

# FlowCharts & More

## Version 5.0 USER GUIDE

### IMSI US

75 Rowland Way  
Novato, CA 94947-5506, USA  
Tel: +1 415-878-4000  
Fax: +1 415-897-2544  
Homepage: <http://www.imsisoft.com>

### IMSI Australia PTY LTD

PO BOX 72316  
Frankston VIC 3199, Australia  
Tel: +61 3 9781 4588  
Fax: +61 3 9781 1488  
Homepage: <http://www.imsisoft.com/au>

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# Welcome to FlowCharts&More

Welcome to IMSI FlowCharts&More, a program that makes it easy to create effective flow charts, time lines, and other diagrams. FlowCharts&More provides a set of precision drawing tools and easy-to-use libraries containing an extensive collection of pre-drawn symbols and clip art.

## Using the Documentation

The FlowCharts&More documentation set includes the following:

- The FlowCharts&More Reference Manual (which you're looking at now)
- Online Help including a tutorial
- Context-sensitive Help
- Quick Tips`

## Installation

A Wizard helps you install FlowCharts&More in a few easy steps.

FlowCharts&More 1–2

## System Requirements

To be able to install and run FlowCharts&More, your computer must meet the minimum requirements.

However we recommend that your computer meet or exceed the recommended requirements for the best performance.

## Installing FlowCharts&More

Place the FlowCharts&More CD into your CD-ROM drive. When you close the drive, the installation program should run automatically. If it does not, you can activate the installation program yourself.

1. With the FlowCharts&More CD in your CD-ROM drive, select Start|Run from the Windows taskbar.
2. Type `D:\setup` (where `D` is the letter of your CD-ROM drive).
3. Follow the instructions on the screen.

## Readme.txt

The Readme.txt file contains last-minute information that was not included in this manual.

We suggest that you read it before using the program and save it for future reference. You can access

the Readme.txt file by choosing Start|Programs|IMSI FlowCharts&More|Setup and Notes|FlowCharts&More Readme.

## Starting and Exiting FlowCharts&More

If you have not yet installed FlowCharts&More, refer to the previous installation instructions.

- To start FlowCharts&More, choose Start|IMSI FlowCharts&More|FlowCharts&More or click the FlowCharts&More shortcut icon on your desktop.
- To exit FlowCharts&More, choose File|Exit.

### System Component Minimum Required Recommended

Processor IBM Compatible PC 486 DX66 Pentium 120 MHz

RAM 8 MB 16 MB

Display VGA monitor 800x600 SVGA monitor 1024x768

CD-ROM Drive CD-ROM(2x or higher) CD-ROM (2x or higher)

Hard drive 40 MB for a typical install, plus room for the diagrams you create.

60 MB or over (depending on the diagrams you create)

Operating system Windows® 95, Windows® 98, Windows® NT 4.0, Windows ®ME or Windows ®XP

Pointing device Mouse or tablet Mouse or tablet.

**Chapter 1** Welcome to FlowCharts&More 1–3

## Getting Started

Once you've installed FlowCharts&More, take a look at the Tutorial in the online help. The tutorial won't take long to complete and will get you up and running right away.

## Using the Tutorial

The tutorial is available from the Online Help contents page. To access the tutorial:

1. Select Help|FlowCharts&More Help to display the Help contents page.
2. On the Contents page, double-click *Tutorial*, then double-click *Introduction to the Tutorial*.

## Where Do I Get Help?

Help is always available while you're using FlowCharts&More. Your options include:

- Online Help
- Context-sensitive Help
- FlowCharts&More Web Site
- Technical Support

## Online Help

Information about FlowCharts&More is always at your fingertips. Use this manual or the online help system to get the information you need. To access online help, choose Help|FlowCharts&More Help.

## Context-sensitive Help

Context-sensitive help provides instant information about an item on the screen (like a dialog).

You can activate context-sensitive help in three ways:

- Place your cursor over the item (e.g. a button in a dialog) you want to query, right-click the item then choose *What's This?* from the pop-up menu.
- In the Standard Toolbar, or in the Titlebar of a dialog, click the Help button then click on the item you want to query.
- Press <Shift>+<F1> then click on the item you want to query.

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## IMSI Technical Support Services

There are many convenient ways to contact technical and customer support. Some of them are available to you 24 hours a day. Technical Support will work closely with you to solve any problem(s)

related to our software. Please give our support technicians as much information as possible.

Remember that they are not in front of your computer and that they need your help to diagnose the problem.

On occasion, a problem can be traced to hardware, or to another software application. Our technician

will supply as much support as possible in these cases, but they are not authorized to support products manufactured or published by another company.

You might find that e-mail is an easier way to get answers to your technical support questions.

You

won't get put on hold, and the technician will have time to fully consider your problem and formulate

an answer. If you do send e-mail, provide as much information as you can about your system and about the problem. Use the checklist from the following section.

## Technical Support Checklist

To receive the fastest response to your technical questions, please complete the following checklist

before you call or send e-mail: <http://www.tier3support.com/imsi/emailsupport.html>

- You may already have the information you are looking for. Before calling, check your User Guide

thoroughly. Let the technician know what you've tried.

- Record the exact sequence of events that created the problem. Make sure that you can reproduce the problem by following the same series of steps.
- Have the name, version number, and file date of the application. To get the exact version number, select Help|About FlowCharts&More.
- Know the type of computer and Windows version you are using.
- Record the exact wording of any error messages.
- Know the results of any steps you have undertaken to solve the problem.
- Be in front of the computer, with the computer on if you are calling on the phone.
- Be sure to give your name and return address or fax number if you want a reply via fax or e-mail.

## Electronic Support

Free electronic technical support is available 24 hours a day on the IMSI Web Site. Several support options are available including user forums and Frequently Asked Questions. You may also reach technical support via e-mail. Please see below for further information.

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## Standard IMSI 90 Day Technical Support

No charge technical support in North America, via a toll call, is available from IMSI for a period limited to 90 days. All calls after the 90 day period are on a pay basis. A variety of payment methods

and plans are available. Your 90 day period begins with product registration, or your initial contact with IMSI after purchase. In North America, Technical Support hours are 8 a.m. - 6 p.m. Mountain Time, Monday through Friday, excluding holidays.

Users outside of North America may have different technical support options. Those users should refer to the techsupt.wri file on the program CD-ROM for addresses and phone numbers for Technical

Support and Customer Service.

## Other IMSI Customer Service Options

Hours of Operation are Monday through Friday, 9:00am to 6:00pm (Mountain Time), excluding US observed holidays.

### Service via North American address/number

World Wide Web <http://www.imsisoft.com>

Phone Support on Demand is \$9.95 per-incident available at (505) 248-9999. An incident is defined as one issue and one solution, no matter how long it may take to resolve. All major credit cards accepted.

Email Support on Demand is \$4.95 per incident and is available by completing the secure Email Support Form at <http://www.tier3support.com/imsi/emailsupport.html>. An incident is defined as one issue and one solution, no matter how long it may take to resolve. All major credit cards accepted.

### Service via North American address/number

Sales/Customer Service:

Please call for pricing, product information or replacement disks

+1 800-833-8082

Online Store <http://www.imsisoft.com.FlowCharts&More>

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## Typographic Conventions

This manual uses the following typographic conventions:

- Keyboard keys are enclosed by angle brackets (<>), (For example: Press <Enter>, <Tab>, or <F1>).
- Key combinations (Hotkeys) are keyboard key characters surrounded by angle brackets <> and

joined by a plus sign, (For example: Press <Alt>+<A> means to hold down the <Alt> key on the keyboard and press the letter <A>).

- Buttons and tabs on the screen are enclosed by straight brackets ([ ]), (For example: Click [OK], [Cancel], or [Help]).
- Telephone numbers, addresses, and information that you enter appears in bold face, (For example: Type **A:\setup**).
- Words requiring emphasis, names of objects on the screen, or sections in the manual appear in italics, (For example: Choose *one* of the following items; Close the *Options...* dialog;
- Pull-down menu instructions are separated by a pipe (|), (For example: File|Open means to select the *File* menu and choose *Open*).

There are four different icons to point out useful or related information:

1NOTE: This icon indicates additional information that may not apply to general use.

2SEE ALSO: This icon indicates other sections in the manual that contain related information.

3TIP: These notes contain time-saving tips, ideas, and suggestions.

4WARNING: Pay close attention to the notes with this icon. The information they provide could prevent you from making costly mistakes.

## 2

# Getting to Know FlowCharts&More

The FlowCharts&More screen provides a work area, menu commands, tools, and the information you need to create your diagrams. Before you start creating diagrams it's a good idea to know your way around the screen.

## The Parts of the FlowCharts&More Screen

The following picture shows the parts of the FlowCharts&More screen.

Symbol Library  
Layers tab  
Scroll bar  
Title bar  
Menu bar  
Toolbar  
Inspector bar  
Guidelines  
Toolbox  
Flyout  
Quick Tips  
Ruler  
Page  
Color Palette  
Status bar  
window.

FlowCharts&More 2-2

### Item Description

**Title Bar** — The Title bar displays the name of the file you're working on. If the FlowCharts&More window is not maximized and you need to reposition it on the screen, click on the Title bar and drag the window to a new location. The three buttons at the right side of the title bar are used to minimize the window so that it appears only on the task bar, maximize it to full screen size, or close FlowCharts&More.

**Menu Bar** — The Menu bar contains selections in drop-down menus. Clicking a menu name displays a list of commands. Commands are grouped according to function. The three buttons at

the right side of the menu bar allow you to minimize the window for the file you are working on, maximize the window, or close the file.

*Standard Toolbar* — The Standard Toolbar provides quick one-click access to commonly used features.

*Inspector Bar* — The Inspector bar is a context-sensitive toolbar that displays different options depending on the tool or object that is selected. It contains boxes, buttons, and tools for entering data or making choices relating to the operation you are performing.

*Guidelines* — You can add guidelines to help you align objects in your diagram. To add a guideline, click in the ruler and drag the guideline onto the page. You can also place guidelines with precision by using the Guideline dialog from the Format menu. To delete a guideline, click it and press <Delete>.

*Toolbox* — The Toolbox contains the tools you'll use most frequently when creating diagrams on the page. The tools with a black triangle in the lower right corner have flyouts with other tools. To display a flyout, click on the black triangle.

*Flyout* — A flyout is a toolbar that is accessed from a tool. When a tool button has a black triangle in the lower right corner, it indicates that a flyout can be accessed. To access a flyout, click the black triangle, or click anywhere on the button and hold down the mouse button until the flyout appears.

*Quick Tips* — Quick Tips provide information on the task you are performing. You can display Quick Tips by selecting them from the Help menu.

*Rulers* — Rulers can be turned on or off by clicking *View|Rule*. They reflect the default unit which is specified in the *Page and Diagram Setup* dialog, accessed by clicking *File|Page Setup|Options*. A ruler can be moved by clicking and dragging the ruler while holding down <Shift>. You can also move the point of origin of the rulers by selecting *Format|Rulers*.

## **Chapter 2** Getting to Know FlowCharts&More 2–3

*Page* — This is where you create your diagrams. Lines, shapes, and text can be created on the page or symbols can be dragged from the Symbol Library to the page.

The size and orientation of the page can be changed in the Inspector Bar, or by clicking *File|Page Setup*.

*Color Palette* — The Color Palette provides a fast way to select and add color to a selected object.

When an object is selected you can click on a color from the Color Palette to apply that color to the object's fill, or right-click to apply that color to the object's outline. You can also drag a color from the Color Palette to an object.

*Status Bar* — The Status Bar provides information about the status of your diagram, selected objects, and such things as the date and time. The Status bar is customizable, so you can set it up to include the information you want displayed as you work. Right-click on the Status bar for a menu that allows you to change the position, size, number of regions in the status bar, and the information displayed in each region. For a list of the information that can be displayed, right-click a region of the Status bar and click *Show*.

*Symbol Library* — A Symbol Library contains symbols that can be used in your diagrams. FlowCharts&More provides several Symbol Libraries, and you can create and save your own libraries. To open a Symbol Library, click *File|Symbol Libraries*, then choose the library you want to open. To create more room on your screen, you can minimize a symbol library by clicking the double arrow in the upper left corner of the library.

*Scroll bars* — The FlowCharts&More window has vertical and horizontal scroll bars. Slide the vertical scroll bar to move the view up or down, or the horizontal scroll bar to move the view from side to side. If you click the arrow at either end of the Scroll bar the view will move one step at a time.

**Item Description.** FlowCharts&More 2–4

## **Keyboard Shortcuts**

Many of the commands and tools in FlowCharts&More have keyboard shortcuts. Keyboard shortcuts can be changed using the Customize dialog.

2 SEE ALSO: For information on customizing keyboard shortcuts see Chapter 11, Customizing FlowCharts&More.

### **Tool or Command Keys Description**

*Align Distribute* — <Ctrl> + <E> Displays the Align and Distribute dialog when more than one object is selected

*Behind* — <Ctrl> + <Page Down> Moves selected objects behind another object that you specify

*Connect* — <Ctrl> + <K> Connects the selected objects with a line

*Connector Tool* — <F10> Lets you add Connection Points to objects

*Copy* — <Ctrl> + <C> Copies selected objects to the Clipboard

*Cut* — <Ctrl> + <X> Cuts selected objects to the Clipboard

*Duplicate* — <Ctrl> + <D> Creates a duplicate of selected objects

*Ellipse Tool* — <F7> Lets you draw an ellipse (or circle)

*Export* — <Ctrl> + <H> Opens the Export dialog

*Format Line* — <Ctrl> + <L> Opens the Object Properties dialog for lines

*Format Text* — <Ctrl> + <T> Opens the Object Properties dialog for text

*Group* — <Ctrl> + <G> Groups the selected objects

*Help* — <F1> Displays the Help contents

*Import* — <Ctrl> + <I> Opens the Import dialog

*In Front Of* — <Ctrl> + <Page Up> Moves selected objects in front of another object that you specify

*Layers Window* — <Ctrl> + <F3> Opens the Layers window

*Line Tool* — <F5> Lets you draw straight lines

*Move To Back* — <Shift> + <Page Down> Moves the selected object behind all other objects on the layer

*Move To Front* — <Shift> + <Page Up> Moves the selected object in front of all other objects on the layer.

### **Chapter 2 Getting to Know FlowCharts&More 2–5**

*New Diagram* — <Ctrl> + <N> Creates a new diagram

*Open* — <Ctrl> + <O> Lets you open an existing diagram

*Options* — <Ctrl> + <J> Opens the Options dialog

*Paste* — <Ctrl> + <V> Pastes the contents of the Clipboard

*Polygon Tool* — <F9> Lets you draw polygons

*Position Dialog* — <Alt> + <F7> Provides precise controls for positioning the selected object

*Print* — <Ctrl> + <P> Prints the active diagram

*Rectangle Tool* — <F6> Lets you draw a rectangle

*Redo* — <Ctrl> + <Y> Redoes the previously undone action

*Refresh Window* — <Ctrl> + <W> Redraws the screen removing any debris

*Rotation Dialog* — <Alt> + <F9> Provides precise controls for rotating the selected object

*Save* — <Ctrl> + <S> Saves the active diagram

*Select All* — <Ctrl> + <A> Selects all objects in the diagram

*Size Dialog* — <Alt> + <F8> Provides precise controls for sizing the selected object

*Text Tool* — <F8> Lets you add or edit text

*Undo* — <Alt> + <Back Space> Undoes the most recent action

*Zoom Out* — <F3> Activates the Zoom Out tool

*Zoom to All Objects* — <F4> Zoom to all objects in the viewing area

*Zoom to Page* — <Shift> + <F4> Fits the page in the viewing area

*Zoom to Selected* — <Shift> + <F2> Zooms to the selected objects

### **Tool or Command Keys Description.**

# 3

# Page Setup

Before you start a diagram, or while you are working on it, you can adjust the size, orientation, and margins of your drawing page. You can also specify many other options relating to your page and the way in which objects are displayed on the page.

