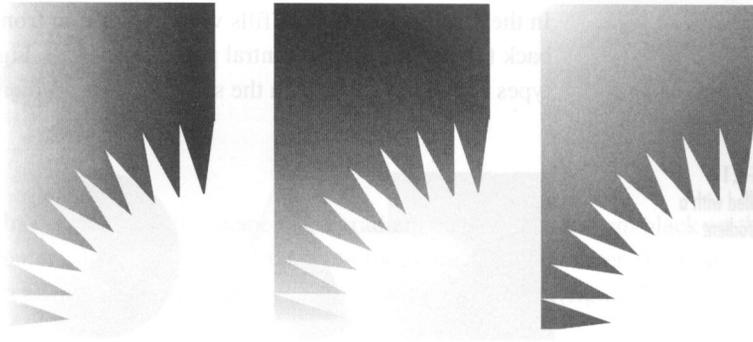
Figure 5-17
Different objects
filled with the same
gradient



MacDraw Pro provides a choice of three types of gradients: directional, circular, and shape burst.

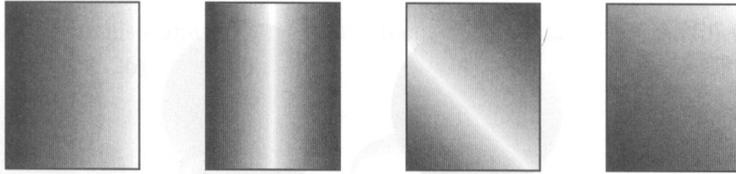
As shown in figure 5-17, a directional gradient fills an object with a transition of colors in one direction. You can change the direction in which a directional gradient fills the object. For example, you can change the gradient to fill an object from right to left, top to bottom, or at an angle (figure 5-18).

Figure 5-18
Directional gradients
filling objects in
different directions



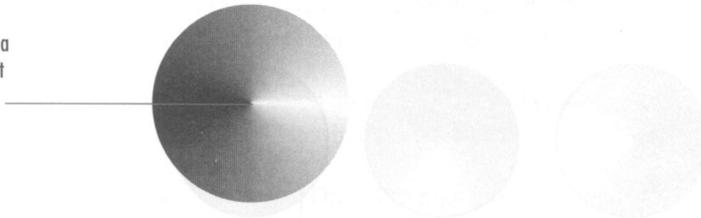
With directional gradients, you can also change the relative position of the colors within the object. In the example, the ending color is white. With a directional gradient, you can set the ending color to appear at any point within the object (figure 5-19).

Figure 5-19
Objects filled with
directional gradients
with white in
different positions



A circular gradient produces a transition of colors that rotates around a center point in an object. For example, you can fill an oval with a circular gradient (figure 5-20).

Figure 5-20
Oval filled with a
circular gradient
Center point of
the gradient



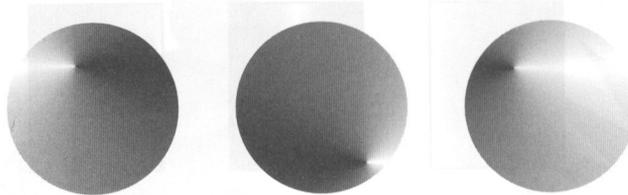
In the example, the object fills with a transition from black to white (and back to black) around a central point in the oval. Figure 5-21 shows other types of objects filled with the same circular gradient.

Figure 5-21
Objects filled with a circular gradient



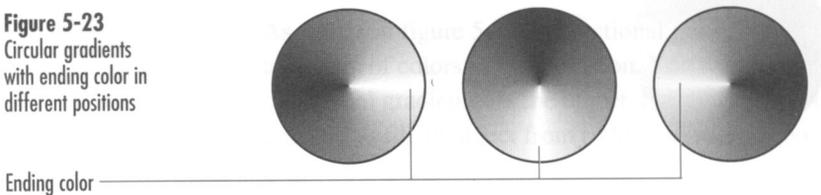
You can change the relative position of the center point, or focus, of a circular gradient. For example, you can move the focus off center to any position within the object (figure 5-22).

Figure 5-22
Circular gradients with the focus moved off center



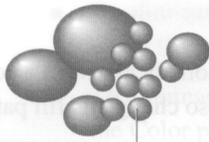
A circular gradient starts with one color and changes color as it rotates around the focus. You can also change the position of the colors in a circular gradient. Figure 5-23 shows objects filled with a circular gradient where white (the ending color) appears in different relative positions in the objects.

Figure 5-23
Circular gradients with ending color in different positions



A shape burst gradient fills objects with a transition of colors starting from the outer edge and moving inward. A shape burst gradient takes on the shape of the object being filled. For example, you can fill a circle with a shape burst gradient to make it look spherical (figure 5-24).

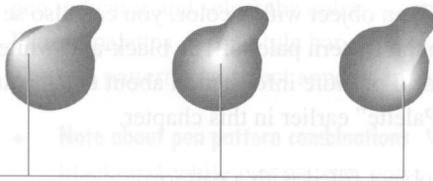
Figure 5-24
Circles filled with a
shape burst gradient



Focus

In the example, the shape burst gradient changes color from black on the outer edge of the circle to a white focus area just off center. You can reposition the focus to any position within an object (figure 5-25).

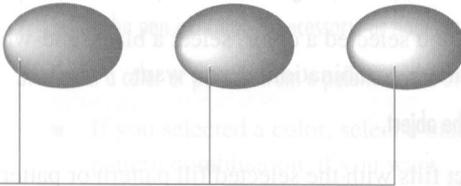
Figure 5-25
Shape burst
gradients with focus
in different positions



Repositioned focus

You can also adjust the size of the focus area created within the filled object (figure 5-26).

Figure 5-26
Shape burst
gradients with focus
areas of different
sizes



Focus area

You can create a variety of gradients of different types and colors and use them to shade objects to produce a three-dimensional look.

For information about creating and editing gradients, refer to “Editing Gradients” later in this chapter.

- ◆ **Note** MacDraw Pro may require extended time to fill several complex objects with gradients. You can set MacDraw Pro to display gradients quickly, but without the optimum smooth transition of colors, as you work with a document. For more information about setting MacDraw Pro to display gradients quickly, refer to “Choosing Preferences” in chapter 10.

Selecting a Fill Pattern for an Object

You can draw objects that fill automatically with a color, pattern, or gradient. After filling an object, you can also change its fill pattern.

As you work with a document, you set the Style palette to use specific fill patterns and pen patterns as you create objects. To set MacDraw Pro to use a particular fill pattern, click the fill indicator to select it. A black rectangle appears around the box. You then select a fill pattern from a palette or the Style bar. The selected fill pattern appears in the fill indicator.

When you fill an object with a color, you can also select a black-and-white pattern from the Pattern palette. The black-and-white pattern appears in the selected color. For more information about using pattern combinations, refer to “Pattern Palette” earlier in this chapter.

To draw an object filled with a pattern:

1. Select a drawing tool.
2. Select the fill indicator, if necessary.
3. Select a color, pattern, or gradient from a palette or the Style bar.
 - If you selected a color, select a black-and-white pattern to create a pattern combination, if you want.
4. Draw the object.

The object fills with the selected fill pattern or pattern combination. MacDraw Pro continues to fill objects with the selected fill pattern until you change it.

You can also change the fill pattern of an object after you draw it.

To change the fill pattern of an existing object:

1. Select the object.
2. Select the fill indicator, if necessary.
3. Select a color, gradient, or pattern from a palette or the Style bar.
 - To create a pattern combination, select a color or black-and-white pattern.



Solid pattern cell

- To eliminate a black-and-white pattern from a pattern combination, select the solid pattern on the Pattern palette or Style bar.
- To eliminate a color from a pattern combination, select black from the Color palette.

Selecting a Pen Pattern for Objects

You can draw objects with patterned lines. If you want, you can also change an object's pen pattern later.

To set MacDraw Pro to draw objects with a particular pen pattern, click the pen indicator and select the color or pattern you want from the Color or Pattern palettes or the Style bar. You cannot use a gradient as a pen pattern. The pen pattern you select appears in the pen indicator.

- ◆ **Note about pen pattern combinations** When you create an object with a black-and-white pen pattern, you can also select a color from the Color palette. The black-and-white pattern will appear in the selected color.

To draw an object with a pen pattern:

1. Select a drawing tool.
2. Select the pen indicator, if necessary, or hold down Option if the fill indicator is selected.
3. Select a color or pattern from a palette or the Style bar.
 - If you selected a color, select a black-and-white pattern to create a pattern combination, if you want.
4. Draw the object.

The object's lines appear with the selected pattern or pattern combination.

- ◆ **Shortcut** You can set both the fill pattern and pen pattern at the same time by Shift-clicking the fill and pen indicators to select them and then selecting a color or pattern.

You can also change the pen patterns used in existing objects.

To change the pen pattern of an existing object:

1. Select the object.
2. Select the pen indicator, if necessary, or hold down Option if the fill indicator is selected.

3. Select a color or pattern from the appropriate palette or the Style bar.

- To create a pattern combination, select a color or a black-and-white pattern.
- To eliminate a black-and-white pattern from a color pen pattern, select the solid pattern on the Pattern palette or Style bar.
- To eliminate a color from a black-and-white pattern, select black from the Color palette.

Selecting a Color, Pattern, or Gradient from an Object in the Document

Instead of selecting a fill or pen pattern from the palettes or the Style bar, you can use the eyedropper tool to pick up any fill or pen pattern in a document. For more information about using the eyedropper tool to select fill and pen patterns, refer to “Eyedropper Tool” in chapter 2.

Changing the Style Bar

The Style bar can hold a collection of frequently used or favorite colors, patterns, and gradients for easy access. You can add, remove, and reposition fill patterns in the Style bar, placing thousands of cells there, if you want. To see all the cells of the Style bar, press on the scroll arrows at the ends of the Style bar (figure 5-27).

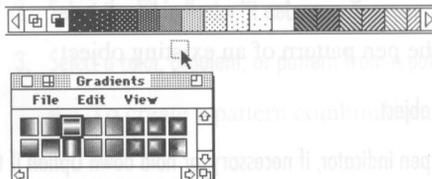
Figure 5-27
Style bar

Scroll arrows



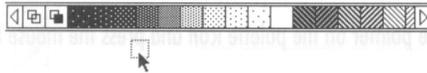
Adding cells: To add a color, pattern, or gradient to the Style bar, tear off the appropriate palette and then drag the desired cell into the Style bar (figure 5-28). The cell you dragged now resides in the palette and the Style bar. If you want, you can Shift-click to select more than one cell in a palette, and then drag them into the Style bar at once.

Figure 5-28
Dragging cells into
Style bar



Removing cells: You can remove cells from the Style bar when they are no longer useful. To remove a cell from the Style bar, drag the cell outside the boundary of the bar (figure 5-29). The cell disappears and the remaining cells move left one cell space. You can also Shift-click to select several cells in the Style bar and then drag them all off the Style bar at once.

Figure 5-29
Dragging cells out of
the Style bar



Rearranging cells: To reposition a cell in the Style bar, drag the cell to the position you want. You can also Shift-click cells to select more than one and drag them to a new position.

Working with Palettes

Although the Color, Pattern, and Gradient palettes each hold a different type of fill pattern, you use many of the same procedures to work with or change all three palettes. You can:

- display a palette as a pop-up palette (attached to the Style palette) or tear it off the Style palette and position it as a floating palette on the screen
- open other MacDraw Pro documents or palette files that have different colors, patterns, and gradients and use them in your current document
- save palettes that you create or change and use them with other MacDraw Pro documents
- close torn-off palettes to remove them from the screen
- change the way a palette displays the cells it contains

The procedures for selecting, adding, removing, arranging, copying and pasting cells are the same for all three palettes. Refer to “Working with Cells in a Palette” later in this chapter for more information about these procedures.

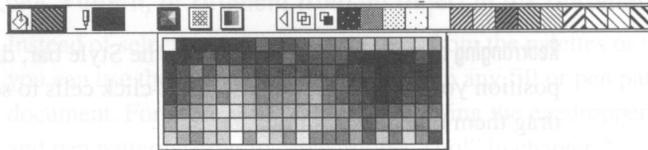
Displaying and Positioning Palettes

You can work with the palettes two ways: you can display them as pop-up palettes on the Style palette and choose fill patterns, or tear off the palettes and position them where you want on the screen.

To display a palette on the Style palette and select a cell:

1. Position the pointer on the palette icon and press the mouse button (figure 5-30).

Figure 5-30
Press the palette icon to display the palette



The palette appears and remains on the screen as long as you hold the mouse button down.

2. Drag the pointer to select the cell you want.

As you drag, the selected cell appears with a box around it. Release the mouse button when the cell you want is selected.

Tearing a palette off the Style palette allows you to arrange the palettes on screen for your convenience and to easily edit and rearrange the cells in a palette.

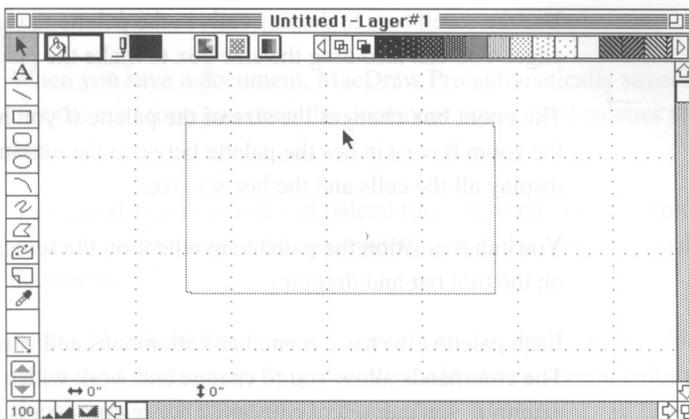
To tear a palette off the Style palette:

1. Position the pointer on the palette icon and press.

The palette appears and remains on the screen as long as you hold the mouse button down.

2. Drag the pointer beyond the edge of the palette to the position where you want the palette to reside (figure 5-31).

Figure 5-31
Outline of the
palette appears as
you drag it off the
Style palette

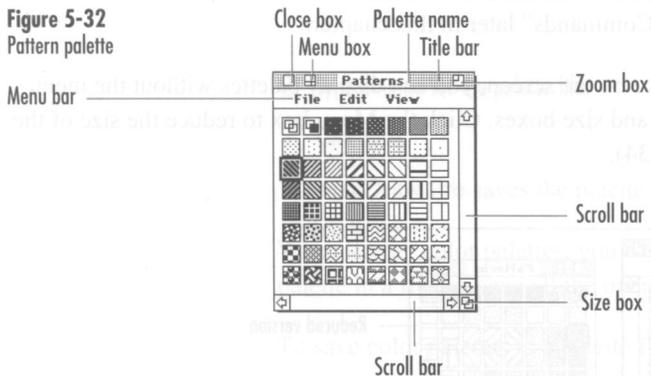


As you drag beyond the edge of the palette, the palette's outline appears following the pointer. Release the mouse button when the outline is where you want the palette. Once a palette is torn off, you can click a cell to select a fill pattern.

Working with a Floating Palette

A floating palette has a close box, scrolls bars, size box, and zoom box similar to those found on a standard Macintosh window (figure 5-32). Click the close box when you want to close the palette. You can redisplay the palette by pressing the palette icon in the Style bar, or tear the palette off the bar when you need it again.

Figure 5-32
Pattern palette



Use the scroll bars to display cells in the palette that are beyond the palette edge. You can also drag the size box to make the palette larger or smaller.

The zoom box changes the size of the palette if you have resized it. Clicking the zoom box switches the palette between the maximum size needed to display all the cells and the last set size.

You can reposition the palette anywhere on the screen by placing the pointer on the title bar and dragging.

Each palette also has a menu bar with menus and commands (figure 5-33). The commands allow you to change and work with a palette and its cells. For example, you can select cells and choose commands to copy and paste cells similar to copying and pasting objects. The commands in a palette's menu work for that palette only. The commands in the MacDraw Pro menu bar don't affect the palettes.

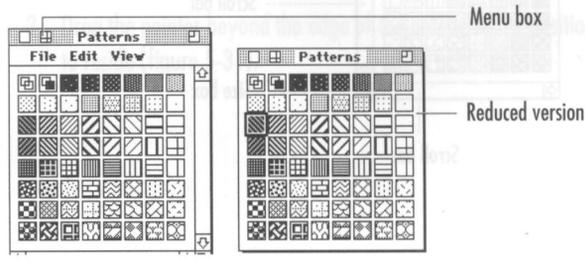
Figure 5-33
File menu for
Pattern palette



You can only use palette commands when a palette is torn off the Style palette. For more information about the commands in the palette menus, refer to "Palette Commands" later in this chapter.

To conserve space on the screen, you can display palettes without the menu bars, scroll bars, and size boxes. Click the Menu box to reduce the size of the palette (figure 5-34).

Figure 5-34
Full-size and reduced
version of the Pattern palette



Saving Palettes

When you save a document, MacDraw Pro automatically saves its palettes so that the next time you open the document your edited palettes are ready for use.

You can also save palettes in palette files. A palette file can hold a pattern or gradient palette, a specific color palette, or all the open color palettes for a document.

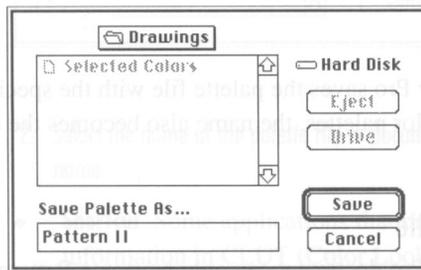
With a MacDraw Pro document open, you can open a palette file and add patterns or gradients to the palettes, or add one or several color palettes to the list of open color palettes.

To save a Pattern or Gradient palette in a palette file:

1. Choose **Save a Copy** from the palette's **File** menu.

The **Save a Copy** dialog box appears (figure 5-35).

Figure 5-35
Save a Copy
dialog box



2. Type a name for the palette file.
3. Click **Save**.

MacDraw Pro saves the palette file with the specified name.

When saving color palettes, you can save the current color palette as a single palette in a file, or save all the open color palettes together in the file.

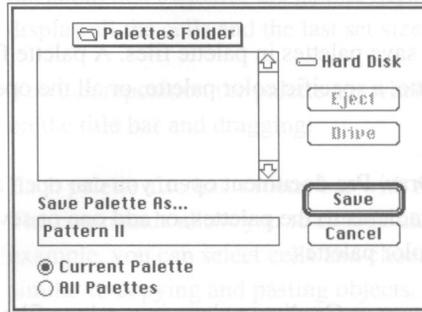
To save color palettes in a palette file:

1. To save a specific color palette, choose the palette's name from the **View** menu, if necessary, to make it the current color palette.

2. Choose **Save a Copy** from a palette's **File** menu.

The **Save a Copy** dialog box appears (figure 5-36).

Figure 5-36
Save a Copy
dialog box



3. Type a name for the palette file.

- To save all the currently open color palettes, click **All Palettes**. Click **Current Palette** to save the current color palette only.

4. Click **Save**.

MacDraw Pro saves the palette file with the specified name. If you are saving color palettes, the name also becomes the current Color palette name.

Opening a Different Palette

A MacDraw Pro document can only have one **Pattern** and one **Gradient** palette open at a time. You can add patterns and gradients created in other documents to the current document's palettes.

MacDraw Pro allows you to open a **Pattern** or **Gradient** palette file or another MacDraw Pro document and transfer the patterns or gradients into the current document's palettes. MacDraw Pro adds all the patterns or gradients from the file or document to the current palette.

A MacDraw Pro document can have more than one color palette open (however, you can view only one at a time). The Color palette's **View** menu displays the names of all *open* palettes. To make a particular palette the current Color palette, choose its name from the **View** menu. For more information about changing color palettes, refer to "Color Palette" earlier in this chapter.

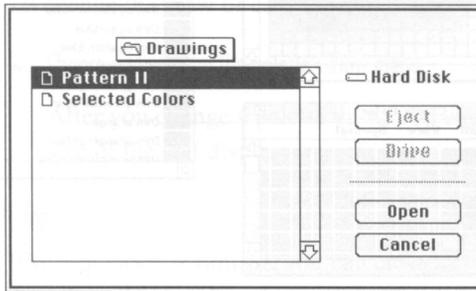
You can also open Color palettes saved in palette files or other MacDraw Pro documents. The incoming palette becomes the current Color palette and its name is added to the palette's View menu. When a palette file or document contains more than one palette, MacDraw Pro opens all the palettes, making the first one the current Color palette.

To open a palette:

1. Choose **Open Palette** or **Open** from the palette's File menu.

The Open dialog box appears (figure 5-37).

Figure 5-37
Open dialog box



2. Select the name of the palette file or document you want and click **Open**, or double-click its name.

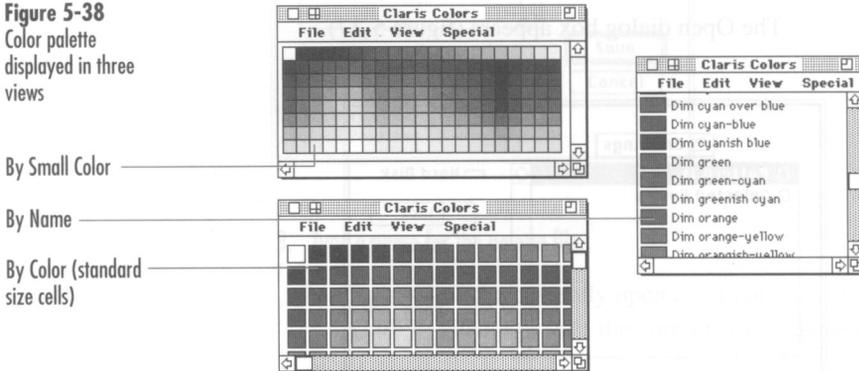
- ◆ **Shortcut** Some applications that produce color images save their color information in CLUT (Color Look-up Tables) resources. You can have MacDraw Pro open a CLUT resource and fill a color palette with the colors used by another application — a quick way to build color palettes. To open a CLUT resource from a file, hold down the Option key and choose **Open** from the Color palette's File menu. MacDraw Pro will display all available file types in the Open dialog box. You can then select the file from the other application and open it as a new palette.

Changing the View of a Palette

There are three ways to display the cells in the Color, Pattern, and Gradient palettes.

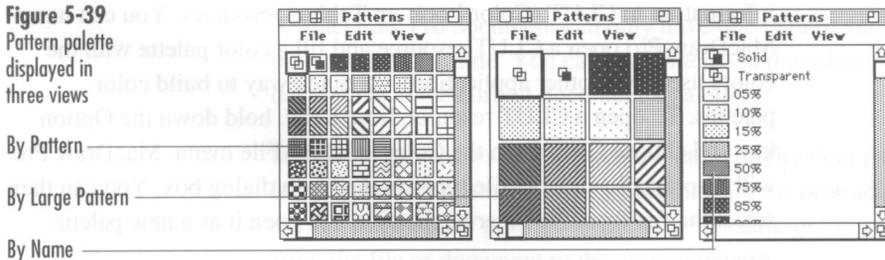
The Color palette is preset to display its colors in small cells, which allows you to see more colors in a smaller palette. You can also display color cells as standard size cells (the size of cells in the Style bar) or as cells listed by color name (figure 5-38). Displaying colors by name is useful when you are creating a color document on a black-and-white monitor and can't see colors or when your Macintosh has limited color capability, or when you need to select specific colors from palettes with many similar colors.

Figure 5-38
Color palette
displayed in three
views



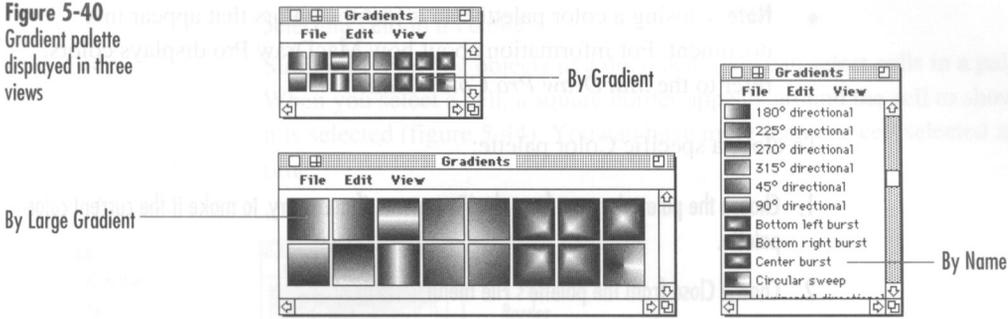
The Pattern palette is preset to display its patterns in standard size cells. You can also display pattern cells as large cells so you can see a larger version of the patterns or as cells listed by pattern name (figure 5-39).

Figure 5-39
Pattern palette
displayed in
three views



The Gradient palette is preset to display its gradients in standard size cells. You can also display gradient cells as large cells or as cells listed by gradient name (figure 5-40).

Figure 5-40
Gradient palette
displayed in three
views



To change the view of cells in a palette:

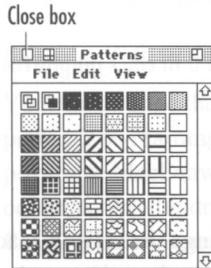
- Choose a view from the palette's View menu.

After you change a palette view, you can resize the palette to match the size of the cell display.

Closing a Palette

If screen space is limited, you can close any torn off palettes to see more of a document. Each palette has a close box that removes the palette from the screen (figure 5-41). Closing a palette does not change the fill or pen patterns of the objects in the document.

Figure 5-41
Pattern palette



To close a palette:

- Click the close box in the palette's upper left corner.

You can also close a specific Color palette if you have several open. For example, if a document has an open Color palette that you haven't used, you can close it, reducing the amount of memory the document requires.

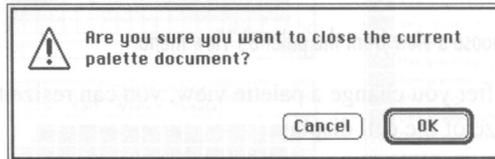
- ◆ **Note** Closing a color palette can affect the colors that appear in a document. For information about how MacDraw Pro displays colors, refer to the *MacDraw Pro Color Guide*.

To close a specific Color palette:

1. Choose the palette's name from the View menu, if necessary, to make it the current color palette.
2. Choose Close from the palette's File menu.

The Close dialog box appears.(figure 5-42)

Figure 5-42
Close dialog box

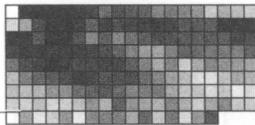


3. Click OK.
 - Click Cancel if you don't want to close the palette.

Working with Cells in a Palette

A palette holds cells arranged in a grid (figure 5-43).

Figure 5-43
Cells arranged in a grid
Cells



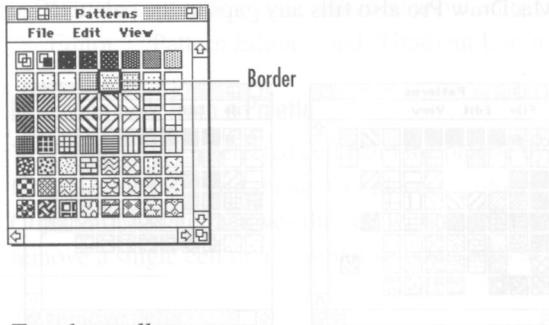
You can add, remove, and rearrange the cells in MacDraw Pro palettes. You can select a cell or group of cells in the palette and choose Cut, Copy, or Paste, from the palette's menu or delete the selected cells. You can also move cells to different positions in the palette.

- ◆ **Note** Each palette has its own Clipboard, in addition to the document's Clipboard. For example, copying a gradient places the copy on the gradient Clipboard. Changing the contents of a palette's Clipboard does not affect the document's Clipboard or any other palette Clipboard. For example, if you copy a gradient cell, the document's Clipboard and the Color and Pattern Clipboards are not changed.

Selecting Cells in a Palette

Similar to selecting objects in a document, you can select cells in a palette. When you select a cell, a square border appears around the cell to show that it is selected (figure 5-44). You can have more than one cell selected at a time.

Figure 5-44
A cell selected in the
Pattern palette



To select cells:

- Click the cell you want to select.
- To select a range of cells, Shift-click cells or drag a selection box around the cells you want to select.
- To select nonadjacent cells, Command-click cells.
- To select all the cells in a palette at once, choose **Select All** from the palette's **Edit** menu.

Arranging Cells in a Palette

You can arrange the cells in a palette in any order or arrangement that you prefer. You rearrange cells by selecting and dragging them to different positions. MacDraw Pro automatically positions the cells neatly in rows and columns. As you drag a cell to a new position, you see the cell's outline. Position the outline where you want the cell to appear and release the mouse button. The cell aligns to the nearest grid position.

You can drag a cell to an empty space or to a position occupied by another cell. When you release the mouse button, MacDraw Pro repositions the surrounding cells, if necessary, to make room for the new cell.

When you select and drag several cells at once, MacDraw Pro displays a multiple outline to show that you are moving more than one cell.

To move more than one cell to a different position:

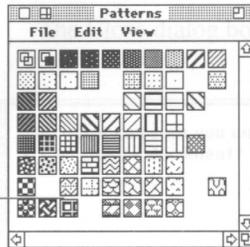
1. Shift-click cells or drag a selection box around the cells you want to move.
2. Drag a selected cell to a different position.

After you rearrange cells, choose Clean Up from the palette's View menu to reorder cells in rows and columns that fit the current palette size.

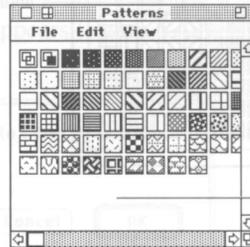
MacDraw Pro also fills any gaps in the palette (figure 5-45).

Figure 5-45
Clean Up command
rearranges cells in
neat columns and
rows

Before choosing
Clean Up



After choosing Clean Up



The Clean Up command moves cells similar to the way words wrap from line to line to fit the margins of a paragraph text object. If you want a specific number of cells to appear in each row, adjust the width of the palette to hold the number of cells you want in each row.

- ◆ **Tip** Be sure to resize the palette to produce the correct row size before you choose Cleanup. If you accidentally rearranged your intended cell organization, choose Undo from the Edit menu. The cells will return to their original positions before you chose Clean Up. You can also resize the palette and choose Clean Up again to reorder the cells in rows of the correct width.

Adding Cells to a Palette

To add a color, pattern, or gradient to a palette, you create a new cell.

Choose New from the Palette's File menu and a new cell appears in the first available position.

- ◆ **Note** To create a new cell, MacDraw Pro copies an existing cell in the grid. You can then edit the cell's color, pattern, or gradient. If you select a cell and choose New, MacDraw Pro copies the selected cell. If no cell is selected, choosing New creates a copy of the last cell created in the palette.

To create a new cell:

1. Select a cell to duplicate, if you want.
2. Choose **New** from the palette's **File** menu.

A copy of the selected cell or the first cell on the Clipboard appears in the palette. You can now change the cell with the **Color**, **Pattern**, or **Gradient** Editors. For information about editing cells, refer to “**Color Editor**,” “**Pattern Editor**,” and “**Gradient Editor**” later in this chapter.

Removing Cells from a Palette

You can remove a selected cell from the palette by choosing **Cut** or **Delete** from the palette's **Edit** menu. **Cut** places a copy of the cell on the palette's **Clipboard**; **Delete** removes the cell without affecting the **Clipboard**. You can remove a single cell or a group of selected cells at once.

To remove cells:

1. Select the cells you want to remove.
2. Choose **Cut** or **Delete** from the palette's **Edit** menu.

Cut places a copy of the selected cell on the **Clipboard**. **Delete** removes the cell without affecting the **Clipboard**.

- ◆ **Note** You cannot press **Backspace** or **Delete** to remove selected cells in a palette.

Copying and Pasting Cells in a Palette

You can copy and paste cells in a palette in the same way you copy and paste objects. Select the cell or cells that you want to copy, choose **Copy** from the palette's **Edit** menu to place copies on the **Clipboard**, and then choose **Paste**. The copy appears in the first available position in the grid. If you are pasting a selection of cells, the copies may occupy different positions in the grid (instead of appearing all in one place) depending on whether the grid had empty positions.

- ◆ **Note** To copy and paste cells, you must choose **Copy** and **Paste** from the palette's **Edit** menu. You cannot use the command key equivalents for copying (**Command-C**) and pasting (**Command-V**).

To copy cells:

1. Select a cell or group of cells in the palette.
2. Choose Copy from the palette's Edit menu.

MacDraw Pro places copies of the selected cells on the palette's Clipboard.

- To paste color cells into another Color palette, choose the name of the palette that should receive the cells from the View menu.

3. Choose Paste from the palette's Edit menu.

The cells appear in the first available positions in the palette.

Once you have cut or copied cells to the palette's Clipboard, you can paste them repeatedly.

Undoing Changes to a Palette

If you edit a cell's contents, reposition the cell, or change the contents with a command, you can cancel the change with the Undo command from the palette's Edit menu, or press Command-Z. Choose Undo before you make any further changes. Undo only cancels the last change you made to the palette.

To undo a change:

- Choose Undo from the palette's Edit menu.

Editing Colors, Patterns, and Gradients

This section explains how to edit fill patterns using the editor dialog boxes. Each palette has its own editor. When you display an editor for one of the palettes, MacDraw Pro automatically displays the editor and the other palettes that you may require during editing. With an editor on the screen, you can make selections from the other palettes. You can also select other fill patterns for editing and dismiss the editor after completing an editing session.

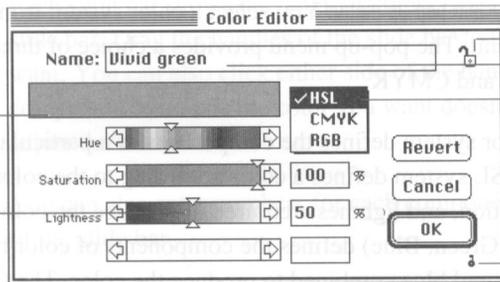
Color Editor

Use the Color Editor dialog box to change colors in the Color palette (figure 5-46).

Figure 5-46
Color Editor dialog
box

Color bar

Slide bar



Padlock icon

Color name

Color System pop-up menu

Flag icon

- ◆ **Note** Refer to the *MacDraw Pro Color Guide* to see a full-color illustration of the Color Editor and for explanations on additional color editing procedures.

To edit colors, you select a color cell in the Color palette and then display the Color Editor.

To display the Color Editor:

- Select a color cell and choose Colors from the Layout menu, or choose Edit Colors from the palette's Edit menu, or double-click the cell you want to edit.

