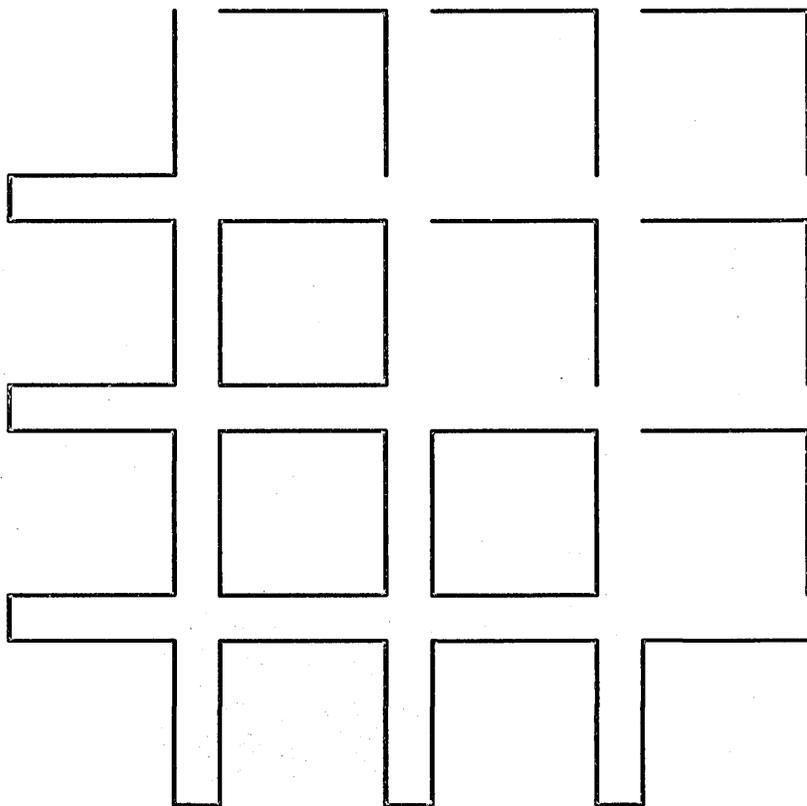


GETTING STARTED

Drawings



Getting Started with Drawings

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BEFORE YOU BEGIN

In order to use this booklet you will need the following:

- the Art Designer software installed on your system
- a Graphics Module
- a workstation configured for printing or plotting (see the Art Designer Release Notice for instructions)
- a Mouse

The Art Designer Picture Library files are located in the directory [Sys]<Pictures>. To access these files, your system must be pathed to this directory.

If your system is not currently in [Sys]<Pictures>, path to that directory before beginning this booklet. If you do not know how to path, ask your system administrator for help.

Left-handed people: Plug the Mouse into the left port on the keyboard.

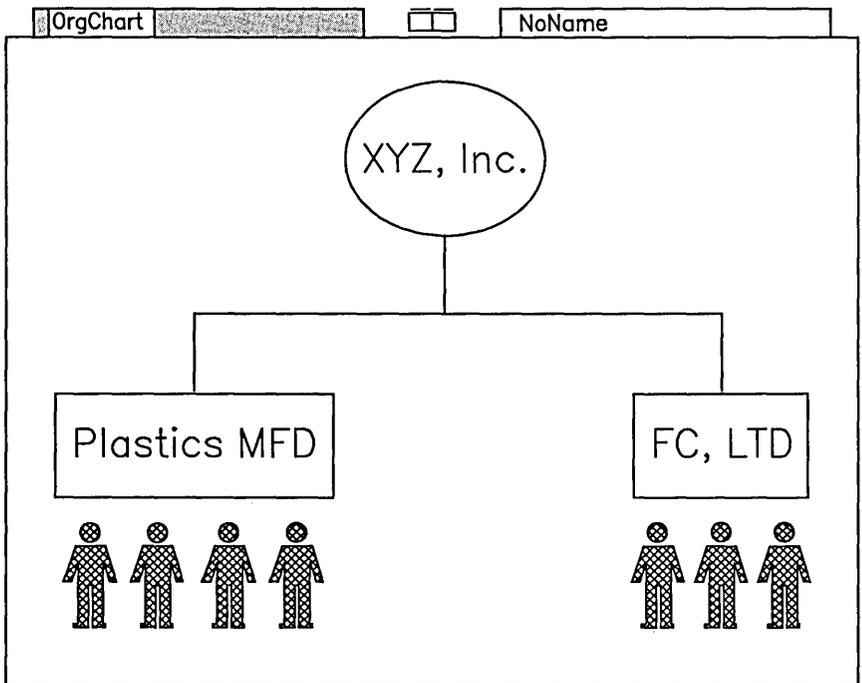
Right-handed people: Plug the Mouse into the right port on the keyboard.