## Page Layout Options

The first tab of the *Page and Diagram Setup* dialog allows you to specify the size, orientation, background color, and margins for the page.

**Layout page of the Page and Diagram Setup dialog.**

FlowCharts&More 3–2

To specify page layout options:

1. Select File|Page Setup, and click [Layout].
2. In the *Page Size* group, set the *Paper*, *Width*, *Height*, and *Paper Color* fields. Set the orientation of the paper by clicking either the *Portrait* or *Landscape* Radio buttons. To retrieve the settings from the currently selected printer, click [Set from Printer].
3. Use the *Margins* section of the dialog to specify margin sizes. Check the *Equal Margins* check box if you want all margins to be the same.

1NOTE: The paper color you select does not print. It only displays as colored paper.

## Autorouting Options

The Autorouting tab in the Page and Diagram Setup dialog allows you to turn the Autorouting feature

on or off and to specify the settings that are applied to autorouted lines. The *Intelligence* group allows

you to set the level of intelligence applied to autorouting. If you are working on a complex diagram,

performance may become a factor and you will want to decrease the level of intelligence to increase speed.

**Autorouting page of the Page and Diagram Setup dialog.**

**Chapter 3** Page Setup 3–3

To activate or deactivate autorouting around objects:

1. Select File|Page and Diagram Setup.
2. Click [Autorouting].
3. Check or clear the check box entitled *Automatically route connecting lines around objects*.

To set the spacing:

1. Select File|Page Setup.
2. Click [Autorouting].
3. Make sure the check box entitled *Automatically route connecting lines around objects* is activated.
4. In the *Vertical* and *Horizontal* boxes, enter the distance in inches that you want the connecting line to be spaced from objects.

To set the Intelligence, in the *Intelligence* section of the dialog, move the slider towards *Fast* to have

FlowCharts&More find the shortest route for the connecting line. Move the slider towards *Smart* to have FlowCharts&More calculate the best route for the connecting line.

## Other Page Options

[Options] on the *Page and Diagram Setup* dialog, allows you to set the default units for your page, the

manner in which objects are resized, the extent of the grid, and whether you want highlighting applied to objects when the mouse pointer is on them.

**Options page of the Page and Diagram Setup dialog.**

## Rulers

Rulers can be displayed on the left side and top of the work area. You can set the unit of measurement,

specify the origin of the rulers, and change the location of each ruler.

To display or hide the rulers, select **View|Rulers**.

To reposition a ruler:

1. Hold down <Shift> and drag the ruler to a new position. (To move both rulers at the same time, hold down <Shift> and drag the ruler intersection point.)
2. Hold down <Shift> and double-click a ruler to return it to its default position.

To change the units on the rulers:

1. Select **File|Page Setup**, and click [Options].
2. In the *Default Units* box, select another unit.

### Set Type of field To

Show Objects Highlight check box To have objects highlighted when the mouse pointer is on them

Limit grid extents to page check box To limit the grid to the page so it does not extend to the pasteboard.

From center Resize objects group to have the center of the object remain fixed when an object is resized

From edges Resize objects group to have an edge of the object remain in place.

Default Units drop list To set the default unit that you want used for your diagram.

Horizontal Ruler Ruler Intersection Point Vertical Ruler.

### Chapter 3 Page Setup 3–5

To set the origin of the rulers:

1. Click **Format|Rulers**.
2. Set the ruler origin using the *Horizontal* and *Vertical* Origin boxes.

TIP: You can also set the ruler origin by dragging the ruler intersection point onto the screen. The ruler intersection point is the button located at the junction of the horizontal and vertical rulers.

## Grid

The grid is a series of evenly spaced horizontal and vertical lines that can help you align objects. You

can set the grid spacing and specify that objects on your page snap to the grid when you move them.

To turn the grid on or off, select **View|Grid**. If no object is selected, you can also click **Show Grid** on the Inspector Bar.

### The Grid and Grid Snap buttons

To set the grid spacing:

1. Click **Format|Grid**.
2. In the Spacing section, in the *Horizontal* and *Vertical* boxes, set the grid spacing. The unit of measurement corresponds to the default unit specified in the *Page and Diagram Setup* dialog. Depending upon whether or not you want to snap objects to the grid, turn the grid snap on or off. Click **Format|Snap to Grid**. You can also click **Snap to Grid** on the Inspector Bar.

Grid grid snap.

## Guidelines

Guidelines are non-printing horizontal or vertical lines that are useful for aligning objects. You can place guidelines in the drawing window by dragging from the rulers or by using the controls on the Guidelines dialog. By activating the Snap to Guidelines option, you can force objects to snap to a guideline when they are drawn or moved near it.

To add a guideline by specifying a position:

1. Click **Format|Guidelines**.
2. Click [Horizontal] to set up a horizontal guideline, or [Vertical] to set up a vertical guideline.
3. Type a location for the guideline (relative to the 0 point on the horizontal ruler).

4. Click [Add].

To add a guideline by dragging it from the ruler, click in either the horizontal or vertical ruler and drag a guideline onto the page.

To remove all guidelines:

1. Click Format|Guidelines.

2. Click [Clear All], then click [OK]. If you click [Clear], only the guidelines in the active tab of the dialog, Vertical or Horizontal, are deleted.

To remove a specific guideline:

1. Click Format|Guidelines.

2. Click either [Horizontal] or [Vertical] and select the guideline you want to delete.

3. Click [Delete], then click [OK].

To have objects snap to guidelines, activate the *Snap to Guidelines* feature.

Click Format|Snap to Guidelines. You can also activate *Snap to Guidelines* using the button on the Inspector bar. This button is available only when no objects are selected.

TIP: You can also delete a guideline by clicking it on the page and pressing <Delete>.

**Guidelines dialog.**

# 4

## Symbol Libraries and Templates

### Using Symbol Libraries

Symbol libraries give you easy access to many symbols that you can use in your diagrams.

**The Symbol Library window**

There are several symbol libraries included with FlowCharts&More. You can edit them by adding or removing symbols, and you can create and save your own symbol libraries..

FlowCharts&More 4–2

### Opening and Displaying Symbol Libraries

You can open as many symbol libraries as you want. When more than one symbol library is open, each library is represented by a tab on the symbol library dialog. To open a symbol library:

1. Click File|Symbol Libraries|Open.

2. Select the library folder (\*.ssl) that you want to open.

3. Click [Open].

To minimize or display the symbol library:

1. To minimize the symbol library, click the double arrow in the upper left corner of the library.

The symbol library is reduced to one or more tabs to the right of the screen.

2. To display the symbol library, click the tab for the library you want to display.

NOTE: You can select one of the preset symbol libraries by clicking File|Symbol Libraries , and then selecting the library from the list on the menu.

### Copying Symbols from a Library to the Page

You can copy symbols from the library to the page by dragging or by stamping. To drag a symbol onto

the page:

1. Make sure a library is displayed on your screen.

2. In the Symbol Library, click on the symbol you want to copy to your page and hold the mouse button down while you drag the symbol to the page.

3. Release the mouse button to place the symbol on the page.

To stamp one or more symbols on the page:

1. In the Symbol Library, click on the symbol you want to place on the page (release the mouse button).

2. Move your cursor to the page and notice that it takes the shape of a stamp.
3. Click on the location where you want to place a copy of the symbol.
4. You can continue clicking on the page to place as many copies of the object as you want.
5. When you are finished placing copies of the object, click Pick to turn off stamp mode.

#### **Chapter 4** Symbol Libraries and Templates 4–3

### **Creating a New Library**

You can create a new library, drag symbols from a page into the library, then name and save the library.

To start a new library:

1. Click File|Symbol Libraries|New. An empty library is added to the open libraries. If it isn't displayed on your screen, click its tab to display the blank library.
2. Drag a symbol from your page to the new library. When you drag it into the library you are prompted to name the symbol.
3. Type a name for the symbol and click [OK].
4. Continue dragging symbols one at a time into the new library.

To save the library:

1. Right-click in the new library, and click *Save As*.
2. Type a name for the new library. You can save it in the default folder or specify another location for the library.

### **Deleting a Library**

If you have created libraries that you no longer need, you can delete them. Be careful not to delete

symbol libraries that you might need to use in the future. If you delete one of the symbol libraries that

come with the program you can retrieve it from the FlowCharts&More CD. To delete a library:

1. Click File|Symbol Library|Open.
2. In the *Open* dialog, right-click on the library file you want to delete.
3. From the local menu, click *Delete*.

### **Adding Symbols to a Library**

Any object that you create or import can be added to symbol library. To add a symbol to a library:

1. Make sure the symbols that you want to add to the library are displayed on your page.
2. Open the symbol library to which you want to add the symbol, and make sure it is displayed.
3. Click on the symbol and drag it to the library. When you drag the symbol into the library you are prompted to enter a name for the symbol.
4. Enter a name for the symbol and click [OK].

FlowCharts&More 4–4

### **Deleting Symbols from a Library**

Any symbol can be deleted from a library. Before you delete a symbol be sure that you will not want

to use the symbol in the future. To delete a symbol:

1. In the symbol library, right-click on the symbol you want to delete.
2. From the local menu, click *Delete*.

WARNING: Be careful when deleting symbols since the operation can not be undone.

## **4**

### **Using Templates**

A template is a file that provides the basic settings on which you start creating a diagram.

FlowCharts&More has several built-in templates for different types of diagrams. You can modify these templates or create your own. A template contains all of the default settings for a diagram, including such things as page layout settings, grid settings, text attributes, and line thickness. If a symbol library is open when a template is saved, that library is included with the template.

If you save a diagram as a template, all objects on the page are included in the template. For example, you can create a template with a company logo and a border.

## Starting a New Diagram from a Template

A new diagram is always started from a template. If you start a new diagram by clicking the New Diagram button on the Standard toolbar, the Basic Diagram template is used. To create a new diagram

using a built-in template:

1. Click File|New.
2. The built-in templates are listed in the menu that appears.
3. Click the template you want to use.

To create a new diagram from another template:

1. Click File|New|From Template.
2. From the *Template* dialog, select the template you want to use and click *Open*.

### Chapter 4 Symbol Libraries and Templates 4–5

## Creating a Template

You can adjust any of the settings for a diagram and then save your settings as a template. If you have

created a diagram and want to save the settings as a template, but not the objects on the page, you

can delete the objects and then save the file as a template. To create a new template:

1. Make sure the file from which you want to save the settings is the active window.
2. Click File|Save Template.
3. Type a file name for your template and click [Save].

## Editing a Template

You can edit any template and save it with a new name, or with the existing name. To edit and save

a template:

1. Start a new file from a template.
2. Make any changes that you want to the settings or libraries.
3. Click File|Save Template.
4. Do one of the following:
  - To save it with a new name, type a new name for the template and click [Save].
  - To save it with the existing name, select the existing name from the list of template files, and click [Save].

To edit the default template:

1. Start a new file from the default template.
2. Make any changes that you want to the settings or libraries.
3. Click File|Save Template.
4. In the File Name box, type **Default.dtg**, and click [Save].

## Deleting a Template

Any template can be deleted, but be careful because this operation can not be undone. If you delete

one of the built-in templates you can restore it from the CD. To delete a template:

1. Click File|Save Template.
2. In the *Save As* dialog, right-click on the template file you want to delete, and from the local menu, click *Delete...*

# 5

## Working with Objects

This chapter deals with all of the objects you will use in your diagrams, except for text.

2 SEE ALSO: For more information about text, see [Working with Text](#) on page 6-1.

## Drawing Objects

The Toolbox, which by default is at the left of the screen, provides tools that let you draw objects of

virtually any shape. The Line flyout provides tools for drawing any combination of straight and curved lines. The Shape flyout provides tools for drawing closed shapes that can be filled with colors or patterns.

### Line Flyout Shape Flyout

All the drawing tools work in the same way. You click the tool's button on the toolbox, then click and

drag on the page to size and orient the line or shape.

1NOTE: The Inspector bar provides options for changing the attributes of the line or shape you are creating. [FlowCharts&More 5-2](#)

## Drawing Rectangles

The Rectangle tool allows you to draw rectangles, including squares. To draw a rectangle:

1. From the Toolbox, open the Shape flyout and select Rectangle .
2. Position the mouse pointer where you want to set a corner of the rectangle.
3. Hold down the left mouse button and drag the mouse diagonally until the rectangle is the size you want.
4. Release the mouse button.

To draw a perfect square, hold down <Ctrl> while drawing a rectangle. Be sure to release the mouse

button before you release <Ctrl>.

1NOTE: To draw a rectangle from the center out rather than from a corner, hold down <Shift> while drawing the rectangle.

## Drawing Ellipses and Circles

The Ellipse tool allows you to draw ellipses, including circles. To draw an ellipse:

1. From the Toolbox, open the Shape flyout and select Ellipse .
2. Position the mouse pointer where you want to set a corner of the selection box for the ellipse.
3. Hold down the left mouse button and drag the mouse diagonally until the ellipse has the dimensions you want.
4. Release the mouse button.

To draw a perfect circle, hold down <Ctrl> while drawing an ellipse. Be sure to release the mouse button before you release <Ctrl>.

1NOTE: To draw an ellipse from the center out rather than from a corner, hold down <Shift> while drawing the ellipse.

## Drawing Polygons

The Polygon tool allows you to draw polygons with any number of sides. When a polygon is selected,

you can change its number of sides by using the Inspector bar. To draw a polygon:

1. From the Toolbox, open the Shape flyout and select Polygon .
2. In the Inspector Bar, select the number of sides for the polygon.
3. Position the mouse pointer where you want to set a corner of the polygon..

### Chapter 5 Working with Objects 5-3

4. Hold down the left mouse button and drag the mouse diagonally until the polygon is the size you want.

5. Release the mouse button.

To draw a polygon with equal length sides, hold down <Ctrl> while drawing the polygon. Be sure to

release the mouse button before you release <Ctrl>.

1NOTE: To draw a polygon from the center out rather than from a corner, hold down <Shift> while drawing the polygon.

## Drawing Star Shapes

The Star tool allows you to draw stars with any number of points. To draw a star:

1. From the Toolbox, open the Shape flyout and select the Star tool.
2. In the Inspector Bar, select the number of points for the star.
3. Position the mouse pointer where you want to set a point of the star.
4. Hold down the left mouse button and drag the mouse diagonally until the star is the size that you want.
5. Release the mouse button.

To draw a star with equal length sides, hold down <Ctrl> while you draw the star. Be sure to release

the mouse button before you release <Ctrl>.

NOTE: When a star is selected, you can change its number of points by using the Inspector bar.