The Color Editor and the Color palette appear on the screen. You can select a different color to edit by clicking a cell in the Color palette. You can also Shift-click or drag a selection box to select more than one color cell for editing at a time. For example, you might select three or four colors and make them all darker or lighter at one time.

Color name: The name of the selected color appears in the name box. You can enter a different name, if you want. If you are creating a color document with a black-and-white monitor, you can display the colors by name and fill objects with them, even though you cannot see the actual colors on the screen. MacDraw Pro automatically assigns the name "Untitled" to each new color cell created in the Color palette. If you select a new color cell for editing, "Untitled" appears in the Color Editor name box.

Color bar: The Color bar shows the color selected for editing and, as you edit a color, the results of your changes. When you select several colors for editing at once, the selected colors appear side-by-side in the Color bar.



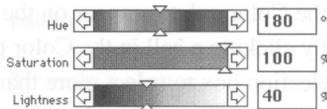
Color Editor's Color System pop-up menu

Color System pop-up menu: You select a color system from the Color System pop-up menu. The pop-up menu provides a choice of three color systems: HSL, RGB, and CMYK.

A color system defines the components of a particular color. For example, the HSL system defines a color according to the color components of hue, saturation, and lightness required to produce the color. The RGB system (Red, Green, Blue) defines the components of color by the amount of red, green, and blue combined to produce the color. The CMYK color system defines a color using a combination of cyan, magenta, yellow, and black. (For an explanation of each of the MacDraw Pro color systems, refer to the *MacDraw Pro Color Guide*.)

When you choose a particular color system, MacDraw Pro allows you to change the individual components of a color as defined by the chosen system. Depending on the color system, different component names appear beside the editor's slide bars. For example, when using the HSL color system, MacDraw Pro allows you to select a hue for the color and then vary the amount of saturation (purity) and lightness of the hue to produce the desired color (figure 5-47).

Figure 5-47
Color Editor slide bars for the HSL system



Choosing a different color system for a color doesn't change the color; only the components associated with the slide bars change. For example, when you select the RGB system, the slide bars change to represent the components of red, green, and blue. You can then adjust the slide bars to change the amount of red, green, or blue that make up the color.

Slide Bars: Adjust the slide bars to change the components of a color (figure 5-47). Each slide bar represents one component of a color.

The HSL and RGB color systems use three slide bars to change color components; CMYK uses four. Click the arrows at the end of a bar, or drag the handles along the bar to change a component. The left end of the slide bar represents 0 percent; the right end represents 100 percent. (The Hue slide bar for the HSL system represents 0 degrees on the left end and 360 degrees on the right.)

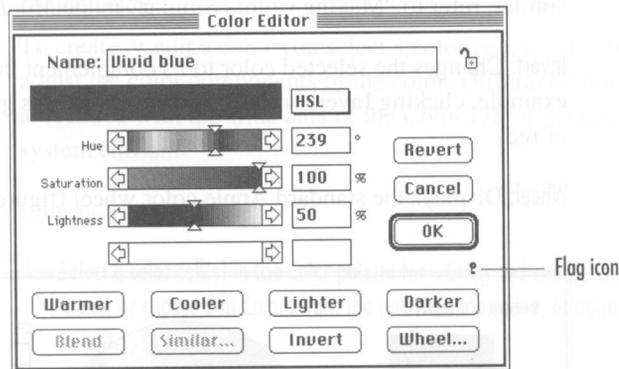
Each slide bar shows the range of colors that you can select by adjusting that slide bar. Drag the handles of the slide bar to the position of the color you want. You can also click either side of the handles to increase or decrease the component by ten. If the color you want doesn't appear on a bar, you need to adjust the other bars.

You can also enter numbers for each component in the entry box to the right of the slide bar.

Padlock icon: Locks the color cell to prevent the color from being changed. Click the padlock icon so that it appears locked. Click the padlock icon again to unlock the color cell. Once locked, you can copy and paste the color cell in the Color palette, but you cannot cut or delete the cell, or edit the color in it.

Color buttons: MacDraw Pro also provides buttons for changing colors that you can use instead of the slide bars (figure 5-48). Click the flag icon in the bottom-right corner of the dialog box to display the eight buttons.

Figure 5-48
Color editor showing editing buttons



Warmer: Adds red to the selected color. Each time you click Warmer the color changes, moving closer to red in the color system. For example, in the HSL color system, the Hue slide bar moves to increase the amount of red in the color.

Cooler: Adds blue to the selected color. Each time you click Cooler the color changes, moving closer to blue in the color system. For example, in the HSL color system, the Hue slide bar moves to increase the amount of blue in the color.

Lighter: Adds white to the selected color. Each time you click Lighter the color changes, moving closer to white in the color system. For example, in the HSL color system, the Lightness slide bar moves to increase the amount of white in the color.

Darker: Adds black to the selected color. Each time you click Darker, the color changes moving closer to black in the color system. For example, in the HSL color system, the Lightness slide bar moves to increase the amount of black in the color.

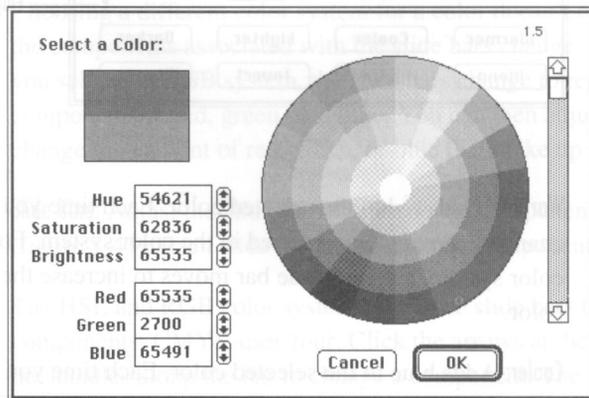
Blend: Changes selection of several colors. Click Blend to create a range of intermediate colors that change in equal steps between a starting color and an ending color. For information about creating a range of colors using the Blend button, refer to “Creating a Range of Colors with Blend” in the *MacDraw Pro Color Guide*.

Similar: Makes a selection of colors appear similar in one color component. Similar changes a selection of colors so that they all have the same value for one color component. For information about making a selection of colors similar, refer to “Making Colors Similar” in the *MacDraw Pro Color Guide*.

Invert: Changes the selected color to its complement in the color system. For example, clicking Invert with red selected produces green (the complement of red).

Wheel: Displays the standard Apple color wheel (figure 5-49).

Figure 5-49
Color wheel



Click anywhere on the color wheel to select a color. The box in the upper left of the dialog box shows the original color in the bottom half and the newly selected or changed color in the top half.

Use the scroll bar to the right of the color wheel to change the brightness of the colors displayed in the wheel. Dragging the scroll bar down darkens the colors.

You can also specify the components of a color by entering numbers in the Hue, Saturation, and Brightness boxes, or in the Red, Green, Blue entry boxes. Enter a number in an entry box or click the up and down arrows beside the box to increase or decrease the number for a particular color component. For more information about using the Apple color wheel, refer to your Macintosh Owner's manual.

Click OK when you are finished changing the selected color. To restore the color to the original color selected from the Color palette, click Revert. Click Cancel to cancel your changes.

Editing Colors

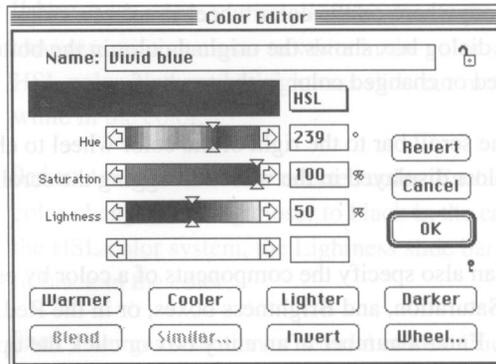
To create or edit a color you select a color cell, display the Color Editor, and adjust the color components of the color. Different color components are associated with the slide bars of the Color Editor depending on the color system chosen.

Editing a color:

1. **Select a color cell(s) in the Color palette for editing and choose Colors from the Layout menu, or choose Edit Colors from the palette's Edit menu, or double-click the cell you want to edit.**

The Color Editor dialog box appears (figure 5-50).

Figure 5-50
Color Editor



- Change the name of the color, if you want.
2. Select the HSL, RGB, or CMYK color system from the Color System pop-up menu, if necessary.
3. Adjust the slide bars to produce the color you want.

In HSL:

- To change the hue of the color, drag the handles of the Hue slide bar or enter a number of degrees in the Hue entry box. Change hue to produce a different color on the color spectrum. For example, you can change a color's hue from blue to red.
- To change the saturation of the color, drag the handles of the Saturation slide bar or enter a percentage in the Saturation entry box. Changing a color's saturation changes the purity or grayness of the color. For example, the less saturated the color, the grayer it appears. A highly saturated color appears rich or deep in color.
- To change the lightness or darkness of the color, drag the handles of the Lightness slide bar or enter a percentage in the Lightness entry box. Changing a color's lightness makes it lighter or darker (adds white or black). The lower a color's lightness, the closer the color approaches black.

In RGB:

- To change the amount of red in the color, drag the handles of the Red slide bar or enter a percentage number in the Red entry box.

- To change the amount of green in the color, drag the handles of the Green slide bar or enter a percentage number in the Green entry box.
- To change the amount of blue in the color, drag the handles of the Blue slide bar or enter a percentage number in the Blue entry box.

In CMYK:

- To change the amount of cyan in the color, drag the handles of the Cyan slide bar or enter a percentage number in the Cyan entry box.
- To change the amount of magenta in the color, drag the handles of the Magenta slide bar or enter a percentage number in the Magenta entry box.
- To change the amount of yellow in the color, drag the handles of the Yellow slide bar or enter a percentage number in the Yellow entry box.
- To change the amount of black in the color, drag the handles of the Black slide bar or enter a percentage number in the Black entry box.
- Click the Padlock icon to lock the color, if you want.

The color updates in the Color bar to show your changes.

4. Click OK.

- If you don't want to keep changes to a color, click Cancel. MacDraw Pro closes the Color Editor without making any changes to the selected color.
- If you want to restore the color to the way it was when selected, click Revert. MacDraw Pro redisplay the originally selected color in the editor.

Editing a color with the color buttons:

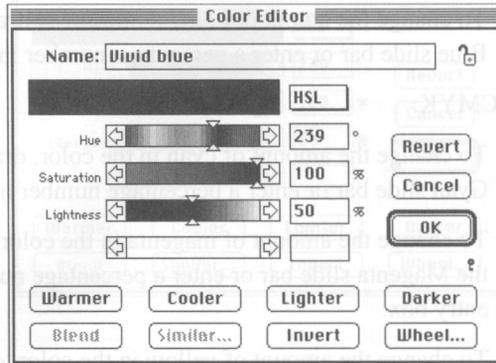
1. Select a color cell(s) in the Color palette for editing and choose Colors from the Layout menu, or choose Edit Colors from the palette's Edit menu, or double-click the cell you want to edit.

The Color Editor dialog box appears.

- Change the name of the color, if you want.

2. Click the color flag icon to display the color buttons for editing (figure 5-51).

Figure 5-51
Color Editor with
color buttons
displayed



- Click Warmer to add red to the color.
- Click Cooler to add blue to the color.
- Click Lighter to add white to the color.
- Click Darker to add black to the color.
- Click Blend to create a range of intermediate colors.
- Click Similar to make a selection of colors appear similar in one color component.
- Click Invert to change the color to its complement.
- Click Wheel to display the Apple color wheel and select a color.
- Click the Padlock icon to lock the color.

3. Click OK.

- If you don't want to keep changes to a color, click Cancel. MacDraw Pro closes the Color Editor without making any changes to the selected color.
- If you want to restore the color to the way it was when selected, click Revert. MacDraw Pro redisplayes the originally selected color in the editor.

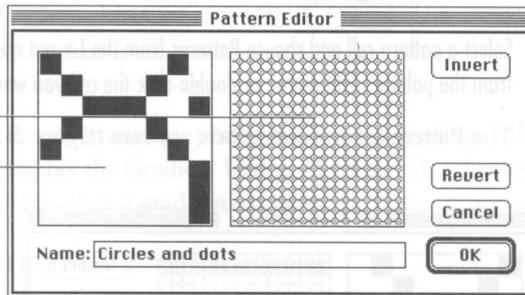
Pattern Editor

Use the Pattern Editor to create and change patterns in the Pattern palette (figure 5-52).

Figure 5-52
Pattern Editor

Sample panel

Editing box



To edit patterns, you must first select the cell you want to change and then display the Pattern Editor.

To display the Pattern Editor:

- Select a pattern cell and choose **Patterns** from the **Layout** menu, or choose **Edit Patterns** from the palette's **Edit** menu, or double-click the cell you want to edit.

The Pattern Editor and the Pattern palette appear on the screen. To select a different pattern to edit, click one from the Pattern palette.

A sample of the selected pattern appears in a panel on the right side of the editor. A magnified view of the pattern appears in the editing box next to the panel. To change a pattern, click or drag in the editing box. To name a pattern enter a name in the name box.

Revert: The Revert button cancels all the changes that you made to a pattern and restores the original selected pattern. Once you click Revert, you cannot click Revert again to restore your changes.

After making editing changes to a pattern, you can select another pattern in the Pattern palette to edit, or click OK to save changes made to the Pattern palette and dismiss the Pattern Editor.

Editing Patterns

To create or edit a pattern, you select a pattern, open the Pattern Editor, and then edit the pattern in the Pattern Editor editing box.

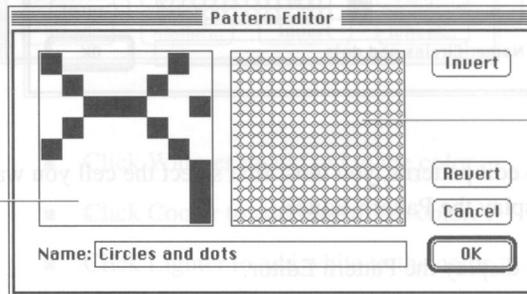
To create or change a pattern:

1. Select a pattern cell and choose Patterns from the Layout menu, or choose Edit Patterns from the palette's Edit menu, or double-click the cell you want to edit.

The Pattern Editor dialog box appears (figure 5-53).

Figure 5-53
Pattern Editor dialog
box

Editing box



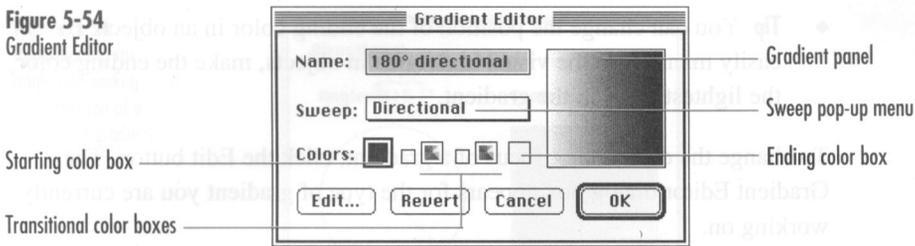
Sample panel

2. Position the pointer in the editing box and click or drag to change the pattern.
3. Click OK to accept your changes, or click another pattern in the Pattern palette to edit.
 - If you don't want to keep changes made to a pattern, click Cancel. MacDraw Pro closes the Pattern Editor without saving changes made to the selected pattern.
 - If you want to restore the pattern to its original form, click Revert. MacDraw Pro redisplay the originally selected pattern in the Editor.

Gradient Editor

Use the Gradient Editor dialog box to change a gradient, select colors, and change the gradient type and focus (figure 5-54).

Figure 5-54
Gradient Editor



To edit gradients, you first select the gradient you want to change and then display the Gradient Editor. (You can also display the Gradient Editor and then select a gradient to change.)

To display the Gradient Editor:

- Select a gradient cell and choose Gradients from the Layout menu, or choose Edit Gradients from the palette's Edit menu, or double-click the gradient cell you want to edit.

The Gradient Editor, Color palette, and Gradient palette appear on the screen. You select colors for the gradient from the Color palette. To select a different gradient to edit, click a different cell in the Gradient palette.

In the Gradient Editor, you see the gradient's name, a pop-up menu that shows the gradient type (sweep), and a panel showing an example of the current gradient.

Choose the type of gradient you want — directional, circular, or shape burst — from the Sweep pop-up menu.

The four boxes in the color row represent (from left to right) the starting color, the two transitional colors, and the ending color. (Transitional colors appear between the starting and ending colors in a gradient.) You must select a starting and ending color for the gradient. You optionally select one or two transitional colors.

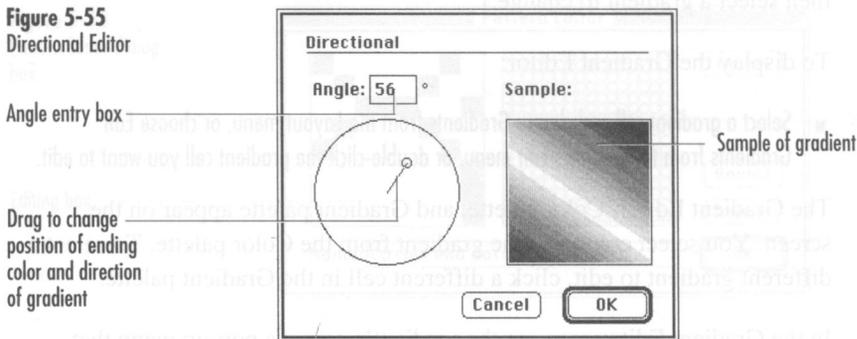
To set a starting or ending color, click the appropriate box to select it and select a color from the Color palette. To set a transitional color, click the check box next to the box to make the color active and select a color from the Color palette. As you choose colors, MacDraw Pro automatically updates the gradient panel to show your changes.

- ◆ **Tip** You can change the position of the ending color in an object. To easily manipulate the visual highlights in objects, make the ending color the lightest color in the gradient.

To change the direction or focus of a gradient, click the Edit button. The Gradient Editor dialog box appears for the type of gradient you are currently working on.

Directional Gradients: If you are editing a directional gradient, the Directional Editor appears when you click the Edit button (figure 5-55).

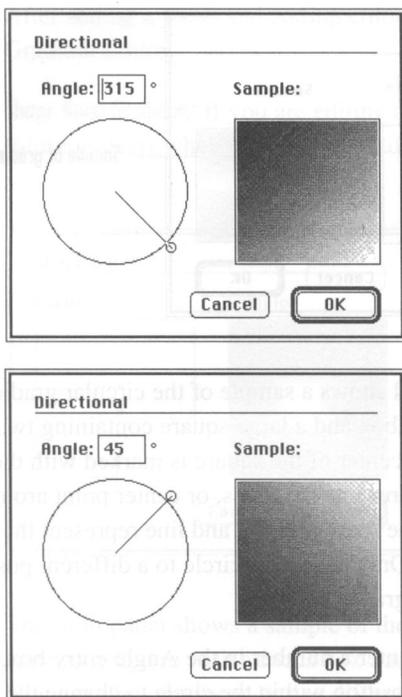
Figure 5-55
Directional Editor



The right panel in the editor shows a sample of the directional gradient. On the left appears an angle entry box and a large circle with a line extending from its center to a small circle.

The small circle on the end of the line represents the position of the ending color (figure 5-56). To specify an angle (direction) for the gradient, enter a number in the Angle box or drag the small circle to a new position. Dragging the small circle to any position within the larger circle changes the relative position of the ending color in an object. Placing the small circle on the outer edge of the larger circle positions the ending color on the edge of the object being filled.

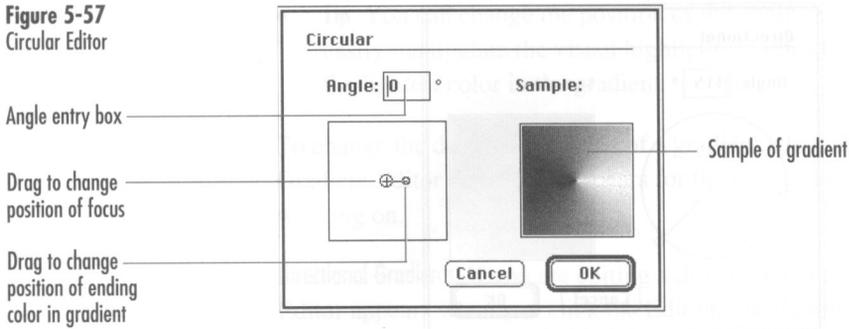
Figure 5-56
Repositioning the
angle and ending
color position of a
directional gradient



After setting an angle and ending color position, click OK to return to the Gradient Editor.

Circular gradients: If you are editing a circular gradient, the Circular Editor appears when you click the Edit button (figure 5-57).

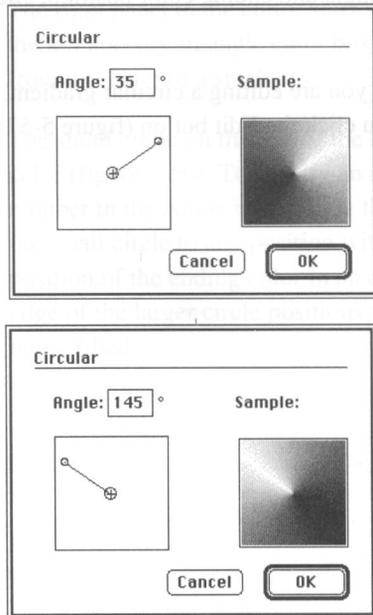
Figure 5-57
Circular Editor



The right panel shows a sample of the circular gradient. On the left appears an angle entry box and a large square containing two small circles connected by a line. The center of the square is marked with the X. The larger of the two circles represents the focus, or center point around which the gradient will sweep. The smaller circle and line represent the position and angle of the ending color. Drag the larger circle to a different position to change the focus position for a gradient.

You can also enter a number in the Angle entry box, or drag the smaller circle to any position within the circle to change the position of the gradient's ending color (figure 5-58).

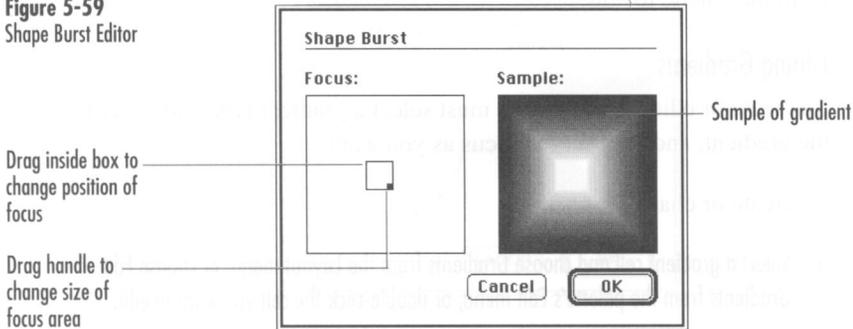
Figure 5-58
Repositioning ending
color of a circular
gradient



After setting a focus and ending color position, click OK to return to the Gradient Editor.

Shape Burst Gradients: If you are editing a shape burst gradient, the Shape Burst Editor appears when you click the Edit button (figure 5-59).

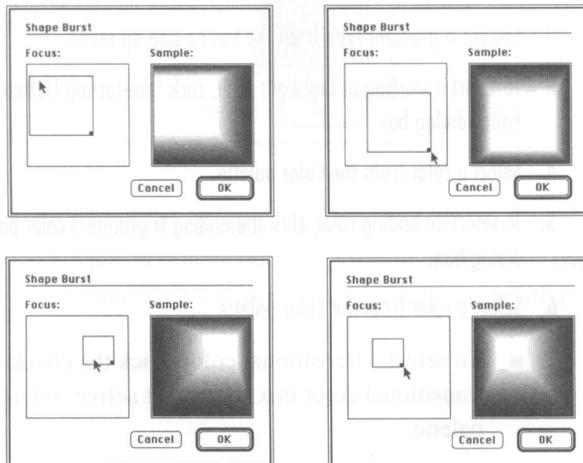
Figure 5-59
Shape Burst Editor



The right panel shows a sample of the shape burst gradient. On the left appears a square with a focus box inside, represented by a smaller rectangle. You can drag the focus box to different positions to change the focus position in the gradient.

Resize the focus box to change the relative size of the focus area (filled with the ending color) within an object (figure 5-60). Drag the handle inside the focus box (lower right corner) to resize the box.

Figure 5-60
Repositioning and
resizing the focus
area of a shape
burst gradient



After setting the position and size of the focus, click OK to return to the Gradient Editor dialog box.

When you are satisfied with your changes to the selected gradient, click OK to save your changes and return to the document or select another gradient from the palette to edit.

Editing Gradients

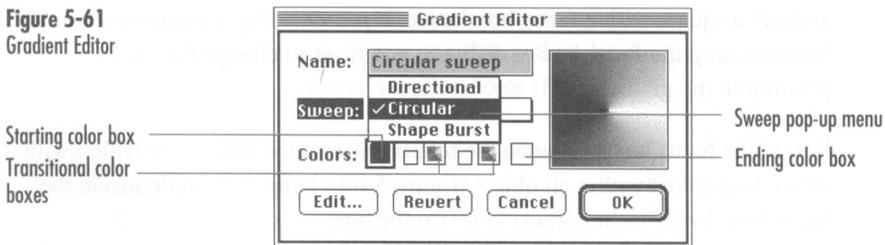
To create or edit a gradient you must select a gradient type and the colors for the gradient, and then set the focus as you want.

To create or change a gradient:

1. Select a gradient cell and choose Gradients from the Layout menu, or choose Edit Gradients from the palette's Edit menu, or double-click the cell you want to edit.

The Gradient Editor dialog box appears (figure 5-61).

Figure 5-61
Gradient Editor

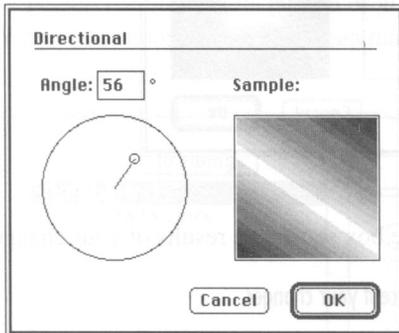


2. Choose a gradient type from the Sweep pop-up menu.
3. To select a starting or highlight color, click the starting (leftmost) color box in the Gradient Editor dialog box.
4. Select a color from the Color palette.
5. To select an ending color, click the ending (rightmost) color box in the Gradient Editor dialog box.
6. Select a color from the Color palette.
 - To select a transitional color, click the check box next to a transitional color box to make it active; select a color from the Color palette.

7. To change the gradient's ending color position or focus, click Edit.

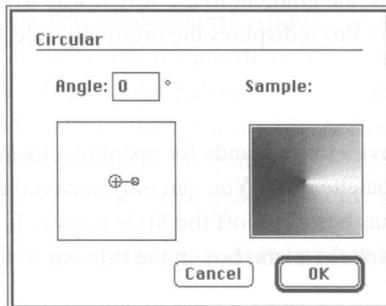
- In the Directional Gradient Editor, enter a new angle in the Angle box or drag the small circle to a new position (figure 5-62).

Figure 5-62
Directional Gradient Editor



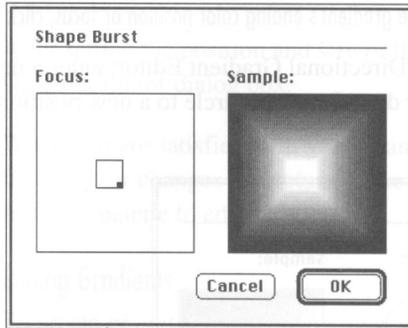
- In the Circular Gradient Editor, drag the larger circle to another position to change the focus position of the gradient (figure 5-63). Drag the smaller circle to a new position to reposition the ending color.

Figure 5-63
Circular Gradient Editor



- In the Shape Burst Gradient Editor, drag the focus box to a new position to change the position of the focus (figure 5-64). Drag the handle of the focus box to change the relative size of the focus area.

Figure 5-64
Shape Burst
Gradient Editor



The sample box shows the results of your changes.

8. Click OK to accept your changes.

The Gradient Editor dialog box appears.

9. Click OK.

- To cancel changes to a gradient, click Cancel. MacDraw Pro closes the Gradient Editor without making any changes to the selected gradient.
- To restore the gradient to the way it was when selected, click Revert. MacDraw Pro redisplay the originally selected gradient in the editor.

Palette Commands

Each palette provides commands for opening, closing, and saving the palette and for editing palette cells. You can only access the menus and commands when a palette has been torn off the Style palette. If the menus don't appear in the palette, click the menu box in the title bar to display the menus.

File Menu

The palette's File menu provides commands for creating new fill patterns, adding fill patterns from other documents, and saving the patterns in the current palette.



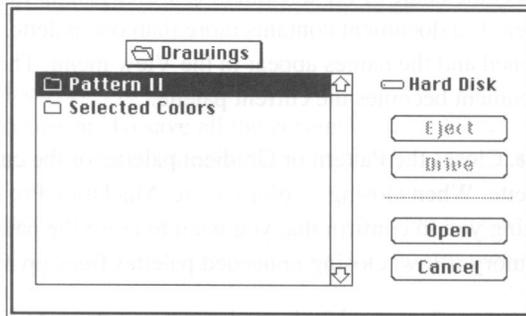
Palette File menu

New Color, New Pattern, New Gradient: Creates a new cell in the first available position in the palette. When you select a cell and choose the New command, MacDraw Pro creates a new cell by duplicating the selected cell.

New Palette (Color palette): Creates a new Color palette. The new palette is untitled until you rename or save it. You can then create or paste color cells into the palette and edit it with the Color Editor dialog box.

Open (Pattern and Gradient palette): Allows you to open a MacDraw Pro document or palette file and add its pattern or gradient cells to the current palette. When you choose Open, the Open dialog box appears (figure 5-65).

Figure 5-65
Open dialog box

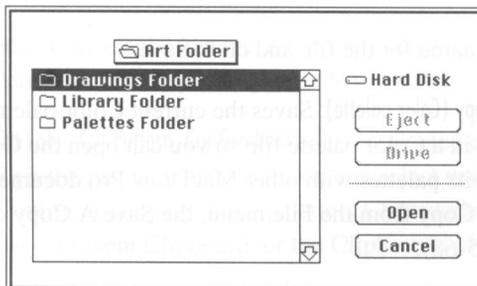


Select the name of the MacDraw Pro document or the palette file you want and click Open. MacDraw Pro adds the document's patterns or gradients to the palette.

Open Palette (Color palette): Allows you to open a Color palette located in another MacDraw Pro document, or in a separate Color palette document. The number of color palettes open at one time depends on the amount of Macintosh memory available. Although you can only view one palette at a time, the names of open color palettes appear in the View menu where you can choose them to make a specific palette the current one.

When you choose Open Palette, the Open dialog box appears (figure 5-66).

Figure 5-66
Open dialog box



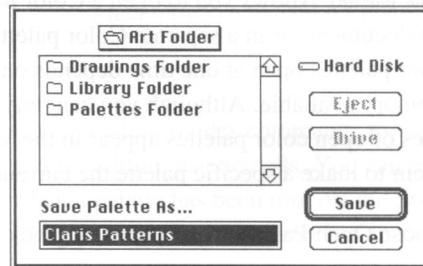
- ◆ **Note** Hold down Option and choose Open to display all the available files in the list box. You can then select a document from another application that has a CLUT (Color Lookup Table) resource, and open it to create a new color palette using the colors from the other document. If the file has no color table, MacDraw Pro displays a dialog box to let you know that the file has no customized color information and won't be opened.

Select the name of the document or Color palette file you want and click Open. If a document contains more than one palette, all the palettes are opened and the names appear in the View menu. The first palette in the document becomes the current palette.

Close: Closes the Pattern or Gradient palette, or the current palette in the Color palette. When closing a color palette, MacDraw Pro displays a message asking you to confirm that you want to close the palette. When available memory is low, closing unneeded palettes frees up memory space.

Save a Copy (Pattern and Gradient palette): Saves the palette in a separate palette file so you can open the file (or a MacDraw Pro document) and use its fill patterns with other MacDraw Pro documents. Choose Save a Copy from the File menu. MacDraw Pro displays the Save a Copy dialog box (figure 5-67).

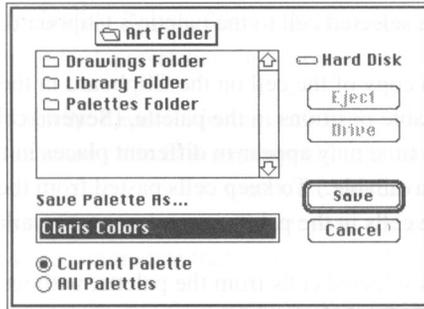
Figure 5-67
Save a Copy
dialog box



Enter a name for the file and click Save.

Save a Copy (Color palette): Saves the current Color palette or all the open color palettes in a Color palette file so you can open the Color palette document and use its palettes with other MacDraw Pro documents. When you choose Save A Copy from the File menu, the Save A Copy dialog box appears (figure 5-68).

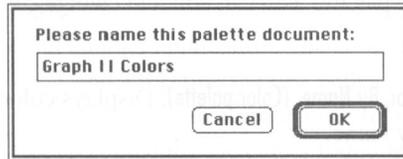
Figure 5-68
Save a Copy
dialog box



MacDraw Pro is preset to save the current palette in a Color Palette document. To save all the currently open palettes, click All Palettes. Enter a name for the document and click Save.

Rename (Color palette): Allows you to rename the current color palette. After making editing changes to a palette, you can rename and save it (it is also automatically saved when you save the document). When you choose Rename from the File menu, the Rename dialog box appears (figure 5-69).

Figure 5-69
Rename dialog box



Enter a different name for the palette and click OK.

Edit Menu

The commands in the palette's Edit menu allow you to copy, paste, and remove cells, as well as select all the cells in the palette.

Undo: Cancels the last change made to the palette. Choose Undo when you don't want to keep changes made to a palette.

Cut Color, Cut Pattern, Cut Gradient: Cuts a selected cell from the palette and places it on the palette Clipboard. You can select several cells to cut at one time. Cutting or copying to the palette's Clipboard does not change the contents of the document Clipboard, or the Clipboards of the other palettes.



Palette Edit menu

Copy: Copies a selected cell to the palette's Clipboard.

Paste: Places a copy of the cell on the Clipboard in the palette. Cells appear in the first available positions in the palette. (Several cells pasted into the palette at one time may appear in different places in the palette, depending on the space available.) To keep cells pasted from the Clipboard together, reposition the cells in the palette to make space available in one location.

Delete: Deletes selected cells from the palette, without changing the contents of the palette's Clipboard.