Getting Started with Drawings

Sample Drawing The Art Designer is a sophisticated drawing program that allows you to create business drawings easily and quickly.

The best way to learn the Art Designer is to use it. In this booklet you will learn to make a drawing like this one:



Entering the Art Designer

You can enter the Art Designer in one of two ways:

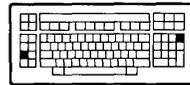
- through the Context Manager
- through the Executive

The Context Manager screen looks like this:

The screenshot shows a window titled 'Context Manager'. It is divided into two main sections. The left section is titled 'Contexts you can return to' and has a sub-header 'Status'. The right section is titled 'Applications you can start' and lists the following options: Art Designer, Document Designer, Executive, Extended Multiplan, Logout, and Mail. Below these sections, there is a row of function keys: Exec, Mail, Logout, XMP, Art, and DD. A small number '1135-002' is visible in the bottom right corner of the screen area.

Action-Go

To see if you have the Context Manager, press the **Action** key and hold it down while you press **Go**.



Pressing **Action-Go** makes the Context Manager screen appear.

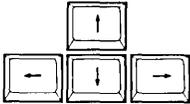
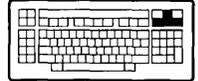
If you don't have the Context Manager, it will not appear when you press **Action-Go**.

**Entering
Through the
Context
Manager**

If the Context Manager is on your system, follow these steps to enter the Art Designer:



- ▶ If the highlight is not already in the "Applications you can start" box, press the **Right Arrow** key to move the highlight to it.



- ▶ Press the **arrow** keys to move the highlight to "Art Designer."



- ▶ Press **Go**.

The Executive screen looks like this:

Executive 10.0 (OS tIClstrfsMp-9.6) User name: alison
Path: [d0]<Alison> Mon Feb 9, 1986 5:22 PM

Command

1135-003

**Entering
Through the
Executive**

If the Context Manager is not on your system, you have the Executive.