## Drawing Straight Lines

In FlowCharts&More, lines are used to connect symbols. The Line tool allows you to draw a single straight

line or a series of connected line segments. You can create lines that are constrained to a specified

angle by clicking <Ctrl> while you draw the line. The settings for this feature can be changed by clicking Tools|Options, and selecting [Objects]. You can specify a constraint angle and whether to use

the <Ctrl> or <Shift> key. Using the Inspector Bar you can change the style, thickness, and color of

lines, and you can also add arrowheads. To draw a straight line:

1. From the Toolbar, open the Line flyout and select the Line tool.
2. Do one of the following:
  - Click where you want the line to begin then double-click where you want the line to end.
  - Click and hold down the mouse button at the point where you want the line to begin, then drag the line and release the mouse button at the point where you want the line to end..

FlowCharts&More 5–4

To draw a series of connected line segments:

1. From the Toolbar, open the Line flyout and select the Line tool.
2. Click where you want the line to begin.
3. Click where you want to set the end point of the first line segment and the start point of the second line segment.
4. Double-click to set the final point in the series of line segments.

NOTE: The end point of a line will snap to the midpoint of another line, or the connection point of a symbol.

## Drawing Curves

The Curve tool allows you to draw curved lines by setting control points. A selected curve can be edited by clicking and dragging its control points. To draw a curve:

1. From the Toolbar, open the Line flyout and select Curve .
2. Click on the page to set the start point for the curve.
3. Drag the mouse and click to set the first control point.
4. Drag and click to set another control point. A curve is created between the control points.
5. Drag and click to set as many control points as you need to define the curve.
6. To set the end point for the curve, double-click.

## Drawing Freehand Lines

The Freehand tool allows you to draw freehand as if you were using a pencil and paper.

To draw a freehand line:

1. From the Toolbar, open the Line flyout and select Freehand .
2. Click on the page and hold down the left mouse button to set the start point for the line.
3. Drag the mouse along the curve you want.
4. Release the mouse button to set the end point of your freehand line.

NOTE: To join the end points of lines, select the two end points you want to join, then right-click one of the nodes and from the

local menu click *Join Nodes* ..

## Chapter 5 Working with Objects 5–5

### Adding Arrows to Lines

You can add arrows to the start, end, or center of lines. To add arrows to a line:

1. Select the line to which you want to add an arrow.
2. Click *Format|Arrows* to display the *Arrows* dialog.
3. Click [Start] to select an arrow or no arrow for the start of the line.
4. Click [End] to select an arrow or no arrow for the end of the line.

To specify arrows as the default for lines:

1. Make sure nothing is selected.
2. Click *Format|Arrows* to display the *Arrows* dialog.
3. Set up arrows for the start, end, and/or center of the line. Now when you create a line, the arrows

you selected are applied to the line.

#### Arrows dialog

NOTE: You can also select arrows for the start and end of lines from the Inspector bar when a line is selected.

## FlowCharts&More 5–6

### Joining Lines

When a line is joined to another it remains joined when you move either line. If you create a shape

using lines, those lines must be joined before a fill can be applied to the shape. To join the end points

of two lines:

1. Select *Pick* and draw a marquee box around the two or more end points that you want to join, or hold down <Shift> and click each of the end points you want to join to select the end points.
2. Right-click on one of the end points, and from the local menu click *Join Nodes*.

#### Joining the end points of two lines

### Changing Object Attributes

The object attributes covered in this chapter include *Outline* attributes, *Fill* attributes, and *Shadow* attributes. Text is also an object but has its own attribute settings.

2 SEE ALSO: For more information on text see *Working with Text* on page 6-1.

## Chapter 5 Working with Objects 5–7

There are several ways to change any of the object attributes:

- Select *Format*, and then select either *Line*, *Fill*, or *Shadow*.
- Right-click the object for which you want to change attributes. Then from the local menu, select *Properties*.
- Select an attribute from one of the controls in the Inspector Bar. The most frequently used object attribute options are available in the Inspector Bar.
- Select the object, then click a color from the color palette to apply a fill, or right-click a color to apply an outline.
- Drag a color from the color palette onto an object to apply a fill, or right-click and drag to apply an outline.

NOTE: If an object is selected when you change attribute settings, the settings are applied only to the selected object. If no object is selected when you change attribute settings, the settings you specify become the default settings. For example, if you specify outline settings when no object is selected, then those outline settings are applied to any objects you create.

### Applying Outlines

You can apply an outline to any object and set attributes such as style and thickness for the outline.

An outline can be a solid color, a gradient between two colors, or a pattern. To apply an outline to

an object:

1. Select one or more objects to which you want to apply an outline.
2. Click **Format|Line**.
3. Select one of the following options:
  - None, to specify no outline
  - Uniform, to apply an outline with a solid color.
  - Gradient, to apply an outline that changes gradually between two colors that you specify.
  - Pattern, to apply an outline created from a pattern that you select.

2 SEE ALSO: [Specifying Uniform Colors, Gradient Colors, or Patterns](#) on page 5-10.

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## Removing Outlines

An outline is removed from an object when you select the None option. To remove an outline:

1. Select an object that has an outline applied to it.
2. On the color palette, right-click the None box at the far left side of the palette. If the color palette isn't displayed on your screen, click **View|Color Palette** to display it.

**The None box**

1NOTE: Either of the following methods will also remove a fill from a selected object. Click **Format|Outline** , and specify **None** , or in the Inspector bar, click the Line Color option to open a palette, then select None (the box with the X).

## Applying Fills

You can apply a fill to any closed shape in FlowCharts&More. If a shape is not closed, you can close it by joining lines.

When you apply a fill to a shape you add colors or patterns to the area inside its borders. If you specify

that an object has no fill it appears transparent. To apply a fill to an object:

1. Select one or more objects you want to fill.
2. Click **Format|Fill**.
3. Select one of the following options:
  - None, to remove any fill and make the shape transparent
  - Uniform, to apply a solid color
  - Gradient, to apply a gradient between two colors
  - Pattern, to apply a line pattern

2 SEE ALSO: [Specifying Uniform Colors, Gradient Colors, or Patterns](#) on page 5-10

3TIP: You can add a uniform fill by selecting one or more objects and clicking a color from the Color Palette.

You can remove a fill

by selecting one or more objects and clicking No Fill (the box with the X at the far left of the Color Palette).  
None box.

**Chapter 5 Working with Objects 5–9**

## Removing Fills

A fill is removed from an object when you select the *None* option. When no fill is selected the object

is transparent. To remove a fill:

1. Select an object that has a fill applied to it.
  2. On the color palette at the bottom of the screen, click the *None* box at the far left side of the palette. If the color palette isn't displayed on your screen, click **View|Color Palette** to display it.
- 1NOTE: Either of the following methods will also remove a fill from a selected object. Click **Format|Fill** , and specify **None** . Or, in the Inspector bar, click the Fill Color option to open a palette, then select None (the box with the X).

## Applying Shadows

Drop shadows can be added to objects that have a fill applied to them. To apply a shadow to an object:

1. Select one or more objects to which you want to add shadow.
2. Click **Format|Shadow**, to display the Object Properties dialog.

3. Select Uniform, Gradient, or Pattern to determine the type of fill to apply to the shadow.
4. In the Direction section of the Object Properties dialog, select the direction you want for the shadow.
5. Use the settings in the dialog to set the number of shadows, the offset of the shadow from the object, the color of the shadow, and the outline for the shadow.

**NOTE:** For selected objects, you can also apply a shadow direction and color by using the Shadow Direction button in the Inspector bar.

**SEE ALSO:** [Specifying Uniform Colors, Gradient Colors, or Patterns](#) on page 5-10

## Removing Shadows

A shadow is removed from an object when you specify no shadow for that object. To remove a fill from a shadow:

1. Select an object that has a shadow applied to it.
2. In the Inspector Bar, click the *Shadow Color* option to open a palette, then select *None* (the box with the X).

**NOTE:** You can also remove a shadow by clicking [Format|Shadow](#) , and specifying *None* .  
[FlowCharts&More](#) 5–10

## Specifying Uniform Colors, Gradient Colors, or Patterns

For outlines, fills, and shadows you can specify none of the attribute, a uniform color, a gradient between two colors, or a pattern. When you select one of the attribute choices, the controls for that

type of attribute are displayed in the dialog.

### Working with Uniform Colors

The Uniform option creates an outline, fill, or shadow with a solid color. You can select a color from

the Color Palette, or create your own shade using the Color Selector. To select a color:

1. Make sure one or more objects are selected and the Object Properties dialog is displayed. (You can display it by selecting [Format|Line](#), [Format|Fill](#), [Format|Text](#), or [Format|Shadow](#), or by right-clicking an object and selecting *Properties*.)
2. In the Object Properties dialog, click the tab for the attribute you want to change (Outline, Fill, or Shadow) and select the Uniform button.
3. Do one of the following:

- From the palette in the dialog, select a color.
- Or, click [Edit] and use the Color Selector dialog to create a color. In the Color Selector dialog you can type in RGB values or use the slider at the right of the dialog to adjust the RGB settings. The color you create is displayed in the New Color box.

**NOTE:** You can also apply a uniform fill to selected objects, by clicking a color from the color palette at the bottom of the screen,

or by using the Fill Color option in the Inspector Bar. You can also apply a uniform outline to selected objects by right-clicking a

color from the color palette at the bottom of the screen, or by using the Line Color option in the Inspector Bar.

### Working with Gradient Colors

Gradients provide a gradual progression from one color to another. You can specify that the gradient

follow a linear, radial, conical, or square path. To apply a gradient:

1. Make sure one or more objects are selected and the Object Properties dialog is displayed. (You can display it by selecting [Format|Line](#), [Format|Fill](#), [Format|Text](#), or [Format|Shadow](#), or by right-clicking an object and selecting *Properties*.)
2. In the Object Properties dialog, click the tab for the attribute you want to change (Outline, Fill, or Shadow) and select the Gradient button.
3. In the Color group, select a start color and end color for the gradient.
4. In the Type box, choose one of Linear, Radial, Conical, or Square.
5. Use the three buttons beside the preview window to find the effect you want. When you select a button the effect is shown in the preview window.
6. Click in the preview window and drag to change the orientation of the gradient fill.

## Chapter 5 Working with Objects 5–11

### Working with Patterns

You can apply a pattern to outlines, fills, and shadows. To apply a pattern:

1. Make sure one or more objects are selected and the Object Properties dialog is displayed. (You can display it by selecting **Format|Line**, **Format|Fill**, **Format|Text**, or **Format|Shadow**, or by right-clicking an object and selecting *Properties*.)
2. In the Object Properties dialog, click the tab for the attribute you want to change (Outline, Fill, or Shadow) and select the Pattern button.
3. Click the arrow beside the large preview box to display a list of available patterns, and select the pattern you want to apply.
4. Click the Front box to display a color palette and select a color for the pattern object.
5. Click the Back box and select a color for the background on which the pattern object will be displayed.
6. The Tile Scale section of the dialog allows you to increase or decrease the scale of the pattern object. For example, a value of 50 for both the horizontal and vertical boxes decreases the size of the pattern object by half. If you enter the same values for both horizontal and vertical the proportions of the pattern object remain the same. If you enter different values for each box, the pattern object is distorted.

**NOTE:** When you apply a pattern to a line, you must ensure that the line width is at least 0.5 inches. Otherwise you won't be able to see the pattern on the line.

### Copying Attributes from one Object to Another

You can copy attributes from an object by right-clicking that object and dragging to another object.

To copy attributes from one object to another:

1. Right-click on the object from which you want to copy attributes.
2. Hold down the right mouse button, drag to the object to which you want to copy the attributes, and release the right mouse button.
3. From the local menu, select the attributes you want to copy, or select *Copy All Properties*.

### Organizing Objects

FlowCharts&More provides tools for organizing your objects on the page.

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### Moving Objects

There are three ways to move an object in FlowCharts&More:

- Use the mouse to select and drag the object.
- Select the object and press the <Arrow> keys to move the object vertically and horizontally.
- Use **Transform|Position** to specify a precise location.

To move an object using the mouse:

1. Select one or more objects you want to move.
2. Drag the object to the position you want and release the mouse button to place the object.

**NOTE:** If you hold down <Ctrl> when dragging an object, movement is constrained to the vertical or horizontal. To leave a copy of

the original object behind, drag the object with the right mouse button, then click *Copy Here*.

To nudge an object using the <Arrow> keys:

1. Select one or more objects you want to move.
2. Press the <Arrow> key(s) to move the object to the position you want. Each time you press an <Arrow> key, the object moves by one unit in the direction of the arrow. You can change the distance that an object moves when you press an <Arrow> key by selecting **Tools|Options** then selecting [Objects] and changing the Nudge distance in the Arrow keys box.

### Snapping to Grids, Guidelines, and Objects

The snap options allow you to arrange objects by snapping them to grids, guidelines, and other objects. To activate the snap options:

1. Click *Format*.
2. From the Format menu, activate one or all of the following options (or activate the appropriate

button from the Standard Toolbar):

**NOTE:** Be careful when activating the snaps. If all snaps are activated there may be some conflict between grid points, guidelines, and other objects when you are placing objects.

Snap to Grid

Snap to Guidelines

Snap to Objects.

**Chapter 5** Working with Objects 5–13

## Aligning Objects

There are several methods for aligning objects horizontally and vertically. To align objects using the

Align and Distribute dialog:

1. Select the objects you want to align. The last object you select remains in place while the other objects move.
2. Click **Arrange|Align and Distribute**.
3. Do one of the following:
  - To align the objects vertically, click one of the Left, Center, or Right alignment buttons.
  - To align the objects horizontally click one of the Top, Center, or Bottom alignment buttons.
4. If you want the alignment to be applied to the objects and the page, for example if you want the objects centered relative to one another and on the page, click the **Align/Distribute to Page** button. If you want the alignment applied only to the objects, click **[Align/Distribute to Selection]**.
5. Click **[Preview]** to see the results of the alignment.
6. If the alignment provides the desired results, click **[OK]**.

To align objects using the **Column Align** or **Row Align** commands:

1. Select the objects you want to align. The last object you select remains in place while the other objects move.
2. Click **Arrange**, then click either **Row Align**, or **Column Align**.

**NOTE:** You can also use the alignment buttons that are available on the Inspector Bar when more than one object is selected.

## Distributing Objects

You can distribute objects on the page to space them evenly relative to one another and relative to

the page. To distribute objects:

1. Select the objects you want to distribute.
2. Click **Arrange|Align and Distribute**.
3. Do one of the following:
  - To distribute the objects vertically, click **[Vertical Dist]**.
  - To distribute the objects horizontally, click **[Horizontal Dist]**.
4. If you want the outside objects to be moved to the edges of the page, click **[Align/Distribute to Page]**. If you want objects evenly spaced between the outside objects, click **[Align/Distribute to Selection]**.
5. Click **[Preview]** to see the results of the distribution.
6. If distribution provides the desired results, click **[OK]**.

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## Grouping Objects

You can group objects so that they function as a single object. To group objects:

1. Select the objects you want to include in the group.
2. Click **Arrange|Group**. You can now manipulate the objects as a single unit.

**NOTE:** You can include a group with objects that are being grouped. For example, you can select two groups of objects and then

use the **Group** command to make one group consisting of two groups. You can group objects on different layers. However, each

object maintains the properties of the layer on which it resides. For example, if you deactivate printing on a layer that contains

an object grouped with objects on another layer, the object remains part of the group but does not appear on the printed page.