Select All: Selects all the cells in the current palette, including locked color cells. You can copy locked cells; however, you cannot cut them.

Edit Colors, Edit Patterns, Edit Gradients: Displays the palette's editor so that you can edit a selected cell. You can also choose Colors, Patterns, or Gradients from the Layout menu to display the editor dialog box.



Palette View menu

View Menu

The commands in the View menu allow you to change how patterns are displayed in the palette. You can edit and change cells in the palette in any view.

By Small Color, Color, By Name (Color palette): Displays colors in the small size view, large size, or by name.

Displaying colors by name is useful when creating documents in color with a black-and-white monitor. Although a black-and-white monitor shows shades of gray only, you can still choose colors by name and use them in a document. The document will appear in full color when displayed on a color monitor, and it can be printed and reproduced in color like any standard MacDraw Pro document.

Palette Names (Color palette): Allows you to choose a different color palette as the current palette. The palette names appear in the order in which the palettes were opened. A check mark indicates the current palette. The title of the current palette appears in the palette title bar.

By Pattern, By Large Pattern, By Name (Pattern palette): Displays patterns in the standard, preset size, in a large size, and by name.

By Gradient, By Large Gradient, By Name (Gradient palette): Displays gradients in the standard, preset size, in a large size, and by name.

Clean Up: Repositions the cells in the palette to eliminate blank spaces and fits as many cells as possible within the current palette size. MacDraw Pro wraps cells across rows to match the current width of the palette. To maintain a specific number of cells per row, resize the palette so that it is wide enough to accommodate that number of cells only.



Palette Special menu

Special Menu (Color Palette Only)

The commands in the Special menu allow you to specify a color cell as holding a solid color and to edit the colors in images imported from other applications.

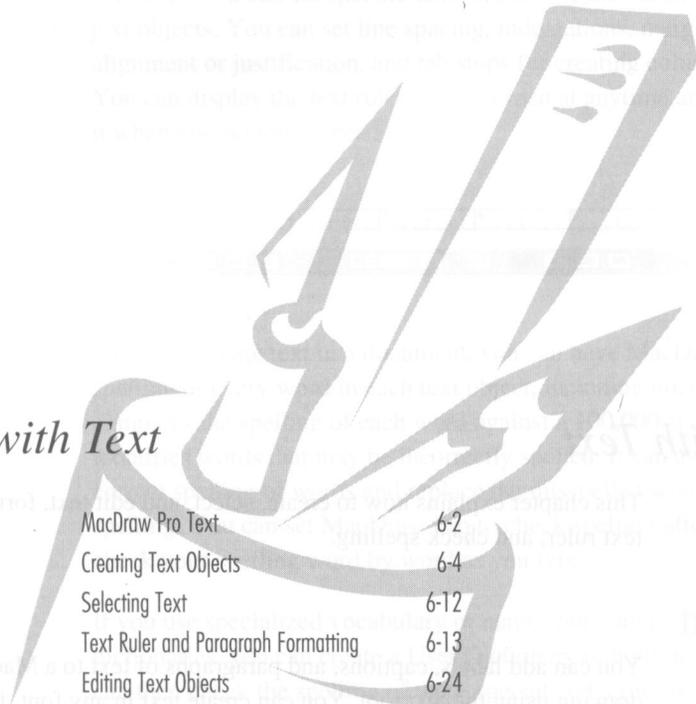
Solid: Solid sets a selected cell or cells so that MacDraw Pro must display the color as a solid color, if possible. Setting a color to solid gives that color a higher priority for being displayed as a solid color than colors that are not set to solid. Refer to “Solid and Approximated Colors” in the *MacDraw Pro Color Guide* for more information about solid colors.

Image Colors: Allows you to edit the colors in an image (bitmapped) imported from another application. The command is useful for changing the colors in PICT and TIFF files created with scanners or graphics applications. When you select the image and choose Image Colors, MacDraw Pro displays a new palette containing the colors found in the image. You can select color cells in the palette and edit them with the Color Editor. MacDraw Pro applies the color changes to the selected image. You can edit and save the image’s palette using the same procedures used with any color palette. The name of the color palette for the image appears in the View menu.

Refer to “Changing Colors in Imported Images” in the *MacDraw Pro Color Guide* for more information about editing imported images.

Working with Text

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Chapter 6

Working With Text

This chapter explains how to create, select, and edit text, format text with the text ruler, and check spelling.

MacDraw Pro Text



Text tool

You can add labels, captions, and paragraphs of text to a MacDraw Pro drawing using the text tool. You can create text in any font, font size, or style available in your System file.

A text object can be a single character, word, or line of text, or as many paragraphs as you want. You can mix different fonts, font sizes, and font styles within a text object. The characters of your text can appear in black, white, or any solid color in the Style palette. You can also fill the background of text objects with a color, pattern, or gradient.

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 exerci tation ullamcorper suscipit lobortis nisl ut aliquip ex ea commodo consequat.

Text object filled with a pattern

After you create a text object, you can edit the text using standard Macintosh text editing procedures. You can also resize and manipulate text objects as you can other MacDraw Pro objects. For example, you can copy, paste, rotate, flip, and align text objects.

MacDraw Pro provides a text ruler for formatting text (figure 6-1). Using the text ruler, you can set specific text formats for individual paragraphs within text objects. You can set line spacing, indentations, margins, paragraph alignment or justification, and tab stops for creating columns of information. You can display the text ruler on the screen at anytime and conveniently hide it when you no longer need it.

Figure 6-1
MacDraw Pro text ruler



After you create text in a document, you can have MacDraw Pro check the spelling of every word in each text object, including notes. MacDraw Pro compares the spelling of each word against a 100,000-word dictionary and identifies words that may be incorrectly spelled. It can also suggest the correct spelling of words and replace the misspelled word with the correct spelling. You can set MacDraw Pro to check spelling after you type text or check your spelling word by word as you type.

If you use specialized vocabulary or names not commonly found in dictionaries, you can create a User Dictionary to hold them. MacDraw Pro can then check the spelling of these specialized terms as well.

Creating Text Objects

Before you type, you can choose the combination of font, font size, and font style you want for the text.

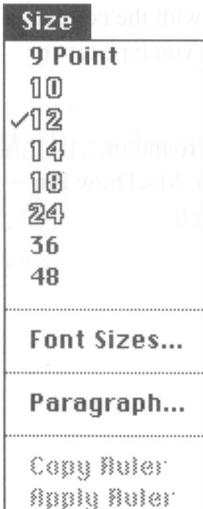
Selecting a Font, Font Size, and Font Style

MacDraw Pro uses plain Helvetica 12-point text in a document, unless you choose a different font, font size, and font style. The Font, Size, and Style menus contain the fonts, font sizes, and font styles that you can choose from.

MacDraw Pro automatically presets the Font menu to display all fonts found in the System file. You can remove fonts from the list to make it shorter, or add fonts that may have been removed from the menu, but are still available in your System file.



Font menu



Size menu

The Size menu is preset to provide font sizes from 9 to 48 points. You can also add font sizes from 1 point to 6400 points to the menu.

Font sizes displayed in the menu appear in plain or outlined text. Plain font sizes are scaled by the Macintosh (enlarged or reduced) to that specific size. Font sizes that appear outlined represent the sizes available in the System file (don't need to be scaled).

Style	
✓Plain Text	
Bold	⌘B
<i>Italic</i>	⌘I
<u>Underline</u>	⌘U
Outline	
Shadow	
Superscript	
Subscript	
SMALL CAPS	

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

lowercase	
UPPERCASE	
Title	

Style menu

Your text can be in 12 different styles, such as bold or italic, and in a combination of styles, such as bold and underlined text.

- ◆ **Note** For information about changing the Font and Size menus, refer to “Selecting Fonts for the Font Menu” and “Selecting Font Sizes for the Size Menu” in chapter 1.

To select text font, size, and style:

- Choose a font from the Font menu.
- Choose a font size from the Size menu.
- Choose a font style from the Style menu.

As you type, you can change the font characteristics at any time, using different fonts, font sizes, and font styles in the same text object. You can also change the font characteristics of text if you edit it later.

Creating Text

MacDraw Pro provides two methods for creating text objects: one for creating short captions, and another for creating longer passages of text.

Creating Captions: Create captions for short text elements. For example, use captions for labelling a diagram with one or two word labels. Although a caption can be as many lines as you want, it is ideally suited for one or two line entries.

To create a caption, select the text tool and click where you want the caption. As you type the caption, the first line of text continues to extend until you press Return to end the line. You can then type additional lines, ending each by pressing Return.



Banana

Caption

When you select a caption, handles appear around the boundary of the object. If you drag the handles to change the margins of a caption, the words within the caption wrap to conform to the boundary. (Any lines ended by pressing Return continue to end where you pressed Return, however.) To change lines ended with a return to different margins, click the beginning of the line after the Return and press Delete or Backspace.

MacDraw Pro adds a page to the document if the caption extends off the bottom of the page. If you select a caption text object for editing and inserting text, text reformat to match the object's margins.

To create caption text:

1. Click the text tool to select it.
 - Choose the font, font size, or font style you want to use, if necessary.
 - Click a text justification icon from the text ruler or choose a justification from the Style menu, if you want.
2. Click in the document where you want text to appear.
3. Type the text.
 - Press Return to end the first line and start a new one.
4. When you finish typing, click elsewhere in the document, select another tool, or press Enter.

- ◆ **Shortcut** MacDraw Pro is preset to allow you to create captions without selecting the text tool. With any tool selected, you can begin typing text and MacDraw Pro creates a new text object at the last place you clicked in a document. Selecting "Typing activates shortcuts" in the General panel of the Preferences dialog box deactivates this shortcut. For more information about this option refer to "Choosing Preferences" in chapter 10.

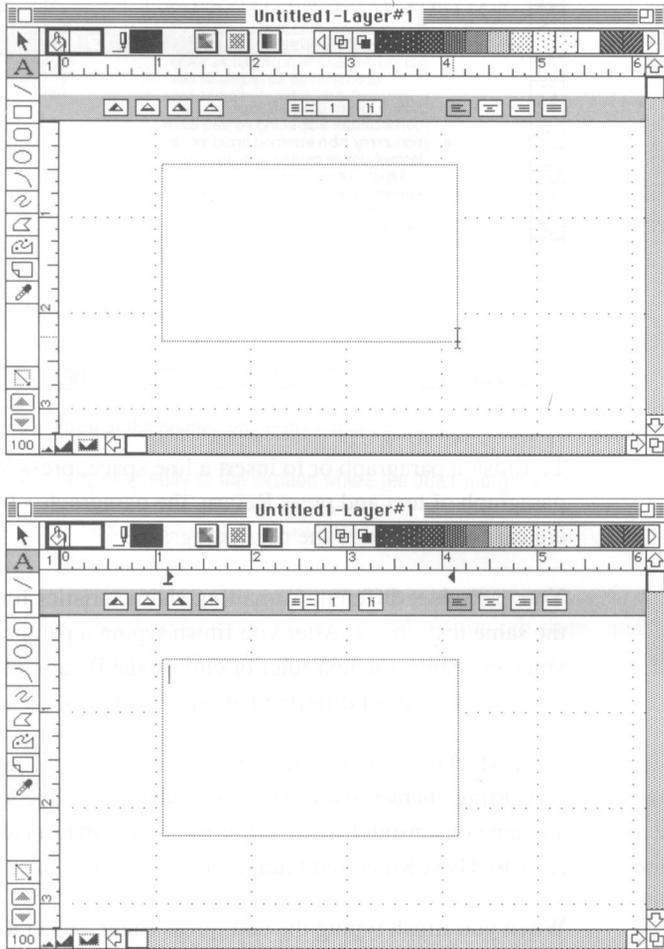
Creating Paragraphs: Paragraph text is ideal for text objects of one or more paragraphs. Before you begin entering the text, you set a left and right margin. Then, as you type, MacDraw Pro automatically wraps the text lines to fit within the margins. If you edit the text or change the margins later, MacDraw Pro automatically reformats the text to fit the margins.

■ 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. ■

Paragraph

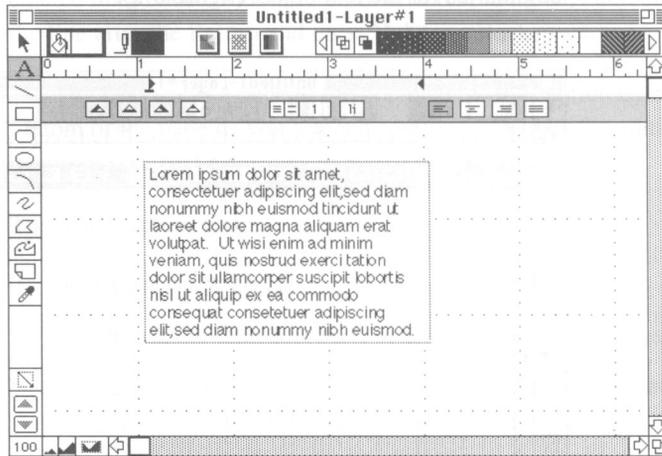
To set the margins for text, you select the text tool, position the pointer in the document where the left or right margin of the text should appear, and then drag diagonally to where the other margin should appear. After you release the mouse button, a dotted border appears to indicate the top, left, and right boundaries for the text object (figure 6-2).

Figure 6-2
Setting the margins for text



With the margins set, you can type text without pressing Return to end each line. As you continue typing, the text wraps automatically from line to line (figure 6-3).

Figure 6-3
Text fits inside the
text margins



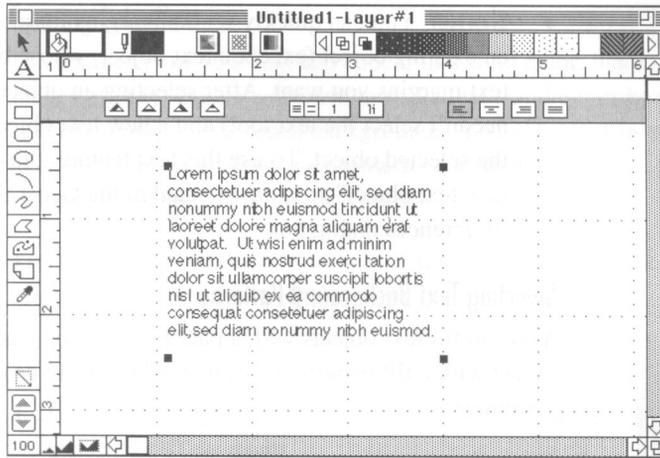
To finish a paragraph or to insert a line space, press Return. After you type a paragraph of text and press Return, the paragraph's formatting characteristics are carried forward to the next paragraph.

You can select different formatting characteristics for different paragraphs in the same text object. After you finish typing a paragraph and press Return, you can change the text ruler or choose the Paragraph command from the Size menu to select different paragraph settings.

If the MacDraw Pro text ruler is displayed, you can also set paragraph formatting characteristics such as indentations, line spacing, text alignment, and tab stops using the ruler. For more information about using the text ruler, refer to "Text Ruler and Paragraph Formatting" later in this chapter.

When you finish typing the text, press Enter, select a tool, or click somewhere else in the document. MacDraw Pro selects the text object and handles appear around the boundary (figure 6-4).

Figure 6-4
Selected paragraph



To create paragraphs:

1. Click the text tool to select it.
2. Position the pointer where the left or right margin of the text should appear.
3. Drag diagonally to the location where the other margin of the text should appear.

A box appears that shows the position of the left, right, and top margin for your text.

- Set line spacing and text justification, tab stops, and a first line indent on the text ruler, if you want. (If the text ruler is not showing, choose Show Text Ruler from the View menu.)

4. Type the text.

Don't click within the box — just start typing. The text appears at the upper-left side of the object's boundary and words wrap when a line fills the margins set by that boundary. To add a blank line, press Return twice. You can continue typing lines of text below the bottom of the box.

5. To stop entering text in the text object, press Enter, select another tool, or click elsewhere in the document.

Your text is now a separate object. You can group it with other objects, move it to a new position, or use commands to change it.

>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 exerci tation dolor sit utamqueper suscipit lobortis nati ut aliquo ex ea commodo consequat. Consectetur adipiscing elit, sed diam nonummy nibh euismod

Filled text object

- ◆ **Shortcut** You can quickly set the margins for paragraph text by clicking an existing object (except a text object) whose boundary matches the text margins you want. After selecting an object, begin typing (you needn't select the text tool) and a new text object will appear on top of the selected object. To use this text feature, the option "Typing creates a new text object" must be selected in the General panel of the Preferences dialog box.

Selecting Text Background Patterns

You can fill text objects with a pattern, color, or gradient. Filling a text object with a fill pattern makes it stand out from or match other objects in the document.

A new text object automatically fills with the transparent fill pattern. You can select a different fill pattern after you create the object.

To change the background pattern of a text object:

1. Click the selection arrow to select it.
2. Click the text object to select it.
 - Click the fill indicator to select it, if necessary.
3. Select the desired fill pattern in the Style palette.

You can also fill text objects with a fill pattern combination (a black-and-white pattern combined with a color). With the text object selected, select a black-and-white pattern from the Pattern palette, and then select a color from the Color palette. The black portions of the pattern change to the selected color.

Creating Color Text

The characters of your text can appear in a solid color, black, white, or shades of gray. Create color text to make text stand out or be more legible against colored or patterned backgrounds. You color text by selecting a color from the Color palette as a pen pattern (selecting a color as a fill pattern changes the object's background color).

You can use the same color for all the text in a text object, or select different colors for individual letters.

To create a text object with color text:

1. Click the pen indicator, or hold down the Option key, and select a solid color, black, or white from the Color palette.
 2. Select the text tool and create a text object.
 - To type text in a different color, choose a different pen pattern color and continue typing.
- ◆ **Note** Text colors must be solid colors. You cannot use a pattern or gradient for the color of text.

You can change the text color of text objects after you create them.

To change the color of text in an object:

1. Select the object with the selection arrow or select a portion of text you want to change with the text tool.
2. Click the pen indicator, if necessary, and select a different color from the Style palette.

If you are using a color screen, you see the text in color; if you have a black-and-white monitor, dark color text appears black and light color text appears white. If your printer is capable of printing colors, MacDraw Pro prints the text in color, even if you have a black-and-white monitor. For more information on color printing, refer to the *MacDraw Pro Color Guide*.

Selecting Text

To change text, you first select the entire object or a portion of text within the object.

Selecting a Text Object

You can select a text object and change the characteristics of all the object's text at once.

To select the entire text object:

- Click the text object with the selection arrow.

Handles appear around the text object to show that it is selected. You can also select and deselect text objects using any of the other methods of selecting objects in a drawing. For more information about selecting objects in a document, refer to "Selecting Objects" in chapter 3.

Selecting a Portion of Text in a Text Object

You can select individual letters, words, lines, and paragraphs in a text object and then edit the text or change their font characteristics. You can also change the formatting of individual paragraphs within the text object by selecting paragraphs and selecting different settings from the text ruler or choosing the Paragraph command from the Size menu.

To select part of a text object:

1. Click the text tool to select it.
2. Drag to select text you want to edit.

- To select a word without dragging, double-click a word.
- To select a line, click three times.
- To select a paragraph, click four times.
- To select the entire text object, press Command-A or click five times.
- To select all the text between the two points, click at the beginning or end of a section of text and then Shift-click another position in the text.
- To extend the selection, hold down Shift and click at the beginning or end of a section of text, or press the arrow keys.

■ Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed diam nonummy nibh euismod.

Selected text object

■ Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed diam nonummy nibh euismod tincidunt ut laoreet dolore magna a liquam erat volutpat.

Text object with a portion of text selected

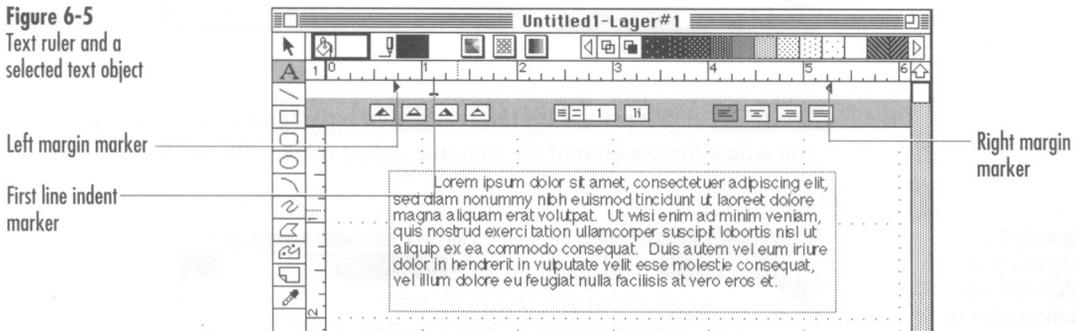
Selected text becomes highlighted. You can now edit or change the text.

- ◆ **Note** If a text object has been rotated or flipped, clicking the object with the text tool rotates the object automatically to its original horizontal position for editing. After editing the object, press Enter or click elsewhere in the document, and the object rotates back to its rotated position.

Text Ruler and Paragraph Formatting

MacDraw Pro provides a text ruler that allows you to set the formatting of text when you create or edit it with the text tool (figure 6-5).

Figure 6-5
Text ruler and a
selected text object



The ruler allows you to set the margins, first line indent, tab stops, line spacing, and alignment settings for the current paragraph or the selected paragraphs.

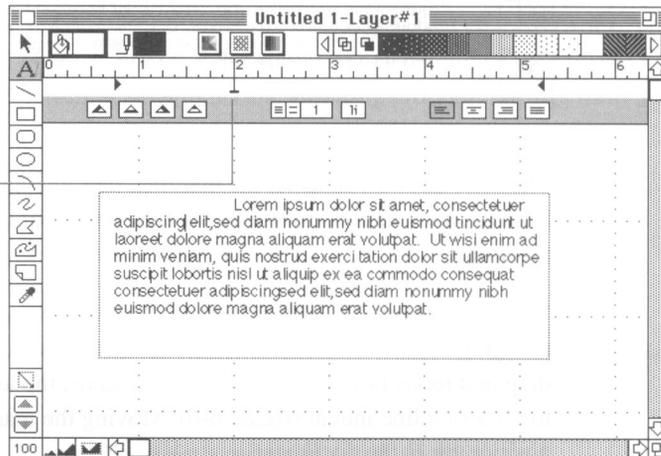
When you select text, the ruler shows you the format settings for the paragraph that holds the pointer or for the first selected paragraph. You can drag and reposition the ruler markers to adjust the left and right margins, and to set a first line indent (figure 6-6). Moving the markers adjusts the text positioning in the document.

Figure 6-6
 Repositioning the margin markers changes the margins of the text object



To create an indentation for the first line of a paragraph or a hanging indent, you adjust the position of the first line indent marker (figure 6-7).

Figure 6-7
 Drag the first line indent marker to create an indent for a paragraph's first line of text
 First line indent marker



To see the format settings for a different text object, select the text object or a portion of its text with the text tool. The ruler changes to show the settings for the selected objects or for the first selected paragraph.

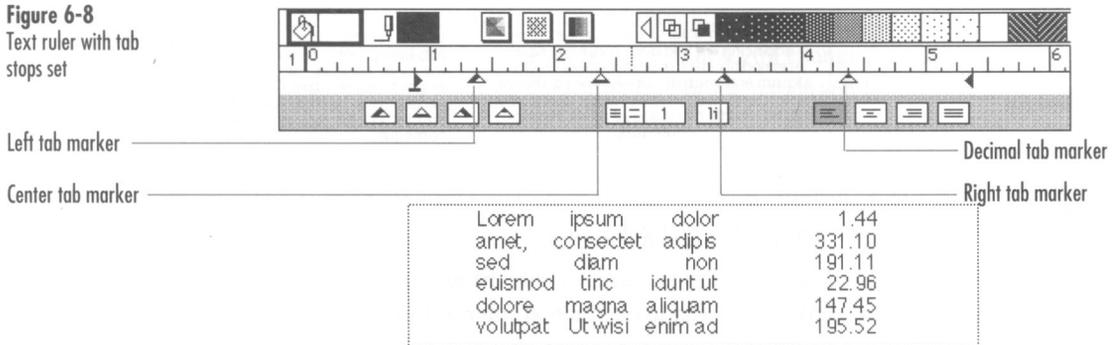
The preset unit of measurement for the text ruler is inches. The text ruler shows the same units of measurement as the current object ruler. You can

change rulers or set different units of measurement with the Rulers command in the Layout menu. You can set the ruler to measure in inches, millimeters, centimeters, picas, or points. Refer to “Setting up Rulers” in chapter 4 for more information about selecting a unit of measurement in the Rulers dialog box.

- ◆ **Tip** Among the object rulers, you can reserve one object ruler for measuring the position and margins of text in the document. For example, you might set a ruler to measure in points or picas and then use that ruler when you work with text.

The ruler also allows you to set tab stops by dragging tab markers to different positions on the ruler (figure 6-8). You can set tab stops so that text aligns to the right or left of the marker, centered on it, or on a decimal point.

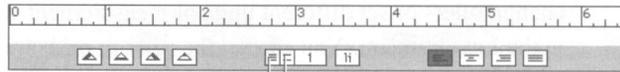
Figure 6-8
Text ruler with tab stops set



You can select among several different line spacing options for text. The line spacing boxes in the text ruler allow you to easily increase or decrease line spacing incrementally. MacDraw Pro is preset to create single spacing. Click the Increase or Decrease line spacing buttons to increase or decrease spacing by one half line (figure 6-9). The current line spacing and unit of spacing also appear in the text ruler. You can set a custom line spacing using different spacing units, such as points or picas, with the Paragraph command. You can also double-click the line spacing boxes to display the Paragraph dialog box and set a custom line spacing. For more information about the Paragraph dialog box, refer to “Setting Custom Line Spacing” later in this chapter.

Figure 6-9
Line spacing buttons

Decrease line spacing
Increase line spacing



MacDraw Pro is preset to align text with the left margin. The text ruler allows you to select three other text alignments: centered, right aligned, and justified (figure 6-10).

Figure 6-10
Text alignments

Left aligned text

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 exerci tation ullamcorper suscipit lobortis nisl ut aliquip ex ea commodo consequat.

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 exerci tation ullamcorper suscipit lobortis nisl ut aliquip ex ea commodo consequat.

Right aligned text

Centered text

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 exerci tation ullamcorper suscipit lobortis nisl ut aliquip ex ea commodo consequat.

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 exerci tation ullamcorper suscipit lobortis nisl ut aliquip ex ea commodo consequat.

Justified text

Showing the Text Ruler

MacDraw Pro is preset to hide the text ruler. You can display the text ruler at any time. After using the text ruler to format text objects, you can hide it again, if you want, and text objects retain all the formatting characteristics you gave them.

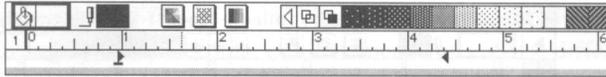
To see the text ruler:

- Choose Show Text Ruler from the View menu.

The command becomes Hide Text Ruler in the View menu. Choose Hide Text Ruler to hide the ruler again.

You can display the text ruler in a condensed version that doesn't show the paragraph formatting options (figure 6-11). Display the condensed ruler when you want to see more of a document or to check the positioning or alignment of text objects in a document without changing formatting characteristics. For more information about changing paragraph alignment, refer to "Changing Paragraph Alignment" later in this chapter.

Figure 6-11
Condensed ruler



To display the condensed or expanded version of the text ruler:

- Double-click in the white space underneath the ruler tick marks or in the gray bar holding the formatting options (without clicking an option).

Changing the Text Ruler

With the text ruler displayed, you can select settings for the margins, line spacing, tab stops, and paragraph alignment of text. To change any of these formatting characteristics, first select the text object or a portion of text with the text tool.

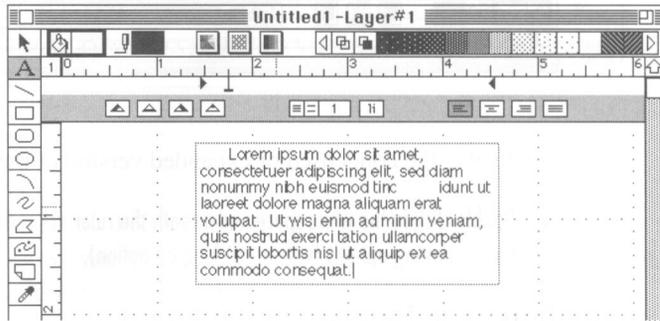
To change the formatting for an individual paragraph, click in the paragraph or drag to select it with the text tool. When you change format settings, MacDraw Pro changes the formatting of the paragraph holding the insertion point.

To change the format of more than one paragraph at a time, use the text tool to select the paragraphs you want to change.

Changing margins and first line indentation: You may need to adjust the margins of text to fit the space available in a document. If you change the margins of a text object, the text automatically wraps to fit the new margins. You can set different margins for each paragraph within a text object.

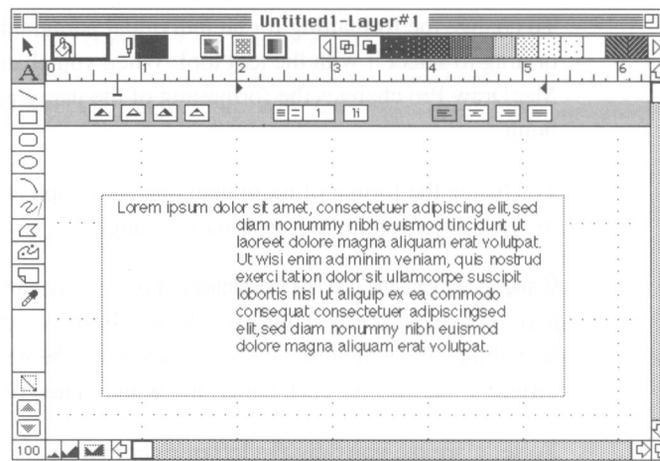
To set margins, you drag the left or right margin markers. You set a first-line indent for each paragraph by dragging the first line indent marker (figure 6-12). When you drag the left margin marker, the first line indent marker also moves to preserve the indent spacing you set. To move the left margin marker independently of the first line indent marker, hold down Option as you drag.

Figure 6-12
Paragraph with first
line indentation



To create a hanging indent, drag the first line indent marker to the left of the left-margin marker (figure 6-13).

Figure 6-13
Paragraph with
hanging indent

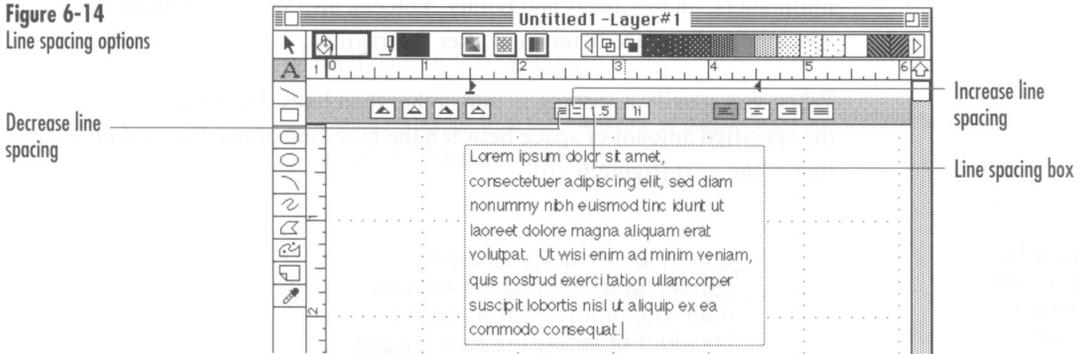


To change margins and first-line indentation of a text object:

1. Click the text tool to select it.
2. Select the paragraph that you want to change with the text tool, or drag to select several paragraphs to change.
3. Drag the left- and right-margin markers and the first line indent marker on the text ruler to the positions you want.
 - Hold down Option and drag the left margin marker to move it independently of the first line indent marker.

Adjusting line spacing: You can change the line spacing in a text object paragraph by paragraph, or all at once. You can use different line spacing for different paragraphs within a text object. You can incrementally increase or decrease by clicking the Increase and Decrease line spacing buttons (figure 6-14). The current line spacing and unit of spacing for the selected text appears in the text ruler in the Line spacing box.

Figure 6-14
Line spacing options



The distance between lines is based on the font size used in a paragraph. If you have mixed fonts of different sizes within a paragraph, spacing is based on the size of the largest font.

You can also set custom line spacing for text based on the number of lines, inches, millimeters, centimeters, or points between lines. For more information about setting custom line spacing, refer to “Setting Custom Line Spacing” later in this chapter.

To change line spacing:

1. Select the paragraphs you want to change with the text tool.
2. If the text ruler is not already displayed, choose Show Text Ruler from the View menu.
 - If you don't see the spacing options, double-click in the white space of the ruler to display the expanded ruler.

When you select several paragraphs, the ruler shows the settings for the first selected paragraph only.

3. Click the appropriate button to increase or decrease line spacing (figure 6-15).

Figure 6-15
Increase and
Decrease line
spacing buttons

Click to decrease the
line spacing.



Click to increase the line
spacing.

Setting custom line spacing: You can specify custom spacing in lines, centimeters, millimeters, inches, picas and points. You can also set an increment of spacing for the space before and after a paragraph.

When you specify a spacing in units other than lines, MacDraw Pro places the specified amount of space between the base line of one line and the base line of the next (figure 6-16).

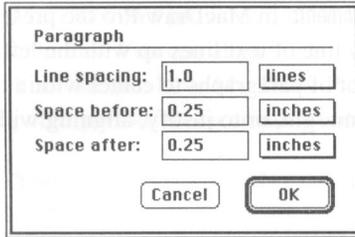
Figure 6-16
Base lines used to
determine custom
line spacing

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

Standard line spacing usually places one or two points more than the point size of the font between lines. For example, if your font size is 12 points, you might specify a line spacing of 13 or 14 points to achieve standard spacing. If you specify a line spacing of 11 points or less, your text lines may overlap. Oversized fonts inserted into your text may appear clipped.

Use the Paragraph command to set a custom line spacing. The Paragraph dialog box allows you to set a specific line spacing and the spacing before and after paragraphs (figure 6-17).

Figure 6-17
Paragraph dialog
box



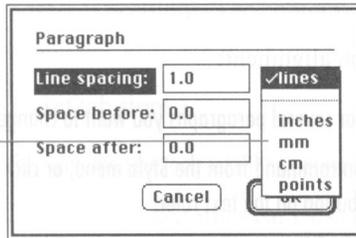
To set a custom line spacing:

1. Choose Paragraph from the Size menu, or double-click a line spacing marker on the ruler to open the Paragraph dialog box.