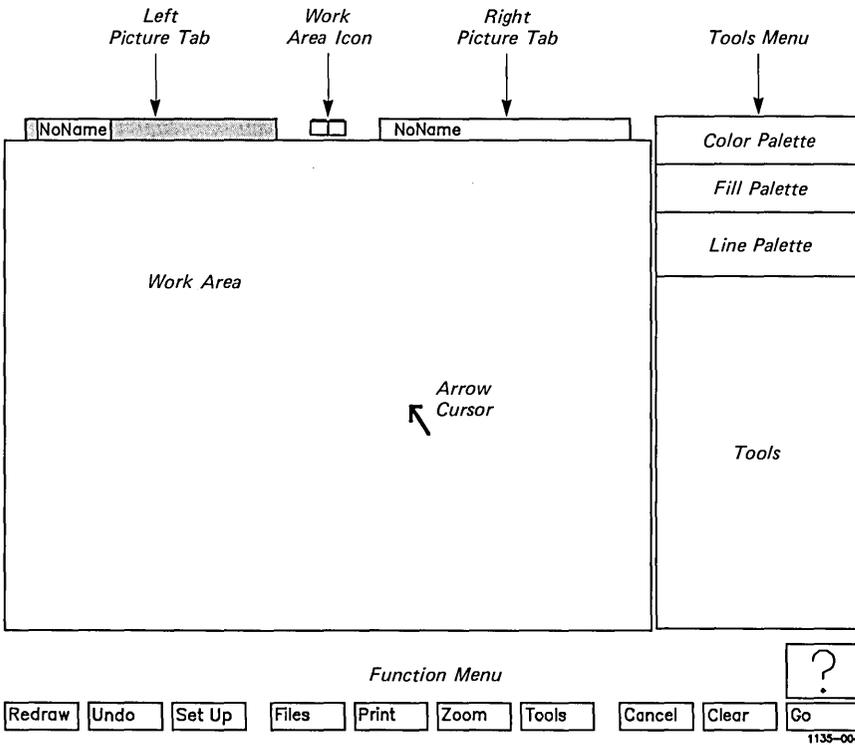
Follow these steps to enter the Art Designer:

- ▶ Type **Art Designer** in the command line (or simply type **a d**).

- ▶ Press **Go**.

The Screen

The Art Designer screen appears.



1135-004

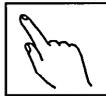
The Cursor

The arrow in the middle of the work area is the arrow cursor. It is used to draw pictures, and to select items from the Tools menu and Function menu.

The Menus

There are three Tools menus that can be displayed on the screen to the right of the work area. The one that you see now is the Draw menu.

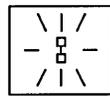
You select a tool from the Draw menu to create or change a drawing.



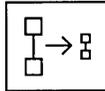
Pick



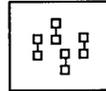
Unpick



Highlight



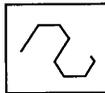
Scale and Move



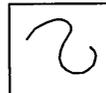
Copy



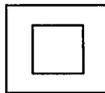
Delete



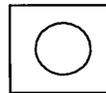
Connected Line



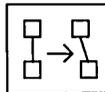
Sketch



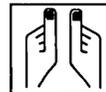
Rectangle



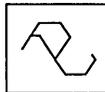
Circle



Connected Move



Sculpt



*Connected Line
Replace*

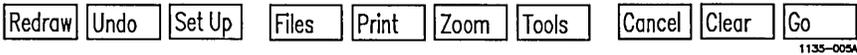


Sketch Replace

1135-005

You use the Function menu to select a new Tools menu, to clear the screen, and to perform other tasks in the Art Designer.

The Function menu is located at the bottom of the screen, below the work area.



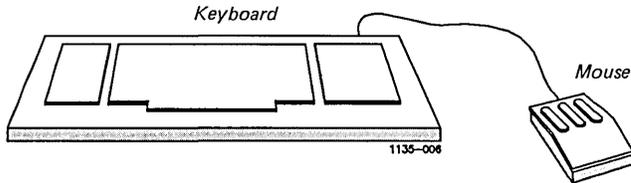
Making a Selection

Choosing a tool from the Tools menu, or picking a Function label from the Function menu, is called "making a selection." You select a tool or function before you use it.

A selection is made by placing the cursor on the desired tool or function, and pressing a button on the Mouse.

The Mouse

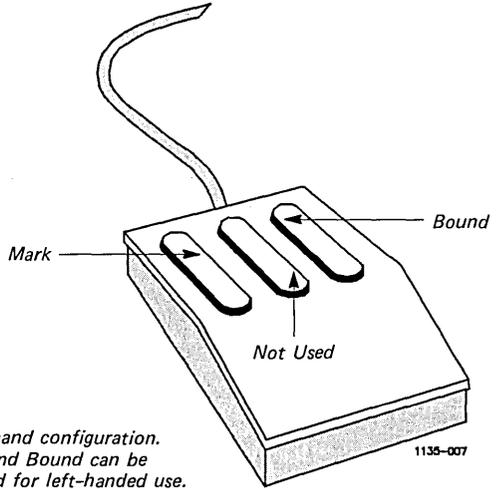
The Mouse is an electronic device that plugs into the keyboard and sits on your desk. Moving the Mouse across the desk top moves the cursor on the screen.