## Copying Objects

You can copy objects to the Clipboard from your page, or from other programs using the Copy commands. The object on the Clipboard can then be placed on any FlowCharts&More page, or into another

program using the Paste command. To copy an object:

1. Select the object you want to copy.
2. Click Edit|Copy.

The object is copied to the Windows Clipboard. You can now paste the object into FlowCharts&More or any other compatible program. The object remains on the Clipboard until you copy or cut another object using FlowCharts&More or another program.

**NOTE:** You can also access the Copy command by right-clicking an object, then clicking Copy from the local menu.

## Cutting and Deleting Objects

The Cut command removes a selected object and places it on the Clipboard. You can then use the

paste command to place the object in the same or another location. The Delete command removes a

selected object without placing it on the Clipboard. To cut an object:

1. Select the object you want to cut.
2. Click Edit|Cut. The object is removed from the diagram, but is placed on the Clipboard. You can

use the Paste command to place the object back in your diagram, in another FlowCharts&More diagram, or

in another compatible program.

### **Chapter 5** Working with Objects 5–15

To delete an object:

1. Select the object you want to delete.
2. Click Edit|Delete. The object is removed from the page. If you want to retrieve the object, click Edit|Undo Delete.

## Pasting Objects

When you have placed an object on the Clipboard using either the Cut or Copy commands, you can

paste it on a FlowCharts&More page or in another compatible program. To paste the contents of the Clipboard:

1. Open the page on which you want to copy the contents of the Clipboard.
2. Click Edit|Paste.

**NOTE:** You can also paste by right-clicking on the page, and selecting Paste from the local menu.

## Duplicating Objects

The Duplicate command creates a copy of a selected object. The duplicate is placed on the same page

as the original and is offset from the original by a distance specified in the Options dialog. To duplicate

an object:

1. Select the object.
2. Click Edit|Duplicate. A duplicate is placed on the page.

**NOTE:** To change the distance and direction by which a duplicate is offset from the original, click

Tools|Options|Object , and change

the Place Duplicate values.

## Placing Objects to the Front or Back

When two objects overlap one another, you can specify which object is in front of the other. You can

specify that an object be to the front or back relative to all objects, or relative to another object. To place an object to the front or back relative to all objects:

1. Select the object that you want to move to the front or back.

2. Do one of the following:
  - Click **Arrange|To Front**.
  - Or, click **Arrange|To Back**.

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To place an object in front of or behind another object:

1. Select the object that you want to move to the front or back of another object.
2. Do one of the following:
  - Click **Arrange|In Front Of**.
  - Or, click **Arrange|Behind**.
3. Select the object that you want to place the first object in front of or behind.

## Transforming Objects

FlowCharts&More provides tools for changing the position, size, shape, and behavior of objects.

### Positioning Objects

The **Position** command in the **Transform** menu allows you to position an object by specifying a coordinate position on the page, or by specifying a position relative to the object's current position.

To position an object by specifying a position on the page:

1. Select the object.
2. Select **Transform|Position**.
3. Specify a new position by typing values in the **H** (horizontal) and **V** (vertical) number boxes.
4. Click **[Apply]**.

**NOTE:** Use the **Anchor Points** control to position the object using a handle on its selection box. Each check box corresponds to a handle

on the object's selection box. For example, you would check the bottom-left check box to have the object's bottom-left sizing handle

occupy a specific coordinate. The default setting is the center check box, which represents the highlighting box's center point.

To position an object relative to its current location:

1. Select the object.
2. Click **Transform|Position**.
3. Check the **Relative Position** check box.
4. Specify how much you want to move the object by typing values in the **H** (horizontal) and **V** (vertical) number boxes. For example, if you want to move an object 3 units to the left and 2 units up, type -3 in the **H** number box and 2 in the **V** number box.
5. Click **[Apply]**.

**NOTE:** For information on positioning objects by using the mouse or the **<Arrow>** keys see **Moving Objects**.

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### Sizing Objects

You can change the size of selected objects by using the mouse to drag the handles of the object, or by

using the **Size** command from the **Transform** menu. To size an object using the mouse:

1. Select the object that you want to size. When you select the object, its selection box appears. A selection box consists of eight sizing handles.

2. Do one of the following:

- If you want to retain the proportions of the object but change its proportions, drag one of the corner handles to achieve the desired scale.
- If you want to stretch the object, drag one of the side handles to achieve the desired height or width.

**NOTE:** If you want to keep the center of the object in place, hold **<Shift>** while dragging.

To resize an object by specifying dimensions or percentages:

1. Select the object that you want to size.
2. Click **Transform|Size**.
3. Specify the object's new dimensions by entering values in the **Size** section of the dialog, or by entering percentages in the **Scale** section of the dialog.
4. Select an anchor point from which you want the object sized. For example, if you select the

center anchor point, the center will remain in place when the size changes.

5. If you want the proportions of the object to remain the same, select the *Constrain Proportions* check box. You must select this check box prior to entering new values.

6. Click [Apply].

1NOTE: You can use the same procedures to resize grouped or multiple objects or text. When you apply your changes, the objects maintain their positions relative to one another.

## Rotating Objects

You can rotate objects by using the Rotate tool in the Toolbox, or by specifying a rotation value using the Rotate command from the Transform menu. To rotate an object using the Rotate tool:

1. Select the object you want to rotate. When you select the object, its selection box appears.

A selection box consists of eight handles.

2. From the Toolbox, click the Rotate tool. Rotation handles replace the object's sizing handles.

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The center of rotation appears as a round dot at the absolute center of the selection box. You can drag the center of rotation if you want to change it.

3. Drag a rotation handle to achieve the rotation you want.

1NOTE: Hold down <Ctrl> as you drag to constrain rotation to specified increments. The increments are specified by clicking Tools,

Options, Objects, then changing the values in the Manipulations Constraints section of the dialog. You can also choose to use

<Shift> instead of <Ctrl> .

To rotate an object using the Rotate and Mirror command:

1. Select the object you want to rotate.

2. Click Transform|Rotate and Mirror.

3. In the Transform dialog, select a preset rotation angle, or select *Other* and specify a value for the angle

4. In the Center of Rotation section of the dialog, choose one of the object's handles as the center of rotation.

1NOTE: You can also rotate multiple selected objects or groups of objects.

## Mirroring Objects

When you mirror an object you flip it over to create a mirror image. To mirror an object:

1. Select the object you want to mirror.

2. Click Transform|Rotate and Mirror.

3. In the Mirror section of the Transform dialog, select the direction in which you want to mirror the object.

4. In the *Center of Rotation* section of the dialog, choose one of the object's handles as the mirror plane. For example if you choose the center, the object will be flipped over and the center will remain in the same place.

Rotation handle

Center of rotation.

1NOTE: You can also mirror multiple selected objects or groups of objects.

## Chapter 5 Working with Objects 5–19

### Combining Objects

When objects are combined they act as a single object. Combined objects can be restored to individual objects using the Break Apart command. A combined object differs from a grouped object. When you group objects, text can still be added in each of the component objects. To combine objects:

1. Select the objects you want to combine. You can select multiple objects by creating a marquee box around them, or by clicking each object while holding down <Shift>.

2. Click Arrange|Combine.

To break apart objects that have been combined:

1. Select the combined object.

2. Click Arrange|Break Apart.

### Intersecting Objects

When you intersect objects you create a new object using the area common to two or more objects.

The resulting object takes on the fill and outline attributes of the topmost selected object.

**Creating new object by the intersection of a rectangle and circle.**

To intersect objects:

1. Select two or more overlapping objects.

2. Click Transform|Intersect.

NOTE: The new object assumes the fill and outline attributes of the topmost object (the object that overlaps the other object).

If required, you can alter the stacking order to change the objects' stacking order. You can intersect objects on different layers. (new area created by intersection of two objects.)

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## Trimming Objects

When you trim an object you remove the area that is overlapped by another object. The object you

trim retains its fill and outline attributes but has overlapped areas, the area it shares with the object

on top of it, removed.

**A rectangle trimmed by the circle.**

To trim an object:

1. Select the object to be trimmed and the object (or objects) you want to use to trim it. The object to be trimmed must be the bottom object. You can arrange the objects using Arrange|To Front or Arrange|To Back.

2. Click Transform|Trim.

## Welding Objects

When you weld two or more overlapping objects you join the objects' paths at the points where they

intersect. Welding also removes sections of the path between those intersect points. The resulting

object assumes the fill and outline attributes of the topmost selected object.

**This picture shows the affect of selecting both objects, then selecting the Weld command.**

To weld objects:

1. Select the objects you want to weld.

2. Click Transform|Weld.

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NOTE: The welded object assumes the fill and outline attributes of the topmost selected object. If required, you can alter the

stacking order to change the target object. When you weld objects on different layers, the resulting object or weld group resides

on the layer of the top object.

## Connecting Objects

Objects in your diagram can be connected with lines. You can use straight lines, curves, freehand, or

autorouted lines to connect objects. There are two types of points that determine how lines connect

with objects' Connector Pins and Connection Points.

**Connect lines to objects with Connection Points or Connector Pins**

Connection points can be added anywhere inside or on the outline of a symbol. The Connector pin represents the center of rotation for an object and can be moved to any location by clicking and dragging.

### Connector Pins and Connection Points

Each object in a diagram (including lines and text) has a connector pin. A connector pin acts like a

magnet, attracting line ends as well as pins of other objects you move near it. A connector pin is

located at every object's center of rotation. When you move an object that has a line attached to the connector pin, the line moves on the outside of the object but always points toward the connector pin. A connection using a connector pin is called a dynamic connection.

A connection point (represented by an X) also acts like a magnet, attracting pins and the ends of lines.

Symbols have connection points and you can add connection points anywhere on your objects.

A connection that uses a connection point is called a stationary connection.

In the example, the first two symbols are connected from the connector pins. As you move the squares, the line moves on the outside of the squares and rotates around the connector pins at the

center of each square. The bottom two symbols are joined at the connection points. As you move the

squares the line stays connected at the connection points.

Connection Point

Connector Pin.

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**Top squares connected by connector pins, bottom squares connected by connection points**

## Using the Connect command

The Connect command, from the Arrange menu, automatically creates “smart” connecting lines.

All you

have to do is select the objects you want to connect, and click the Connect command.

FlowCharts&More automatically finds the best route between the objects. It connects the objects using the connector pins.

## Creating a Dynamic Connection

A dynamic connection connects a line to an object based on the connector pin. By default the connector pin is at the center of rotation of an object, but you can move it. To create a dynamic connection between two objects:

1. Click one of the tools from the Line flyout.
2. Click inside one of the objects, toward the center, to start the line.
3. Drag to the center of the other object and double-click to set the end of the line. The connection

you make can rotate around the object's connection pin. If you drag the line around the object, for example, the connection will follow.

**NOTE:** You can also draw the line by clicking and holding the mouse button to start the line, dragging to draw the line, and then releasing the mouse button to set the end point of the line.

## Creating a Stationary Connection

A stationary connection connects a line to an object based on a Connection Point. To create a stationary connection between two objects:

1. Click one of the tools from the Line flyout.
2. Click on a connection point on one object to start the line.
3. Drag to a connection point on the other object and double-click to set the end of the line.

The connections will remain at the connection point when you move one or both objects.

Dynamic connection

Stationary connection.

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**NOTE:** You can also draw the line by clicking and holding the mouse button to start the line, dragging to draw the line, and then

releasing the mouse button to set the end point of the line. When you are drawing a line, the cursor changes when you are close

enough to a connection point for a connection to be made.

## Using the Connect Command

The Connect command automatically connects symbols using either straight lines or autorouted lines.

Autorouting is a feature that automatically reroutes connection lines when you move the connected objects or add obstacles in the connection path. You can adjust the Autorouting behavior using File|Page and Diagram Setup dialog. To create straight connecting lines:

1. From the Toolbox, click the Line tool .
2. Select the objects you want to connect.
3. Click Arrange|Connect. FlowCharts&More draws straight connecting lines between the selected objects.

These lines connect the objects in the order in which they were created.

To create autorouted connecting lines:

1. From the Toolbox, click the Autorouted Line tool .
2. Select the objects you want to connect.
3. Click Arrange|Connect.

FlowCharts&More draws Autorouting connecting lines between the selected objects. These lines connect the objects in the order in which they were created.

NOTE: To create Autorouted lines so that they route around objects, you must activate Autorouting using the controls on the Page and Diagram Setup dialog (File menu). By default, line nodes snap to the objects' connector pins. Connection occurs wherever the line path meets the objects' outlines. When you use the Connect command, FlowCharts&More uses an Autorouted line if that was the last line tool used. If any other type of line tool was used last, FlowCharts&More connects objects with straight lines.

## Adding, Moving, and Deleting Connection Points

You can add connection points to any object. You can also move or delete them. To add a connection

point to an object:

1. Click the Connector tool .
2. Point to the spot where you want to place the connection point. You must choose a spot on or inside the object's outline.
3. Click to create the connection point. It is represented by an X.

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To move a connection point:

1. Click the Connector tool.
2. Point to the connection point you want to move. (Each connection point is represented by an X.)
3. Drag the connection point to a new location. You can move it anywhere inside or outside the object.

To delete a connection point:

1. Click the Connector tool.
2. Point to the connection point you want to delete and select it. (Each connection point is represented by an X.)
3. Press <Delete>.

To delete all connection points for an object:

1. Right-click the object.
2. From the local menu, click Delete Connectors.

## Selecting Objects

There are a number of ways to select objects in a FlowCharts&More diagram. You can use the Pick Tool to select individual or multiple objects. You can use the Select All command to select all objects in a diagram,

or you can select only the objects with the properties that you specify.

### Selecting Objects with the Pick Tool

You can select any available object or group of objects using the Pick tool . To select an individual object:

1. From the Toolbox, click the Pick tool.
2. Click the object you want to select.

To select multiple objects:

1. From the Toolbox, click the Pick tool.
2. Hold down <Shift> and click the objects you want to select.

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### **Selecting All Objects in a Diagram**

The Select All command allows you to select all objects in a diagram. To select all objects in a diagram,

click Edit|Select All.

### **Selecting Objects by Properties**

The Select by Properties command allows you to select only the objects in a diagram that have the

properties that you specify. To select objects by properties:

1. Click the Pick tool.
2. Select the object that has one or more properties that you want to use as selection criteria.
3. In the Select by Properties dialog, specify the properties that you want to include.
4. Click [OK] to select all objects that have the properties you specified...

## **6**

# **Working with Text**

The text features in FlowCharts&More work much like those in a word processing program. You can create text anywhere on the page and change its size and appearance. You can add text to symbols or create long paragraphs within frames.

## **Adding Text**

There are three types of text you can add to your diagrams—unframed text, framed text, and text in symbols.

### **Unframed Text**

Unframed text has no horizontal or vertical borders. It's useful for short text entries. You create unframed text by clicking Text , then clicking on the page and typing. This type of text does not wrap automatically. If you are entering more than one line in the text entry you must create line breaks using <Enter>. You can resize this type of text by selecting it, and dragging one of the handles.

If you drag a corner handle, the text retains the same proportions as its size changes. If you drag one

of the other handles, the text is distorted as its size changes.

### **Framed Text**

Framed text, which is useful for longer text entries, is constrained inside invisible borders of any dimension. It is created by clicking Text then clicking and dragging on the page to create a frame (represented by a dotted line) then typing. This type of text wraps automatically when it reaches the edge

of its frame. When you resize the frame, by dragging one of its corner handles, the font size is not affected.