The Paragraph dialog box appears (figure 6-18).

Figure 6-18
Paragraph dialog
box

Pop-up menu button
offers choices for
line spacing units



2. Choose a unit of measurement for the line spacing from the Line spacing pop-up menu.
3. Enter the spacing you want in the Line spacing box.
 - Choose a unit of measurement for the spacing before a paragraph from the Space before pop-up menu and enter a spacing in the Space before box, if you want.
 - Choose a unit of measurement for the spacing after a paragraph from the Space after pop-up menu and enter a spacing in the Space after box, if you want.
4. Click OK.

After setting a custom spacing for Line spacing in the Paragraph dialog box, the Increase and Decrease line spacing buttons on the text ruler increase or decrease line spacing according to the units selected in the Line spacing pop-up menu.

Changing paragraph alignment: In MacDraw Pro the preset paragraph alignment is left aligned; every line of text lines up with the left margin. You can change the alignment of paragraphs to center within the current margins, to line up on the right margin, or to justify, aligning with both margins (figure 6-19).

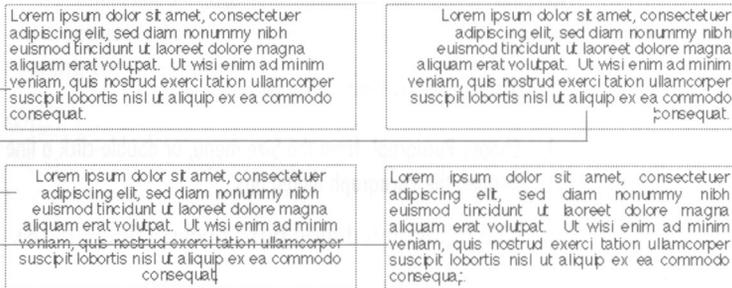
Figure 6-19
Text alignments

Left aligned

Right aligned

Centered

Justified



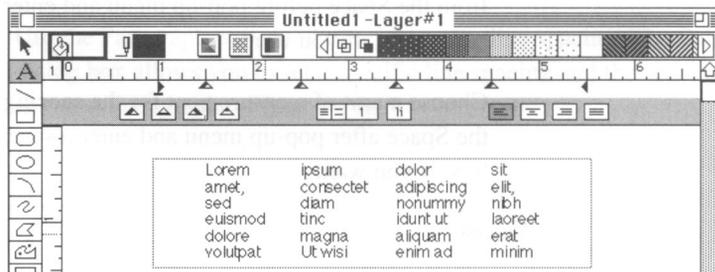
To change paragraph alignment:

1. Select a paragraph or several paragraphs you want to change with the text tool.
2. Choose a justification command from the Style menu, or click the left, right, centered, or justified alignment button on the text ruler.

You see the new alignment for the paragraphs you selected.

Setting tab stops: You can set tab stops for a text object to create text formatted in columns. For example, you can create tables of data by setting a tab stop for each column that you want in the table (figure 6-20).

Figure 6-20
Columns of text
aligned on tab stops



MacDraw Pro provides four different types of tab stops to align text in columns. You can align the left or right side, or center text on the tab stop. You can also have MacDraw Pro automatically align the text on a decimal point (period) when creating columns of decimal numbers.

You can set different tab stops for each paragraph in a text object. When you select a paragraph with the text tool, the tab stops appear in the ruler. If you want, you can change their positions or add new tab stops.

After you set tab stops for a paragraph, the insertion point jumps to the next tab stop each time you press the Tab key. When you type the text for a column, it automatically aligns with the tab stop. Press Tab to move the insertion point to the next column; press Return to end a line.

To adjust the spacing between columns in a table, select all the paragraphs (lines) that make up the table with the text tool, and drag the tab markers to different positions. The columns of text move to align on the new tab stop positions.

To set tab stops:

1. **With the text tool, select the paragraph or the text that you want to assign tab stops.**
 - If the text ruler isn't showing, choose Show Text Ruler from the View menu.
2. **Drag tab markers from the tab marker boxes in the text ruler into position on the ruler.**

You can reposition tab stops by dragging. To eliminate unwanted tabs, drag the tab marker off the ruler.

Copying the Text Ruler

After you've set up a paragraph or text object with the formatting you want, you can copy the format settings and use them to format other text objects and paragraphs in a document. Copying the text ruler is a quick way to ensure consistent formatting among paragraphs and text objects. Copying the text ruler also allows you to automatically format paragraphs without using the text ruler. You can copy first line indentations, tab stops, text alignment, and line spacing from one paragraph to another without setting each option separately.

To copy the text ruler:

1. Click the text tool to select it.
2. Select the paragraph that has the formatting that you want to copy.
3. Choose Copy Ruler from the Size menu.
4. Click the paragraph you want to reformat, or select several paragraphs.
5. Choose Apply Ruler from the Size menu.

MacDraw Pro reformats the selected paragraphs with the new format settings.

- ◆ **Remember** Every time you copy a different ruler, the previously copied ruler settings are replaced with the current ones. Choosing Copy Ruler does not change the contents of the Clipboard.

Editing Text Objects

You edit MacDraw Pro text using standard Macintosh text editing procedures. You can change the text font, font size, and font style, change text from upper to lowercase letters, and delete, insert, cut, copy or paste text.

Changing Text Font, Font Size, and Font Style

You can change the font, font size, and font style of an entire text object or parts of it (figure 6-21).

When using a combination of font styles, you can eliminate all the font styles from a selection by choosing the Plain Text style. You can also eliminate a specific style by choosing that style again from the Style menu.

Figure 6-21
Paragraphs in
different fonts

■ Lorem ipsum dolor sit amet, consectetur
adipiscing elit, sed diam nonummy nibh
euismod tincidunt ut aliquam erat volutpat. ■

■ Ut wisi enim ad minim veniam, quis nostrud exerci
tation ullamcorper suscipit lobortis nisl ut aliquip
ex ea commodo consequat. ■

To change the text font, font size, and font style:

1. Select the text that you want to change.
2. Choose a different font from the Font menu, a different font size from the Size menu, or a different style or combination of styles from the Style menu.

You can cancel a font, font size, or font style change by choosing Undo from the Edit menu.

Choosing a Font That Doesn't Appear in the Menu

You can customize the Font menu to display only the fonts that you use most often. Although other available fonts may not appear in the menu, you can still use them for a selection of text by choosing the Fonts command from the Font menu.

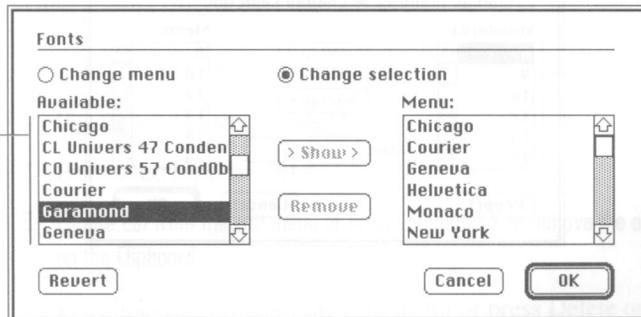
To choose a font that does not appear in the menu:

1. Select the text you want to change.
2. Choose Fonts from the Font menu.

The Fonts dialog box appears, listing all the available fonts. Fonts that don't appear in the menu are available from your System file (figure 6-22).

Figure 6-22
Fonts dialog box

Fonts in the
System file



- Click "Change selection" if it is not already selected.
3. Click the name of the font you want to use in the Available box.
4. Click OK.

If you want to use this font frequently, you may want to add it to the Font menu.

If you click “Change menu” when the Fonts dialog box appears, you can also add fonts from the Available box to the Fonts Menu. Refer to “Selecting Fonts for the Font Menu” in chapter 1 for more information about changing the Font menu.

Choosing a Font Size That Doesn't Appear in the Menu

MacDraw Pro shows a list of font sizes in the Size menu. You can customize the menu to show those sizes you use most frequently. Although other available font sizes may not appear in the menu, you can still use them.

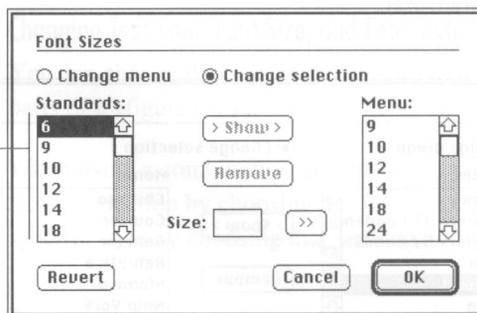
To choose a font size that does not appear in the menu:

1. Select the text you want to change.
2. Choose Font Sizes from the Size menu.

The Font Sizes dialog box appears, listing all the available font sizes. Font sizes that don't appear in the menu are available from your System file (figure 6-23).

Figure 6-23
Font Sizes dialog box

Sizes in the System file



3. Click “Change selection” if it is not already selected.
3. Click the font size you want to use in the Standards box or enter a font size in the Size box.
4. Click OK.

If you click “Change menu” when the Font Sizes dialog box appears, you can also add font sizes from the Standards box or a custom size to the Size

menu. For more information about changing the Size menu, refer to “Selecting Font Sizes for the Size Menu” in chapter 1.

Changing Case

You can type text or change selected text to lowercase, uppercase, small capitals, or to title text (every word begins with a capital letter) (figure 6-24).

Figure 6-24
Text in different cases



To select the case of text:

1. Click the text tool to select it.
2. Click or drag to create a new text object, or select the text you want to change.
3. Choose the case you want from the Style menu.

You can use Undo to cancel a change of case.

Deleting Text

You can delete an entire text object or delete a selection of text within an object. You remove an entire text object using the same procedures used to remove other MacDraw Pro objects.

To delete a text object:

1. Click the selection arrow to select it.
2. Click the text object to select it.
3. Choose Cut from the Edit menu or press Command-X to remove the object and place a copy on the Clipboard.
 - Choose Clear from the Edit menu or press Delete or Backspace to remove the object without placing a copy on the Clipboard.

To cancel your deletion, choose Undo from the Edit menu.

To delete a selection of text:

1. Click the text tool to select it.
2. Select the text you want to delete.
3. Choose Cut from the Edit menu or press Command-X to remove the object and place a copy on the Clipboard.
 - Choose Clear from the Edit menu or press Delete or Backspace to remove the object without placing a copy on the Clipboard.

To cancel a deletion, choose Undo from the Edit menu.

MacDraw Pro places the text cut from the object on the Clipboard. You can reinsert the text into that object or any other object by clicking the desired object with the text tool and choosing Paste. You can paste the text as many times as you want until you choose Cut or Copy which replaces the contents of the Clipboard.

Inserting Text

You can insert text into a text object by selecting the text tool and clicking in the object where the text should appear. A blinking insertion point appears in the text object. As you type text, all the text following the insertion point moves and reformats to match the margins of the text object. Text will appear in the font, font size, and font style of the text immediately to the left of the insertion point. You can also select a portion of text and begin typing to replace the selected text with the text you type. The newly typed text appears in the font, font size, and font style of the first character of the replaced text.

To insert text:

1. Click the text tool to select it.
2. Click where you want to insert text or select the text you want to replace.
3. Type the text.
4. When you finish the insertion, click elsewhere in the document, select a tool, or press Enter.

You can cancel an insertion by choosing Undo from the Edit menu.

MacDraw Pro will eliminate any text that you typed as an insertion and restore any text that you selected for replacement.

Copying and Pasting Text

You can copy text and paste it in different locations in a document. The way you paste text into a document depends on the way that the text is placed on the Clipboard.

You can place text on the Clipboard in two ways:

- Select the text object with the selection arrow and then copy or cut it to the Clipboard as an object.
- Use the text tool to select text and then copy or cut it to the Clipboard as text.

When you paste a text object, the Paste command places the object in a document in the same way it places all objects. A pasted text object appears in front of all other objects at the point you last clicked. If an object is selected, the text object appears in front of the selected object.

If you use the text tool to select text and then place the text on the Clipboard, you can also paste it in a document as a new object. Click in the document and choose Paste to place the text as the caption. To set margins for text, you select the text tool, position the pointer where the left margin should appear, and then drag to where the right margin should appear. With the margins set, you then choose Paste to insert the text.

You can paste text into an existing text object. The pasted text appears in the style and font that it had when you cut or copied it onto the Clipboard. If you select text in the document and then choose Paste, the text from the Clipboard replaces the selected text.

Once text is on the Clipboard, you can paste it repeatedly into a document.

To copy and paste text:

1. Select the text object with the selection arrow, or drag with the text tool to select a portion of a text object.
2. Choose Copy from the Edit menu or press Command-C.
3. Click in the document or in the text object where you want to paste the text.
4. Choose Paste from the Edit menu or press Command-V.



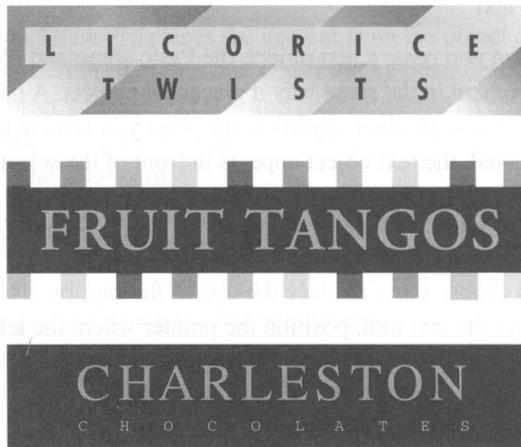
Text with character spacing
changed manually
between characters

Figure 6-25
Text expanded and
compressed

Changing Character Spacing

MacDraw Pro automatically spaces letters closer or farther apart according to their size. MacDraw Pro also lets you manually adjust the distance between characters in text.

Changing character spacing is useful when you use display fonts, create special titles, or mix different sizes of fonts in text. Figure 6-25 shows examples of text in which the letter spacing has been compressed or expanded.



You can adjust the spacing of letters for any amount of text that you select.

To change the space between characters:

1. Select the text that you want to change.
2. Hold down Option and press the Right Arrow key to expand the text, or press the Left Arrow key to compress the text.

To return selected text to standard spacing, hold down Option and press the Up Arrow key.

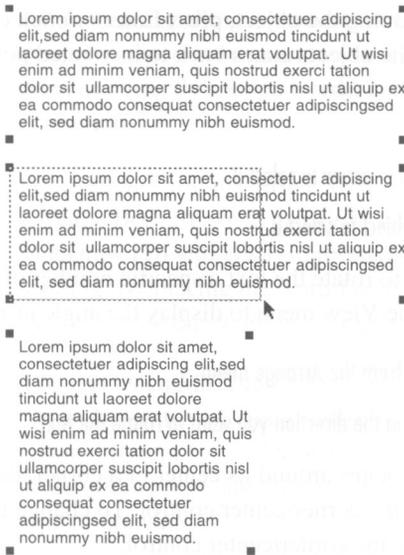
When the Size Bar is displayed, you see letter spacing increments.

Resizing a Text Object

You can place text objects anywhere in your document, on any layer or slide. Once you position text objects, you can move, arrange, and manipulate them as you can other objects. You can also resize text objects to change margins.

When you select a text object with the selection arrow, you can change the shape of the object by dragging the handles on the text object's boundary. Changing the object's boundary automatically changes the margins. The text reformats to match the change in the object's boundary (figure 6-26).

Figure 6-26
Text with the
boundary changed
by resizing the
object



The bottom boundary of the text object adjusts its position so that all the text appears in the object.

- ◆ **Note** To make the text within an object larger or smaller you can select a different font size or choose Scale Selection from the Arrange menu.

Rotating Text

You can rotate whole text objects just as you can rotate other objects (figure 6-27). You cannot rotate portions of text within a text object.

Figure 6-27
Rotated text



**DANDIE
CANDIE**

MacDraw Pro makes editing rotated text easy. When you click the object with the text tool, the object rotates to its original horizontal position for editing. After editing the object, press Enter or click elsewhere in the document and the object rotates back to its rotated position.

To rotate text:

1. Click the selection arrow to select it.
2. Click the text object to select it.

If you want to rotate the text a specific number of degrees, choose Show Size from the View menu to display the angle of rotation.

3. Choose Rotate from the Arrange menu.
4. Drag a handle in the direction you want to rotate the text.

The object rotates around its center or a corner, depending on the way that you set the corner/center control. To change the way the object rotates, click the corner/center control.

Checking Spelling

MacDraw Pro can check the spelling of every word that appears in text objects, including notes, and alert you to possible spelling mistakes. You can check the spelling of all the text in a document, text on a specific layer or slide, or text in selected objects.

MacDraw Pro checks spelling by comparing the words found in a drawing against correctly spelled words in dictionary files. As it looks up each word, MacDraw Pro displays any words that it can't find in one of the dictionaries.



Main Dictionary



User Dictionary

MacDraw Pro looks up words in two kinds of dictionaries, a Main Dictionary and a User Dictionary. The Main Dictionary, provided with MacDraw Pro, contains over 100,000 correctly spelled words that are commonly used in the English language. MacDraw Pro will find most of your words there. If MacDraw Pro doesn't find your word in the Main Dictionary, it checks the User Dictionary.

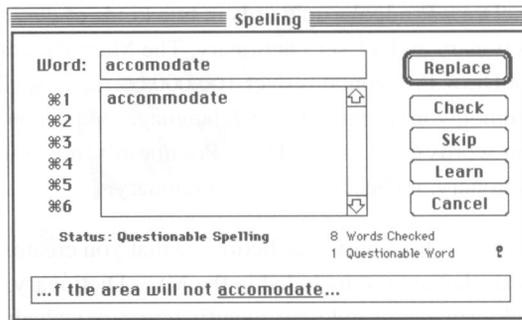
The User Dictionary is a dictionary that you create. It holds correctly spelled words that are not included in the Main Dictionary. A User Dictionary might hold technical or industry-specific terms, names, or nonwords, such as part numbers. Normally, MacDraw Pro would present these words as questionable spellings, because they don't reside in the Main Dictionary. Once you place them in a User Dictionary, MacDraw Pro can recognize them as correctly spelled words, and will not present them to you for correction.

For example, you may use text in which a name, such as *Ledieux*, frequently appears. Because some names do not appear in the Main Dictionary, MacDraw Pro will always present the name *Ledieux* as a questionable spelling. By placing the word *Ledieux* in the User Dictionary, MacDraw Pro can recognize this word as correctly spelled.

You can teach MacDraw Pro to recognize names, unusual or scientific terms, or foreign words by adding these words to the User Dictionary. You can create different User Dictionaries to match the vocabulary used in different types of drawings, and then use a specific User Dictionary with a specific type of drawing.

When MacDraw Pro can't find a word in the Main or User Dictionary, it shows you the word as a questionable spelling (figure 6-28). You can also have MacDraw Pro show the word in context (in its surrounding text) to help you determine what word should appear there. MacDraw Pro will also display a list of suggested spellings for the word. Often you'll find the first or second word in the suggested list is the correct spelling of the word that you want.

Figure 6-28
MacDraw Pro
displays the Spelling
dialog box when it
finds questionable
spellings



You can have MacDraw Pro replace the word with the correct spelling or you can retype the word yourself. If the word is correctly spelled, but is an unusual term that doesn't appear in either dictionary, you can skip the word and continue checking the spelling of the rest of the document.

MacDraw Pro will remember the skipped word and continue to skip it wherever it is found in text. You can also have MacDraw Pro learn the new word by adding it to your User Dictionary when MacDraw Pro presents it as a questionable word.

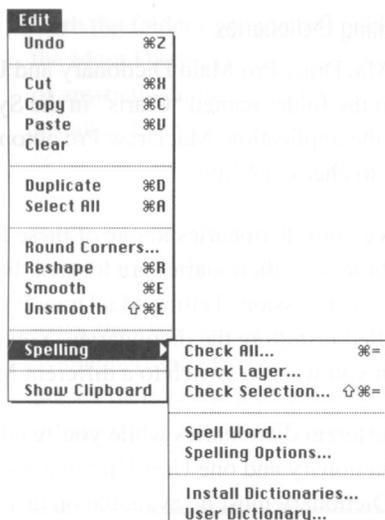
Although MacDraw Pro will catch most common misspellings and provide excellent help correcting them, there are certain types of errors that MacDraw Pro can't find. For example, if a typographical error produces a correctly spelled word, (i.e., you typed *ant* instead of *and*) the application will not catch the mistake. Also, if you frequently type part numbers which are similar and a typing error changes one part number to another that is also in your User Dictionary, MacDraw Pro cannot alert you to the mistake.

You can have MacDraw Pro check your spelling in two ways. You can have MacDraw Pro check text typed in the whole document, on a specific layer or slide, or for a selection of text. MacDraw Pro automatically searches your document to find text objects. This way, you can check only those parts of a document that need checking.

You can also have MacDraw Pro signal you by beeping or flashing the menu bar whenever you type a word with a questionable spelling. With each word you type you receive immediate feedback — and you can have MacDraw Pro suggest possible correct spellings as described earlier.

You use these spelling capabilities by choosing commands from the Spelling submenu located in the Edit menu.

Spelling menu



To display the Spelling submenu, open the Edit menu and drag to the Spelling command, but do not release the mouse button. When the Spelling command highlights, MacDraw Pro displays the Spelling submenu. Drag to the right to choose a command from the submenu. When you release the mouse button, MacDraw Pro displays the dialog box for the command you chose.

The commands Check All, Check Layer (or Check Slide), and Check Selection tell MacDraw Pro to begin checking the entire document, the active layer, or the selected text and note objects, respectively. If you are checking your spelling as you type and MacDraw Pro signals a questionable spelling, you can immediately check the suspect word by choosing Spell Word on the Spelling submenu.

The Spelling Options command allows you to choose options that determine how MacDraw Pro will check your spelling. For example, when you choose to check spelling as you type, you can have MacDraw Pro signal a questionable spelling by beeping or flashing the menu bar.

The Install Dictionaries command allows you to choose which Main Dictionary (if you have more than one) and which User Dictionary MacDraw Pro consults as it checks spelling. The User Dictionary command displays a listing of the words in the installed User Dictionary and allows you to add and remove words found there.

Installing or Switching Dictionaries

If you place the MacDraw Pro Main Dictionary and User Dictionary in the System Folder, in the folder named “Claris” in the System Folder, or in the folder that holds the application, MacDraw Pro automatically finds and uses your dictionaries to check spelling.

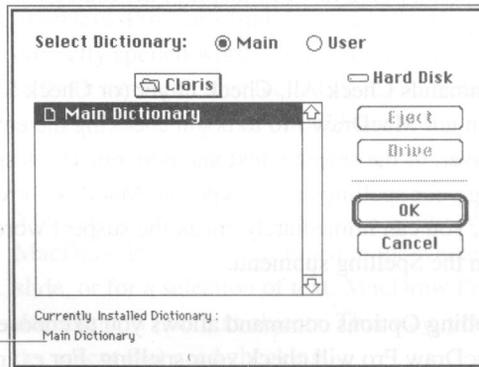
If you do not place your dictionaries in one of these folders, you must tell MacDraw Pro where your dictionaries are located the first time you check spelling during a work session. Telling MacDraw Pro where to locate the dictionaries is called *installing* the dictionaries. You must also install the dictionaries when you want to switch to a different Main or User Dictionary.

You can install different dictionaries while you’re editing a document, but only one Main Dictionary and one User Dictionary can be open at the same time. The Main Dictionary must be available on disk to allow MacDraw Pro to check spelling. You cannot check spelling using a User Dictionary only.

To change dictionaries, (or to check if your dictionaries are installed) choose Install Dictionaries from the Spelling submenu.

The Install Dictionary dialog box appears (figure 6-29).

Figure 6-29
Install Dictionary
dialog box



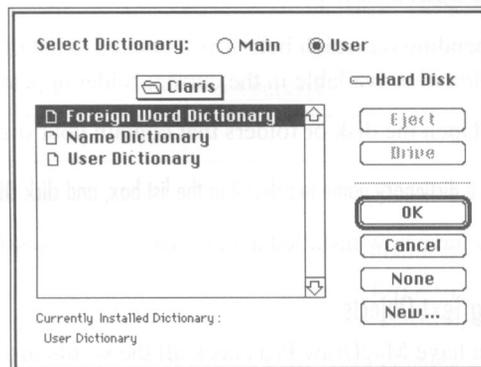
Any currently
installed dictionary is
displayed here

When the dialog box appears, you may need to open another folder, depending on where you placed the Main Dictionary.

With the folder open that contains your dictionaries, click Main to display the Main Dictionary (or dictionaries, if you have more than one.) The names of any main dictionaries appear in the list, and the name of the currently installed Main Dictionary appears at the bottom of the dialog box as the “Currently Installed Dictionary.” If the Main Dictionary does not appear, you need to place a copy of it into the application folder, System Folder, or the folder named “Claris” in the System Folder. To choose another Main Dictionary, click the desired dictionary name and click OK.

Click the User button in the dialog box to see the User Dictionaries that are available (figure 6-30). If no dictionaries appear on the list, you have not placed them in the folder. To select a listed User Dictionary, click the dictionary name and click OK.

Figure 6-30
Install Dictionary
dialog box showing
User dictionaries and
User Dictionary
options



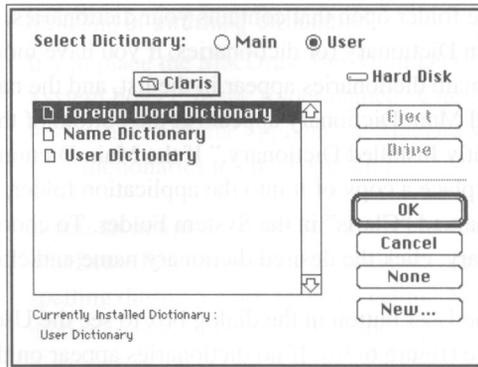
When choosing a User Dictionary, None and New buttons appear in the dialog box. New allows you to create a new User Dictionary. None allows you not to use a User Dictionary. Clicking None tells MacDraw Pro not to look in any dictionary other than the Main Dictionary when checking your spelling. To use a User Dictionary later, you need to choose the Install Dictionaries command again and select the desired User Dictionary.

To install or switch a dictionary:

1. Choose Install Dictionaries from the Edit menu's Spelling submenu.

The Install Dictionaries dialog box appears (figure 6-31).

Figure 6-31
Install Dictionaries
dialog box



2. Click the Main button to install a Main Dictionary, or click the User Dictionary button to install a User Dictionary.

Depending on which button you clicked, a list of the Main or User dictionaries available in the current folder appear in the list box.

- Open the disk or folders that contain your dictionary, if necessary.

3. Click a dictionary name to select it in the list box, and click OK.

You have now installed a dictionary for this session.

Checking Text Objects

You can have MacDraw Pro check all the words in a document, check the text in the current layer or slide, or check a selected word or passage of text. For example, if you are doubtful about the spelling of a specific word, you can select it and have MacDraw Pro check the spelling of that word only. You can also select the text in a particular text object that you have just created. Or, as a last check before printing a document, you can have MacDraw Pro check the spelling of every word in a document to make sure there are no spelling errors.

To start checking text in a document:

- Choose Check All from the Spelling submenu or press Command-= to check all text objects in the document.
- Choose Check Layer (or Check Slide) from the Spelling submenu to check the text objects in the active layer.

- Select the text you want to check and choose Check Selection from the Spelling submenu or press Command-Shift-= to check the selected object.

Identifying and Correcting Misspellings

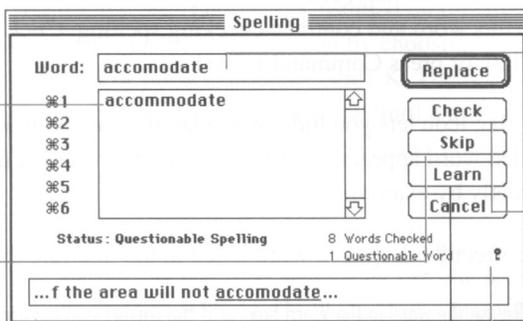
If MacDraw Pro can't find a word in the Main or User dictionaries, it considers the spelling questionable and displays the word in the Spelling dialog box (figure 6-32).

Figure 6-32
Spelling dialog box

Suggested spelling. If you see the correct word in the list, select it and click Replace.

Leaves the questionable spelling unchanged.

Adds word to User Dictionary.



The word MacDraw Pro questions. You can edit or revise the word here, if you want, and click Replace to replace the misspelled word with the proper spelling.

If you are not sure of the spelling of a revised word in the Word box, click Check. MacDraw Pro checks the word's spelling.

Hides or displays context line.

MacDraw Pro displays the questionable spelling in the Word box and a list of suggested spellings. MacDraw Pro also shows you how many words it has checked so far and the number of questionable spellings found. At the bottom of the dialog box the word appears in its surrounding context, so that you can tell what the word should be. If you don't want to display the word's context, you can click the flag in the lower-right corner of the dialog box to hide the context display.

You now have a number of actions you can take.

If the word is misspelled, you can edit it in the Word box. Clicking Replace places the edited word in the text object in the drawing. You can also click Check or press Command-C to have MacDraw Pro check the edited word in the Word box again to make sure it is now correct.

Or you can look through the list of suggested word spellings for the spelling of the word you want. If you see the correct spelling, you can click the word in the list box and click Replace to place it in the drawing. You can also replace the word in one step by pressing the corresponding command and

number key, or by double-clicking the word with the desired spelling. MacDraw Pro replaces the word in your drawing and continues checking your text.

If a word is correctly spelled and you want MacDraw Pro to recognize it in the future, click Learn or press Command-L to add the word to the current User Dictionary. MacDraw Pro will not question this word in the future. If the word is correctly spelled, but you rarely use it and don't want to add it to the User Dictionary, click Skip or press Command-S to tell MacDraw Pro to skip this word and continue checking spelling. Click Cancel to stop checking spelling or press Command-period.

The flag icon lets you hide or display the context that the questionably spelled word appears in. Often you can tell whether a word is spelled or used correctly by examining the context of the word.

To correct a misspelled word listed in the Spelling dialog box:

- **Revise the word in the Word box, or if the correct spelling appears in the list box, click to select it and click Replace.**

You can also select the correct spelling of a word from the list by pressing its command key equivalent or double-clicking the word.

- If the word in the Word box is correct and you do not want to add it to your dictionary, click Skip. MacDraw Pro will display the next questionable spelling.
- If the word is correctly spelled and you want to add the word to your User Dictionary, click Learn.
- To see whether the spelling of a revised word is correct, click Check.
- If you want to skip the rest of the questionably spelled words that MacDraw Pro has identified, click Cancel.

MacDraw Pro replaces the misspelling in the document with the correct word. All instances of the misspelled word that MacDraw Pro found in the document, layer or slide, or selection are replaced at one time.

If MacDraw Pro found other questionably spelled words, it displays the next one in the Word box. When all the text has been checked, the Done button appears. Click Done or press Return to return to the document.

Checking Spelling as You Type

MacDraw Pro offers you the option to check your spelling as you type, letting you check spelling and make corrections as soon as you finish typing a word. You can set MacDraw Pro to beep or flash the menu bar when a questionable spelling is found. You can then revise the word, or have MacDraw Pro display the Spelling dialog box to make the correction.

As you finish typing a word and press the Space bar, MacDraw Pro alerts you if the word is not in the installed dictionaries. When alerted, you can correct the last word you typed by choosing Spell Word from the Spelling submenu or press Command-Shift-K. The Spell Word command remains dimmed on the Spelling submenu until a questionable spelling is found. You can use the procedures described earlier to edit or replace the word in the Spelling dialog box.

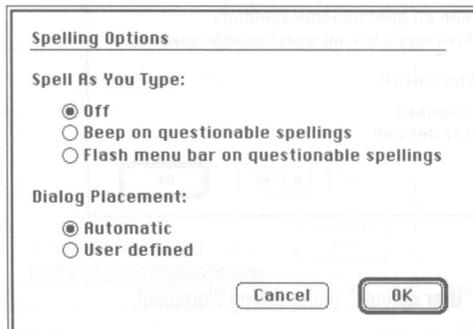
- ◆ **Note** MacDraw Pro requires an additional 70K of memory to check spelling as you type. MacDraw Pro checks the amount of memory available, and if possible, places the Main Dictionary in memory to allow the fastest checking possible. If you see messages telling you that the Macintosh is running out of memory, you may want to stop MacDraw Pro from checking spelling as you type.

To check spelling as you type:

1. Choose Spelling Options from the Edit menu's Spelling submenu.

The Spelling Options dialog box appears (figure 6-33).

Figure 6-33
Spelling Options
dialog box



2. Click the Beep or Flash menu bar button to indicate how you want to be alerted to a questionable spelling.

3. Click OK.

4. Begin typing text.

MacDraw Pro alerts you whenever you type a word that is not in the installed dictionaries.

5. When alerted, correct the last word you typed, or choose Spell Word from the Edit menu's Spelling submenu. Correct the word in the Spelling dialog box.

Setting the Spelling Dialog Box Location

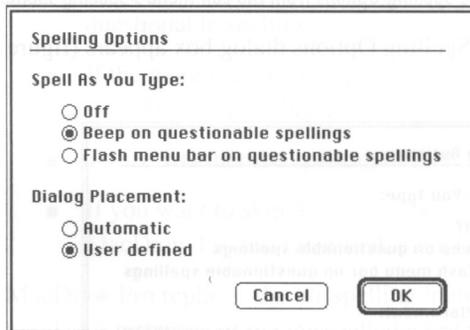
You can determine where the Spelling dialog box appears on the screen. MacDraw Pro is preset to place the Spelling dialog box at the bottom of the MacDraw Pro window. It may be more convenient to position the dialog box elsewhere on your screen when checking spelling to allow you to see more of your document.

To set the location of the Spelling dialog box:

1. Choose Spelling Options from the Edit menu's Spelling submenu.

The Spelling Options dialog box appears (figure 6-34).

Figure 6-34
Spelling Options
dialog box



2. Click "User defined" under Dialog Placement.

- Click Automatic when you want MacDraw Pro to always position the dialog box at the bottom of the window.

3. Click OK.
4. The next time you check spelling, drag the Spelling dialog box to a different position.
The Spelling dialog box will always appear in this location.

Creating a User Dictionary

You can create as many User dictionaries as you want. You can only use one User Dictionary at a time.

Creating a new User Dictionary is a two-step process in which you create and name the new dictionary first and then add correctly spelled words to it. Once you create a User Dictionary, you can add or delete words, as you want.