The Mouse Buttons

The Mouse has three buttons. Two of these buttons, **Mark** and **Bound**, are used to carry out all the operations you perform in the Art Designer.

The second (middle) Mouse button is not used.



What if I don't have a Mouse?

The Art Designer can be used without a Mouse. If you do not have a Mouse, refer to the Art Designer: Charts and Drawings manual for information on how to draw using a keyboard.

What if I'm left-handed?

The Mouse is generally set up for right-handed people. However, it is easy to change it for left-handed use.

If, while doing this procedure, you feel you need more information about the Mouse, turn to the next page and read the sections "Using the Mouse" and "Using the Mouse Buttons." Then return and complete this procedure.

To set up the Mouse for your left hand:

▶ *Plug in the Mouse on the left side of the keyboard (in the left port).*

▶ *Plug in the keyboard cable on the right side (in the right port).*

▶ *Move the cursor to the **Set Up** Function label.*

▶ *Click (press down and immediately release) the button on the far left (the **Mark** button for a right-handed person).*

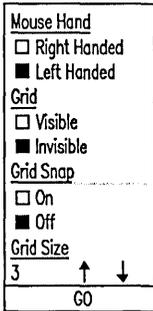
▶ *A menu appears above the **Set Up** label. It says **Mouse Hand**.*

▶ *Place the cursor on the blank box next to **Left Handed**.*

▶ *Click the button on the far left.*

Undo Set Up Files

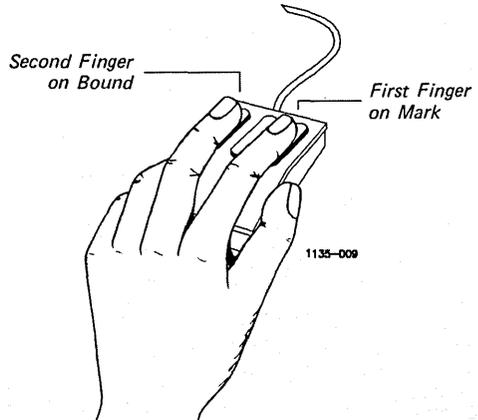
Mouse Hand	
<input checked="" type="checkbox"/>	Right Handed
<input type="checkbox"/>	Left Handed
Grid	
<input type="checkbox"/>	Visible
<input checked="" type="checkbox"/>	Invisible
Grid Snap	
<input type="checkbox"/>	On
<input checked="" type="checkbox"/>	Off
Grid Size	
3	↑ ↓
GO	



Notice that the box next to **Left Handed** is filled.

- ▶ Move the cursor to the bottom of the menu, on the word **Go**.
- ▶ Click the button on the far left again. When the menu disappears, the Mouse buttons are set up for left-handed use.

In the left-hand configuration, **Mark** is the button farthest to the right; **Bound** is the button farthest to the left. The middle button is not used.

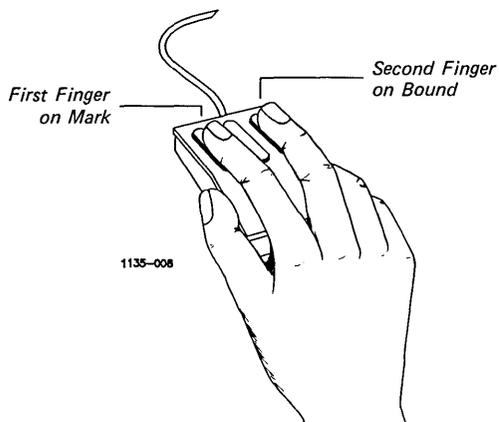


Using the Mouse

When using the Mouse, keep your hand relaxed. To move the Mouse freely, create enough room on your desk.