### **Text Inside Symbols**

Text Inside Symbols is automatically constrained inside the border of a symbol. You create it by selecting a symbol and typing. If you click Grow to Fit Text , the symbol will increase in size to accommodate the text you are typing. Lines are also considered symbols in this context and you can

add text to a line in the same way. You can then use the Fit to Curve feature to fit the text to the line.

When you create text in a symbol the text becomes part of the symbol. You can edit it by double-clicking the symbol, but if you delete the symbol the text is also deleted.

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### Text inside a symbol, unframed text, and framed text

To add unframed text to a diagram:

1. Select Text .
2. Click the spot where you want to add text.
3. Type the text.

To add framed text:

1. Select Text .
2. Position the mouse where you want a corner of the text frame.
3. Drag the mouse diagonally.
4. Release the mouse button when the frame is the size you want. When you release the mouse button, a text cursor appears in the frame's top-left corner.
5. Type the text. The text is automatically wrapped when it reaches the right edge of the text frame.

To add text inside a symbol:

1. On the page, select a symbol.
2. Type the appropriate text. You can edit text in a symbol by double-clicking the symbol and then changing the text.

Whenever a symbol is selected and you start typing, text is entered in the symbol. To edit text in a symbol, double-click the symbol to place the text cursor at the end of the text entry. Text in a symbol becomes part of the symbol object.

Unframed text is best for short text entries. You can resize the font for the text entry by selecting the text and dragging one of the corner handles. If you drag one of the other handles the font becomes stretched as you resize it. This allows you to create special effects.

When you are entering an entire paragraph, it's usually best to use framed text. The text wraps to fit the frame. You can resize the frame without changing the size of the font and you can apply automatic hyphenation and effects such as drop caps or bullets..

## Chapter 6 Working with Text 6–3

### Selecting Text

Before you can edit text you must select it. To select an entire text entry:

1. Click Pick .
2. Click any part of the text entry. When you select a text entry this way, a highlighting box surrounds it.

NOTE: If you use the above procedure to select text inside a symbol, you also select the symbol.

To select specific text characters:

1. Select Text .
2. Drag the mouse to highlight the appropriate text. As you position the pointer over text, it changes to a text cursor.

### Finding and Replacing Text

The Find command lets you search your diagram for specific text. You can include upper and lower

case characters in your search criteria.

The Replace command lets you find and replace text while maintaining its formatting attributes.

You can include upper and lower case characters in your search criteria.

When Text .is selected, searching begins at the text cursor and continues to the end of the selected

text. When Pick is active, and nothing is selected, the entire diagram is searched one text object at a time. To find text:

1. Do one of the following:
  - Select the text entry you want to search
  - Or, to search all text entries in the diagram, click Pick and deselect all objects.
2. Click Edit|Find.
3. In the Find box, type the text you want to find.
4. If you want to conduct a case-sensitive search, activate the Match Case check box.
5. Click [Find Next].

To find and replace text:

1. Do one of the following:

- Select the text entry you want to search
- Or, to search all text entries in the diagram, click Pick , and deselect all objects.

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2. Click Edit|Replace.

3. In the Find box, type the text you want to find.

4. If you want to conduct a case-sensitive search, activate the Match Case check box.

5. In the Replace With box, type the replacement text.

6. Click [Find Next].

7. Click [Replace] to replace the occurrences one at a time, or click [Replace All] to replace all occurrences at once.

NOTE: You can type as many as 100 characters into the Find and Replace boxes. The text scrolls horizontally as you type.

## Formatting Characters

Each text character has a set of attributes that governs its appearance, placement, and relation to other

characters. In FlowCharts&More you can change any of these attributes. For example, you can apply fonts, styles, and effects to single characters, words, and paragraphs.

## Changing Font Settings

The Object Properties [Text] page, allows you to choose a font and set its style, size, color and justification. You can also make the font superscript or subscript. To change the font and the font size,

style, and color for selected text:

1. Select the text you want to change.

2. Click Format|Text.

3. Choose a new font from the Font box.

4. In the Size box, choose a point size.

5. In the Style group, select one or more of the three buttons to make the text bold, italics, or underlined. To deselect a style, click the button again.

6. In the Color group, select a color from the palette.

To change the default font settings, make sure that no text is selected. Then, select Format|Text and

set your preferences. The new settings are applied to any new text that you create.

NOTE: You can resize unframed text using the mouse. Select the text using Pick , then drag one of the corner handles on its

selection box to resize the text and retain its proportions. If you drag any of the other selection handles, the font will be distorted.

You can also change font settings using the controls on the Standard Toolbar.

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## Adding Underlines, Overlines, and Strikeouts

To add underlines, overlines, and strikeouts:

1. Select the text you want to change.

2. Click Format|Text.

3. Click [Character].

4. In the Underline, Overline, or Strikeout boxes, select the type of line you want to apply.

5. To change the thickness and spacing of the line, click [Edit] beside the appropriate line.

To edit the thickness and placement of underlines, overlines, and strikeouts:

1. Select the text that has the underline you want to change.

2. Click Format|Text.

3. Click [Character].

4. Click [Edit] beside the Underline list box.

5. Change the thickness and placement of the appropriate underline type using the boxes provided.

## Applying Small Caps or All Caps

You can specify that an All Cap or Small Cap effect be applied to selected text. The All Cap effect capitalizes all letters. The Small Cap effect displays all letters as upper case, but the letters that would

otherwise be lower case are smaller in size.

**Text with no effect added, text with All Caps applied, text with Small Caps applied.**

To apply a small cap or all cap effect:

1. Select the text you want to change.
2. Click Format|Text.
3. Click [Character].
4. In the Effect group, choose the left button to apply the small cap effect and the right button to apply the All Cap effect. A preview of the effect is shown at the bottom of the dialog.

To turn an effect off, click the button again.

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## Applying Superscript or Subscript

Superscript text is reduced in size and shifted up. For example, the letters rd in **3<sup>rd</sup>** are superscript.

Subscript text is reduced in size and shifted down. For example, the number 2 in **H<sub>2</sub>O** is subscript.

To apply superscript or subscript:

1. Select the text you want to change.
2. Click Format|Text.
3. In the Script Style group, select either Superscript or Subscript.

## Changing Character Spacing and Alignment

You can change the amount of space between characters, words and lines. To change character spacing and Alignment:

1. Select the text you want to change.
2. Click Format|Text.
3. Click [Character].
4. Click [Spacing].
5. Specify values for the spacing between characters, words, and lines.
6. Select the alignment option that you want to apply to the text.

## Shifting and Rotating Characters

You can shift characters up or down or from side to side by a specified amount. You can also rotate

characters by a specified angle.

**You can rotate an entire text entry or individual characters.**

To Shift or Rotate Characters:

1. Select the text that you want to shift or rotate.
2. Click Format|Text.

This text has no rotation.

This text has a negative rotation of 20 degrees applied to the entire text entry.

The first two characters of this text are rotated +10 degrees. The remaining characters are rotated -10 degrees..

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3. Click [Character].

4. Click [Spacing].

5. In the Character Shift group, specify values for Vertical and Horizontal shift, and for the rotation.

1NOTE: A positive value rotates the text in a counter-clockwise direction. A negative value rotates it in a clockwise direction.

## Formatting Paragraphs

Paragraphs have sets of attributes that govern their appearance. You can specify spacing within and between paragraphs, set up tabs and indents, and add bullets or drop caps to paragraphs.

## Changing Paragraph Spacing

For a paragraph you can set the spacing between characters, words, lines, and other paragraphs. To change the spacing:

1. Select the paragraph for which you want to set the spacing.
2. Click **Format|Text**.
3. Click **[Paragraph]**.
4. Click **[Spacing]**.
5. Change some or all of the following settings:
  - **Character**, specifies the space between characters as a percentage of the space character in the selected font.
  - **Word**, specifies the space between words as a percentage of the space character in the selected font.
  - **Line**, specifies the space between lines of text as a percentage of the character height, or a percentage of point size.
  - **Before Paragraph**, specifies the space above a paragraph as a percentage of the character height.
  - **After Paragraph**, specifies the space below a paragraph as a percentage of the character height.

**NOTE:** To change the default settings, make sure no objects are selected on the page, then click **Format|Text**, **Paragraph** and make any changes you want to apply to the default text.

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## Changing Paragraph Alignment

You can align a paragraph to the left, right, or center. You can also choose no alignment or you can justify the text using two methods. Full justify modifies the spacing between characters and words so that edges on both the left and right margins of a block of text are even. Force justify does the same thing but it also stretches the last line of a paragraph so that it lines up with the rest of the text on both the left and right margins. To change paragraph alignment:

1. Select the paragraph for which you want to change the alignment.
2. Click **Format|Text**.
3. Click **[Paragraph]**.
4. Click **[Spacing]**.
5. In the **Alignment** box, activate the button beside the alignment type you want.
6. If you selected full or forced justification, use the boxes provided to specify maximum word spacing, minimum word spacing, and maximum character spacing. If you selected another alignment type, these boxes appear grayed out.

## Using Automatic Hyphenation

When automatic hyphenation is turned off, words that don't fit at the end of a text line are wrapped to the next line. When automatic hyphenation is turned on, words with multiple syllables that don't fit at the end of a line are automatically hyphenated at the right place. In unjustified text, automatic hyphenation helps eliminate ragged right margins and lets you fit more text on each line. In justified text, automatic hyphenation helps reduce the space between words. To

apply automatic hyphenation:

1. Select the paragraph to which you want to apply automatic hyphenation.
2. Click **Format|Text**.

3. Click [Paragraph].
4. Click [Spacing].
5. Check the Automatic Hyphenation check box.
6. To set the hyphenation preferences click the [Hyphenation Settings] button.

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To change the hyphenation settings:

1. Follow the steps above to apply automatic hyphenation and click [Hyphenation Settings].
2. Change any of the following settings:

- When the Break Capitalized check box is cleared, capitalized words are not hyphenated.
- Use the Hot Zone box to specify the distance between the end of the line and the right margin. When a line of text reaches the Hot Zone, hyphenation occurs as is necessary. A smaller hot zone results in more hyphens and more consistent word spacing along the margin.
- Use the Minimum Word Length box to specify the smallest word length to which automatic hyphenation is applied.
- Use the Minimum Characters Before box to specify the minimum number of characters (including spaces) that must appear in the Hot Zone before hyphenation occurs
- Use the Minimum Characters After box to specify the minimum number of characters (including spaces) that can appear after a hyphen.

NOTE: Automatic hyphenation can be applied to framed text or text inside symbols.

## **Setting Tab Stops**

By default, tab stops are set at 0.5-inch intervals starting from the left margin of each text frame or

symbol to which you're adding text. You can reposition or delete any of these tab stops or add your

own as required. You can also apply leading characters to any tab stop or specify an alignment (right, left, center, or decimal). To access the Tabs and Indents dialog:

1. Select the paragraph to which you want to add a tab stop, or if you want to apply your settings to the default text, make sure no objects on the page are selected.
2. Click Format|Text.
3. Click [Paragraph].
4. Click [Tabs and Indents].

To add a tab stop:

1. Access the Tabs and Indents dialog.
2. Type the location in the box below [Apply Tabs Every].
3. Choose alignment and leader options using the controls provided.
4. Click [Add].

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To set tab stops at consistent increments:

1. Access the Tabs and Indents dialog.
2. Specify an increment and unit of measurement using the Apply Tabs Every boxes.
3. Specify the alignment and leader you want.
4. Click [Apply Tabs Every].

To change the alignment of a tab stop:

1. Access the Tabs and Indents dialog.
2. Choose the appropriate tab from the tabs list.
3. In the Alignment box, activate a new alignment option.

To delete tab stops:

1. Access the Tabs and Indents dialog.
2. Do one of the following:
  - choose a tab from the tabs list and click [Delete].
  - Or, click [Delete All].
  - Or, drag it off the ruler at the top of the dialog.

To move a tab stop:

1. Access the Tabs and Indents dialog.

2. Choose the tab stop from the tabs list. The tab stop appears in the box at the top of the list.
3. Type a new location.
4. Press <Enter>.

You can also move a tab stop by dragging it within the ruler at the top of the dialog.

**NOTE:** You can use this procedure for framed text or text inside shapes. You can also add tabs by clicking the desired position on the ruler at the top of the dialog. You can also move a tab stop by dragging it within the ruler at the top of the dialog.

## Setting Indents

You can apply indents to paragraphs. To set paragraph indents:

1. Select the paragraph to which you want to add an indent, or if you want to apply your settings to the default text, make sure no objects on the page are selected.

2. Click **Format|Text**.

### **Chapter 6** Working with Text 6–11

3. Click **[Paragraph]**.

4. Click **[Tabs and Indents]**.

5. Specify the first line indent using the box provided. If you change the unit, the Rest of Line and Right Margin controls automatically incorporate the change.

6. Specify the indent you want for the rest of the lines using the box provided.

7. Specify the right margin indent using the box provided.

**NOTE:** You can use this procedure for framed text or text inside shapes.

## Adding Bullets and Drop Caps to Paragraphs

Bullets and drop caps are available for frame text and text inside a symbol. A bullet provides a symbol

before the text in a paragraph and is most useful for creating lists. A drop cap effect makes the first

letter in a paragraph large.

**The example on the left shows the Drop Cap effect. The example on the right shows the bullet effect.**

To add a bullet to a paragraph:

1. Place the cursor in the paragraph for which you want to add bullets.

2. Click **Format|Text**.

3. Click **[Paragraph]**.

4. Click **[Effects]**.

5. Activate **[Bullet]**.

6. Choose a bullet symbol and adjust any of the following settings:

- **Bullet Size** specifies the size of the bullet symbol.
- **Bullet Indent** specifies the space between the bullet symbol and the text.
- **Baseline Shift** moves the bullet symbol up or down relative to the line of text. A positive value shifts the bullet up, while a negative value shifts it down.

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## Using Spell Check

Spell Check allows you to check the spelling in your text. When you run Spell Check, it searches your

diagram for unrecognized text strings. It provides suggested spellings and you can correct or ignore

any unrecognized string. To run a spell check:

1. Select the text entry you want to check or leave all objects unselected if you want to check all text in the diagram.

2. Click **Tools|Spelling** (To include other languages you must choose the Custom Install option when installing FlowCharts&More).

3. In the Spell Check dialog, specify the language you want used.

4. If you want the spell check to be case sensitive, check the Case Sensitive check box.

5. Click **[Start]** to start the spell check.

6. When an unrecognized text string is detected, it is displayed in the Target Word box. Do one of the following:

- In the Target Word box, type the correct spelling for the word. Click [Replace] to replace the misspelled word.
- From the Suggestions box, select a spelling and click [Replace].
- To leave the word as it is and continue checking the document, click [Skip].
- To leave the word as it is and end the spell check, click [Close].

## Using Type Assist

Type Assist lets you correct misspelled words and capitalization errors automatically. For example,

you can have Type Assist replace "teh" with "the" and "NAme" with "Name". You can also have Type

Assist insert common words, phrases, and symbols automatically. For instance, you can store the word "building" using the text string "bldg". Then, whenever you type bldg followed by a space it is replaced with the word building. To specify Type Assist Settings:

1. Click Tools|Type Assist.
2. Check or clear any of the following check boxes:
  - Capitalize First Letter of Sentences changes a lower case letter to an upper case letter.
  - Change Straight Quotes to Typographic Quotes changes any straight quotation marks to typographic quotation marks.
  - Correct Two Initial, Consecutive Capitals changes the second letter to lower case where a capital letter follows another capital letter..