Creating a User Dictionary: You create and name a User Dictionary with the Install Dictionaries command.

To create a User Dictionary:

1. Choose Install Dictionaries from the Spelling submenu.

You see the Install Dictionaries dialog box.

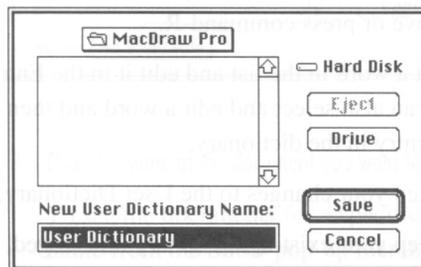
2. Click User.

The None and New buttons appear in the dialog box.

3. Click New.

The New User Dictionary dialog box appears (figure 6-35).

Figure 6-35
New User Dictionary
dialog box



4. Enter a name for the dictionary in the text box, and click Save.

The newly created dictionary is now the currently installed User Dictionary. MacDraw Pro will consult it and the Main Dictionary when checking your spelling. You can now add correctly spelled words to the dictionary.

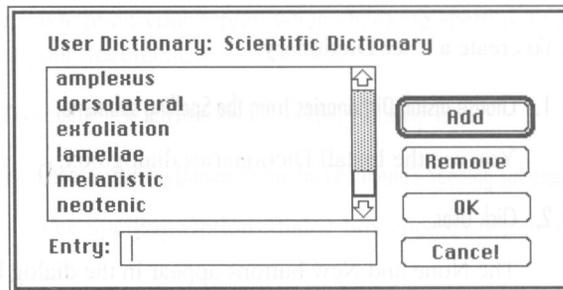
Adding words to a User Dictionary: You can customize a User Dictionary to hold any terms, names, or types of text likely to be used in a document. You can create special dictionaries for different jobs, including names, trademarks, codes, and foreign terms that the Main Dictionary won't recognize.

To add or remove words in a User Dictionary:

1. Choose User Dictionary from the Spelling submenu.

The User Dictionary dialog box appears (figure 6-36).

Figure 6-36
User Dictionary
dialog box



2. To add the word to the list, type the word in the entry box and click Add.

- To remove a word from the list, select the word, and then click Remove or press command-R.
- Select a word in the list and edit it in the Entry box to change a word. You can also select and edit a word and then click Add to create a new entry in the dictionary.
- To keep your changes to the User Dictionary, click OK.
- To keep your existing dictionary unchanged, click Cancel.

MacDraw Pro saves your changes to the User Dictionary on disk when you click OK.

Importing and Exporting Text

You can create text in word processing applications (or other types of applications) and then import it into a MacDraw Pro document. You can also select text in a MacDraw Pro document and transfer it to another application.

Importing text: You can import text two different ways. You can create text in another application, place it on the Clipboard, open a MacDraw Pro document and then paste it into the document. (You can also use the Scrapbook to transfer text.)

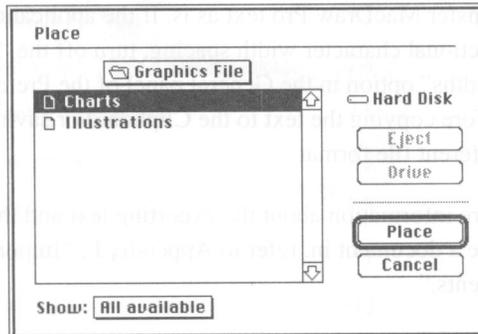
MacDraw Pro can also open text documents created in other applications and saved in different file formats. For more information about the importing text, refer to Appendix E, “Importing and Exporting Documents.”

To import a text document from another application:

1. Click where you want to insert the text.
2. Choose Place File from the File menu.

The Place dialog box appears (figure 6-37).

Figure 6-37
Place dialog box



3. Click the name of the document you want to open.

To see the documents for a specific file format, choose the file format name from the Show pop-up menu. Only those documents in the selected format appear in the list box. If the document you want is on a different disk, use the Eject and Drive buttons to switch disks and drives.

4. Click Place.

MacDraw Pro places the contents of the document you selected in your document at the location of the last mouse click.

Exporting text: You can also transfer text from a MacDraw Pro document to a document in another application. You can export text by copying it to the Clipboard or Scrapbook, starting up the other application, and then pasting the text into a document. You can also export text by saving the MacDraw Pro document in a file format that the other application can open.

To export a file to another application:

1. Choose **Save As** from the File menu.
2. In the **Save As** dialog box, choose the file format you want from the **Save As** pop-up menu.
3. Click **Save**.

A copy of the document is saved in the new format. The current version of your MacDraw Pro document remains on the screen.

- ◆ **Note** Before exporting text to another application, check whether the application uses fractional character width spacing. If it does, you can transfer MacDraw Pro text as is. If the application does not use fractional character width spacing, turn off the “Fractional Character Widths” option in the General panel of the Preferences dialog box before copying the text to the Clipboard or saving the document in a different file format.

For more information about the exporting text and the file formats that you can save a document in, refer to Appendix E, “Importing and Exporting Documents.”

Creating Slide Presentations

MacDraw Pro Slides	7-2
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4. Click Paste.

MacDraw Pro places the contents of the document you selected in your document at the location of the last mouse click.

Exporting text. You can also transfer text from a MacDraw Pro document to a document in another application. You can export text by copying it to the Clipboard or Scrapbook, starting in the other application, and then pasting the text into a document. You can also export text by saving the MacDraw Pro document in a file format that the other application can open. To export a file to another application:

1. Press Save As from the File menu.
2. In the save as dialog box, check the file format you want from the save as pop-up menu.
3. Click Save.

A copy of the document is saved in the new format. The original MacDraw Pro document is unchanged.

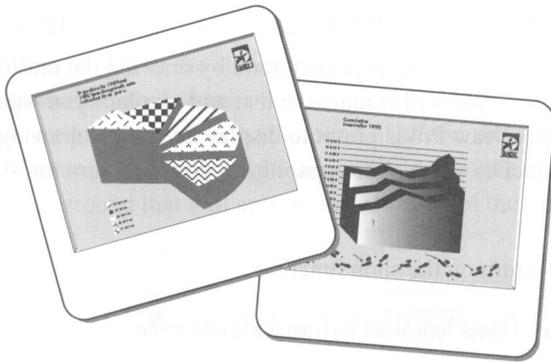
Creating Slide Presentations

This chapter explains the procedures for using MacDraw Pro to create slides and give slide presentations on the Macintosh. For information about printing slides, refer to chapter 9, "Printing." For information about working with Layers, refer to "Working with Layers" in chapter 3.

MacDraw Pro Slides

MacDraw Pro lets you design photographic slides and overhead transparencies. When you turn on the MacDraw Pro slide function, the layers in a drawing become electronic slides, which you can draw on using the MacDraw Pro tools. For example, you can create a series of slides showing business charts (figure 7-1).

Figure 7-1
MacDraw Pro slides



Each slide or overhead consists of two elements: a master slide and a slide that overlays it. The overlaying slide contains the drawing you want to display. The master slide contains the background for all the slides in a presentation. For example, a master slide might contain information such as borders or a company logo — any information that should appear on all slides.

A single MacDraw Pro document can hold one master slide and as many slides as the memory of your Macintosh allows. After you create a series of slides, you can arrange the slides in any order and show the slides in a presentation on your Macintosh. MacDraw Pro provides special keyboard controls for giving a presentation in a manner similar to using a remote control slide projector.

- ◆ **Note** You can use a remote control with receiver connected to your Macintosh to run a slide presentation. The commands used to control a slide presentation are the same as those issued by most remote controls.

You can also print or plot slides and produce 35mm slides, overhead transparencies, and handouts from your MacDraw Pro document. To print 35mm slides, you need access to a 35mm slide maker device or a service bureau that has one. For more information about printing slides, refer to chapter 9, “Printing.”

You print slides as overhead transparencies by printing the slides on paper and then running the paper originals through a transparency machine or copier or by printing them directly onto transparencies. (Refer to your printer manual for information about printing transparencies.)

Setting Up to Create a Slide Presentation



Choose Turn Slides On from the Layout menu

You create a slide presentation by drawing the master slide and then the slides that will contain the text and graphics you want to display. MacDraw Pro is preset to display layers in a drawing. To use the MacDraw Pro slide capabilities, you must turn the slide function on.

To turn on the slide function:

- Choose Turn Slides On from the Layout menu.

Choose Turn Layers On from the Layout menu to turn off the slide feature.



Layer controls change to look like a film strip

When you choose Turn Slides On, MacDraw Pro replaces the Layers command with the Slides command in the Layout menu, and changes the background of the layer controls to look like a film strip. Click the slide controls to display different slides.

- ◆ **Shortcut** You can press Command-Up Arrow or Command-Down Arrow to display slides instead of clicking the slide controls.

Setting Up a Document for Slides

Next, you set up a document to create slides by selecting a printer device, a page size, and a drawing size.

To set up a document for slides:

1. Choose Chooser from the Apple menu and select the printer, plotter, or slide maker device you want to use.

When you select the printing device, the appropriate page size for the device appears in the Page Setup dialog box.

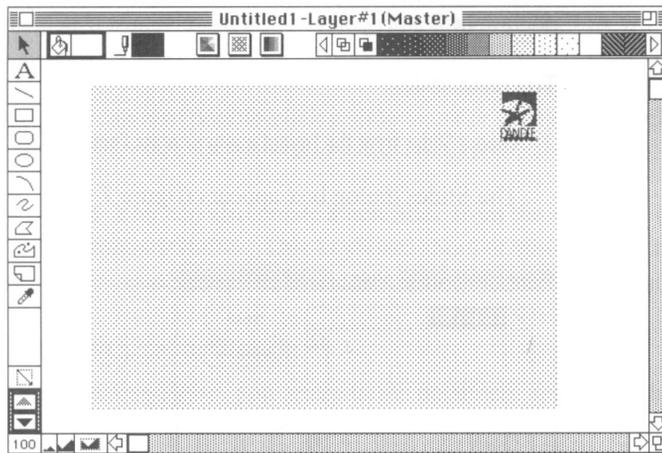
2. Choose Page Setup from the File menu, and select landscape orientation, the page orientation most frequently used for overhead transparencies and 35mm slides.
3. Choose Drawing Size from the Layout menu, and click in the Drawing Size box to set the drawing size to one page, if necessary.

Refer to “Choosing a Drawing Size” in chapter 1 for information on how to set the drawing size.

Creating a Master Slide

When you turn the slide function on, the first layer of the document automatically becomes the master slide. Place the text and graphics that you want to appear in the background of all the slides on the master slide (figure 7-2). The example shows the logo of the company and a rectangular background that will appear on each slide of the presentation.

Figure 7-2
Master slide showing
the background
content that appears
on all slides



In the title bar is the name of the slide, “Layer #1” and the word “Master,” indicating the current slide is the master slide.

You can create and edit objects on the master slide (or any other slide) with the same methods used to create a drawing. You can also rename the master slide.

You cannot delete a master slide from a presentation. You can, however, designate a different slide in the document as the master slide and then delete the previous master slide.

You can only have one master slide per document. You can, however, divide a presentation into a series of documents each with a different master slide.

- ◆ **Tip** You can insert guide elements on the master slide that make it easier to position objects on your slides. For example, you can draw a rectangle where you want text to appear on all the slides. You can then use the rectangle as a guide for entering text.

When you complete all the slides in a presentation and no longer need the guides, you can delete them from the master slide. Or, you can change the pen pattern of the guide objects to transparent, so that they don't appear when printed, but are available if you need to edit the slides later.

Creating Slides

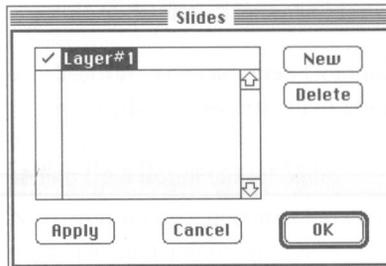
After creating the master slide, you can add as many slides as you need to the document. Later, you can add more slides, if necessary.

To create slides:

1. Choose Slides from the Layout menu or press Command-L.

The Slides dialog box appears (figure 7-3).

Figure 7-3
Slides dialog box



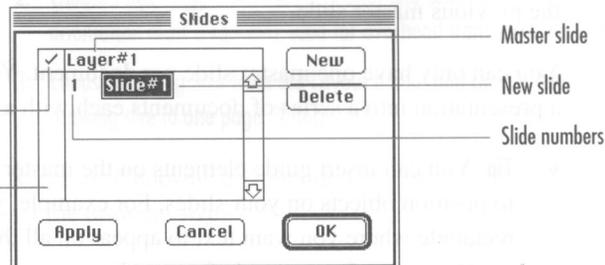
2. Click New.

MacDraw Pro creates the first slide, Slide #1 (figure 7-4). Click New once for each slide you want to add to the presentation. MacDraw Pro numbers the slides in sequential order.

Figure 7-4
Click New to create the first slide

Check mark indicating the currently active slide

Check mark column



- To change the name of a slide, click the text in the slide name to select it and type the new name.
- To select a slide to work on when you return to the document, click in the column in front of the desired slide name.

The check mark indicates the slide is now active.

3. Click OK when you have finished adding slides.

Click Cancel if you want to exit the Slides dialog box without saving your changes.

You can also double-click a slide name or number to quickly select a slide to work on and return to the document in one step.

- ◆ **Note** You can also create a new slide from the keyboard by pressing Command-Shift-L. This keyboard shortcut simultaneously opens the Slides dialog box, creates a new slide, and makes it the active slide.

Displaying Slides to Work On

After creating slides, you return to the document and create the contents of each slide individually. You can choose which slide you want to complete by clicking the up and down arrows of the slide controls.

Each time you click an up or down arrow, the next slide in the series becomes active and its name appears in the title bar. The title bar also shows the number of the current slide in the series.

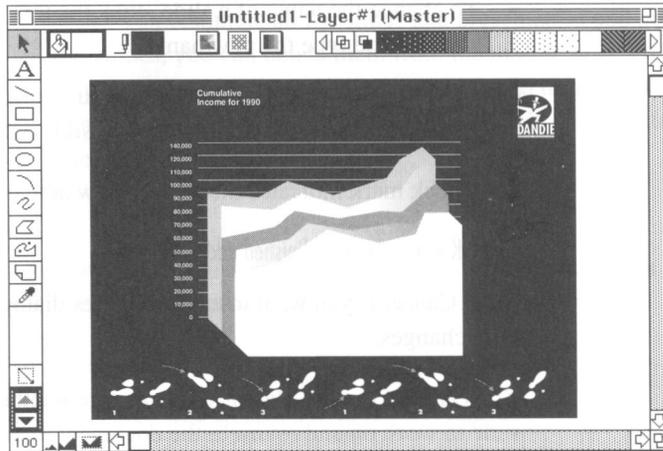


Click the slide controls to make a slide active

Creating the Content of Slides

You can now draw the contents of the slides. For example, you might draw a graph on the first slide to appear over the master slide's background (figure 7-5).

Figure 7-5
Graph over the
master slide



You can create slides using any of the methods normally used to create drawings. You can import graphics and scanned images from other applications, add or change an object's color, pattern, and gradient and group objects, add text and check its spelling, zoom in and out, and use any command.

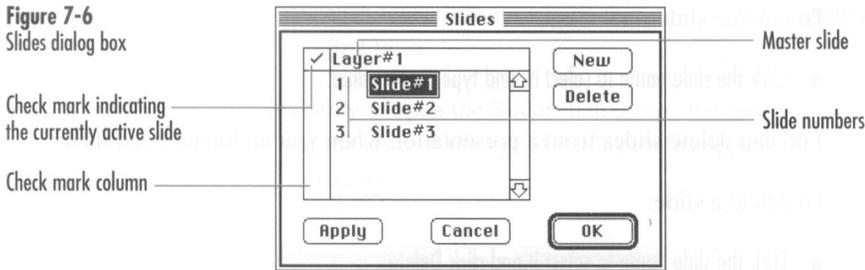
- ◆ **Tip** You can create a slide so that the contents of the master slide do not show. Choose any non-transparent fill pattern and draw a rectangle on the overlaying slide that completely hides the contents of the master slide. Next, draw the objects you want to appear on the slide. When you print the slide, you will see only the objects you drew on the slide.

You can add notes to slides that can serve as a handy way of making reminders or a script for a presentation. You can also print the slides with your notes showing to use as a reference as you explain the slides. You can hide the notes from view and print another version of the slides as paper handouts without your notes. For more information about showing, hiding, and printing notes, refer to "The Note Tool" in chapter 2 and to "Printing Notes" in chapter 9.

Editing a Presentation

You can reorder the sequence of slides, add and delete slides, change the master slide, and rename slides. You carry out these functions in the Slides dialog box (figure 7-6).

Figure 7-6
Slides dialog box



You cannot use the slide controls to display the master slide for editing. Make the master slide active by selecting it in the Slides dialog box.

To edit the master slide:

1. Click in the column in front of the master slide name.
2. Click OK.

You can now make changes to the content of the master slide.

You can replace the master slide with another slide from the presentation.

To replace the master slide with another slide:

- Drag the name of the replacement slide into the master slide position.

You can also drag the master slide name to a new position. The first slide in the sequence will take the master slide position.

You can easily change the sequence in which slides are displayed. The master slide always appears above the slide list, and the slides beneath it appear in the order in which they will be displayed.

To reorder slides:

- Drag a slide name (or its number) into the desired slide position.

Continue repositioning slides until they are in the order you want.

You can accept the slide names that MacDraw Pro automatically uses or give slides meaningful names.

To rename slides:

- Click the slide name to select it, and type a new name.

You can delete slides from a presentation when you no longer need them.

To delete a slide:

- Click the slide name to select it and click **Delete**.

Deleting a slide removes all objects on the slide from the document. When you click **Delete**, MacDraw Pro displays a message advising you that deleting the slide will also delete the objects contained on the slide.

At times, you may want to create a new slide by copying an existing one and making changes. You can copy and paste slides (duplicate their screen contents) while using the Slides dialog box.

To copy a slide:

1. In the Slides dialog box, click the number in front of the slide that you want to duplicate.
2. Choose **Copy** from the **Edit** menu.
3. Choose **Paste** from the **Edit** menu.

To create a copy in one step, choose **Duplicate** from the **Edit** menu.

MacDraw Pro creates a copy of the slide. You can also cut and paste slides, and use the **Select All** command to select all the slides in a presentation.

Turning Layers into Slides

Another way to create slides is to turn layers of an existing document into slides. Use this method when it is easier to make the slides by first creating a drawing composed of several layers.

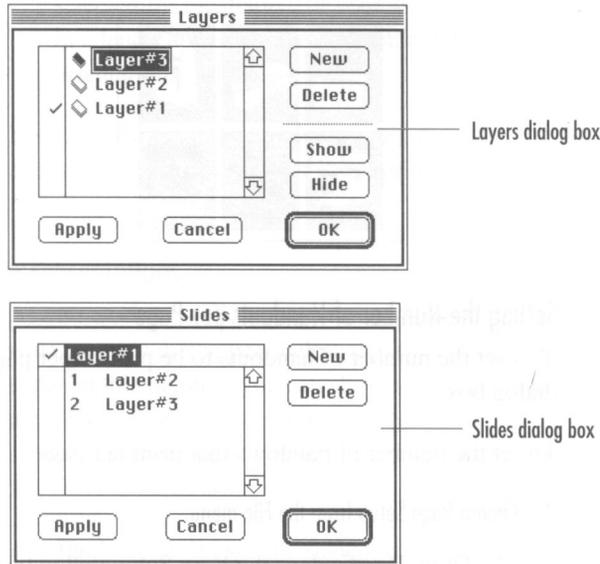
To turn layers into slides, create a document that contains the layers you want and choose **Turn Slides On**. Each layer now becomes a separate slide. MacDraw Pro turns the active layer into the active slide and the first layer into the master slide.

- ◆ **Tip** If you don't want to use the content of the first layer as the master slide, create a first layer that contains the objects you want to appear in the master slide before you choose **Turn Slides On**. If you want to print

each layer without any background objects, create a blank layer as the first layer.

When you open the Slides dialog box, the order of the layers is reversed so that the layer at the top of the layers list appears at the bottom of the slides list (figure 7-7).

Figure 7-7
When you choose Turn Slides On, the first layer becomes the master slide and the active layer becomes the active slide



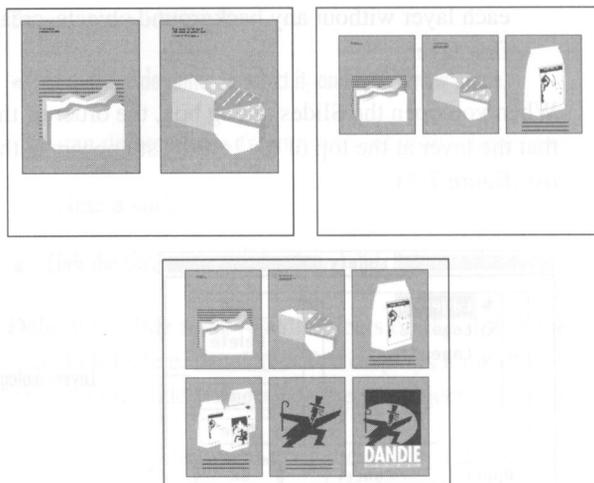
You can create a slide presentation using the layers in the current document or copy and paste layers or slides from other documents into the current document.

When you save a document as a slide presentation, MacDraw Pro reopens the document as slides.

Creating Handouts

You can print slides as paper handouts for those giving or viewing a presentation. When you print slides, MacDraw Pro prints them one per page. When you print handouts, you can print two, three, or six slides per page (figure 7-8). MacDraw Pro reduces the slides to fit the page according to the number of slides per page you choose and document's page size.

Figure 7-8
Handouts showing
two, three, and six
slides per page



Setting the Number of Handouts per Page

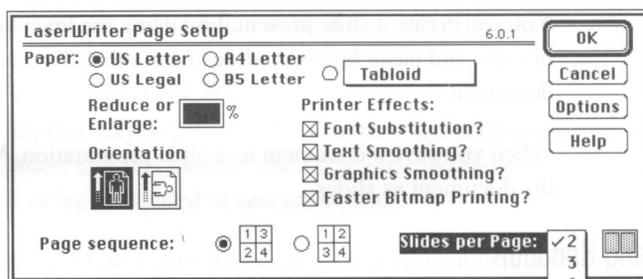
You set the number of handouts to be printed per page in the Page Setup dialog box.

To set the number of handouts that print per page:

1. Choose **Page Setup** from the **File** menu.

MacDraw Pro displays the Page Setup dialog box (figure 7-9).

Figure 7-9
Page Setup dialog
box



Per Page pop-up menu

2. In the Page Setup dialog box, choose 2, 3, or 6 from the “Slides per Page” pop-up menu.

3. Click OK.

MacDraw Pro prints each handout with the number of slides you selected from the “Slides per Page” pop-up menu. MacDraw Pro is preset to print two slides per page.

- ◆ **Note** MacDraw Pro prints handouts in the alternate page orientation selected for the display of your slides. For example, if you created slides in a landscape orientation, MacDraw Pro prints handouts in portrait orientation.

You can now print the handouts using the Print command from the File menu. For more information about printing handouts, refer to chapter 9, “Printing.”

Showing Slide Presentations

As you work on a slide presentation, you view different slides by using the slide controls that appear below the Tool palette. In addition to showing slides in this manner, you can show slides in a full-screen presentation with the menus, title bars, scroll bars, and palettes hidden. When running a full-screen presentation, you control the display of slides manually by pressing keys on the keyboard.

- ◆ **Tip** Your slides will be scaled to fit the monitor size. Because text is also scaled, using a screen font scaling program (such as the Apple Computer TrueType program) can enhance the look of rescaled text.

Starting a Full-Screen Presentation

To begin a full-screen presentation, you first turn on the presentation function.

To start a full-screen presentation:

- Choose **Turn On Slide Show** from the **View** menu.

Because the menus disappear, you cannot choose a command to turn off the slide show again. To turn off the slide show, press Command-period, Hyphen (-), or Escape.

- ◆ **Note** If you have more than one monitor, the slide presentation appears on your main monitor (as set in the Control Panel).

Giving a Slide Presentation

You can control the display of your presentation with keys on the keyboard. You can:

- Move forward or backward through the series of slides
- Skip ahead or backward to a specific slide
- Stop the presentation
- Turn the screen black or blank during discussions
- Hide or display the pointer during the presentation

Table 7-1 lists the keys used to control a presentation:

Table 7-1
Slide control keys

Action	Key
Next slide	Right or Down arrow key
Previous slide	Left or Up arrow key
Display a specific slide	Type a number and press Enter
Blank screen/Unblank screen	, (comma)
Blackout screen/Display screen	. (period)
Hide pointer/Display pointer	= (equals)
Stop slide show	- (hyphen)

Customizing Presentation Templates

MacDraw Pro provides several stationery documents on disk that contain slide templates. These slide templates hold sample slides with layouts that you can change to hold your own information. Folders contain templates with the formats for black-and-white and color overhead transparencies, and color 35mm slides. On the disk, a document titled *Read Me—Template Information* describes the templates and explains how to use them.

To use a slide template, open the stationery that contains the desired format, create the slide presentation, and then save the document as a drawing.

MacDraw Pro lets you customize your template stationery. Open the template that contains the desired formats, change the settings, and resave the document as stationery.

If you want MacDraw Pro to use the template stationery each time you open a new document, you can make the template a startup stationery document. Refer to chapter 10, “Customizing MacDraw Pro” for more information about creating startup stationery.

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Chapter 8

Using Libraries

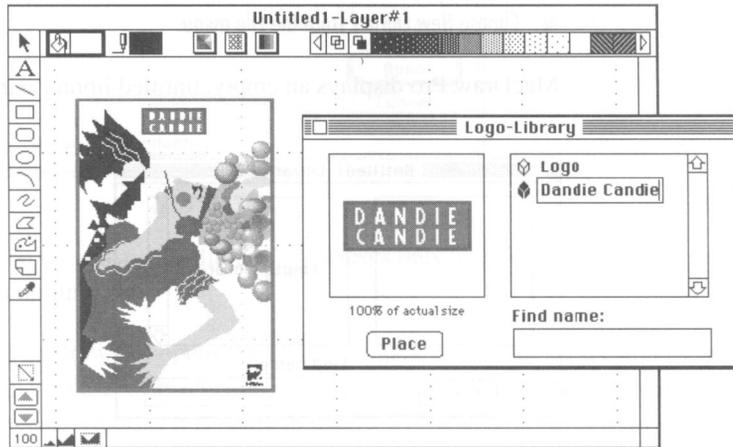
With MacDraw Pro, you can create collections of images that you can reuse in documents without redrawing them. You store such a collection in a library, a special document that holds library objects and provides easy access to them. For example, if you use MacDraw Pro to create office floor plans, you can create a library of objects representing office furniture, such as desks, tables, chairs, cubical dividers, electrical outlet symbols, and so on. You draw each kind of object once and place it in a library. Then, whenever you create an office floor plan, you can open the library and place as many copies of the ready-made furniture into the plan as you want.

You can create as many libraries as you need. You can create different libraries to hold different collections of graphics or symbols that you frequently include in a document. You might create libraries of symbols used in your profession, libraries of often repeated text or graphic objects (headings, rules, logos) used in desktop publishing, or libraries of ready-made ornamental graphics (clip art) that you can quickly call up and place in a document to give it a professional look.

Working with Library Documents

A library is a separate document that holds a collection of library objects. A library appears in its own window on the screen (figure 8-1).

Figure 8-1
Library window



You can reposition a library window as needed on the screen. The library window lists the names of library objects and shows a graphic representation of an object when you select its icon. As you work on a drawing, you can activate a library window and transfer as many library objects as you want to the drawing.

You can also work with more than one library open at a time, taking different objects from different library windows. You can have up to seven library windows open at one time.

To create a library, you must create the objects that you want to place in the library, and create a new library document. You place the objects into the library and then save the library on disk. You can place any MacDraw Pro object, including grouped objects, in a library. After saving a library, you can open it later and add or delete objects, rearrange the objects, or change the library name. You can change library objects by placing them into a MacDraw Pro document, making the changes and then placing the objects back into the library.

Creating a New Library

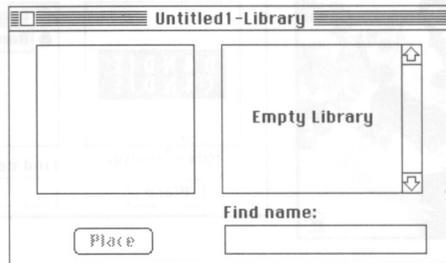
You open a new library window when you want to create a new library.

To create a new library:

- Choose **New Library** from the File menu.

MacDraw Pro displays an empty, untitled library window (figure 8-2).

Figure 8-2
Empty library
window



The name of the library will appear in the title bar after you name and save the library document.

After you create a library, you can put objects in it. To put an object in a library, refer to "Adding an Object to a Library" later in this chapter.

Opening an Existing Library

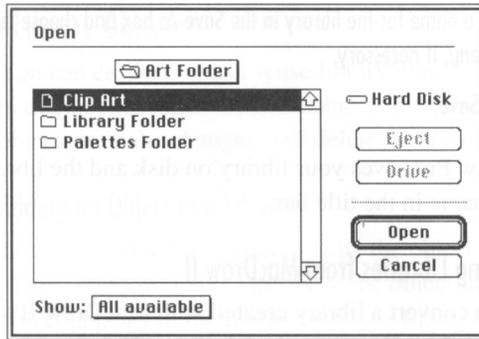
You open an existing library using the same procedures used for opening existing documents.

A library can hold hundreds and even thousands of objects, depending on the size of your Macintosh memory. For convenience, you can organize different categories of library objects into different libraries and open and use one or several libraries as you need them.

To open a library:

1. Choose **Open** from the File menu.
2. In the Open dialog box, select the name of the library you want to open and click **Open** (figure 8-3).

Figure 8-3
Open dialog box



To see a listing of library documents only, choose Library from the Show pop-up menu.

MacDraw Pro opens the library window on screen. You can now select and place library objects into your document. Whenever an open library is the active window, it is ready to use.

Saving a Library

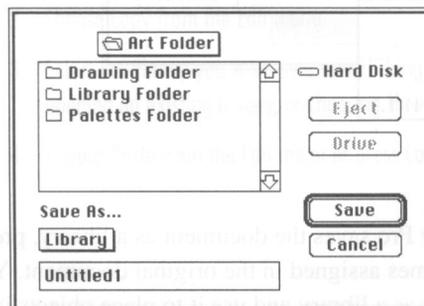
After placing objects in a new or existing library, save the library on disk to record the changes and additions.

To save a library:

1. Click the library window to make it active, if necessary.
2. Choose Save from the File menu.

If you saved the library previously, MacDraw Pro saves the library on disk. If you are saving a new, untitled library, MacDraw Pro displays the Save As dialog box (figure 8-4).

Figure 8-4
Save As dialog box



3. Enter a name for the library in the Save As box and choose Library from the Save As pop-up menu, if necessary.
4. Click Save.

MacDraw Pro saves your library on disk and the library window shows the library name in the title bar.

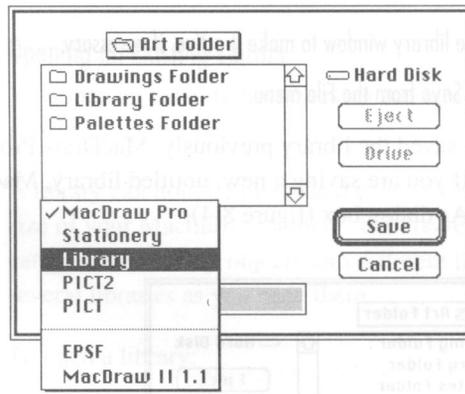
Converting Libraries from MacDraw II

You can convert a library created with MacDraw II to work with MacDraw Pro. You open the MacDraw II document and then save it as a library document.

To convert a library:

1. Choose Open from the File menu.
2. In the Open dialog box, select the name of the MacDraw II document and click Open.
 - Choose MacDraw II from the Show pop-up menu to see a list of your MacDraw II documents.
3. Choose Save As from the File menu.
4. In the Save As dialog box, choose Library from the Show pop-up menu (figure 8-5).

Figure 8-5
Save As dialog box



5. Click Save.

MacDraw Pro saves the document as a library, preserving the library object names assigned in the original document. You can now open the document as a library and use it to place objects in MacDraw Pro documents. You can also select and rename objects, if you wish.

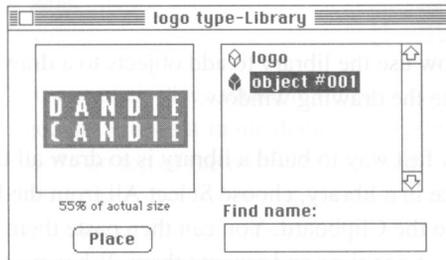
Working with Library Objects

You can easily find and reuse library objects whenever you want to put them in documents. You can place objects in a library, name them, remove the objects to make changes, and delete them from the libraries as needed.

Adding an Object to a Library

To add an object to a library, copy the object in the document, make the library window active, and paste the object into it. A representation of the object appears in the library window (figure 8-6). MacDraw Pro automatically names the new object “Object” and assigns a number. You can rename the object, if you want.

Figure 8-6
Library window and
new object



You can add more than one object to the library at a time. Select the objects you want to place in the library and copy them to the Clipboard. You can then make the library window active and paste the objects all at once into the library. MacDraw Pro automatically names each object it receives from the Clipboard. You can click the object names and rename them.

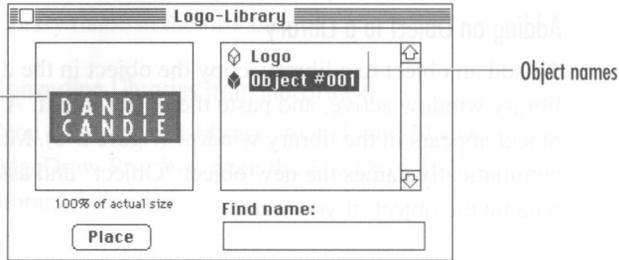
To add an object to a library:

1. In a drawing, select the object you want to add to the library.
2. Choose Copy from the Edit menu.
3. Select the library you want by either clicking an open library window to make it active, opening an existing library, or choosing New Library from the File menu.
4. Choose Paste from the Edit menu or press Command-V.

MacDraw Pro places the object in the window, displaying a representation of the object in the left box. If the object is larger than the box can display, MacDraw Pro shows a reduced view of the object and shows the representation's percentage of actual size (figure 8-7).