Then follow these steps:

- ▶ Place your hand on the Mouse.
- ▶ Put your first finger on the **Mark** button, and your second finger on the **Bound** button.



- ▶ Move the Mouse around on your desk and watch the cursor move on the screen.
- ▶ Now pick up the Mouse and set it down in another place on your desk.

Notice that when you pick up the Mouse, the cursor stays in the same place on the screen.

If you run out of room on your desk, pick up the Mouse and set it down in a different place. Then move the Mouse again. In this way you can move the cursor on the screen without using much space on your desk.

- ▶ Practice moving the cursor by making very short sweeps with the Mouse across your desk. At the end of each sweep, pick up the Mouse and set it down where you started. Sweep the Mouse across the desk top several times, and watch how the cursor moves on the screen.

Once you feel comfortable using the Mouse, you can perform any of the Art Designer functions easily and quickly.

Using the Mouse Buttons

To do anything in the Art Designer, you use the Mouse buttons in one of these two ways: click and press and hold.

Click means press down a button and release it immediately.

- * When you see this symbol, it means click a button.

To practice this:

- ▶ Click the **Mark** button once, and move the Mouse in any direction.

Notice that a line appears on the screen when you move the cursor.

- ▶ Now click the **Bound** button one time to remove the line.

The line disappears.

Press and hold means press a button and hold it down while you move the Mouse.

- ☒ When you see this symbol, it means press and hold a button.

To practice this:

- ▶ Press and hold the **Mark** button.

Once again you will see a line.

- ▶ Still holding down the **Mark** button, move the Mouse in any direction.

When you are finished moving the Mouse, release the button.

- ▶ To remove the line, click **Bound**.

The symbols for click and press and hold appear in the illustrations when you are instructed to use the Mouse buttons. These symbols do not appear on the screen.

**Playing with
the Mouse**

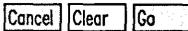
Go ahead and experiment with the Mouse and Mouse buttons now.

Select various features from the Draw menu, and use the Mouse buttons to test them out.

When you finish playing with the Mouse, clear the screen (as described below) and complete this booklet by following the step-by-step instructions.

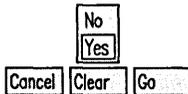
**Clearing the
Screen**

▶ Move the cursor to the Function label that says **Clear**.



▶ Click the **Mark** button.

A menu appears above the **Clear** Function label. It presents two choices, **Yes** and **No**.



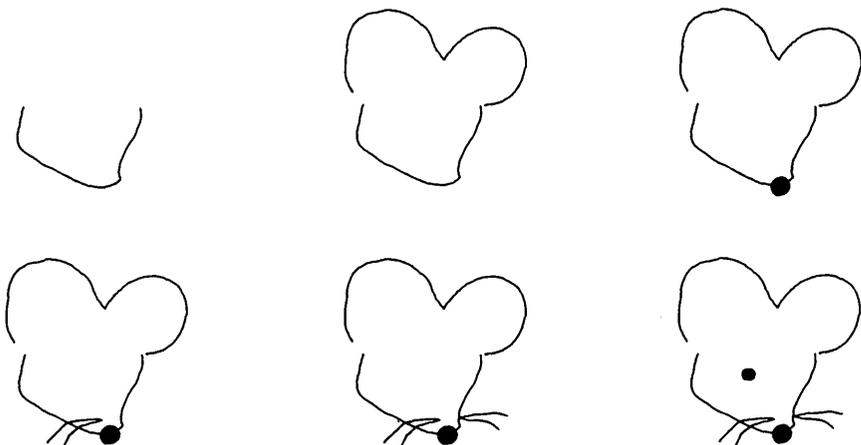
▶ Place the cursor on **Yes** and click **Mark**.