### Chapter 6 Working with Text 6–13

- Capitalize Names of Days changes the first letter of the name of a day to a capital letter.
- Replace Text While Typing replaces certain spellings with other spellings. The replacements are specified in the Replacement Text group of the Type Assist dialog. See the instructions below for editing the replacement text.

To add replacement text settings:

1. In the Replace Text group of the Type Assist dialog, type the text you want to replace.
2. In the With box, type the replacement text.
3. Click [Add].

To delete text from the Replacement Text group:

1. In the Replace Text group of the Type Assist dialog, select the text you want to delete.
2. Click [Delete].

NOTE: If you want to keep a spelling for which replacement text has been specified, you must clear the Replace Text While Typing check box before typing the text.

## Fitting Text to a Curve

You can draw a straight or curved line and then fit the text to the line.

**You can fit text to a curved or straight line. You can then hide the line by choosing None for its outline.**

To fit text to a curve:

1. Use one of the line tools to draw a straight or curved line that you want the text to follow.
2. With the line selected, type the text.
3. Right-click the text and, from the local menu, select Properties.
4. On the Text page of the Property dialog, check the Fit to Curve check box.
5. Press <Ctrl>+<W> to refresh your screen. The text is fit to the line.
6. If you want to make the line invisible, select the line and from the Inspector Bar change the outline color to no outline. (Or, in the Inspector bar, change the Line Thickness to None.).

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To move the text to the other side of the curve:

1. Right-click the text that is fit to a curve, and from the local menu, select Properties.
2. On the Text page of the Property dialog, check the Fit to Other Side check box.

## Copying and Cutting Text

You can move text from one location to another within the program, or from one program to another

using the Copy, Cut, and Paste commands. To copy or cut an entire text entry:

1. Click Pick .

2. Click any part of the text entry.
3. Do one of the following:
  - To copy the text to the Clipboard, click Edit|Copy.
  - To cut the text and place it on the Clipboard, click Edit|Cut.

To copy specific text characters:

1. Click Text , or double-click inside a symbol that has the text you want to copy.
2. Drag the mouse to highlight the appropriate text.
3. Click Edit|Copy. The selected text is copied to the Clipboard.

## Pasting Text

To paste text from the Clipboard:

1. Copy or cut text to the Clipboard.
2. Open the diagram in which you want to paste the text and do one of the following:
  - With nothing selected click Edit|Paste to place the pasted text in the center of the drawing page.
  - To paste text at a specific location, place the cursor then click Edit|Paste.

## Deleting Text

Text can be deleted using the Delete command. To delete an entire text entry:

1. Click Pick .
2. Click any part of the text entry.
3. Click Edit|Delete.

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**NOTE:** If you use this procedure with text inside a symbol, both the symbol and text are deleted: You can also delete text by pressing <Delete> .

To delete specific text characters:

1. Click Text , or double-click inside a symbol that has the text you want to delete.
2. Drag the mouse to highlight the appropriate text.
3. Click Edit|Delete...

# 7

## Working with Layers

The Layers Window provides tools that help you organize your diagrams on a series of invisible planes called layers. By organizing your diagram in layers, you can edit, print, and view the layers together or separately. You can lock a layer to prevent accidental changes, change the layer order, or

color code the layers for easy identification.

The order of layers in a diagram determines which objects are on top of other layers. Objects on the

top layer always overlay objects on the layer below, and so on. For example, selecting the bottom object on a layer and choosing the To Front command puts the object on top of all objects on its layer.

However, objects on the layer above still overlay the selected object.

FlowCharts&More 7–2 The Layers tab

## Managing Layers

The Layers window, which is displayed by clicking Arrange|Layers, allows you to set up and manage the layers in your diagram.

## Adding a New Layer

Every diagram has at least one layer. You can add up to 99 layers and each layer must have a unique

name. By default, FlowCharts&More names the layers Layer 1, Layer 2 and so on, but you can change the name of layers. To add a new layer:

1. If the Layers window is not displayed on your screen, click Arrange|Layers.
2. Click [New]. FlowCharts&More adds the new layer to the layer list.
3. If you want to change the name of the layer, type a new name.
4. Activate or deactivate the Visible , Printable , Editable , or Color Code check boxes to give the new layer the attributes you want.

## Renaming a Layer

When you create a new layer it is given a default name (Layer 1, Layer2, and so on). You can change

the name of the layers as long as each layer name is unique. To rename a layer:

1. If the Layers window is not displayed on your screen, click Arrange|Layers.
2. Click the name of the layer you want to edit.
3. Click the layer name again to display the text cursor.
4. Type a new name.

## Deleting a Layer

You can delete any of the layers that you create. To delete a layer:

1. If the Layers window is not displayed on your screen, click Arrange|Layers.
2. Select the layer you want to delete.
3. In the Layers window, click [Delete].

NOTE: When you delete a layer, you also delete the objects it holds.

TIP: Try clicking inside the layers list with the right mouse button. You can use the commands from the pop-up menu to arrange and manage layers..

### Chapter 7 Working with Layers 7–3

## Changing the Active Layer

When you create or place objects on the page, they are added to the active layer. To change the active layer:

1. If the Layers window is not displayed on your screen, click Arrange|Layers.
2. Click the box to the left of the name of the layer you want to activate. The arrow moves to occupy the box you selected. This arrow always indicates the active layer.

TIP: You can also right-click a layer name, and from the pop-up menu, select Set as Current Layer.

## Changing the Order of Layers

The order of layers in a diagram determines which objects are on top of other layers. Objects on the

top layer always overlay objects on the layer below, and so on. For example, selecting the bottom object on a layer and choosing the *To Front* command puts the object on top of all objects on its layer.

However, objects on the layer above still overlay the selected object.

You can change the order of layers in the Layers window by clicking and dragging them. To change

the order of layers:

1. If the Layers window is not displayed on your screen, click Arrange|Layers.
2. Point to the name of the layer you want to move.
3. Drag the layer to the position you want. As you drag, a dotted line indicates the layer's position.

## Organizing Objects on Layers

You can move objects to the front or back of other objects on the same layer. You can also copy or

move objects from one layer to another.

## Moving an Object to the Front or Back of a Layer

You can specify that an object be moved to the front or back of a layer. To move an object to the front

of a layer:

1. Select the object.
  2. Click Arrange.
  3. Click To Front or To Back.
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## Moving an Object in Front of or Behind Other Objects

You can move an object in front of or behind another object on the same layer. To move an object in front of or behind another object:

1. Select the object you want to move.
2. Click Arrange.
3. Click In Front Of or Behind. The mouse pointer becomes a horizontal arrow.
4. Click the object that you want to place the selected object in front of or behind.

## Moving and Copying Objects Between Layers

You can move or copy objects from one layer to another. To move an object to another layer:

1. Select the object you want to move.
2. If the Layers window is not displayed on your screen, click Arrange|Layers.
3. Click the name of the layer to which you want to move or copy the object.
4. Click [Move To] or [Copy To].

NOTE: The object maintains its position and attributes. FlowCharts&More places the object on top of all objects on its new layer.

## Changing Layer Properties

The Layers window allows you to change all properties for each layer.

## Locking and Unlocking Layers

When a layer is locked, you cannot select or edit any objects on that layer. To lock or unlock a layer:

1. If the Layers window is not displayed on your screen, click Arrange|Layers.
2. Beside the layer that you want to lock, click the pencil icon so it appears dimmed.
3. To unlock objects on the layer click the pencil icon again so it appears in boldface.

## Making Layers Visible or Invisible

When a layer is invisible, objects on that layer are not displayed on the screen and will not print. To make a layer visible or invisible:

### Chapter 7 Working with Layers 7-5

1. If the Layers window is not displayed on your screen, click Arrange|Layers.
2. Beside the layer that you want to make invisible, click the eye icon so it appears dimmed.
3. To make the objects on the layer visible, click the eye icon again so it appears in boldface.

NOTE: When you make a layer invisible, it also becomes locked.

## Making Layers Printable or Nonprintable

When a layer is nonprintable, objects on that layer are displayed on the screen, but are not included

when you print your diagram. To make a layer printable or unprintable:

1. If the Layers window is not displayed on your screen, click Arrange|Layers.
2. Beside the layer that you want to make nonprintable, click the printer icon so it appears dimmed.
3. To make the objects on the layer printable, click the printer icon again so it appears in boldface.

## Color-Coding Layers

Layers can be color coded so you can tell at a glance which layer an object is on. For example, if you

set the color of a layer to red, then all object on that layer appear in red. Color coding only affects the

display and is not applied when a diagram is printed. To color code a layer:

1. If the Layers window is not displayed on your screen, click Arrange|Layers.

2. Select the layer you want to color-code.
3. Click the arrow beside the Layer Color box, and choose a color. If you want to create a custom color, click [Other].
4. All wireframe objects on the layer will appear in the color you selected once the outline icon is deactivated (dimmed).

To activate or deactivate color-coding:

1. To activate color-coding, in the Layers window, beside the layer that you want to color, click the outline icon so it appears dimmed.
2. To deactivate color-coding, click the outline icon again so it appears in boldface.

**NOTE:** Color-coding a layer does not affect its appearance on the printed page. When you activate the outline icon, FlowCharts&More displays

all objects on the selected layer as colored wireframes. You can change the color using the Layer Color box. FlowCharts&More 7–6

## Creating Guides from Objects

When you place an object on the Guides layer, you can use it for reference when creating or placing

other objects. Objects on the Guides layer do not print. To create guides from objects:

1. If the Layers window is not displayed on your screen, click Arrange|Layers.
2. Click the box to the left of the Guides layer to make it the active layer. The black arrow will appear beside the Guides layer.
3. Create the objects you want to use as guides.

**TIP:** To differentiate objects that you use as guides, color-code the Guides layer..

# 8

## Working with Hyperlinks

Hyperlinks allow you to move between related diagrams and files without having to open or print them separately. With FlowCharts&More you can create Hyperlinks to other FlowCharts&More diagrams, to files in other programs, and to internet addresses.

You create a Hyperlink using any object (e.g., symbol, line, text) in a diagram. You can then “jump”

to the linked file by double-clicking the Hyperlink object. The files remain separate, but are connected by the Hyperlink.

Once you’ve added Hyperlinks to a diagram, you can use the Hyperlink Browser to view and manage

them. The Hyperlink Browser displays the diagram's hierarchy or “tree structure” of Hyperlinks. With this hierarchy displayed, you can open or remove any Hyperlink in the tree.

### Creating a Hyperlink to Another Diagram

For any object in a FlowCharts&More diagram, you can create a hyperlink that will allow you to jump from that object to another FlowCharts&More diagram. To create a Hyperlink to another diagram:

1. Right-click the object from which you want to access the other diagram, and from the pop-up menu select Define Hyperlink. (You can also select the object and click Format|Hyperlink|Define Hyperlink.)
2. In the Define Hyperlink dialog, click [Existing Diagram].
3. Click [Browse] to open the Select Hyperlink dialog. Choose the drive and folder that contains the file, then double-click its file name.

**TIP:** To activate the hyperlink, right-click the Hyperlink object and select Jump to Hyperlink.

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### Creating a Hyperlink to a New Diagram

For any object in a FlowCharts&More diagram, you can create a hyperlink that will allow you to jump to a new diagram. FlowCharts&More starts the new diagram and prompts you to give it a name. To create a Hyperlink to a new diagram:

1. Right-click the object from which you want to access the new diagram, and from the local menu select *Define Hyperlink*.
2. In the Define Hyperlink dialog, click [New Diagram].
3. Click [OK]. This opens the Save As dialog.
4. Choose the drive and folder where you want to save your diagram.
5. Type a file name in the File Name box. FlowCharts&More opens the new file. You can now create the new diagram.

TIP: To activate the hyperlink, right-click the Hyperlink object and select Jump to Hyperlink.

## Creating a Hyperlink to a File Produced Using Another Program

For any object in a FlowCharts&More diagram you can create a hyperlink to a file created in another program. Provided that the other program is installed on your computer, the file will open when you activate the hyperlink. To create a Hyperlink to a file produced using another program:

1. Right-click the object from which you want to access the file, and from the local menu select *Define Hyperlink*.
2. In the Define Hyperlink dialog, click [Other Application/File].
3. Click [Browse] to open the Select Hyperlink dialog. Choose the drive and folder that contains the file, then double-click its file name.

## Activating a Hyperlink from within a Diagram

To activate a Hyperlink from within a diagram, right-click the Hyperlink object and select [Jump to Hyperlink].

TIP: To jump up one level in the Hyperlink hierarchy, press <Page Up> . To jump down one level in the Hyperlink hierarchy, press <Page Down>.

### Chapter 8 Working with Hyperlinks 8–3

## Viewing the Hyperlink Structure of a Diagram

The Hyperlink Browser allows you to view the structure of hyperlinks to which you have access from your diagram.

**The Hyperlink Browser displays the hierarchy of hyperlinks from the current diagram.**

To view a diagram's Hyperlink structure:

1. With the diagram active, click View|Hyperlink Browser.
2. In the Hyperlink Browser, double-click the diagram's icon.

To close the Hyperlink Browser, click Close to the far right of the Menu bar.

## Activating a Hyperlink from Within the Hyperlink Browser

From the Hyperlink Browser you can activate any of the hyperlinks shown in the structure.

To activate a Hyperlink from within the Hyperlink Browser:

1. With a diagram active, click View|Hyperlink Browser.
2. In the Hyperlink Browser, double-click the current diagram's icon. This displays the hierarchy of Hyperlinks associated with the current diagram.
3. Right-click the Hyperlink you want to activate.
4. From the local menu, click *Open*.

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## Removing a Hyperlink

You can remove a hyperlink by using the Hyperlink Browser, or by right-clicking on the hyperlink object in the diagram and selecting *Remove Hyperlink* from the local menu. To remove a Hyperlink:

1. With the diagram active, click View|Hyperlink Browser.

2. In the Hyperlink Browser, double-click the diagram's icon.
3. Right-click the link you want to remove.
4. Click *Remove Hyperlink*.

TIP: You can also remove a hyperlink by right-clicking its object and clicking *Remove Hyperlink*, or by removing its Hyperlink object from the diagram.

## Removing a Branch of Hyperlinks

The Hyperlink Browser allows you to remove a hyperlink and any hyperlinks below it in the hierarchy. To remove a branch of Hyperlinks:

1. With the diagram active, click *View|Hyperlink Browser*.
2. In the Hyperlink Browser, double-click the diagram's icon.
3. Right-click the Hyperlink at the top of the branch you want to remove.
4. Click *Remove Branch*. FlowCharts&More removes the selected link and all links below it.

TIP: To close the Hyperlink Browser, click *Close* to the far right of the Menu bar..

# 9

## Importing and Exporting

You can import and export information to and from Flow using the *Import* and *Export* commands or

*Copy* and *Paste*. You can also use *Object Linking and Embedding (OLE)* to link or embed objects from other programs into FlowCharts&More.

### Using the Import and Export Commands

FlowCharts&More includes a wide variety of file format filters that let you exchange graphics between FlowCharts&More and other applications.