Figure 8-7
Library window

Representation of a
library object



You can now use the library to add objects to a drawing. Click the document to reactivate the drawing window.

- ◆ **Hint** A fast way to build a library is to draw all the objects that you want to place in a library, choose Select All from the Edit menu, and copy them to the Clipboard. You can then paste them into a new or existing library at one time and rename them. When pasting more than one object at a time into a library, the left box is grayed or dithered and you do not see a representation of the objects. Also, you can save any MacDraw Pro document as a library by choosing the Library format from the Save As pop-up menu. This automatically creates a library containing all the objects in the MacDraw Pro document.

Once you place an object in a library, you can save the library. Refer to “Saving a Library” in this chapter.

Placing a Library Object in a Document

To transfer library objects to a document, open a library or make the library window active, locate and select an object in the library window, and then click the Place button to place it in the document (figure 8-8). The library object appears where you last clicked in the document.

Figure 8-8
Library window



You can click Place multiple times to place as many copies of the selected object as you want in the document. Each copy appears in the same location exactly on top of the previous one (and so it may appear that you have only placed one copy). After making the drawing document active, you can drag the copies to different positions.

With the library window active, you can select and place as many different library objects in the document as you need.

MacDraw Pro places the library object in the document window that was last active. If you have not clicked in the drawing area, the object appears in the center of the window. If you have several documents open, make the window active that you want to place the library object in, and then make the library window active. The library window is then set to transfer objects into that document window.

To place a selected library object in a document:

1. Open or make active the library window.
2. Click the icon to the left of the library object name to select it.

You can scroll the list of names in the right box to find the object name you want.

- If you want MacDraw Pro to search for the object's name, type the first few characters of the name in the "Find name" box. MacDraw Pro will automatically locate objects with the characters you type.

3. Click Place to place a copy of the object in the document.
4. Click the document window to make it active and continue working on the document.

- ◆ **Note** Instead of clicking the Place button to copy a single object, you can also select an object name, choose Copy or press Command-C, then make the document active and paste the library object into it.

After placing library objects in a document, you can close the library window, or keep it on screen for later use.

Naming Objects

MacDraw Pro automatically names a new object "Object" and supplies a number. Library object names appear listed alphabetically in the right box of the library window. You can rename objects with names that better describe them.

To rename an object:

1. With the library window active, click an object name to select it.
2. Type a name for the object.

MacDraw Pro puts the new name in alphabetical order the next time you activate the library window.

- ◆ **Tip** To have MacDraw Pro sort the names in the list, click the Find Name box.

Modifying an Object

You can modify the objects in a library. To modify the look of a library object, you place it in a drawing document, make the changes, then copy and paste it into the library again. You can delete the previous version of the object and replace it with the new version, or you can keep both the modified and original versions in the library.

To modify an object in a library:

1. With the library window active, click the icon to the left of the name of the object that you want to modify.
 - To have MacDraw Pro search for the object's name, type the first few letters of the name in the Find Name box.
2. Click Place to place a copy of the object in the document.
3. Click the document window to make it active.
4. Modify the object.
5. With the object selected, choose Copy from the Edit menu.
6. Click the library window to make it active.
7. Choose Paste from the Edit menu to place the object in the library.
 - Type a name for the object, if you want.

After changing or adding to a library, you must save it on disk to store your changes.

Deleting an Object

When a library object is no longer useful, you can delete it from the library.

To delete an object from a library:

1. With the library window active, click the icon to the left of the object's name to select it.
2. Choose Cut or Clear from the Edit menu.

MacDraw Pro removes the object from the library.

- ◆ **Note** If you press Backspace or Delete after selecting a library object name, you erase the name of the object, but not the object itself. You can then rename the object.

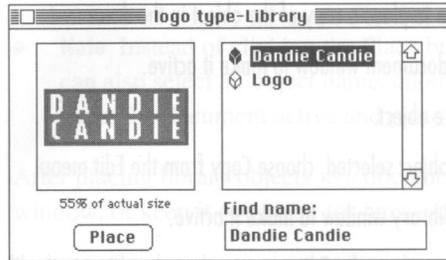
Moving Objects Between Libraries

If you have more than one library, you can transfer objects between libraries. You can create or modify libraries for a particular document or purpose, or have copies of often used objects in more than one library. With a library window open, you use the Edit menu commands to copy and paste library objects to another library window.

To move an object between libraries:

1. Open the two libraries that you want to transfer objects between.
2. Click the library window that you want to copy an object from to make it active.
3. In the active library window, click the icon of the object you want to transfer (figure 8-9).

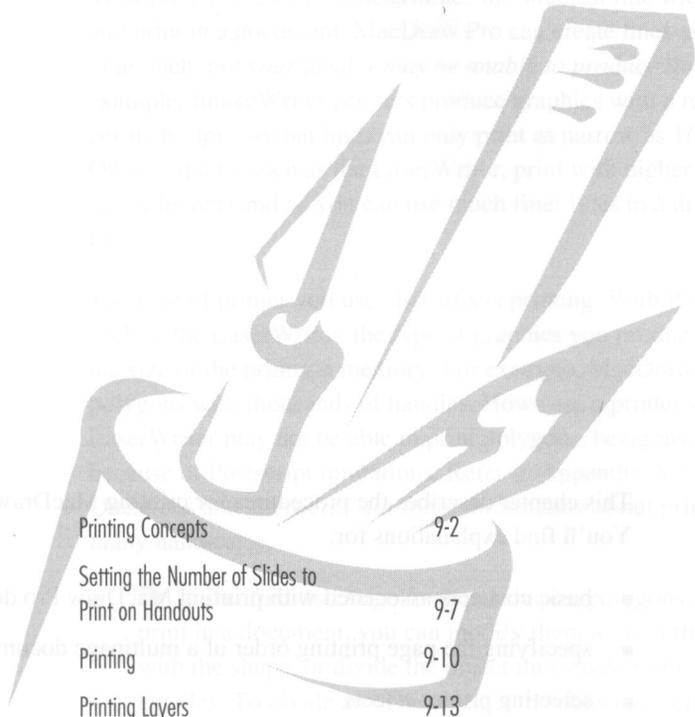
Figure 8-9
Library window with
object name selected



- To move more than one object at a time, you can Shift-click object icons, or choose Select All from the Edit menu to select all the library objects.
4. Choose Copy or Cut from the Edit menu.
 5. Click the other library window to make it active.
 6. Choose Paste from the Edit menu.

The objects appear in the library with the names they had in the previous library.

Printing



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Chapter 9

Figure 8-9
Library window with
object name selected

To move an object between libraries:

1. Open the two libraries that you want to transfer objects between.
2. Click the library window that you want to copy an object from to make it active.
3. In the active library window, click the icon of the object you want to transfer (Figure 8-9).



Printing

This chapter describes the procedures for printing MacDraw Pro documents. You'll find explanations for:

- basic concepts associated with printing MacDraw Pro documents
- specifying the page printing order of a multipage document
- selecting printer effects
- printing all or part of a document
- printing specific layers or slides
- printing handouts to go with slide presentations
- printing a document with notes

For information about printing color documents, refer to the *MacDraw Pro Color Guide*.

Printing Concepts

How a printed document looks often depends on the capabilities of the printer; it doesn't depend on the color display or resolution of the monitor.

For example, you can create and edit color documents on a monochrome monitor (although you only see representations of the colors in black and white and shades of gray), and still print the document in color on a color printer. For more information about printing in color, refer to chapter 3, “Printing Color Documents” in the *MacDraw Pro Color Guide*.

Your printer’s resolution determines the smallest line width that you can use and print in a document. MacDraw Pro can create lines as small as 10,000th of an inch, but *your printer may be unable to produce lines that fine*. For example, ImageWriter printers produce graphics with a resolution of 72 dots per inch (dpi), so that lines can only print as narrow as 1/72nd of an inch. Other printers, such as the LaserWriter, print with higher resolutions (300 dpi or higher) and so you can use much finer lines in a drawing and print them.

The type of printer you use also affects printing. With PostScript printers, such as the LaserWriter, the type of graphics you produce may be affected by the size of the printer’s memory. For example, MacDraw Pro can create polygons with thousands of handles. However, a printer such as the LaserWriter may not be able to print polygons, bezigons, or freehand shapes because of Postscript limitations. Refer to Appendix A, “Troubleshooting Questions and Answers,” for more information about printing objects with many handles.

- ◆ **Tip** If you find that large freehand shapes, polygons, or bezigons do not print in a document, you can modify them to limit the number of handles with the shape, or divide the object into smaller objects with fewer handles. To divide an object, select the object and choose Reshape from the Edit menu. Select the handles of a portion of the object and choose Cut from the Edit menu. Then paste the portion of the object you cut back into the document.

Printing MacDraw Pro documents on an imagesetting device, such as the Linotronic 300P, can produce documents with line resolutions of 1200 dpi to 2500 dpi or more.

How well a printed document reproduces the colors that you see on the screen also depends on the printer’s color capabilities. The screen display of a document does not affect how the printer prints colors. You can print a color document in black-and-white, in black-and-white and shades of gray, and in color. Printing a color document in black and white can help speed the printing of a complex document that otherwise might take an extended time

to print. Printing a color document in black and white and shades of gray is useful for printing facsimiles of color documents on a black-and-white printer such as the LaserWriter.

Color printers produce color with different methods which can affect the number and look of colors that you can print. For example, an ImageWriter II color printer can produce eight different colors. Although your document may appear with 256 different colors on the screen, this printer will print the document using only eight (although MacDraw Pro will approximate additional colors by mixing the eight colors). Other printers may be able to print documents in hundreds of colors. Color printers also use different types of color technology, such as ink jet, thermal transfer, and sublimal-dye transfer to create colors on the page. These different methods all print colors with different printing resolutions and appearances on the page.

Therefore, when planning a document, consider how you will print the document and the capabilities of your printer. For more information about color printers and printing color documents, refer to the *MacDraw Pro Color Guide*.

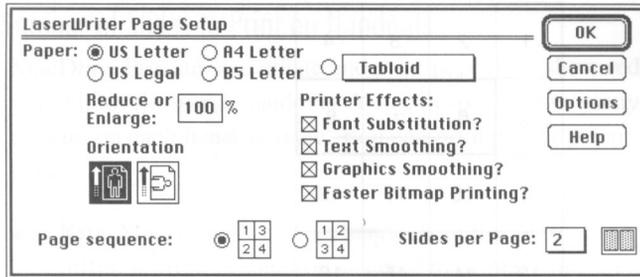
Page Setup Options

You specify how a document prints by selecting options from the Page Setup dialog box, from the Printing panel in the Preference dialog box, and the Print dialog box. You first make your selections from the Page Setup and Preferences dialog boxes, and then, when its time to print, you choose the Print command and select print options from the Print dialog box. Refer to chapter 10 for information about printing preferences.

The Page Setup dialog box allows you to select a paper size, a horizontal or vertical page orientation, the printing sequence of pages for a multi-page document, the print size of a document (from 25 percent to 400 percent), and other special printing effects and options (figure 9-1). The dialog box also sets MacDraw Pro to print a specific number of slides per page as handouts.

- ◆ **Note** The options available in the Page Setup dialog box vary according to the type of printer you use. Refer to your Macintosh owner's guide or your printer manual for information about Page Setup options. The dialog box shown is for the Apple LaserWriter.

Figure 9-1
Page Setup
dialog box

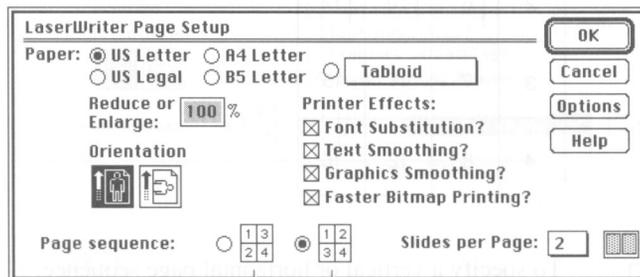


Click the Paper and Orientation buttons to select a paper size and orientation. Paper sizes vary according to the printer and printer resource you use. The page orientation buttons allow you to print the pages of a document down the length (portrait orientation) or width (landscape orientation) of the page.

Choosing a Printing Sequence

Large documents are often divided into many pages. When a document consists of several rows or columns of pages, you can set the printing order of pages to print horizontally by rows or vertically by columns (figure 9-2).

Figure 9-2
Printing by rows or
columns



Vertical

Horizontal

Choosing a printing sequence is useful when you need to print a selection of pages from a large document. If you need to print pages 6, 7, and 8 in a 16-page document, for example, you can select a horizontal printing sequence to print the three pages as a single-page range (figure 9-3).

Figure 9-3
Printing pages 6, 7,
and 8 in a horizontal
sequence

1	2	3	4
5	6	7	8
9	10	11	12
13	14	15	16

To print the same selection of pages with a vertical printing sequence, you have to specify that MacDraw Pro print each page individually, and not as a single range of pages. To tell MacDraw Pro to print the same pages (now 6, 10, and 14 in vertical sequence) you have to choose the Print command three times and specify the page to be printed each time (figure 9-4).

Figure 9-4
Printing pages 6, 10,
and 14 in a vertical
sequence

1	5	9	13
2	↓ 6	↓ 10	↓ 14
3	7	11	15
4	8	12	16



Vertical and horizontal
page sequence button

To specify a vertical or horizontal page sequence:

1. Choose Page Setup from the File menu.
2. Click the horizontal or vertical page sequence button.
3. Click OK.

Setting the Number of Slides to Print on Handouts

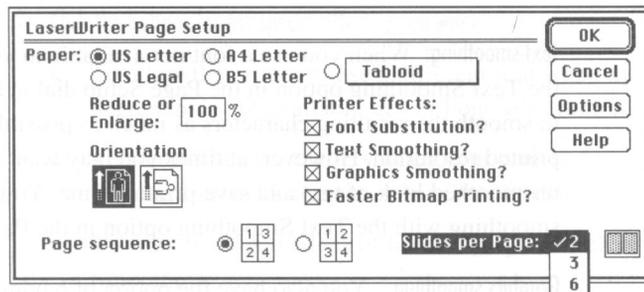
MacDraw Pro can also create and print pages that show reduced copies of your slides for use as handouts. You can specify how many slides you want to print on each handout page. You can print two, three, or six slides per page.

- ◆ **Note** MacDraw Pro prints handouts in the alternate page orientation different from orientation selected to display slides. For example, if you created slides in a landscape orientation, MacDraw Pro prints handouts in portrait orientation.

To set the number of slides that print per handout:

1. Choose Page Setup from the File menu.
2. Choose the number of slides per handout that you want from the Slides per page pop-up menu (figure 9-5).

Figure 9-5
Page Setup dialog
box with Slides per
Page pop-up menu



3. Click OK.

Choosing Printer Effects

The Page Setup dialog box allows you to print with or without specific printing capabilities.

Font substitution: If you have created text in a font that is not available to your printer, the Macintosh and printer can print using one of two methods: it can recreate the image of the font as best it can, or it can substitute a font that is

available for the one that is not. The recreated image of the font (created as a bitmap) may not print with the refined look of fonts that are available to your printer. The typeface may look rougher or less smooth than the available fonts. Substituting a different font during printing produces text that will appear more refined, but different from what appears on screen (figure 9-6). You turn the font substitution capability on or off with the Font Substitution option in the Page Setup dialog box.

- ◆ **Note** MacDraw Pro does not substitute fonts when the “Fractional character widths” option is turned on in the General panel of the Preferences dialog box.

Figure 9-6
New York font
recreated by a laser
printer and the same
text printed with a
substitute font of
Times



DANDIE | **DANDIE**

Text smoothing: When you use a font not available to your printer, you can set the Text Smoothing option in the Page Setup dialog box to allow the printer to smooth the resulting characters as much as possible, to produce the best printed resolution. However, at times you may want to maintain the unsmoothed look of text and save printing time. You can turn off text smoothing with the Text Smoothing option in the Page Setup dialog box.

Graphics smoothing: You also have the option of having the Macintosh and printer smooth bitmap graphics within a document to produce the smoothest line quality possible for the resolution of the printer (figure 9-7). (A bitmap graphic is created with individual dots.) The Graphics Smoothing option in the Page Setup dialog box allows you to turn on or off the smoothing capability. You might choose to turn off the smoothing capability, for example, to reduce printing time or if you wanted lines to appear with a specific unsmoothed look.

Figure 9-7
Graphic printed with
and without the
smoothing capability

Original graphic



Smoothed graphic

Bitmap printing: You can reduce the printing time required for certain bitmapped graphics by selecting this option. Refer to your LaserWriter manual for details.

To select printer special effects:

1. Choose **Page Setup** from the **File** menu.
2. Click the buttons for the special effect(s) you want.
 - To allow the printer to use a different font when the font used in the document is not available, select **Font Substitution**.
 - To smooth edges of letters when your printer does not contain the font used in the document, select **Text Smoothing**.
 - To smooth ragged edges of lines of graphics, select **Graphics Smoothing**.
 - To print pages faster using screen bitmaps, select **Faster Bitmap Printing**.
3. Click **OK**.

MacDraw Pro uses the settings in the **Page Setup** dialog box when you print a document.

Printing

After selecting the desired Page Setup and Printing Preference options, you can print the document. Choose Print from the File menu or press Command-P and the Print dialog box appears (figure 9-8).

- ◆ **Important** The information you see in the Print dialog box varies depending on the system and printer you use with your Macintosh. The Print dialog box and settings shown here are for the Apple LaserWriter. If you print with the Apple ImageWriter, or another printing device, the settings and choices you see in the dialog box will be different. Refer to your owner's guide for information about the available options.

Figure 9-8
Print dialog box

LaserWriter "LaserWriter"

Copies: Pages: All From: To:

Cover Page: No First Page Last Page

Paper Source: Paper Cassette Manual Feed

Print: Color/Grayscale Black & White

Slides: Print Slides Print Handouts Print Both

Reverse Order Printing Print Notes 

OK Cancel Help

To print several copies of a document, enter the number of copies in the Copies box. To print a range of pages, enter a beginning page number and the ending page number of the pages to be printed. For example, to print pages 5, 6, and 7 of a document, enter "5" in the From box, and "7" in the To box.

You can have MacDraw Pro print a cover page showing information about the document with the Cover Page option. You can set MacDraw Pro to print using the paper in the printer's paper cassette, or using paper fed into the printer by hand.

You can have MacDraw Pro print the document in color (if you have a color printer or plotter device) or as a document shaded with gray scales that approximate the density of colors shown in the document. You can also print the document in black and white only. Click Color/Grayscale to print a color or gray-shaded document. Click Black & White to print the document in black and white only.

If you have the slide function turned on, the Slides options are available (not dimmed). You can print the slides as slides, as handouts, or print both slides and handouts together. The number of slides that print per page on handouts is set with the Handouts option in the Page Setup dialog box.

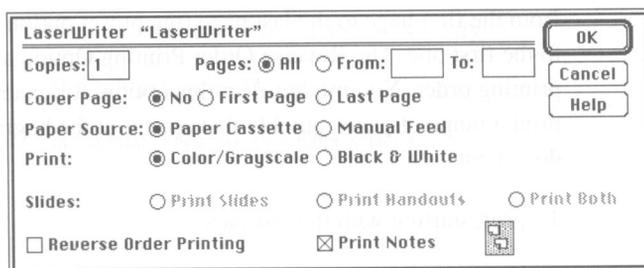
Click the Reverse Order Printing check box to set MacDraw Pro to print starting with the last page of the document progressing in reverse order to the first page.

Click the Print Notes check box to have MacDraw Pro print notes created with the Note tool.

Printing All or Part of a Document

You can print all or part of your document in a variety of ways. For example, you can print the whole document or specify particular pages for printing. If your document has several layers, you can print several versions of the same document that show different individual layers or layers in combination. You can print a slides document and print the slides as handouts that show reduced versions of your slides. You select printing options in the Print dialog box (figure 9-9).

Figure 9-9
Print dialog box



To print an entire document:

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

The Print dialog box appears. MacDraw Pro is preset to print an entire document. Select other printing options that you want.

2. Click **OK**.

Printing a range of pages: You can print selected pages of a document without printing the entire document. To print a range of pages, you enter numbers for the beginning page and the ending page of the range. The page numbers you enter must correspond to the horizontal or vertical page sequence chosen in the Page Setup dialog box. For more information about selecting a page sequence, refer to “Choosing a Printing Sequence” earlier in this chapter.

To print a range of pages:

1. **Choose Print from the File menu.**
2. **In the Print dialog box, click the From button in the Pages option.**
 - Type the beginning page number of the range in the From box.
 - Type the ending page number of the range (including the last page) in the To box.

If you do not specify an ending page number, MacDraw Pro prints from the page that begins the range to the end of the document.

3. **Click OK.**

Printing in reverse order: You can set whether MacDraw Pro prints a document from the first page to the last page (the preset option), or from the last page to the first one. The Reverse Order Printing Option allows you to change the printing order. You might select this option, for example, to allow you to print a range of pages quickly that appear at the beginning or end of the document.

To print starting with the last page:

1. **Choose Print from the File menu.**
2. **In the Print dialog box, click Reverse Order Printing.**

Deselect this option if you want MacDraw Pro to print from the first page to the last one.

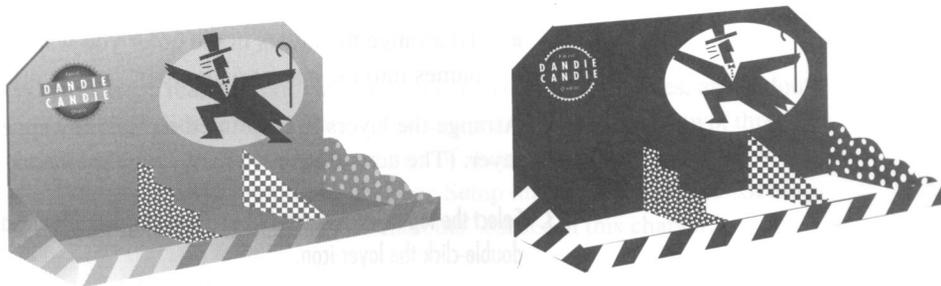
- Select other printing options, if necessary.
3. **Click OK.**

MacDraw Pro prints the pages, starting with the last page or the last page in the specified range.

Printing a Color Document with Gray Shades or in Black and White

Complex drawings created with many colors or shades of gray require more processing time to print than do the same graphics printed in black-and-white. If your printer doesn't produce color, you can specify that MacDraw Pro print a color or gray-shaded document on a laser printer in shades of gray, the density of which approximates the contrast of colors seen on the screen. To avoid prolonged processing time during printing, you can also have MacDraw Pro print the document in black-and-white only without reproducing approximate shades of gray (figure 9-10).

Figure 9-10
Color image printed
in gray shades and
printed in black-and-
white



To print a document in black and white only:

1. Choose **Print** from the **File** menu.
2. In the **Print** dialog box, click **Black & White**.
 - Select the other printing options you want.
3. Click **OK**.

Printing Layers

You can print different versions of a document by printing layers individually or in combinations. Only the layers visible on the screen at printing time print on paper. Therefore, to print a layer or a specific combination of layers, you must first arrange the layers to display on screen the way you want them printed.

To print selected layers:

1. Choose Layers from the Layout menu.

The Layers dialog box appears on screen.

2. Arrange the layers for printing.

- To hide a layer you don't want to print, click the icon before the layer name and click Hide.
- To show a hidden layer you want to print, click the icon before the layer name and click Show.
- To arrange the layers in the order you want to print, drag the layer names into the appropriate order.

Arrange the layers to be printed so that they appear below the active layer. (The active layer is the one with the check mark next to it.)

3. Select the top layer that should be printed and click OK to make that layer active, or double-click the layer icon.

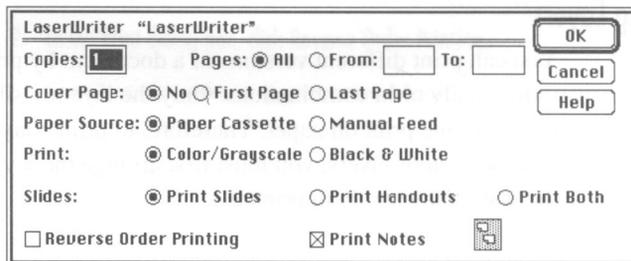
The document prints on paper as it now appears on the screen.

Refer to "Printing All or Part of a Document" earlier in this chapter for the procedure for printing a document.

Printing Slides and Handouts

When the MacDraw Pro slide function is turned on, the Print dialog box makes options available for printing slides and handouts (figure 9-11). The Slide printing options remain dimmed until the Slide function is turned on.

Figure 9-11
Print dialog box and
Slide options



You can print all the slides or selected slides. You have the choice of printing one slide, a series of slides, or all the slides by specifying the pages to print in the Print dialog box. You can print slides for use as transparencies, or record them directly on 35mm film if you have access to a film recorder. Be sure to select the printing device you want to use with the Chooser from the Apple menu.

The first slide corresponds to page 1 of the document, the second slide to page 2, and so on. You can print one slide or a series of slides by typing the first slide number you want to print in the From box, and typing the last slide number you want to print in the To box. To print all the slides, make sure the All button is selected for the Pages option.

When you are ready to print slides, you can print them as slides, as handouts, or as a set of slides and handouts. You can print handouts with two, three, or six slides per page. You set the number of slides that appear per page with the “Slides per Page” option in the Page Setup dialog box. Refer to “Setting the Number of Slides to Print on Handouts” earlier in this chapter.

To print slides and handouts:

1. Choose Print from the File menu.
2. In the Print dialog box, click Print Slides, Print Handouts, or Print Both (figure 9-13).
 - Select the other printing options you want.
3. Click OK.

Printing Notes

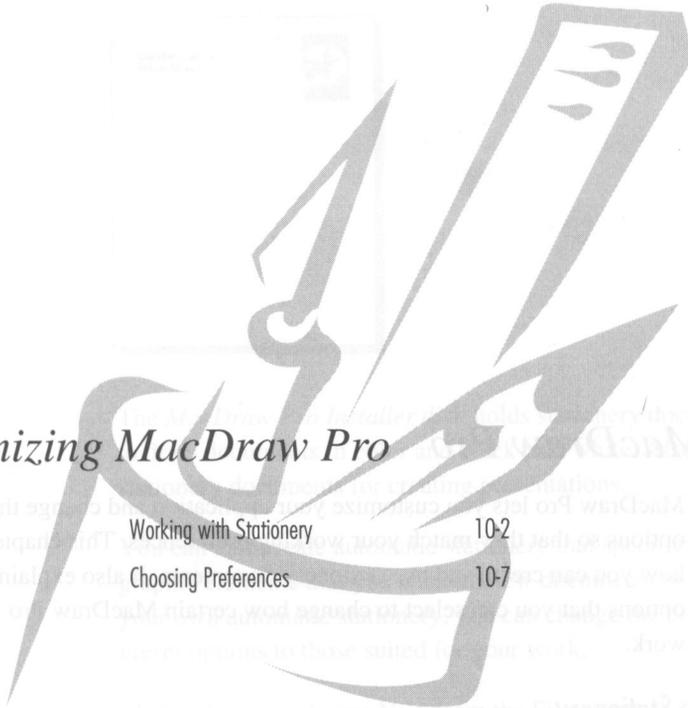
You can print the notes you created on any or all of the layers or slides. The Print Notes options in the Print dialog box determines whether notes appear when the document is printed. You do not have to display the notes on the screen before you print the document.

To print notes:

1. Choose Print from the File menu.
2. In the Print dialog box, click Print Notes to select the option.
 - Select the other printing options you want.
3. Click OK.

Customizing MacDraw Pro

Working with Stationery	10-2
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Chapter 10

Customizing MacDraw Pro

MacDraw Pro lets you customize your application and change the preset options so that they match your working preferences. This chapter explains how you can create and use stationery documents. It also explains Preference options that you can select to change how certain MacDraw Pro features work.

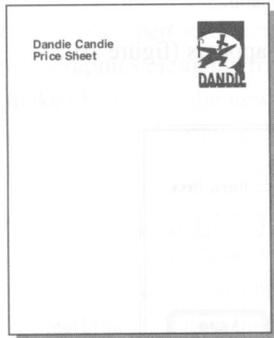
Working with Stationery

A stationery document is a reusable document that has the settings and graphics you use most frequently or find most useful in your work.

You can create stationery documents and conveniently reuse them as starting points for completing other documents. For example, if your documents have certain settings or design or drawing elements that you always use, you can create a document with these settings or graphic elements and save it as stationery.

After you save a document as stationery, you can open it as often as you want, and complete it without having to set MacDraw Pro to your preferred settings or redraw often-used design elements.

Figure 10-1
Sample of stationery
used for desktop
publishing



The *MacDraw Pro Installer* disk holds stationery documents that are preset to draw documents in color and black-and-white. Also supplied are stationery documents for creating presentations.

You can also create automatic stationery that specifies the settings and graphic elements that you want all new documents to have. By setting up your own automatic stationery, you can change the original MacDraw Pro preset options to those suited for your work.

Then, when you choose New from the File menu, the new document appears with all the characteristics of the automatic stationery. If your work requires a certain type of document the majority of the time, use automatic stationery that sets up that kind of document.

Creating Stationery

To create stationery, you set up a document with the settings and drawing elements you want and designate it as stationery when you save it.

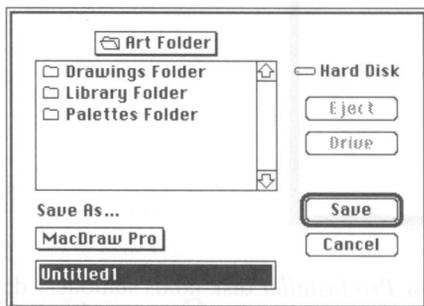
MacDraw Pro records your settings for all dialog box options, menu changes and selections, Style palette settings, views, zoom level, and control settings, as well as any drawing elements that you have placed in the drawing area.

To create stationery:

1. Choose New from the File menu.
2. Change the document settings to those you routinely use.
3. Add the graphics elements that routinely appear in your documents.
4. Choose Save As from the File menu.

The Save As dialog box appears (figure 10-2).

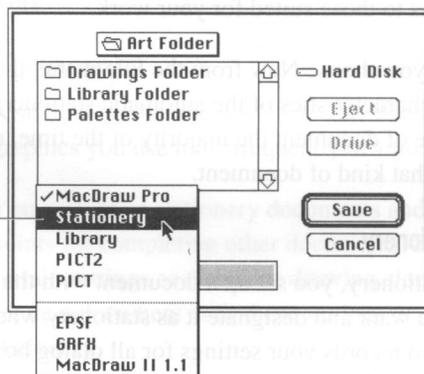
Figure 10-2
Save As dialog box



5. Enter a name for the stationery.
6. Choose Stationery from the Save As pop-up menu (figure 10-3).

Figure 10-3
Save As dialog box

Stationery option in
pop-up menu



7. Click Save.



Stationery
document icon

Opening Stationery

Stationery documents appear with a different document icon on the Macintosh desktop so that you can easily identify them.

You can open a stationery document from the Macintosh desktop or while using MacDraw Pro.

When you open stationery, a new untitled document appears with the settings and graphics elements from the original stationery document. After you make changes to the new document, you then save it as a MacDraw Pro or other type of document. The original stationery remains unchanged and you can reuse it for other documents as often as you want.

To open stationery:

1. Either double-click the stationery document icon on the Macintosh desktop or, while using MacDraw Pro, choose Open from the File menu.
2. In the Open dialog box, select the stationery document name in the list box and click Open, or double-click the stationery name.

You can also display stationery document names only in the list box by choosing Stationery from the Show pop-up menu.

Creating Automatic Stationery

To have MacDraw Pro set up all new documents with specific settings and graphic elements, you can create a stationery document called “MacDraw Pro Options” and place it in your System Folder, the folder named “Claris” in your System Folder, or in the folder holding the MacDraw Pro application. Then, when MacDraw Pro creates a new document, it opens the “MacDraw Pro Options” stationery. Only one automatic stationery file named “MacDraw Pro Options” should be in these folders.

You can convert any stationery document to be the automatic stationery document by naming it “MacDraw Pro Options.”

To create an automatic stationery document:

1. Choose New from the File menu.
2. Change the document settings to those you routinely use.

3. Add the graphics elements that routinely appear in your documents.

4. Choose Save As from the File menu.

The Save As dialog box appears.

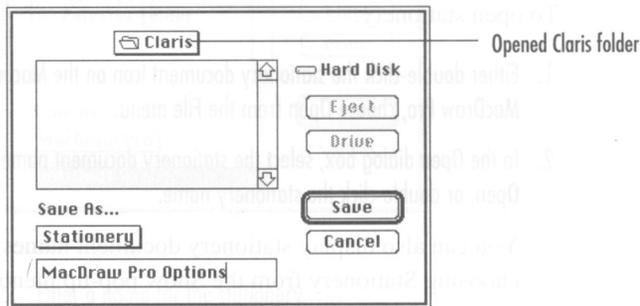
5. In the name box, type:

MacDraw Pro Options

6. Choose Stationery from the Save As pop-up menu.

7. Open the System folder, Claris folder in the System folder, or the folder holding MacDraw Pro (figure 10-4).

Figure 10-4
Save As dialog box



8. Click Save.

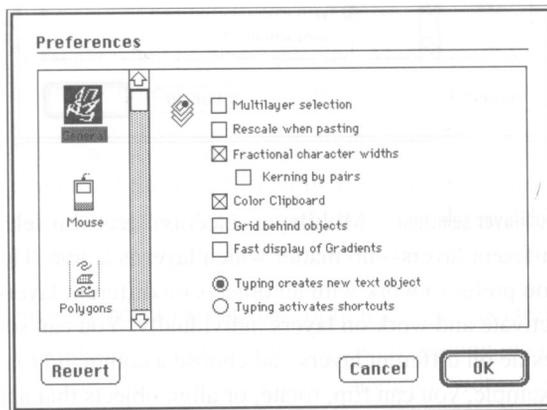
- ◆ **Note** If you use the MacDraw Pro Options document to change your preset options, but want to use the MacDraw Pro original preset options for a particular document, hold down the Option key and then choose New from the File menu, or hold down the Option key when you open MacDraw Pro on the Macintosh desktop (Finder). MacDraw Pro opens a new document using its original preset options and ignores the settings in the MacDraw Pro Options file. MacDraw Pro also uses its original preset options whenever it cannot find the MacDraw Pro Options file.