The screen is cleared.

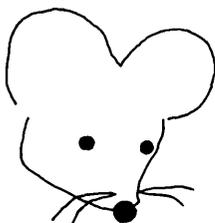
**Drawings are
Made from
Objects**

An object is a line or shape considered by the Art Designer as a single unit. Objects are combined with other objects to make drawings.

To illustrate this point, imagine yourself drawing a face with a pencil. Every time you lift the pencil from the paper you complete a part of the face.

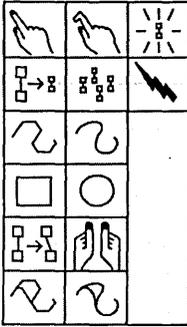


When you finish, you see the face as a whole. However, the face is actually made up of many separate parts.



In the Art Designer, each part of a drawing is a separate object.

Drawings Start with a Selection



Before you draw and create objects on the screen, you must select a tool to work with from the Draw menu.

You use tools to create and change objects in a drawing. You must select a tool in order to use it.

To make a selection, move the cursor to the tool or function you want and click **Mark**.

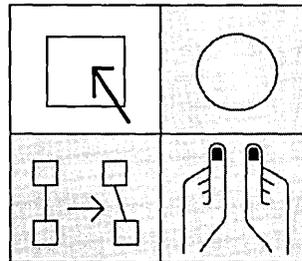
The active tool is the one you are using. When you enter the Art Designer, the highlighted tool (the active tool) is the Connected Line tool.

Selecting the Square Tool

Now that you know how to use the Mouse and know what it means to select a tool, you are going to draw a square. The Square is not the active tool, so you need to select the Square before you can begin.

To select the Square tool:

- ▶ Move the cursor to the Square tool on the Draw menu.
- ▶ Click **Mark**.



1136-012

The Square tool is highlighted.

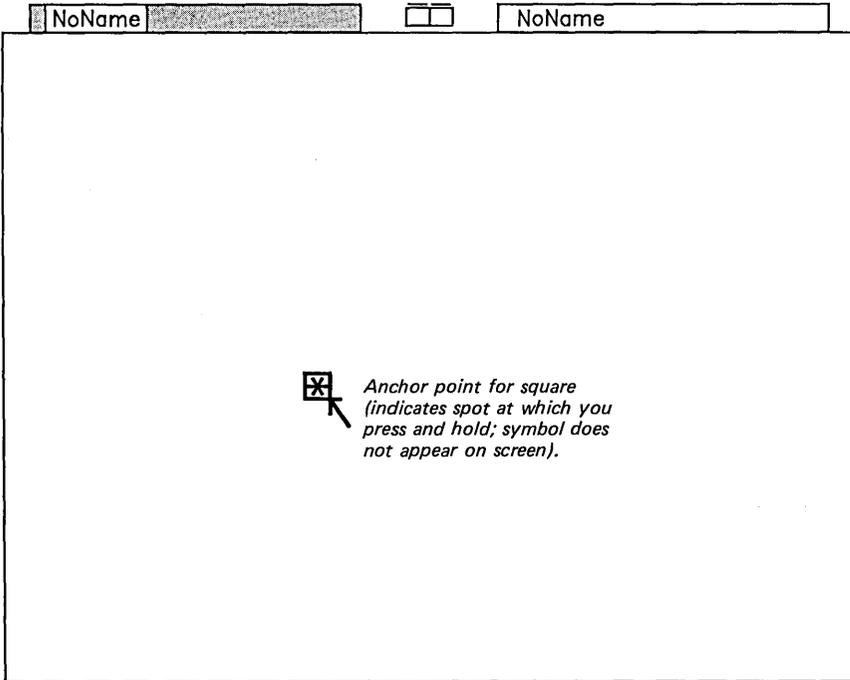
Drawing a Square

To draw a square, follow these steps:

- ▶ Move the cursor to the center of the work area.
- ▶ Press and hold **Mark**.