Importing gives you access to graphics created in other illustration programs and presentation packages, as well as to scanned images and audiovisual files. Once you've imported a graphic, you

can modify it. A single diagram can consist of any number of imported graphics in any format FlowCharts&More supports. You can also import objects from other FlowCharts&More files.

Exporting saves FlowCharts&More files in formats used by other programs. For example, you can create diagrams and charts and export them to files that can be read by desktop publishing programs.

NOTE: Because each format has its own way of processing information, it's not always possible to translate the contents of one format to another precisely. The amount of variation depends on the graphic and the format used to import or export it.

### Exporting Files for Use in Other Programs

The *Export* command in the *File* menu, allows you to export a diagram to a variety of bitmap and vector file formats.

To export files for use in other programs:

1. Open the FlowCharts&More file you want to export.
2. Click *File|Export*.
3. Choose an export format from the *Save as Type* list box.
4. Type a file name in the *File Name* box.
5. Click [*Export*].

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### Exporting Selected Objects

When you export a file, you can choose to export only selected objects from your diagram.

To export specific objects:

1. Select the objects you want to export.
2. Click *File|Export*.
3. Check the *Selected Only* check box.

4. Choose an export format from the Save as Type list box.
5. Type a file name in the File Name box.
6. Click [Export].

## Using the Import Command

FlowCharts&More allows you to import files from a variety of bitmap and vector formats. When you import a file into your diagram, it becomes an object in the diagram. When you import a file, you have the option of cropping it or resampling it before you bring it into your diagram. To import a file:

1. Click File|Import.
2. Choose an import format from the Files of Type list box.
3. Open the drive and folder that contains the file you want to import.
4. Click the file name. If you want to crop or resample the image you're importing, see the procedure below.
5. Click [Import].

To crop or resample an image when you import it:

1. Follow steps to import a file, stopping just short of clicking [Import].
2. In the Import dialog, in the box to the right of the Files of Type box, select Crop or Resample.
3. Now, click [Import]. Depending on the file that you selected from the list box, a dialog appears that allows you to either crop or resample the imported image.

TIP: Check the Preview check box to see a preview of the file..

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## Importing Files Using Drag and Drop

You can import one or more files by selecting them in Windows Explorer, and dragging them onto your FlowCharts&More page. To import files using drag and drop:

1. Make sure the diagram to which you want to import a file is open.
2. Using Windows Explorer, or My Computer, select one or more files that you want to import to your diagram.
3. Drag the selected files onto your diagram and release the mouse button to place them on the page.

## Linking and Embedding Objects

You can link a file created in another application to your FlowCharts&More diagram. When you link a file, your FlowCharts&More diagram includes only a pointer to that file. If you move the source file, you must update the link. If you send your diagram to another computer, you must be careful to include any linked files if you want them to remain linked. If the linked files aren't available, the linked file becomes embedded.

Linking is useful if you have a file that you want to include in more than one location. When you make changes, the file is automatically updated in all locations to which that file is linked. For example, you might have a graphics file that is linked to several FlowCharts&More diagrams. When you update the graphic, it is changed in each diagram in which it is used. You can specify when updates occur, or update the information automatically whenever the source file changes.

When you embed an object, you copy the object from its source document and place it in your diagram. Once the file is embedded, FlowCharts&More does not automatically incorporate changes made to the source file. Objects should be embedded rather than linked when you want to keep all of a FlowCharts&More diagram's information in one file. This is important if you intend to distribute the file to other computers. You can still edit an embedded file in the application in which it was created, but any changes you make affect only the object in your FlowCharts&More diagram.

## Embedding a New Object

NOTE: You can use Object Linking and Embedding (OLE) to import a linked or embedded object into a FlowCharts&More diagram. However, you

cannot export a FlowCharts&More diagram into another program as a linked or embedded file. That is, you can not place a FlowCharts&More diagram into another program as an OLE object.

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You can embed a new object in FlowCharts&More using Edit|Insert Object. You are prompted to choose the application in which you want to create the embedded object and that application is automatically

opened. After you create the object and leave the application, the object is embedded in your FlowCharts&More diagram.

To embed a new object:

1. Click Edit|Insert Object.
2. In the Insert Object dialog, activate [Create New].
3. In the Object Type box, choose the type of object you want to create. The list includes items from

applications on your system that support object linking and embedding. You need to install applications using their setup programs if you want them to appear on the list.

4. Click [OK] to open the source application. Depending on the application, the application either will open in a window on your FlowCharts&More page or will open to its full application window.

5. Create the object you want to embed.

6. If the application is running in a window on your FlowCharts&More page, click anywhere outside of the

application window to close the application. If the application is running in a full window, from the application's menu, click File|Exit.

## Embedding an Existing Object

Using the Insert Object command you can select an existing file and embed it in your FlowCharts&More diagram.

To embed an existing object starting from FlowCharts&More:

1. Click Edit|Insert Object.
2. In the Insert Object dialog, activate [Create From File].
3. Click [Browse] and select the file that contains the object you want. The list includes items from applications on your system that support object linking and embedding.

4. Click [OK] to open the source application. Depending on the application, the selected file either will open in a window on your FlowCharts&More page or will open to its full application window.

5. If the application is running in a window on your FlowCharts&More page, click anywhere outside of the

application window to close the application. If the application is running in a full window, from the applications menu, click File|Update, or File|Exit.

TIP: Add embedded objects to Smart Libraries for repeated use. You can edit an embedded object by double-clicking the object in

FlowCharts&More. This will launch the server application and allow you to edit the information. When you exit and return to FlowCharts&More the changes

will be reflected in your drawing. You can also insert an embedded object by pasting the object from the source application.

### Chapter 9 Importing and Exporting 9–5

## Embedding an Object Using the Paste Command

You can insert an embedded object in a diagram by cutting or copying it from another application. Then, use Edit|Paste to place it in your FlowCharts&More diagram. To embed an object starting from the

source program:

1. Open the source program.
2. Select the object you want to embed.
3. In the source program, if you want to remove the object, click Edit|Cut. If you want to copy the object, click Edit|Copy.
4. Open FlowCharts&More.
5. Click Edit|Paste.

NOTE: By opening the source file from FlowCharts&More, you can then insert an embedded object.

TIP: Add embedded objects to Smart Libraries for repeated use. You can edit an embedded object in FlowCharts&More by double-clicking the object.

## Editing an Embedded Object

When an object is embedded in a FlowCharts&More diagram, you can edit it in the program in which it was created. To edit an embedded object:

1. Select the embedded object.
2. Click *Edit*.
3. The selected object type is displayed at the bottom of the Edit menu. Place the cursor on the object type to display a flyout menu.
4. From the flyout do one of the following:
  - If you want to open the source program on your FlowCharts&More page, click *Edit*.
  - If you want to open the full application window for the source program, click *Open*.
5. Make the changes that you want.
6. If the full source application is open, update the file and close the program. If the source application window is open on your FlowCharts&More page, click anywhere outside the application window to close it.

NOTE: You can also launch the source program by double-clicking the embedded object.

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## Linking an Object

When you link an object, FlowCharts&More contains only a pointer to the file in which the object is contained. If you change the source file, then the object in your FlowCharts&More diagram will change also. To link an existing object:

1. Click Edit|Insert Object.
2. In the Insert Object dialog, activate [Create From File].
3. Click [Browse] and select the file that contains the object you want. The list includes items from applications on your system that support object linking and embedding.
4. Check the Link check box.
5. Click [OK] to insert the object into your FlowCharts&More diagram.

NOTE: You can edit the linked file by double-clicking it.

## Linking an Object Using the Paste Special Command

You can paste an object from the Clipboard using the Paste Special command. To link an object from

the source application:

1. Start the application used to create the object you want to link.
2. Open the file that contains the object.
3. Select the object and click Edit|Copy.
4. Start or open FlowCharts&More and click Edit|Paste Special.
5. Activate the Paste Link button and click [OK].

## Specifying Automatic or Manual Link Updating

You can specify that linked files be updated automatically every time there is a change in the file, or

updated manually only when you specify that the file be updated. To specify automatic or manual link updating:

1. Open the FlowCharts&More diagram that has the links you want to update.
2. Click Edit|Links.
3. Select the link for which you want to specify automatic or manual updating.
4. Choose either the *Manual* check box or the *Automatic* check box..

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## Updating a Link

If you've specified manual update for a linked file, then you can update the file using the Links command from the Edit menu. To update a link manually:

1. Click Edit|Links.
2. In the Links box, select the links you want to update.

3. Click [Update Now]. Your diagram now incorporates any changes made to the source file since the last update.

To update all links in a file:

1. Click Edit|Links.
2. Select all the links in the Links box.
3. Click [Update Now].

## Jumping to a Linked Object's Source File

From FlowCharts&More, you can open and edit a linked object in its source application.

To jump to a linked object's source file:

1. Click Edit|Links.
2. Select the link for the file that you want to open.
3. Click [Open Source] to launch the source application and file. You can now edit and save the source file.

**1NOTES:** If you make the changes in the destination file, FlowCharts&More will ignore them when it updates the link. You can also double-click

a linked object to jump to the source file. If you don't need further updates from the source file, you can break the link.

## Changing a Link

You can change a link to another source file. To change a link:

1. Click Edit|Links.
2. Select the link that you want to change.
3. Click [Change Source].
4. In the Change Source dialog, select a different source file.

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## Breaking a Link

If you want the object to remain in your diagram but don't want it to be linked, you can break the link. To break a link:

1. Click Edit|Links.
2. Select the link that you want to break.
3. Click [Break Link].

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## Printing

For most diagrams, the working page will be the same size as the paper size. When this is the case

you can print your diagram by selecting File|Print and clicking [OK].

Paper size and the working page size do not have to be the same. For example, you can create a diagram on a page that's larger than the paper size. You can specify that the diagram be printed on

multiple pages that can be joined together after they are printed.

## Printing a Diagram

In most cases you will print a diagram by selecting the Print command and using the default settings.

To print a diagram:

1. Click File|Print.
2. Enter the number of copies that you want in the Number of Copies box.
3. In the Print dialog, make sure the settings are as you want them and click [OK].

## Printing Selected Objects

You can choose to print only the objects that are selected. To print only selected objects:

1. In your diagram, select the objects to print.
2. Click File|Print.
3. In the Print Range section of the Print dialog, choose *Selection*.

To print only objects on certain layers, in the Layers window first specify the layers that you want to be printed by activating or deactivating the Printable icon ..

## Selecting a Device and Setting its Properties

In the Print dialog the default printer is already selected. You can select any printing device that is installed on your system. To select a device:

1. Click File|Print.
2. Choose a printer or image setter from the Name list box. If the device driver you need is not listed, install it following the usual Windows procedure.

To set the device properties:

1. Click File|Print.
2. Click [Properties].
3. Make any changes to the properties.

NOTE: As these are Windows-controlled options, see your Windows and your Printer documentation for more information.

TIP: To find out the extent of the unprintable area for the selected device, in the Properties dialog, click [Paper], then click Unprintable Area.

## Printing to a File

Instead of sending your print job to a device you can choose to print to a file. This creates a postscript

file that can be sent to a service bureau for printing. To print to file:

1. Click File|Print.
2. Check Print to File.
3. Activate For Mac if your print file is being sent to a service bureau with Macintosh equipment. PostScript files created using the Print to File option contain two Control-D (^D) characters that prevent them from printing on any PostScript device controlled by Macintosh computers. The For Mac option removes the ^D characters from the files. This option is available only if the selected printer driver supports postscript.
4. Click [OK].
5. Type a filename and choose a destination. The appropriate extension (.PRN) will be appended to your filename..

## Using Print Preview

The Print Preview command allows you to see how your diagram will appear on the printed page. You can also use Print Preview to size and position your diagram on the page. By default the preview

will display only the colors available on the selected printer. For example, if a color printer is selected,

the colors in your diagram are displayed. You can specify that the preview be shown in color even if

the selected device is a black and white printer.

To preview your print job, click File|Print Preview.

To specify a color or grayscale print preview:

1. Point to the Preview box.
2. Click the right mouse button. Click Preview Type|Color to specify a color preview. Click *Grayscale* to specify a grayscale preview.

## Using Print Preview to Size a Diagram

You can use the Print Preview to size your diagram before you print it. This does not affect the diagram itself, only the way it is printed. If you check Maintain Aspect Ratio, the image maintains its

proportions as it is resized. To size your diagram when printing:

1. Click File|Print Preview.
2. Click [Options].
3. If you want the image to maintain its proportions, check the Maintain Aspect Ratio check box.
4. Assign the height and width values in the unit of measurement you want. Or, drag the handles in the Preview box.

To fit your diagram to the page when printing:

1. Click File|Print Preview.
2. Click [Print Options].
3. If you want the image to maintain its proportions, check the Maintain Aspect Ratio check box.
4. Check the Fit to Page check box. Your diagram is automatically scaled (up or down) so that it fits the printable page. Your image will be distorted if you do not check Maintain Aspect Ratio..

## Using Print Preview to Center a Diagram on the Page

You can use Print Preview to Center your diagram on the printed page. To center your diagram for printing:

1. Click File|Print Preview.
2. Click [Print Options].
3. Check the Center Image check box.

## Setting the Bleed Limit

If some areas of your diagram extend right to the edge of the final page, you must allow for a bleed.

This ensures that your diagram overflows the edge of your final page. To accomplish this you must

print your work on paper that is larger than the paper size you ultimately want. This paper is then trimmed to the appropriate size. A bleed of .125 to .25 inches is usually sufficient. To set a bleed limit:

1. Click File|Print Preview.
2. Click [Print Options].
3. Check the Bleed Limit check box.
4. Enter a bleed limit value. This value represents the distance the diagram will be allowed to bleed

beyond the crop marks (i.e., the edge of the final paper size).

NOTE: This setting has no effect unless the working page size is smaller than the printable page and your diagram extends beyond the edge of the working page

## Printing Large Diagrams as Tiles

If you have a diagram that is larger than the paper size in your printer, you can tile the diagram so that it prints on more than one page. To print large diagram as tiles:

1. Click File|Print Preview.
2. Click [Print Options].
3. Check the Print Tiled Pages check box.
4. Indicate by how much you want the tiles to overlap. Enter a value (e.g., a quarter of an inch) or a percentage of the page size..

## Specifying the Preview Type

By default the preview displays only the colors available on the selected printer. For example, if the

selected printer supports grayscale but not color, the preview is shown in grayscale. You can specify

that the preview be shown in color even if the selected printer does not support color. To change the

preview type:

1. Click File|Print Preview.
2. In the Print Preview window, right-click on the page.
3. On the local menu, click *Preview Type* to display a flyout.
4. Select one of the following:

- Auto simulates the actual output of the selected device.
- Color provides a color preview even if color is not supported by your printer.
- Grayscale provides a grayscale preview even if grayscale is not supported by your printer.

## Printing from Print Preview

You can send your print job to the printer without closing Print Preview. To print from Print Preview:

1. Click File|Print Preview.
2. In the top left corner of the Print Preview window, click Printer .

## Closing Print Preview

There are several ways to close the Print Preview window and return to your diagram. To close the

Print Preview, do one of the following:

- In the top left corner of the Print Preview window, click [Close] to return to your diagram.
- In the top right corner of the Print Preview window, click the X.
- Right-click on the page and from the local menu, select *Close Print Preview...*

# 11

## Customizing FlowCharts&More

You can customize FlowCharts&More to suit the way you work. For example, you can change and add keyboard shortcuts and toolbars.