Choosing Preferences

MacDraw Pro allows you to set preferences that change how the application carries out procedures and functions. These preferences allow you to further customize MacDraw Pro to the way you like to work. You can change the preferences and save your changes in stationery, or you can change them for every drawing. For example, you can change how MacDraw Pro displays grid lines, constrains the tools, creates freehand shapes, polygons, and bezigons, and prints polygons.

When you choose Preferences from the Layout menu, the Preferences dialog box appears (figure 10-5).

Figure 10-5
Preferences
dialog box

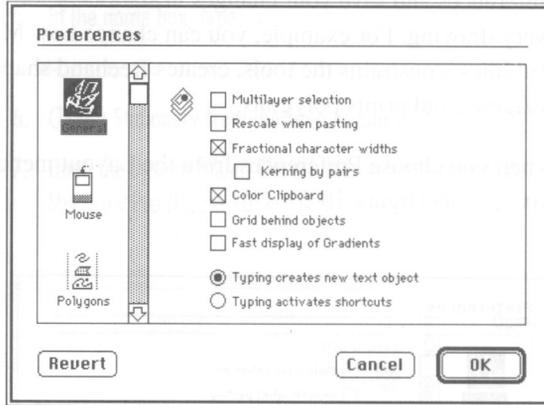


The left side of the dialog box shows icons that represent categories of preference options. Use the scroll bar to display the category you want. Click an icon to display a category's options. Click the check boxes and radio buttons to select or deselect them. Check boxes appear with an X and radio buttons darken when the option is selected and active. With some options, you can enter a number for an angle or percentage, or you can select more options from a pop-up menu. After setting options, you can change options in other categories or click OK to have MacDraw Pro use your choices.

General Panel

The General panel let you change the way MacDraw Pro functions as a routine work environment (figure 10-6).

Figure 10-6
General panel



Multilayer selection: “Multilayer selection” lets you select and edit objects on different layers—no matter which layer is active. This option is useful when you prefer to work with all objects on different layers at once, rather than activate and work on layers individually. You can select several objects that reside on different layers and choose a command to change them all. For example, you can flip, rotate, or align objects that appear on different layers.

The MacDraw Pro commands work in the same way that they do when layers are separated—except for Paste, Group, Lock, and those commands that change the stacking order of objects.

With “Multilayer selection” on, Paste only pastes objects into the currently active layer. You cannot group objects that reside on different layers, and you cannot change their stacking order. The commands Move To Front, Move To Back, Move Backward, and Move Forward can only change the stacking order of objects within a layer, not across different layers.

“Multilayer selection” allows you to work on visible layers only. If some layers are hidden or are out of view above the currently active layer, you cannot select or edit the objects on them. You can create objects, but only on the currently active layer.

When “Multilayer selection” is off, you can temporarily turn it on by holding down Option as you select objects on different layers. Using Option as you select objects does not permanently turn on the “Multilayer selection” option.

Rescale when pasting: When you paste an object, MacDraw Pro can paste it as is into the document, or rescale it to match the scale of the current ruler. You can choose whether or not objects change size to match the scale of the active ruler when you paste them into a document. This option is useful when you create drawings in different scales, but want to transfer objects or images between documents rather than redraw them. This option is also useful when placing library objects in a document because it allows MacDraw Pro to automatically scale them to match the scale of the current document — no matter what scale they were created in. When you paste with “Rescale when pasting” selected, MacDraw Pro resizes an object to the scale of the document’s current ruler.

You can also rescale an object during a specific paste procedure by pressing Command-Shift-V. MacDraw Pro rescales the pasted object to the current ruler settings. Using Command-Shift-V to rescale does not permanently turn on the setting of the “Rescale when pasting” option.

Fractional character widths: This option allows MacDraw Pro to create precisely spaced letters similar to the character spacing of typeset text. MacDraw Pro is preset to use the “Fractional character widths” option that provides the best possible character spacing.

Other applications may not use fractional character width spacing. If another application does not use fractional character widths, text created in MacDraw Pro with “Fractional character widths” on may appear “clipped” or cut off when you paste the text into a document of the other application. To preserve the original spacing or to create text that does not use fractional character widths, deselect the “Fractional character widths” option.

The “Fractional character widths” option turns off a printer’s ability to substitute fonts that are not available to the printer. To use Font Substitution in Page Setup when printing, deselect the “Fractional character widths” option.

.....

Kerning by pairs: When the “Fractional character widths” option is on, you can specify whether or not you want MacDraw Pro to automatically kern (change the spacing between) pairs of letters. With this option selected, MacDraw Pro selectively kerns characters such as “Ya” and “CO” to place them closer or farther apart to improve legibility. This increases printing accuracy, but also increases the time MacDraw Pro requires to display text on the screen. To maintain or create special character spacing, turn this option off. To adjust the character spacing manually, select the letters and press Option-left arrow or Option-right arrow.

Color Clipboard: This option allows you to set MacDraw Pro to maintain or disregard the colors of objects placed on the Clipboard. MacDraw Pro is preset to retain colors associated with objects placed on the Clipboard. However, to transfer the contents of the Clipboard to another application that does not use color images, you may want to remove color information. Deselect the Color Clipboard option to place objects on the Clipboard in black-and-white.

Grid behind objects: The MacDraw Pro drawing area shows the grid in front of objects so that you can always see the grid as you draw and move objects. With the grid set to appear in front of objects (always visible), you may have difficulty distinguishing between transparent objects and objects filled with white. (Gridpoints appear in white objects, making them look transparent.) Select this option to have MacDraw Pro place the grid behind the objects. Filled objects then block the view of the grid while transparent objects do not.

Fast display of Gradients: With complicated documents or drawings with many objects filled with gradients, MacDraw Pro may require extended time to calculate and display gradients. This option is useful for speeding up the process of displaying gradients by temporarily showing less refined color transitions in the filled object. Select “Fast display of Gradients” to allow MacDraw Pro to more quickly display less refined gradients as you work. A banded gradient appears instead of a gradual transition between the colors. Deselect this option when you want to display gradients with more refined color transitions.

- ◆ **Shortcut** You can quickly turn the “Fast display of Gradients” option on or off by pressing Command-Option-G. Also, when you zoom to a level of 200 percent or greater, MacDraw Pro automatically turns on this option and turns it off when you again zoom to a level of less than 200 percent.
- ◆ **Tip** For best display of gradients when using the “Fast display of Gradients” option, be sure to use blended transitional colors (blended between the starting and ending colors) in your gradients.

Typing creates new text object, Typing activates shortcuts: You can quickly create a text object without selecting the text tool. MacDraw Pro is preset to create a new text object when you start to type. When you press a letter key, a new text object appears at the position you last clicked.

MacDraw Pro also allows you to select tools from the tool palette by pressing letter keys. For example, you can press R (upper or lowercase) to select the rectangle tool. To use the keyboard shortcuts to select tools, select “Typing activates shortcuts.” (Refer to chapter 2 for a complete list of the letter keys to press.)

With “Typing activates shortcuts” selected, you can also press the number keys 1 through 9 to zoom your document from 100 to 900 percent.

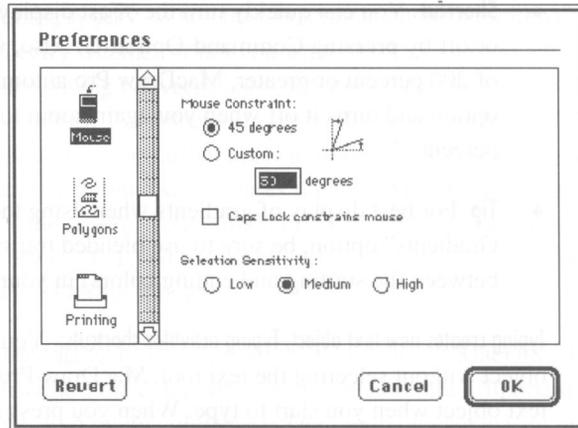
When you select “Typing activates shortcuts,” the “Typing creates new text object” option is turned off and you cannot create text objects without first selecting the text tool.

- ◆ **Shortcut** You can quickly turn the “Typing activates shortcuts” option on or off by pressing Command-Option-S.

Mouse Panel

The Mouse panel provides options for selecting the angle of constraint, and whether the selection arrow must be on or near an object to select it (figure 10-7).

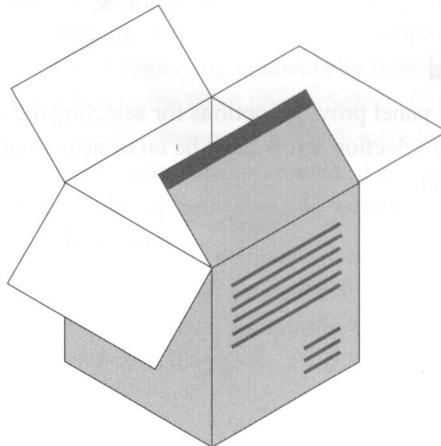
Figure 10-7
Mouse panel



Mouse Constraint: Using drawing and selection tools, you can hold down the Shift key or Caps Lock key to limit or constrain the tool to function in a specific way. When you use the line tool, for example, the mouse constraints restrict line drawing to specific angles of 0, 45, or 90 degrees. The mouse constraints also limit the moving and rotating of selected objects to specific angles. Anytime that you draw a line, or move or rotate an object while holding down Shift, the mouse constraints are in effect. Mouse constraints are useful for making drawings, such as three-dimensional views, that require lines to be drawn at specific angles.

Some types of drawings use different angles than the MacDraw Pro preset angles. For example, isometric drawings have objects with lines that slope at 30 and 60 degrees, and not at 45 degrees (figure 10-8).

Figure 10-8
Isometric image



MacDraw Pro is preset to use 0, 45, and 90 degrees. To set MacDraw Pro to use angles of other degrees, click the Custom button and type a number in the degrees box between 1 and 44.99 to specify an angle other than 45.

For example, to draw isometric shapes, you can specify a constraint angle of 30 degrees by typing 30 in the Custom box. With the mouse constraints in effect, you can draw lines at 0, 30, 60, and 90 degrees. You can set custom angles to any angle between 0.01 degrees and 44.99 degrees. The angle settings are measured from the horizontal and vertical axes. For example, a custom angle of 15 degrees sets the mouse constraints at 0, 15, 75 and 90 degrees.

Caps Lock constrains mouse: Both the Caps Lock and Shift key can activate the MacDraw Pro mouse constraints for drawing, moving, or resizing objects. Select this option to use the Caps Lock key to activate the constraints. Remember to release the Caps Lock key after moving or drawing an object or typing text, otherwise MacDraw Pro continues to use mouse constraints as you work. Not realizing that mouse constraints are still in effect, you may draw or reposition objects inappropriately. Deselect this option to deactivate the use of Caps Lock for mouse constraints. (The Caps Lock key will continue to produce text in all capital letters.)

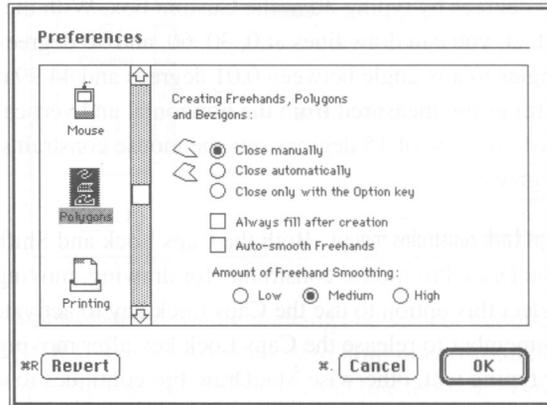
Selection Sensitivity: To select objects, you click the object, or drag a selection box around objects. You can set MacDraw Pro so that you do not have to click directly on, but only near an object to select it. Click low, medium, or high to tell MacDraw Pro how close to an object the selection arrow must be to select an object. Low lets MacDraw Pro select objects from further away (eight dots on the screen); Medium lets you select objects with the pointer four dots away; High requires the tip of the arrow to be two dots away from the object before it can be selected.

- ◆ **Note** The Eyedropper tool always has High selection sensitivity.

Polygon Panel

The Polygon panel allows you to change the way MacDraw Pro creates freehand shapes, polygons, and bezigons (figure 10-9).

Figure 10-9
Polygon panel



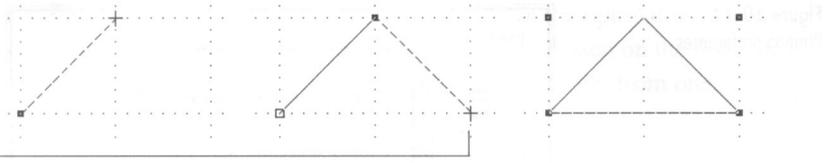
Creating Freehands, Polygons and Bezigons: Freehand, polygon and bezigon objects are often closed shapes in which the last line connects to the beginning point of the object. You can set the freehand, polygon, and bezigon tools to draw the last line of the object connected to the first point automatically.

Select “Close manually” when you want to choose whether to close an object or leave it open as you draw it. Click on the beginning of the object to connect that last line to the first.

To close objects automatically, select “Close automatically.” To close the object, double-click to mark the beginning of the last line. MacDraw Pro then automatically connects the last line to the object’s starting point. Closing freehands, polygons and bezigons automatically is convenient because you do not have to position the pointer exactly on the starting point of the object to connect the last line.

For example, to draw a triangle that closes automatically, you draw two sides and double-click as you finish the second side. The third side appears, connected to the triangle’s beginning point (figure 10-10).

Figure 10-10
Drawing two sides of
a triangle and
closing it
automatically



Double-click

You can also have MacDraw Pro close the object only when you hold the Option key down and double-click the beginning handle. This option is useful when you want to end a polygon close to the beginning point without connecting the last line to it. Click “Close only with the Option key” to select this option.

Always Fill After Creation: MacDraw Pro is preset not to fill freehand shapes, polygons, or bezigons when you create them. You must select and then fill them. To have MacDraw Pro automatically fill these objects after you draw them, select “Always fill after creation.”

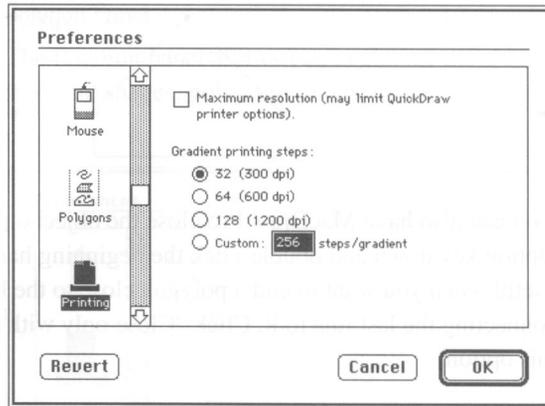
Auto-smooth Freehands: Select this option to have MacDraw Pro smooth freehand shapes after you draw them. MacDraw Pro is preset not to automatically smooth freehand shapes. This option is useful when you want to draw rough approximations of shapes and then let MacDraw Pro produce more evenly flowing curves for you. Select “Auto-smooth Freehands” if you find yourself often using the Smooth command to change freehand objects you draw.

Amount of Freehand Smoothing: You can also select the amount of smoothing automatically applied to a freehand shape. Low produces slightly smoothed curves with more reshape handles; high produces the most smoothed object with the fewest reshape handles. Many closely spaced handles can make an object difficult to edit; fewer handles can make editing easier.

Printing Panel

The Printing preferences affect how well and how fast your printer produces drawings (figure 10-11). The options you can select depend on whether or not your printer is a QuickDraw device. For QuickDraw printers, you can have a choice of using a number of Page Setup options or printing fine lines at the highest resolution possible for the printer. The Apple LaserWriter printers are PostScript devices; the Apple ImageWriter printers are QuickDraw devices. If you have another kind of printer, refer to your printer’s manual to find out whether it uses PostScript or QuickDraw.

Figure 10-11
Printing preferences



Maximum resolution: To print documents with fine lines (hairlines), you can eliminate some printing options, which allows the printer to produce the best quality printouts possible. Select “Maximum resolution” to print documents at the highest resolution.

- ◆ **Note** If you use an Apple ImageWriter with MacDraw Pro, the Page Setup dialog box does not display some options. Deselect this option to print documents using one of these printing options.

Gradient Printing Steps: You can change the number of color transitions that appear in a printed gradient. A gradient changes from one color to another in equal steps. The gradient printing options allow you to specify the number of steps in a printed gradient. Enter a custom number of 0 steps and MacDraw Pro uses the maximum number of colors in a gradient.

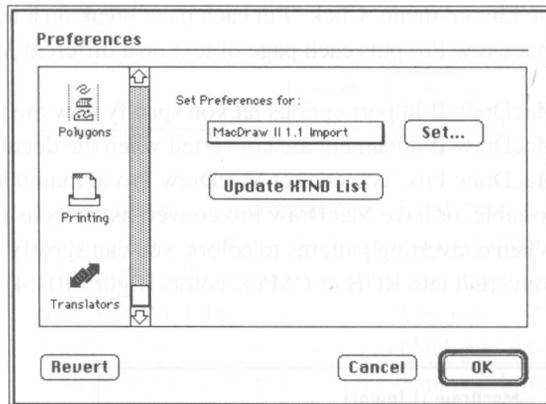
Select a number of steps according to your printer’s printing resolution. Printers with higher resolution can print gradients using a higher number of steps. You can also set a custom number of steps for printed gradients to adjust the look of gradients to best match your printer’s capabilities. Also, the fewer steps in a gradient, the faster the document prints. You may want to print gradients with fewer steps for a quick less-refined printed copy. Later you can print the final copy with the maximum steps your printer can produce.

- ◆ **Tip** Experiment with your printer to determine the optimal number of steps. While MacDraw Pro provides guidelines based on the dots per inch (dpi) resolution of your printer, results will vary from one printer to the next.

Translators Panel

The Translator options determine the way MacDraw Pro imports and exports text and graphics (figure 10-12). Select a file format from the “Set Preferences for” pop-up menu and click Set. A dialog box appears that shows options for the selected file format. Select the options you want to change and click OK. MacDraw Pro asks if you are sure you want to change the translator preferences. Once you click OK to change the translator preferences, Cancel and Revert in the main translator preferences dialog box will not change your settings.

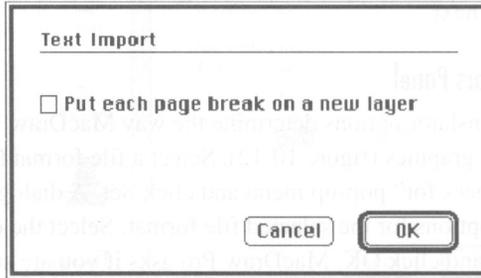
Figure 10-12
Translators
preferences



When you add or eliminate translators from your system, you can click the Update XTND List button to have MacDraw Pro update the list of translators that appear in dialog box menus.

When importing text, you can have MacDraw Pro import it as one object, or place pages of text each on an individual layer (figure 10-13).

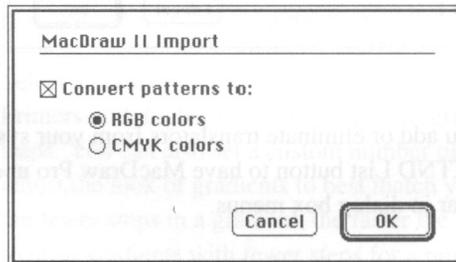
Figure 10-13
Text translator
dialog box



Importing the text pages as individual layers can be useful when the text will be displayed as slides. With each page on an individual layer, it's easy to convert the layers to slides by choosing the Turn Slides On command from the Layout menu. Click "Put each page break on a new layer" and MacDraw Pro puts each page of text on a different MacDraw Pro layer.

MacDraw II import options let you specify how the patterns and colors of a MacDraw II document are converted when the document is opened in MacDraw Pro. You can set MacDraw Pro to maintain as many patterns as possible, or have MacDraw Pro convert as many as possible into solid colors. When converting patterns to colors, you can specify whether they are converted into RGB or CMYK colors (figure 10-14).

Figure 10-14
MacDraw II
translator options

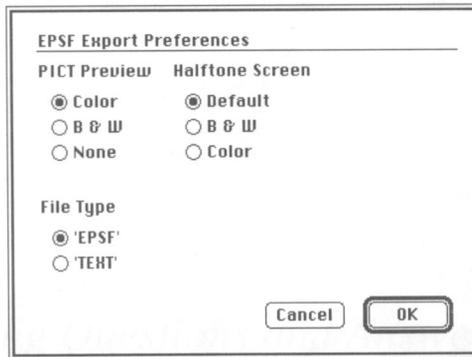


When you import a MacDraw II document with this option selected, MacDraw Pro converts the patterns to the closest equivalent solid colors. When this option is deselected, patterns that consist of white and one other color will import as patterns or pattern combinations. Other patterns will be converted to solid color equivalents.

When converting MacDraw II patterns into colors, you can specify whether MacDraw Pro should record the incoming patterns as RGB or CMYK colors. Select conversion to CMYK colors for documents that are to be printed. Select conversion to RGB colors for documents that will mainly be for on-screen display.

EPSF Export preferences let you determine how a MacDraw Pro document is saved in the EPSF format for transfer to another application (figure 10-15).

Figure 10-15
EPSF translator
options

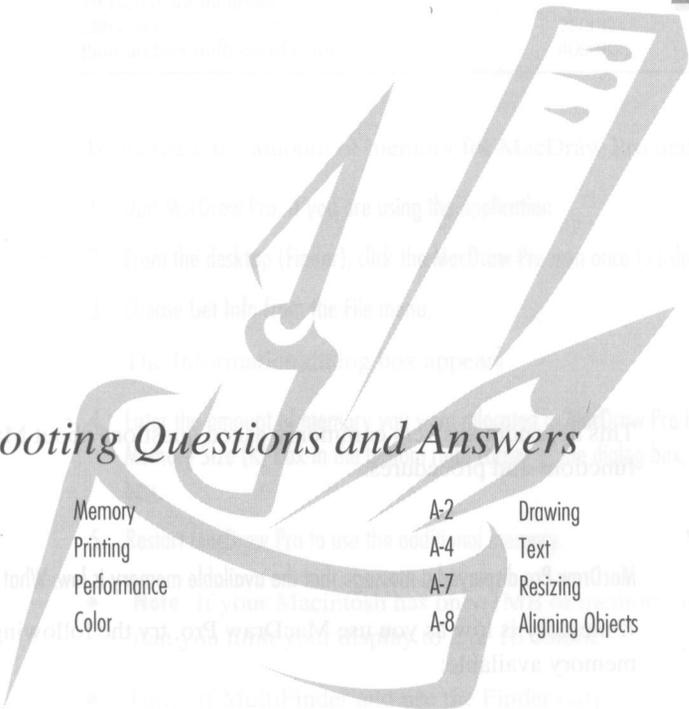


When you save a document in the EPSF format, MacDraw Pro records the information that allows the document to display on the Macintosh screen in a color PICT format, and records the document in Encapsulated Postscript as well. The PICT Preview options allow you to select whether the screen display information is recorded in black and white, in color, or not recorded at all. Select B & W to record the display information in black and white only. Select None to reduce the size of the EPSF document by not recording display information. When you open the document its objects will not appear on the screen, but you can print it.

The Halftone Screen options determine how an EPSF document will be recorded for printing. This option is mainly useful for specifying how a color separated document should print. When you select the black and white (B & W) or color options, entry boxes appear in which you can enter specifications that set the number of the lines per inch and angle used for printing separations.

Table A-1
Recommended memory for
MacDraw Pro used with
MultiFinder

Type of Monitor	Minimum System Memory
Black or monochrome and color monitor	1280K
Apple Color II Plus, IIx, IIc, IIcx monitor	2560K
256-color monitor	4096K
High-resolution monitor	4096K
256-color monitor	4096K
High-resolution and color monitor	4096K



Troubleshooting Questions and Answers

Memory	A-2	Drawing	A-10
Printing	A-4	Text	A-12
Performance	A-7	Resizing	A-13
Color	A-8	Aligning Objects	A-13

Appendix **A**

You can save a MacDraw Pro document as a text file of the PostScript code used to create the images. If you want to inspect or reprogram the PostScript code for a drawing, you can select Text from the File Type option and save the document in EPSF format. You can then open the saved document in a text editor and inspect or change the PostScript code.

This appendix answers commonly asked questions about MacDraw Pro functions and procedures.

Memory

MacDraw Pro displayed a message that the available memory is low. What should I do?

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

- Set MacDraw Pro so that it doesn't check spelling as you type text.
- If you are using a color monitor, use the Control Panel to set your system to use fewer colors or grayscales.
- Reduce the size of the document windows. MacDraw Pro uses less memory when the window size is reduced.
- If you are using MultiFinder, increase the amount of memory allocated to MacDraw Pro in the Get Info dialog box.

Table A-1 shows the minimum recommended memory allocation for using MacDraw Pro with MultiFinder. You may need more memory than suggested here, depending on the size and number of colors and the number of documents you want to open.

Table A-1
Recommended memory for
MacDraw Pro used with
MultiFinder

Type of Monitor	Minimum Suggested Memory
Built-in 9-inch black-and-white monitor	1000K
Apple Color 13-inch Hi-Res RGB monitor 256 colors	2000K
thousands or millions of colors	4000K
19-inch color monitors 256 colors	2500K
thousands or millions of colors	4000K

To increase the amount of memory for MacDraw Pro under MultiFinder:

1. Quit MacDraw Pro, if you are using the application.
2. From the desktop (Finder), click the MacDraw Pro icon once to select it.
3. Choose Get Info from the File menu.

The Information dialog box appears.

4. Enter the amount of memory you want allocated to MacDraw Pro in the Application Memory Size (K) box in the bottom right corner of the dialog box, then close the dialog box.
5. Restart MacDraw Pro to use the additional memory.

- ◆ **Note** If your Macintosh has only 1MB of memory, it's recommended that you limit your display to 2 or 16 colors.
 - Turn off MultiFinder and use the Finder only.
 - If you see an "Out of Memory" message when opening a desk accessory from the Apple menu, hold down the Option key and try opening again.
 - If you see an "Out of Memory" message when opening a new document, hold down the Option key while double-clicking the MacDraw Pro icon or choosing the New command. This causes MacDraw Pro to open the blank document without using the MacDraw Pro Options file to create the new document.

- If you see an “Out of Memory” message when choosing the Cut or Copy command, try moving or resizing the selected object, then choose the command again.
- Close all open MacDraw Pro documents that you don’t need open.
- You can add additional memory to your Macintosh. See your authorized Apple dealer for details.

I deleted objects to free up memory in a large document, but I still see an “Out of Memory” message when I try to make changes. Why?

When an object is deleted, MacDraw Pro must temporarily keep the object in memory to allow you to restore the object with the Undo command. Therefore, the memory required for the deleted object is not immediately freed up for drawing other objects or performing other operations.

To free up the memory used by the deleted object, you must perform another action, such as moving an object.

Printing

My document isn’t printing. What should I do?

- Check the settings in the Chooser to make sure that the printer type and name are correctly specified.
- Check that you are using system software and printer resources that work together.

Use the printer resources that came with your system software. To replace the existing printer resources, copy the required printer resources into your System folder from the original Apple disks. Choose Restart from the Special menu. Choose Chooser from the Apple menu and reselect your printer.

- Deactivate or remove any print spooler desk accessory from the System.

Print spoolers may sometimes cause MacDraw Pro to print incorrectly. If you have a print spooler installed, select the print spooler’s desk accessory from the Apple menu, then select the option to deactivate the spooler. If you can’t deactivate your spooler, remove the spooler files from your System Folder. Then restart your Macintosh.

- Allocate more memory to the PrintMonitor in your System Folder.

PrintMonitor is an application that came with your System and holds documents while they wait to be printed. It normally uses 72K of memory. To increase its allocated memory, click the PrintMonitor icon and choose Get Info from the File menu. Select the Application Memory Size box and type 256. Click the Close box to close the dialog box.

- Check that you don't have duplicate printer drivers on your hard disk.

You can use the Find File desk accessory from the Apple menu to search for additional printer drivers on your hard disk.

If you have duplicate printer drivers remove the unwanted printer driver by dragging it into the Trash and choosing Empty Trash from the Special menu.

- Check that third-party desk accessories (not the desk accessories from Apple) and INITs (mini-applications in the System folder that automatically start up when you turn on the Macintosh) are compatible with MacDraw Pro. INITs include Control Panel documents and Startup documents.

One of your desk accessories or INITs may be the problem. To identify which desk accessory or INIT is the problem, copy all the INITs from your System Folder into a new folder, then install them one by one. Restart the computer after each installation, and try printing with MacDraw Pro until the problem reappears. Then don't use the incompatible desk accessory or INIT.

If the problem is not resolved, call Claris Technical Support.

- Check that the document doesn't have polygons or bezigons with more handles than your printer can print. (See Table A-2 for the maximum number of printable handles.) You can check the number of handles by choosing Show Size from the View menu and selecting the polygon. The Size bar then shows the number of handles for the polygon. Some printers may not have sufficient memory to print large polygons or bezigons. Divide the objects into smaller polygons or bezigons.

- Check that the document doesn't use many large objects filled with gradients. Printing a document with many gradients that fill large objects can require extended processing time for printing. If you believe printing problems result from the printer's inability to process gradients, reduce the number of objects filled with gradients, set MacDraw Pro to produce gradients with fewer steps in the Printing panel of the Preferences dialog box, or use different fill patterns.
- If your document contains imported images that are bit-mapped, such as TIFF files or scanned images, turn off the Faster Bitmap Printing and Graphics Smoothing options in the Page Setup dialog box.

Why do I see the message "Sorry, the printer is unable to print some objects?"

If you receive this alert when trying to print documents containing polygon, bezigon, or freehand objects, you may be attempting to print an object that has more handles than the LaserWriter (or other PostScript printer) will allow. Table A-2 shows the approximate number of printable handles for polygon, bezigon, and freehand objects for the LaserWriter Plus, NT, and NTX:

Table A-2
Maximum number of
printable handles

When object is:	Approximate maximum number of handles:
Unsmoothed and unfilled	1475
Unsmoothed and filled	725
Smoothed and unfilled	475
Smoothed and filled	225

Some of the options in the Print dialog box appear gray and I can't select them. What can I do?

Check the settings in the Printing panel of the Preferences dialog box. If you have a QuickDraw printer, such as the ImageWriter or LaserWriter SC, MacDraw Pro has an option that allows the printer to print at a higher resolution, but which makes several printing options in the Print dialog box unavailable. Select the option that provides more printing options but lower resolution printing. Refer to "Choosing Preferences" in chapter 10 for more information about these Preferences options.

Why are my gradients printing with wide bands instead of smooth color changes?

The smoothness of your gradients is affected by two factors—the number of colors or grays your printer can produce and the setting of gradient printing steps in the Printing panel of the Preferences dialog box. To improve the printing of gradients, try using a higher resolution printer or varying the number of steps in the Printing panel of the Preferences dialog box.

Performance

What affects the performance of MacDraw Pro?

- Inadequate available memory. (Refer to “Memory” in this appendix.)
- Number of colors set in your monitor’s Control Panel. Performance will vary with the number of colors. (The About MacDraw Pro command also tells you the number of colors you are using.)

If you see the following message:

*Currently limited by memory

Performance is limited by a combination of memory and available colors. To use all the colors that are selected in the Monitors Control Panel, make more memory available to MacDraw Pro. (Refer to “Memory” in this appendix for information on how to make more memory available.)

- Document window size and number of documents open. Large window sizes and multiple open documents can affect performance (especially with custom color palettes).
- “Kerning by pairs” option in the General panel of the Preferences dialog box can affect the performance of documents with significant amounts of text.
- The number and size of objects filled with gradients in your document. Selecting “Fast display of Gradients” in the General panel of the Preferences dialog box will substantially affect performance (The keyboard shortcut for this setting is Command-Option-G).

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I'm having difficulty opening, placing, or saving non-MacDraw Pro files. Why?

If you're having problems opening or saving a file type that uses the XTND translator files, you might be using an older version of the XTND files than those that come with MacDraw Pro. To be sure that you're using the XTND files that work with MacDraw Pro:

- Check for duplicate translator files in the following locations and delete any duplicates. Look inside the System Folder (but outside the Claris folder), inside the Claris folder (don't delete the Claris XTND System file), and look inside all folders inside the Claris Translators folder.
- If you don't have any duplicate translator files, reinstall MacDraw Pro using the MacDraw Pro Installer.

Why does opening or placing a MacDraw II document take longer than opening or placing a similar MacDraw Pro document?

MacDraw II documents have to be converted to MacDraw Pro format. This conversion process includes converting all the colors and color patterns to similar solid colors in MacDraw Pro.

I am having trouble opening a MacDraw II document. What can I do?

A document created in MacDraw II may require more memory when opened in MacDraw Pro. Be sure to close all opened documents before opening the MacDraw II file. After you open the document, save it in the MacDraw Pro format. Refer to "Memory" in this appendix for information on maximizing available memory.

Color

I see only gray patterns in the color and gradient palettes and I am using a Macintosh II-series computer with a color monitor. How can I get MacDraw Pro to display colors?

Your Macintosh may be running in black and white only. This can be caused by either the Control Panel being set to black and white, or not having 32-bit QuickDraw installed properly.

Choose Control Panel from the Apple menu and click Monitors. Make sure Colors is selected. If it is, check to see if 32-bit QuickDraw is installed in the System Folder.



32-Bit QuickDraw

When you first install MacDraw Pro on your computer, the Installer program automatically places 32-bit QuickDraw into your System Folder. Look at the 32-bit QuickDraw icon. If it is in color, it is properly installed.

If it is not in color, choose Restart from the desktop's Special menu. If the icon still doesn't appear in color, use the installer application to install the 32-bit QuickDraw file only in your System Folder.

I want to use only solid colors in my drawing, but some of the colors in the palette look more like patterns. How can I use more solid colors?

An approximated (dithered) color is one made up of alternating pixels of two colors. Approximated colors may appear slightly like patterns. You can set your Macintosh to display a specific number of colors (for example, 2, 16, 256, and so on) with the Control Panel. Any colors in a document over the set number will appear approximated. Colors may also appear approximated when you switch to use a different palette.

To have as many solid colors as possible, you can set the Control Panel to allow you to display the maximum colors possible for your Macintosh system. For more information on how your Macintosh displays colors, see the *MacDraw Pro Color Guide*.

Why do I see an alert that says, "Warning! Different colors or patterns may appear in some windows because of memory limitations?"