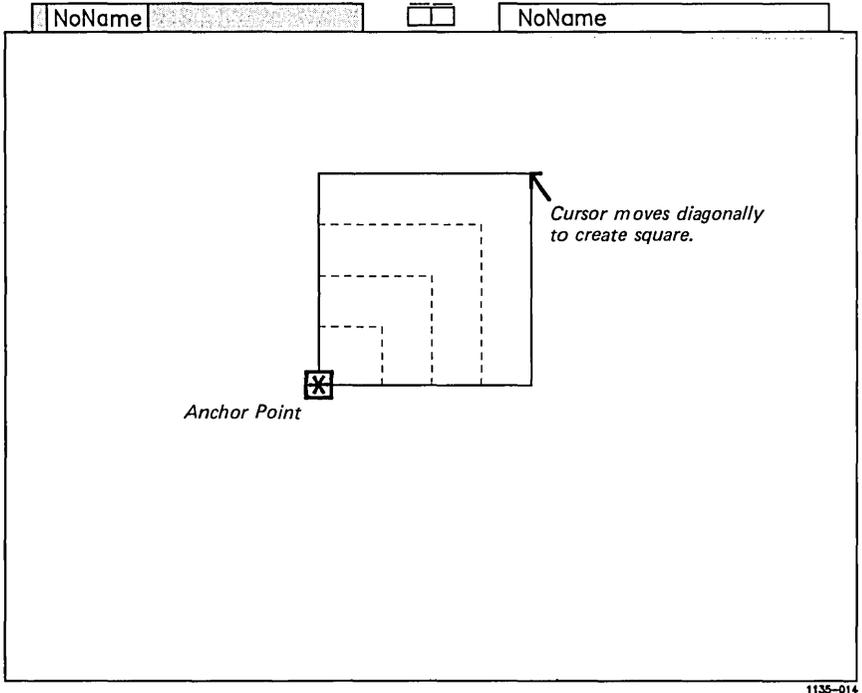
This sets the anchor point for the square.

The anchor point is the point at which you press the Mark button on the screen. When you move the cursor, the anchor point remains fixed.



1135-013

-
- ▶ While still holding down **Mark**, move the cursor diagonally toward any corner of the screen.



1135-014

- ▶ When you have created a square release **Mark**.

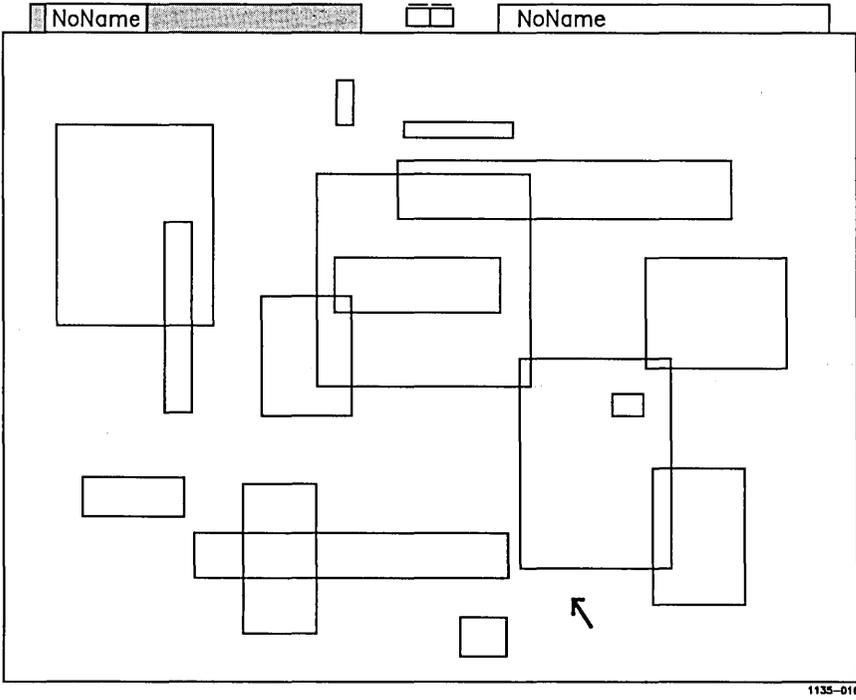
Congratulations! You have drawn a square. Don't worry if it doesn't exactly match the square in the example.