The uniform palette in FlowCharts&More provides more colors than most people are likely to need, but you can also create your own colors and add them to custom color palettes.

## Customizing Keyboard Shortcuts

Keyboard shortcuts give you quick access to the commands and tools you use most often. For example, pressing <Ctrl>+<S> saves your work, just as clicking File|Save saves your work. **The Keyboard page of the Customize dialog.**

In addition to assigning your own shortcuts, you can save and load keyboard shortcut configurations

for use with particular projects or types of diagrams. You can also edit and remove keyboard shortcuts

or restore the shortcuts to the default configuration.

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## Assigning a Keyboard Shortcut to a Command

You can assign a keyboard shortcut to FlowCharts&More commands. To assign a keyboard shortcut:

1. Click Tools|Customize.
2. Click [Keyboard].
3. In the Commands box, double-click the folder containing the command you want.
4. Click the command.
5. Click in the Press New Shortcut Key box.
6. Press the keyboard shortcut you want to assign to the command. Press <Backspace> if you need

to make a correction. Your shortcut can use up to four layers of keystrokes. For example, you activate the key combination <Ctrl>+<Alt>+<1>,<2>,<3>,<4> by holding down <Ctrl> and <Alt>, then pressing the <1>,<2>,<3>, and <4> keys in succession.

7. Click [Assign].

TIP: To automatically resolve conflicts with other shortcuts, check the Go To Conflict On Assign check box.

## Deleting a Shortcut

You can delete any keyboard shortcuts. To delete a shortcut:

1. Click Tools|Customize.
2. Click [Keyboard].
3. In the Commands box, double-click the folder that contains the command you want to delete.
4. Click the command.
5. In the Current Shortcut Keys box, click the shortcut you want to remove.
6. Click [Delete].

## Saving and Loading a Shortcut Key Configuration

When you have set up the keyboard shortcuts the way you want, you can save the configuration.

You can save as many configurations as you want and change the current configuration by loading a

different one. To Save a configuration:

1. Click Tools|Customize.
2. Click [Keyboard].
3. Click [Save As].

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4. Click the Accelerator File in which you want to save your assignments. To overwrite the default shortcut settings, save your configuration using the filename DGMDEF.ACL. You can also use a new name (with the file extension .ACL) for a shortcut key configuration.

5. Click [Save].

To Load a configuration:

1. Click Tools|Customize.
2. Click [Keyboard].
3. Click [Load].
4. Double-click the Accelerator File you want to load.

## Restoring the Default Keyboard Shortcut Configuration

When you make changes to keyboard shortcuts you can quickly return to the default configuration.

To restore the default configuration:

1. Click Tools|Customize.
2. Click [Keyboard].
3. Click [Reset].

## Customizing Toolbars

You control the placement and content of toolbars. You can resize or move your toolbars anywhere

inside the FlowCharts&More application window. You can also add, remove, and rearrange toolbar controls (except the toolbox controls and flyouts), or create your own toolbars containing the controls you use most often.

You also have some control over the Toolbox and its flyouts. For example, you can move the Toolbox,

copy buttons to other toolbars, or drag copies of the flyouts to create floating or docked toolbars. In

these ways, the toolbox and its flyouts function like other toolbars. Unlike other toolbars, however, you can't add a button to or remove a button from the Toolbox or its flyouts.

NOTE: When you customize toolbars and toolbar controls, the online Help topics associated with them do not change to reflect your changes.

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To customize the Inspector bar:

1. Select the mode for which you want to make changes. The appropriate Inspector bar for that mode is displayed on your screen.

2. Then, drag buttons to the displayed toolbar.

The Toolbars page of the Customize dialog

## Adding and Removing Toolbar Buttons

You can customize toolbars by adding and removing buttons. To add a button to a toolbar:

1. Make sure the toolbar to which you want to add a button is displayed on the screen.
2. Click Tools|Customize.
3. Click [Toolbar].
4. In the Command Categories box, click the folder that corresponds to the button you want to add. FlowCharts&More displays the command category's collection of buttons.
5. Drag the button to the desired toolbar on the screen. To cancel the operation, click the right mouse button while you drag.

To remove a button from a toolbar:

1. Make sure the toolbar from which you want to remove a button is displayed on the screen.

2. Click Tools|Customize.

Select the mode from this list.

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3. Click [Toolbar].

4. Drag the button from its toolbar onto the drawing window. To cancel the operation, click the right mouse button while you drag.

**NOTE:** You can't add a button to or remove one from the Toolbox or Toolbox flyout. You can move a button from one toolbar to another by dragging the button to its new position. You can copy a button to another toolbar by holding down <Ctrl> and dragging the button to its new position. You can also remove a button by holding down <Alt> and dragging the button onto the drawing window.

## Adding and Deleting Toolbars

You can add new toolbars. You can delete any toolbars that you add. To add a new toolbar:

1. Click View|Toolbars.
2. Click [New]. A new toolbar is added at the end of the list.
3. Type a name for the new toolbar. You can now click [Customize] and begin adding command buttons to your new toolbar.

To delete a toolbar:

1. Click View|Toolbars.
2. Click the name of the toolbar you want to delete.
3. Click [Delete].

**NOTE:** You can delete only custom toolbars. You can't delete a built-in toolbar.

## Moving and Resizing Toolbars

You can undock toolbars and dock them in a new location or leave them floating. To move a toolbar:

1. Point to the border of the toolbar.
2. Drag the toolbar to its new position. If you drag a toolbar onto the drawing window it becomes a floating toolbar.

To resize a floating toolbar:

1. Move the cursor to the edge of a floating toolbar.
2. Drag the edge until the toolbar is the correct size. To cancel resizing, click the right mouse button while you drag.

**NOTE:** You can't resize a docked toolbar.

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## Displaying and Hiding Toolbars

Toolbars can be displayed or hidden. To display or hide a toolbar:

1. Click View|Toolbars.
2. Check the check box to display a toolbar, or clear it to hide the toolbar.

## Renaming Toolbars

When you drag a toolbar onto the page and leave it floating, its name appears in the upper left corner

of the toolbar. To rename a toolbar:

1. Click View|Toolbars.
2. Click the toolbar you want to rename.
3. Click the toolbar's name and a text cursor appears in the name box.
4. Type the new name.

## Moving Toolbar Buttons

You can move a toolbar button by dragging it to a new location. To move a toolbar button:

1. Make sure the toolbar for which you want to move a button is displayed on the screen.
2. Click Tools|Customize.
3. Drag the button to another toolbar, or to another spot on the same toolbar. To cancel the movement, click the right mouse button while you drag.

## Restoring the Original Configuration of a Built-in Toolbar

You can easily restore a built-in toolbar to its original configuration. To restore the original configuration of a built-in toolbar:

1. Click View|Toolbars.
2. Click [Toolbar].
3. Click the toolbar you want to reset.
4. Click [Reset].

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## Creating Custom Colors

FlowCharts&More provides an extensive palette of colors but you can also create custom colors.

You can add colors to the palette or create custom palettes.

Color model controls let you select colors from several basic color models RGB, CMY, CMYK, HSB,

HLS, YIQ, and Grayscale. For each model, you can choose to select colors by clicking in the color

selector box or by specifying exact numerical values. You can create a color for a specific object in

your diagram or you can save the color on a custom palette. To create a color:

1. On the Inspector Bar, click either the Fill Color or Line Color box, and click [More].
2. Choose a color model from the Model list box to display the available colors in the Color Selector box.
3. To the right of the Color Selector box is a slider that allows you to select an area of the color model. Click anywhere in the slider to move the color selector to that part of the color model.
4. Click in the Color Selector box to choose the color you want. The color you select is displayed in the New Color box.

## Adding a Color to a Custom Palette

Once you have created a Custom Color in the Color Selector dialog you can add it to a custom palette.

To add a color to a custom palette:

1. Click Format.
2. Click either Line or Fill, to display the Object Properties dialog.
3. Select [Uniform], then click [Edit].
4. Select a color from the Color Selector box, and right-click.
5. From the local menu, select Add Color To Palette. The new color is added to the end of the current

Custom Palette.

6. In the Name box, type a name for the new color.
7. Right-click in the palette, and select Save Palette.

TIP: You do not have to name a color to add it to the custom palette. If you do name a color, however, the name must be unique.

FlowCharts&More 11–8

## Opening a Color Palette

To open a custom color palette:

1. On the Inspector Bar, click either the Fill Color or Line Color box, and click [More].
2. In the Color Selector dialog, in the Custom Palette section, right-click.
3. From the local menu, select Open Palette.

## Creating a New Custom Palette

You can create and save your own custom palettes. To create a new custom palette:

1. Click Format.
2. Click either Line or Fill, and then click [Edit].
3. In the *Color Selector* dialog, in the *Custom Palette* section, right-click.
4. From the local menu, select New Palette.
5. Type a name for the new palette and click [Save]. A new empty palette is provided. You can create

colors and add them to the new palette.

**When you right-click on the Custom Palette in the Color Selector dialog, a local menu lets you create a new palette.**

**Chapter 11** Customizing FlowCharts&More 11–9

## Displaying a Palette on the FlowCharts&More Screen

On the FlowCharts&More screen you can choose to display no color palette, the uniform color palette, or the active custom color palette. To display a color palette:

Do one of the following:

- Click View|Color Palette and from the flyout select Uniform to display the RGB color palette, or custom to display the currently selected custom palette. You can also select None to have the color palette removed from the screen.
- On the FlowCharts&More screen, right-click the background of the onscreen color palette, and from the local menu click Open. By default the color palettes are stored in the Custom folder.

**When you right-click on the background or edge of the on-screen palette, a local menu provides options.**

## Renaming a Color

You can rename any of the colors in a custom color palette. To rename a color:

1. On the Inspector Bar, click either the Fill Color or Line Color box, and click [More].
2. In the Custom Color Palette, right-click the color you want to rename, and from the local menu, select Rename.
3. In the Name box, type a name for the color.

## Other Customization Features

The Options dialog, accessed from the Tools menu, allows you to change options that apply to all diagrams you open or create in FlowCharts&More. The Status Bar, which by default is at the bottom of the screen,

provides information on your diagram and on any selected object. You can customize the Status Bar

to provide the amount and type of information displayed.

FlowCharts&More 11–10

## Changing General Options

The [General] tab of the Options dialog, accessed from the Tools menu, allows you to change the following options:

- Remember Last Folder Used, specifies that the last folder used to open or save a file is the folder that first appears when you open the Save or Open dialog.
- Use Default Folder All the Time specifies that the default folder always appears when you open the Save or Open dialog.
- Undo specifies the number of undo levels available. For example, a value of 5 allows you to undo the previous 5 actions. A higher number allows more levels of undo but also uses more system resources.
- Auto panning forces the FlowCharts&More window to automatically scroll as you perform actions in which you drag outside the visible portion of the drawing window.
- Show Tooltips displays the name of a tool when the pointer is on that tool.

- Show Symbol Library Tooltips displays a preview and specifications for a symbol in the Symbol Library when the pointer is on the symbol.

## Changing Objects Options

Tools|Options [Objects] dialog, allows you to change the following options:

- Place Duplicate specifies the distance that a duplicate is offset from the original object when a copy is created with the Duplicate command.
- Nudge specifies the distance that a selected object moves each time an <Arrow> key is pressed.
- Dragging Objects specifies how objects will appear when they are being dragged.
- Manipulation Constraints lets you set the angle to which you want a rotated object to be constrained when you rotate an object while pressing either <Ctrl> or <Shift>. For example, you can specify that an object will rotate in 15 degree increments when you rotate it while holding down <Ctrl>.

**Chapter 11** Customizing FlowCharts&More 11–11

## Changing Advanced Options

Tools|Options [Advanced] dialog, allows you to change the following options:

- Autobackup allows you to specify that an automatic backup be performed at a certain time interval. You can also specify where to save the backup file.
- Weld, Intersect, Trim, allows you to specify that the original object remain after you perform a weld, intersect, or trim.
- Object Complexity Threshold controls the display properties and redrawing speed of complex objects. Set low values to simplify the display of complex objects and increase redrawing speed. The value you set affects only the on-screen display, not the quality of the printed diagram.

## Customizing the Status Bar

The Status bar gives you constant, up-to-date information about your diagram. You can customize its

position, appearance, and content so that you have easy access to the information you need.

To move the Status bar, right-click the Status bar, then click *Place at Top* or *Place at Bottom*. You can

also drag the Status bar to the top or bottom of the window.

To change the number of Status bar display regions:

1. Click the Status bar with the right mouse button, then click *Number of regions*.
2. Click the number of regions you want displayed. You can have up to six regions displaying different information. If you choose the Large Status Bar option from the local menu, you can specify different information in the top and bottom areas of each region.

To change what the Status bar displays:

1. Point to the Status bar display region you want to change.
2. Click the right mouse button, then click *Show*.
3. Click the type of information you want to display, or click *None* to leave the region blank.

To resize the Status bar, click the Status bar with the right mouse button, then click *Large Status Bar*

or *Small Status Bar*.

To display the status bar:

1. Click *View*.
2. Activate the Status Bar command. When activated, the Status Bar command has a check box to its left.

# 12

## Publishing to HTML

FlowCharts&More allows you to save a diagram as an HTML document that can be viewed with an Internet browser and distributed on the World Wide Web.

When you save a diagram as HTML, FlowCharts&More creates an HTML file that is identical to the original diagram file and also exports the graphics in GIF format.

## Saving a Diagram as an HTML Document

When you save a diagram as an HTML document you can specify that any child hyperlinks be included in the HTML document. You can also choose to include any linked documents and hyperlinks to documents in other applications. To save a diagram as an HTML document:

1. You must first save the diagram file using the File|Save command. If the diagram is not saved, the Save as HTML commands is not available.

2. Select File|Save as HTML.

3. In the Save as HTML dialog, select one of the following buttons:

- Save only this document if you want to save only the diagram without any hyperlinks.
- Save this document and its child hyperlinks if you want to save the diagram with any hyperlinks to other FlowCharts&More diagrams.
- Save all descendant documents if you want to create HTML documents for the diagram and for each diagram below it in a hyperlink structure.

FlowCharts&More 12–2

4. If you want to include any hyperlinks to non-FlowCharts&More documents, check the Include External

Hyperlinks check box.

5. Click [Browse] and select a folder in which you want to place the HTML and GIF files that will be created.

6. Click [OK] to create the HTML document. After the document is generated you can open it with an Internet browser.

NOTE: If you want to give your HTML file to someone else, make sure the GIF file is

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Filename: Flow.doc  
Directory: C:\WINDOWS\Desktop  
Template: C:\WINDOWS\Application  
Data\Microsoft\Templates\Normal.dot  
Title: Flow  
Subject:  
Author: gtitus  
Keywords:  
Comments:  
Creation Date: 12/19/02 7:27 PM  
Change Number: 16  
Last Saved On: 12/20/02 4:44 PM  
Last Saved By: gtitus  
Total Editing Time: 153 Minutes  
Last Printed On: 12/20/02 4:45 PM  
As of Last Complete Printing  
Number of Pages: 67  
Number of Words: 28,583 (approx.)  
Number of Characters: 162,927 (approx.)