Certain actions, such as enlarging a document window or increasing the number of colors in the Control Panel while a MacDraw Pro document is open, can cause MacDraw Pro to need more memory than is available to it. When this happens, MacDraw Pro automatically switches to fewer available colors, if necessary, to continue using a document with the available memory. You can check the available colors by selecting About MacDraw Pro from the Apple menu. (Refer to "Memory" in this appendix.)

Why does my color palette only show a few colors when I open MacDraw II documents?

When MacDraw Pro opens a MacDraw II document that contains at least one color other than black and white, MacDraw Pro creates a new color palette with only the document's colors. To use the colors in the Claris Colors palette, tear off the color palette. Then choose Claris Colors from the Color palette View menu. (If you wish, you can copy and paste the colors from the MacDraw II document palette into the Claris Colors palette to maintain the colors as they appear in the MacDraw II document.)

Why do colors look distorted in imported scanned images?

MacDraw Pro uses the currently active palette to display the imported scanned image. (The colors in the scanned image won't be placed automatically into the currently active palette.) The document will, however, print correctly. To display the scanned image with its own palette, select the scanned image object, tear off the Color palette, then select Image Colors from the Color palette's Special menu. (If you have a color monitor equipped to work with thousands or millions of colors, you can also set your monitor to display using one of those settings, which allows all objects to display with their own palettes.)

Why do gradients exported as PICT or PICT2 files or gradients using the Clipboard appear differently in some applications?

Some applications don't support imported gradients well using the PICT format. Save the gradient files in the EPSF format if the other application can open files in this format. (As another alternative, you can use a screen capture program to capture the image holding the gradient in MacDraw Pro and transfer the captured image).

Drawing

When at the Finder, why can't I see the objects I copied to the Clipboard when I choose Show Clipboard?

When copying complex objects to the clipboard, then switching to the Finder and choosing Show Clipboard, you may see the message "Unable to Display the Clipboard." These complex objects include large smoothed polygons, freehand shapes, bezigons, EPSF objects or large color bitmaps. The Finder displays this message because it doesn't have enough memory to display the contents of the Clipboard. The objects are, in fact, on the Clipboard and will paste into a document in another application. (To view the contents of these objects in the Finder, allocate more memory to the Finder.)

Why can't I remove the pattern from an object?

To change a pattern to a color, you must select the solid pattern in the Pattern palette or Style bar. Selecting a color in the Color palette or Style bar only changes the color of the existing pattern.

.....

I'm using a black-and-white monitor and am unable to choose the pattern or color I want. Why?

On black-and-white monitors, both colors and patterns look like patterns. You may apply a pattern to a colored object and see little or no change in the display of the object. If you put both pattern and color fills into the Style bar, you may have difficulty using the Style bar on a black-and-white monitor. The cell you select in the Style bar may appear to be a pattern, but actually may be a color. This can cause little or no change in the appearance of the filled object.

You can be sure that you are selecting a color or pattern by always selecting from Color or Pattern palettes. (You can also change your palettes to display fill patterns by name.)

Why can't I change the fill pattern of an object?

The fill indicator may not be selected. Select the object, click the fill indicator (or Shift-click it to leave the pen indicator chosen as well). Then select the fill pattern again.

When I double-click a cell in the Style bar to edit it, nothing happens. How do I edit these cells?

To edit a cell in the Style bar, first drag it into the appropriate torn-off palette. You can then double-click the cell to display the palette's editor dialog box. After changing the cell, you can drag it back into the Style bar.

Why can't I see the handles on a selected object?

On color monitors, the handles may be similar to the color of the objects in the background. MacDraw Pro always attempts to make the colors of the handles contrast with the colors of the objects in the background. However, for certain color combinations, the contrast between the handle color and the object color may be very slight. If so, try the following:

- Temporarily move the selected object to a blank area of the drawing.
- Temporarily change the color of the objects in the background.
- Temporarily place the background objects on a different layer. Then hide the layer.

Why are my slides very small when I choose Turn On Slide Show?

MacDraw Pro is reducing the view to show the entire drawing size. You need to reduce the drawing size of your document. Choose Drawing Size from the Layout menu, click the small white square in the upper-left corner of the gray drawing square. Then click OK. This reduces the drawing size to the minimum number of whole pages needed to hold the objects. If MacDraw Pro won't let you reduce the drawing size to the number of pages you want, objects (or portions of objects) are on or touching the extra pages. Move these objects off the unwanted pages, then try reducing the drawing size again.

I switched from working with layers to working with slides and then back again. Why have objects disappeared?

When you select Turn Slides On to switch from Layers to Slides, all layers except the first layer (which was the Master Slide) and the active layer are hidden. So, when you switch back to Layers, only objects on the Master slide layer and the current slide layer will be visible.

To quickly view all layers:

1. Choose Layers from the Layout menu.
2. Choose Select All from the Edit menu.
3. Click Show in the Layers dialog box.
4. Double-click the top layer to make it active.

How do I make the library window active when completely covered by a document window?

If an open library window (or any other window) is completely covered by the document window, you can bring the next window forward by pressing Command-Shift-W.

Text

When I choose an outline font on my Macintosh II or Macintosh SE/30, the background pattern shows through, making it difficult to read. What do I do?

If you are using a Macintosh II or SE/30 and are creating text using an outlined font, the background pattern of the text object will appear through the outlined text. Although the pattern appears inappropriately through the outlined font, MacDraw Pro prints the text correctly. This is due to the way different computers handle fonts.

Text from MacDraw Pro appears clipped or chopped off on the right when pasted into another application's documents. How do I prevent this clipping?

The other application may not use fractional character width spacing for text. In MacDraw Pro, open the MacDraw Pro document that holds the text and turn off the "Fractional character widths" option in the General panel of the Preferences dialog box. Copy the text in MacDraw Pro onto the Clipboard and then paste it into the document of the other application.

Resizing

MacDraw Pro won't draw lines or resize objects at the angles and sizes I want. What's wrong?

If you selected the "Caps Lock constrains mouse" option in the Mouse panel of the Preferences dialog box, the Caps Lock key constrains the resizing and rotating of objects. Check if the Caps Lock key is down.

When I rotate a grouped object and later resize it, it doesn't resize as I expected. This also happens when I select a rotated object and a non-rotated object and try to resize them together. What's happening?

When you resize rotated grouped objects, MacDraw Pro remembers how each individual object was originally created and resizes it according to its original unrotated orientation. To resize grouped and rotated objects proportionally, resize the object with the Scale Selection command on the Arrange menu.

Aligning Objects

Why do the objects I create and align in MacDraw Pro appear shifted apart slightly when I copy and paste them into another application's documents?

Objects that are saved in a PICT file and copied and pasted into another application may shift slightly because the Clipboard and PICT files may be unable to record the highly precise alignments you achieve in a MacDraw Pro document.

To avoid object shifting, save your MacDraw Pro document as an EPSF file and then open this document with the other application. If the other application can't open EPSF files, create your MacDraw Pro document with the ruler set to 36 divisions per inch and turn the Autogrid on. Objects created under this ruler setting can be copied and pasted or saved as a PICT file with significantly less shifting.

Appendix **B**

MacDraw Pro and AppleShare



saying that the document has been changed since the time the user then has the option of either saving the document or replacing the document stored on the file server with the document of the same name, or cancelling the save process. See the *AppleShare User's Guide* for information about applications on the AppleShare file server.

- **Departmental:** recommends that you create a set of procedures to make multiple copies of MacDraw Pro for use on any workstation or workstation.

The AppleShare file server lets you share information over the AppleTalk Personal Network. MacDraw Pro is compatible with AppleShare and is a "network-ready" application. You can store MacDraw Pro documents and MacDraw Pro on the AppleShare file server, and open them from your AppleShare workstation. Only one workstation at a time can open the MacDraw Pro application stored on the file server. If another user tries to open it, a message tells the user that MacDraw Pro is being used. One recommended way to use MacDraw Pro with the file server is for each user to have MacDraw Pro on a workstation disk to work with MacDraw Pro documents stored on the file server. With each workstation using MacDraw Pro on a workstation disk, all workstations can open and work on MacDraw Pro documents at the same time. Different workstations can also open and work on the same document simultaneously. When two or more workstations open the same document, the first workstation to save the revised document can save it in the regular manner. Any workstation saving the document after that will see a message

Appendix **B**

MacDraw Pro and AppleShare

The AppleShare file server lets you store and share information over the AppleTalk Personal Network. MacDraw Pro is compatible with AppleShare and is a “network-ready” application.

You can store MacDraw Pro documents and MacDraw Pro on the AppleShare file server, and open them from your AppleShare workstation. Only one workstation user at a time can open the MacDraw Pro application stored on the file server. If another user tries to open it, a message tells the user that MacDraw Pro is being used.

One recommended way to use MacDraw Pro with the file server is for each user to have MacDraw Pro on a workstation disk to work with MacDraw Pro documents stored on the file server. With each workstation using MacDraw Pro on a workstation disk, all workstations can open and work on MacDraw Pro documents at the same time.

Different workstations can also open and work on the same document simultaneously. When two or more workstations open the same document, the first workstation to save the revised document can save it in the regular manner. Any workstation saving the document after that will see a message

.....

saying that the document has been changed since the time it was opened. The user then has the option of either saving the document with a different name, replacing the document stored on the file server with the newly revised document of the same name, or cancelling the save procedure.

See the *AppleShare User's Guide* for information about using network-ready applications on the AppleShare file server.

- ◆ **Important** Remember that it is a violation of copyright laws to make extra copies of MacDraw Pro for use on more than one computer or workstation.

Keyboard Shortcuts

You can choose many commands either by pulling down menus or by using Command keys. With Command keys, you hold down the Command key while pressing a key on the keyboard to choose a command. For example, you can create a new document by choosing New from the File menu or by pressing Command-N. You can use Command keys to choose commands quickly and conveniently without pulling down menus.

Command keys are listed on the menus beside their respective commands. The following is a list of the command keys for MacDraw Pro and other keyboard shortcuts. Command keys are case insensitive and you can use uppercase or lowercase keys.

File Menu	Shortcut
New	Command-N
Open	Command-O
Close	Command-W
Send window to back (Sends the active window behind all windows and activates the next window on screen)	Command-Shift-W

File Menu (cont.)	Shortcut
Save	Command-S
Save As	Command-Shift-S
Page Setup	Command-Shift-P
Print	Command-P
Quit	Command-Q
Edit Menu	
Undo/Redo	Command-Z
Cut	Command-X
Copy	Command-C
Paste	Command-V
[Rescale when pasting]	Command-Shift-V
Duplicate	Command-D
Select All (selects all objects on active layer/slide)	Command-A
Select All (selects all objects on all visible layers of the document)	Command-Shift-A
Reshape	Command-R
Smooth	Command-E
Unsmooth	Command-Shift-E
Check All	Command==
Check Selection	Command-Shift==
View Menu	
Fit To Window	Command-M
[Return to 100%]	Command-Shift-M
View names	Command-1 to Command-9
Layout Menu	
Turn Autogrid On/Off	Command-Y
Layers/Slides	Command-L
Arrange Menu	
Move Forward	Command-F
Move To Front	Command-Shift-F
Move Backward	Command-J
Move To Back	Command-Shift-J
Align	Command-K
Alignment	Command-Shift-K

Arrange Menu (cont.)

Rotate	Command-T
Group	Command-G
Ungroup	Command-Shift-G
Lock	Command-H
Unlock	Command-Shift-H

Style Menu

Bold	Command-B
Italic	Command-I
Underline	Command-U

Selecting Tools

Selection arrow	Enter
Text*	T
Line*	L
Rectangle*	R
Rounded rectangle*	D
Oval*	O
Arc*	A
Freehand*	F
Polygon*	P
Bezigon*	B
Eyedropper*	E
Eyedropper*	TAB
Note*	N

Tool Shortcuts

Hide or show Tool palette	Command-Option-Space
Use keys to select tools	Command-Option-S
Use a tool repeatedly	Double-click the tool icon
Constrain a tool (to draw a square, circle, or line at an angle)	Shift-drag
Switch between the selection arrow and last tool selected	Enter
Polygons and bezigons:	
Delete a selected handle from a polygon or bezigon	Backspace
Draw straight lines in bezigons	Option-click
Draw curves in polygons	Option-click

*"Typing activates Shortcuts" in the General Panel of the Preferences dialog box must be selected.

Tool Shortcuts (cont.)**Shortcut**

Change a handle to a curve when reshaping
freehand shapes, polygons, or bezigons

Option-drag

Edit a polygon or bezigon as you draw

Hold down command key

Style Palette Shortcuts

Hide or show Style palette

Command-Option-Space

Select both fill and pen indicator

Shift-click

Select a pen pattern when pen indicator is not selected

Option-click pattern

Fill selected objects with current fill

Command-click pattern fill indicator

Change pen pattern of selected objects to current pen pattern

Command-Option click pen indicator

Move cell in Style bar

Drag cell

Move more than one cell in Style bar

Shift-click cells, drag

Add cell to Style bar

Drag a cell into the bar from the fill or pen
indicator or from any of the three palettes

Remove cell from Style bar

Drag cell off bar

Control Shortcuts

Corner/center*

M

Change Layers/Slides

Command-up/down arrow

Zoom in/out

Command left/right arrow

Zoom percentage box

To 100 percent/previous level

Click box

To specific percentage

Double-click box, type percentage, press Enter

Zoom *

to 100 percent

1

to 200 percent

2

to 300 percent

3

to 400 percent

4

to 500 percent

5

to 600 percent

6

to 700 percent

7

to 800 percent

8

to 900 percent

9

Fractional Zoom *

Z

Activate the next window

Command-Shift-W

*“Typing activates shortcuts” in the General panel of the Preferences dialog box must be selected.

Ruler Shortcuts

Change rulers	Option-click or Option-Shift-click ruler number box
Change zero point on a single ruler	Click in a ruler where you want the new zero point
Change zero point on both rulers	Drag from Ruler number box into the document
Resetting the zero point	Click in the Ruler number box
Display the Rulers dialog box	Double-click a ruler

Text Shortcuts

Select a word	Double-click
Select a line	Click three times
Select a paragraph	Click four times
Select entire text object	Click five times
Select all text between two points	Click, then Shift-click
Extend a selection	Shift-click, or Shift-arrow key
Fill selected text object with fill pattern	Click fill pattern
Change text color in a selected object	Option-click solid color
Compress or expand text	Option-left/right arrow
Reset text spacing to normal	Option-up arrow

Working with Object Shortcuts

Select more than one object	Shift-click
Deselect one object when several are selected	Shift-click
Select a single object on a visible layer	Option-click
Select objects on different layers	Option-Shift-click
Select every object on all visible layers (multilayer selection off)	Command-Shift-A
Select all objects of the same type	Click tool, Command-A
Select all objects of the same type on more than one layer	Click tool, Command-Shift-A
Select all objects enclosed or touched by selection box	Command-drag
Move selected objects one pixel or grid point	Arrow keys
Constrain when moving or resizing objects	Shift-drag
Rescale when pasting objects	Command-Shift-V
Group selected objects	Command-G
Ungroup a selected, grouped object	Command-Shift-G
Rotate an object	Command-T, drag a handle
Duplicate a selected object	Command-D

Slide Presentation Keys

Next slide	Click the right or down arrow
Previous slide	Click the left or up arrow
Specific slide	Type number, press Enter
Blank or display screen	, (comma)
Blackout or display screen	. (period)
Hide or display pointer	= (equals)
Stop slide show	Escape, Command-. (period), or - (hyphen)

Other Options

Stop process (printing, checking spelling, etc.)	Command-period
Create a new layer or slide and display the Layers or Slides dialog box	Command-Shift-L
Print one copy of the drawing according to the way the Print and Page Setup dialog boxes were last set up. (You do not see the Print dialog box.)	Command-Option-P
Turn the “Fast display of Gradients” option on or off	Command-Option-G
Display the MacDraw Pro Help System	Command-?
Display command key equivalents for buttons in dialog boxes	Hold down Command

Extended Keyboards

If you have an extended keyboard (with Help, Home, and Function keys, for example), you can also use the following keys to choose MacDraw Pro commands and functions.

Display the MacDraw Pro Help System	Help
Display the top left corner of the document	Home
Display the bottom right corner of the document	End
Scroll up one screen in a drawing	Page up
Scroll down one screen in a drawing	Page down
Scroll left one screen in a drawing	Option-Page up
Choose Undo from the Edit menu	F1
Choose Cut from the Edit menu	F2
Choose Copy from the Edit menu	F3
Choose Paste from the Edit menu	F4

MacDraw Pro and Scanned Images

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Appendix **D**

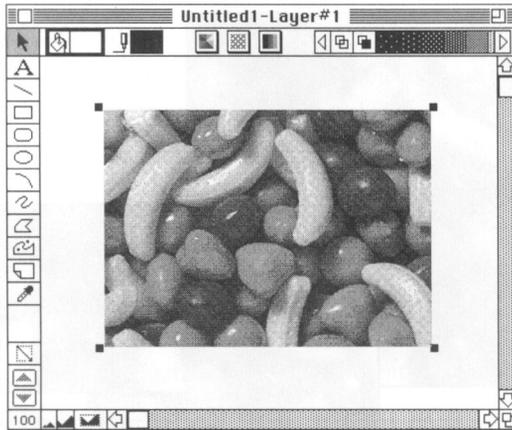
MacDraw Pro and Scanned Images

This appendix provides information about scanning images and working with them in MacDraw Pro documents. It explains how you can manipulate different types of scanned images and how to set up and save scanned images for a MacDraw Pro document. It also explains important factors that affect printing documents with scanned images.

Scanned Images

You create scanned images with a scanner and scanner software. The scanner shines light at a drawing or photograph on paper and records the image as an electronic file. (Video scanners use a video camera to photograph an image, converting it to an electronic image similar to what appears on a TV screen.) You save the electronic file in a file format that MacDraw Pro can open. You can then place the scanned image in any MacDraw Pro document (figure D-1).

Figure D-1
Scanned Image in a
MacDraw Pro
Document

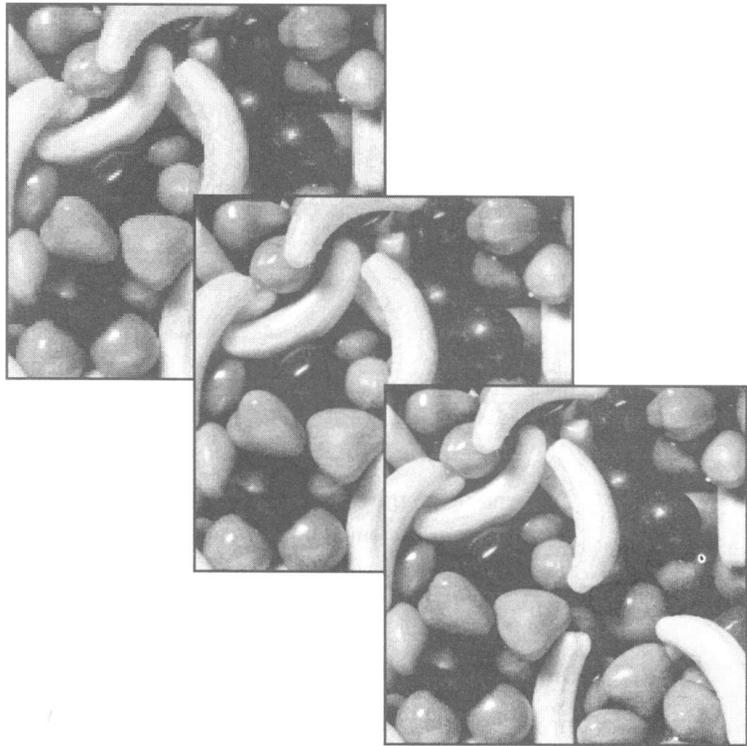


Depending on the capabilities of your scanner and its software, you may be able to record scanned images as halftone, grayscale, or color images. The way an image is scanned makes a difference in the ways you can change it with MacDraw Pro.

Changing an Image's Resolution

The appearance of your scanned image is somewhat dependent on the resolution at which it was scanned. Scanners may scan an image at 72, 150, 300 or more dots per inch (dpi). The higher the resolution, the finer the detail that can be reproduced (figure D-2).

Figure D-2
Image scanned at
72, 150, and
300 dpi



When scanning an image, it's a good idea to consider the resolution of the computer screen or printing devices you plan to use to show or print the image. Scan an image at 72 dpi if the image is for display on the Macintosh screen (which has a screen resolution of 72 dpi.) If you will be printing the image with a printer of 150, 300, or 400 dpi or higher, scan the image at a resolution that best matches the printer's resolution.

If you are using a 72 dpi image in a MacDraw Pro document, you can reduce the image in size to increase its resolution to 150 or 300 dpi.

To create an image with better resolution:

1. Choose Show Size from the View menu.
2. Select the image.
3. Drag a handle on the scanned image until the Size bar displays 150-150 or 300-300.

Planning a Scanned Image

Scanning an image can produce objects that require substantial amounts of available memory. Large scanned images can quickly become too large for the memory of your computer or printer to produce.

Therefore, before you scan and store an image to use with MacDraw Pro, follow these guidelines:

- To scan a black-and-white image, adjust your scanning software for more colors and lower resolution. Recording the image with more colors allows MacDraw Pro to display it with more shades of gray.
- If the image is mainly for display on the computer screen, scan it at 72 dpi. This matches the scanned image's resolution exactly to the screen's resolution.

The size of a scanned file is dependent on several factors:

- The number of colors or gray shades in the scan. An image with many different colors or grays requires more memory.
- The dimensions of your graphic. Reducing the dimensions of a large graphic reduces the memory size of a scanned file.
- The dots per inch resolution used to scan the graphic image. An image scanned at 300 dpi requires more memory than one scanned at 150 or 72 dpi.

If you're having difficulties opening a scanned file in MacDraw Pro, try scanning the image again, using 72 or 150 dpi rather than 300 dpi. You can also scan the image in sections.

To estimate the amount of memory required for a scanned image, refer to Table D-1.

Table D-1
Scanning resolution
and file size

Resolution	K size per square inch	Final size for a 4" x 6" image
72 dpi		
4-bit image (16 colors)	2.8K	67K
8-bit image (256 colors)	5.6K	134K
24-bit image (millions of colors)	16.8K	402K
150 dpi		
4-bit image	11K	270K
8-bit image	22.5K	540K
24-bit image	67.5K	1620K
300 dpi		
4-bit image	45K	1080K
8-bit image	90K	2160K
24-bit image	270K	6480K

Saving Your Scanned Image for Use with MacDraw Pro

To transfer a scanned image into a MacDraw Pro document, save it in a file format that MacDraw Pro can open. MacDraw Pro opens scanned images in the following formats:

- PICT and PICT2
- TIFF
- MacPaint
- EPSF

For information about the characteristics of these different formats, refer to Appendix E, "Importing and Exporting Documents."

Printing Scanned Images

Although your Macintosh can display a scanned image in MacDraw Pro, if your printer lacks the required memory, it may not be able to produce it. When this is the case, you may see an error message during printing such as:

LIMIT CHECK

OR

TIME OUT

In other cases, the printer may continue processing the document but will not print. Some LaserWriters have larger memory capacity than others. For example, the LaserWriter and LaserWriter Plus have 1.5 Megabytes of RAM, whereas the LaserWriter NT has 2 Megabytes. Also a large selection of fonts downloaded to the printer uses up large portions of printer RAM. You can try increasing the amount of memory the Print Monitor uses. (To increase the amount of memory, select PrintMonitor in your System Folder, choose Get Info from the desktop's File menu, and type a larger number in the Application Memory Size box.)

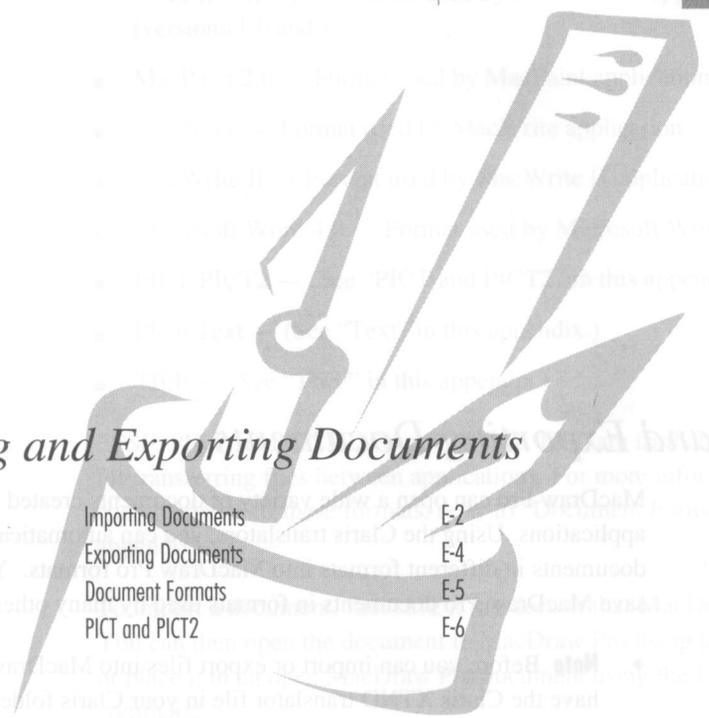
Keep in mind the memory limitations of your printer when you import scanned images into a MacDraw Pro document. Try reducing the number of scanned objects in a document if printing problems associated with insufficient printer memory occur.

Changing Image Colors

You can change the colors of a scanned image in a MacDraw Pro document. You select the image, choose Image Colors from the Color palettes's Special menu, then edit the colors. For more information about changing image colors, see "Changing Color in Imported Images" in the *MacDraw Pro Color Guide*.

Importing and Exporting Documents

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Appendix **E**

Importing and Exporting Documents

MacDraw Pro can open a wide variety of documents created in other applications. Using the Claris translators, you can automatically convert documents in different formats into MacDraw Pro formats. You can also save MacDraw Pro documents in formats used by many other applications.

- ◆ **Note** Before you can import or export files into MacDraw Pro, you must have the Claris XTND translator file in your Claris folder. This file and translators for specific file formats are placed in your Claris folder when you install the MacDraw Pro application on your hard disk. You can add additional translators to your Claris folder as they become available. For information on installing translators, refer to *MacDraw Pro Getting Started*.

Importing Documents

You can import a document from another application using the Open or Place File commands.

MacDraw Pro comes with translators that let you place and open documents saved in the following formats:

- EPSF — (See “EPSF and EPS” in this appendix.)
- MacDraw — Format used by MacDraw 1.9 application
- MacDraw II 1.1 — Format used by MacDraw II application (versions 1.0 and 1.1)
- MacPaint 2.0 — Format used by MacPaint application
- MacWrite — Format used by MacWrite application
- MacWrite II — Format used by MacWrite II application
- Microsoft Word 4.0 — Format used by Microsoft Word 4.0
- PICT/PICT2 — (See “PICT and PICT2” in this appendix.)
- Plain Text — (See “Text” in this appendix.)
- TIFF — (See “TIFF” in this appendix.)

EPSF, PICT, and PICT2, Plain Text, and TIFF are formats commonly used for transferring files between applications. For more information about the characteristics of these formats, refer to “Document Formats” later in this appendix.

To import a document, first save it in a format that MacDraw Pro can open. You can then open the document in MacDraw Pro using the Open command or place it in an open MacDraw Pro document using the Place File command.

- ◆ **Note** When opening MacDraw II or Plain Text files, MacDraw Pro may not display the document exactly as it was created. For example, some colors and patterns created in MacDraw II may look different in a MacDraw Pro document because MacDraw Pro and MacDraw II record color and pattern information differently. Plain Text files may not record font, size, and style information about text. Therefore text saved in a text file and imported into MacDraw Pro may appear formatted differently from the original document. You can set the General and Translators options in the Preferences dialog box to change how MacDraw Pro imports Plain Text and MacDraw II files. Refer to chapter 10 for more information on changing preferences.

Exporting Documents

Once you create a MacDraw Pro document, you can save it in a format that another application can open. For example, you can export a MacDraw Pro document to a page layout application or word processor.

MacDraw Pro comes with translators for the following formats:

- EPSF—(see “EPSF and EPS” in this appendix.)
- MacDraw II 1.1
- PICT
- PICT2—(see “PICT and PICT2” in this appendix.)

To export a MacDraw Pro document to another application, you must save the MacDraw Pro document in a file format that the other application can open.

To save a MacDraw Pro document in a different format, first save the document as a MacDraw Pro document, in case you need to edit it in MacDraw Pro later. Then save the document in the other application’s format. You can then open the document in the other application.

- ◆ **Tip** To use MacDraw Pro documents in other applications, it’s recommended that you save the document in the EPSF format, if possible. The EPSF format provides the most reliable and accurate transfer of MacDraw Pro documents. MacDraw Pro, however, cannot edit EPSF documents. So if you need to make changes to the document later, you must change the original MacDraw Pro document and then save it again as an EPSF document.

Saving MacDraw Pro documents with text: When transferring MacDraw Pro text to other applications, you need to determine if the application uses fractional character widths for text spacing. If the application you are exporting to doesn’t use fractional character widths, the MacDraw Pro fractional character width spacing will not be maintained. You should turn off fractional character widths in the General panel of the Preferences dialog box before you save the document. Refer to “Changing Preferences” in chapter 10 for more information about fractional character widths.

Saving MacDraw Pro documents for use with MacDraw II: You can save a MacDraw Pro document as a MacDraw II document and open it in MacDraw II. The MacDraw Pro document may display different color and pattern information because MacDraw II cannot interpret some of the MacDraw Pro color and pattern capabilities.

Saving MacDraw Pro documents for use with DOS computers: To transfer a MacDraw Pro document to an application that uses DOS, save the document in PICT format, which many DOS applications can open, or save in EPS format using the Text option described in “Translator Panel”, chapter 10. Also, look for additional translators to become available for MacDraw Pro.

Document Formats

To transfer documents between different applications, you need to save the document in a file format that the other application can open. Some file formats are specific to a particular application (for example, MacWrite® II and MacDraw II programs), and some are more universally used by different applications. Many applications can save documents not only in their application-specific format, but also in other common document formats such as EPSF, PICT and PICT2, Text, and TIFF.

EPSF and EPS

EPSF files are encapsulated PostScript format files (called EPS in DOS computer documentation.) EPSF files store images in two formats in the same file: PICT and PostScript. MacDraw Pro uses the PICT format to draw images on the screen. The PostScript portion is used for printing. Saving a document in the EPSF format provides a reliable and accurate reproduction of MacDraw Pro documents. Many applications can open EPSF files.

When MacDraw Pro opens a document saved as an EPSF document, it converts the entire document into one object. You cannot edit or manipulate the individual objects created in the original document. When this EPSF file is exported into a PostScript-based drawing or page layout program, the individual objects in the document cannot be edited.

To edit a document later, save the document both as a MacDraw Pro document and an EPSF document. Then, when changes are required, you can open the original MacDraw Pro document, change it, and save it again as both a MacDraw Pro document and an EPSF document. You can then open the changed EPSF document in the other application.

- ◆ **Note** Some applications save EPSF files without the PICT (screen display) information. When MacDraw Pro opens these documents, it displays a box with the label “EPS object” on the screen. Although you cannot see the image on the screen, you can print it.

When you import an EPSF document into a MacDraw Pro document, the fonts used within the EPSF document will appear correctly on the screen even if you do not have the same fonts available in your system. The EPSF document recreates fonts as a bitmap (a series of dots) on the screen, so they appear as originally created. However, if a font used in the EPSF document is not resident in your printer or on your system during printing, the printer may substitute another font that is available. Thus, although the screen appears with the correct font, the printer prints the EPSF image with a substitute font.

- ◆ **Note** You cannot use the Image Colors command in the Color palette’s Special menu on images in EPSF documents.

PICT and PICT2

A PICT file is a script of the QuickDraw routines used to create the images in a drawing. Any application that can accept PICT files, such as a desktop publishing application, can read the script and reproduce the MacDraw Pro image on screen even if the application doesn’t have all the drawing capabilities of MacDraw Pro.

You can save a document as a PICT file and open it in other applications that use PICT format. When you save a document in PICT format, MacDraw Pro does not record all the information associated with the document. For example, if you customize the Pen menu to show specific pen sizes, the customized pen information will not be recorded in the PICT document. Therefore, when saving a file as a PICT document, you should also save it as a MacDraw Pro document.

When you save a document in PICT format, MacDraw Pro saves the document just as it appears on the screen. For example, if layers are hidden from view, they will not appear in the PICT document. If you open a PICT document again in MacDraw Pro, the drawing resides on one layer only, even though the original may contain several layers.

MacDraw Pro documents saved as PICT do not record information about libraries, rulers, views, pen sizes greater than 10 points, customized dashes or arrows, font styles set with the Set Style command, fonts installed in a document, or colors used in a document.

The PICT2 format records the same information as a PICT file as well as information about the colors used in a document. Use PICT2 when your document includes color objects.

- ◆ **Tip** The PICT file format records images at the resolution of the screen (72 dpi) even though MacDraw Pro objects can be created with much finer spacing. To compensate for the difference in resolution between MacDraw Pro documents saved in PICT format, you can create the document to better match the way information is recorded in the PICT file format. Change the ruler divisions in the Rulers dialog box to 72 or 36 per inch and turn the Autogrid on before you create any MacDraw Pro objects. Then objects you create will be drawn in increments that match the dot sizes on the screen, and the placement and size of objects can be more precisely recorded by the PICT file.
- ◆ **Note** When saving rotated objects in the PICT format, another application may not be able to accurately recreate their rotated positions.

Exporting PICT Images Using the Clipboard: You can also export images by copying them to the Clipboard. When you quit the MacDraw Pro application, the contents of the Clipboard is converted to PICT format. Because PICT doesn't record all MacDraw Pro object information, the transferred objects may appear different when pasted into another application.

Text

Most word processing applications can use the Plain Text format. This format saves alphanumeric characters in an ASCII file. It is most useful for transferring the text information (without formatting) from a MacDraw Pro document to another application. The Plain Text format doesn't record font, size, style, paragraph, or ruler settings. It does record the tab keystrokes, indicating where text should line up with a tab marker, but it does not save the tab marker settings from the ruler. The Claris XTND translator file provides translators for most word processors used on the Macintosh. You can add other translators to your Claris folder.

TIFF

The TIFF (Tagged Image File Format) records a bitmapped image of each object in a document. It is used by many applications. The file describes each dot in the image and records its brightness (gray) level.

MacDraw Pro can open TIFF documents created by most popular applications. However, you cannot save MacDraw Pro documents in TIFF format.

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Entries prefaced with “CG” can be found in the *MacDraw Pro Color Guide*.

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