You probably noticed that the square grew out of the anchor point as you moved the cursor. Every square in the Art Designer is drawn in the same way.

Drawing
Several Squares

Draw another square. Vary its size and dimension by moving the cursor in another direction from the anchor point.

Now experiment by filling the screen with squares.



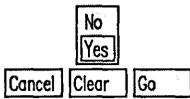
1135-016

Clearing the Squares

Now that you've filled the screen, suppose you don't like the squares you've drawn and you want to start over. You can clear the screen and begin again.

In a moment you will learn how to delete individual squares.

For now, clear the screen in the same way as you did before:

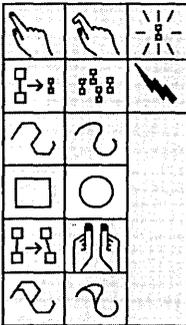


- ▶ Move the cursor to the **Clear** Function label and click **Mark**.
- ▶ Place the cursor on **Yes** and click **Mark**.

Everything on the screen disappears, and you are ready to draw something new.

Circles are Drawn Like Squares

This time draw a circle. A circle is drawn exactly like a square.

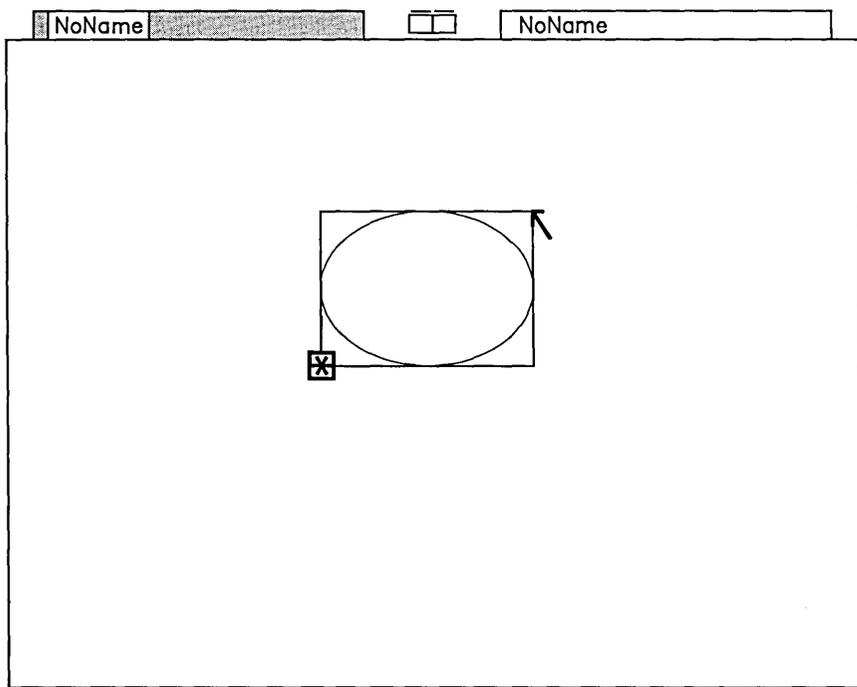


- ▶ Move the cursor to the Circle tool.
- ▶ Click **Mark**.

The Circle tool is highlighted.

-
- ▶ Move the cursor into the work area.
 - ▶ Press and hold **Mark**.
 - ▶ Move the cursor diagonally in any direction.

A square appears on the screen. Imagine a circle inside the square.



1135-017

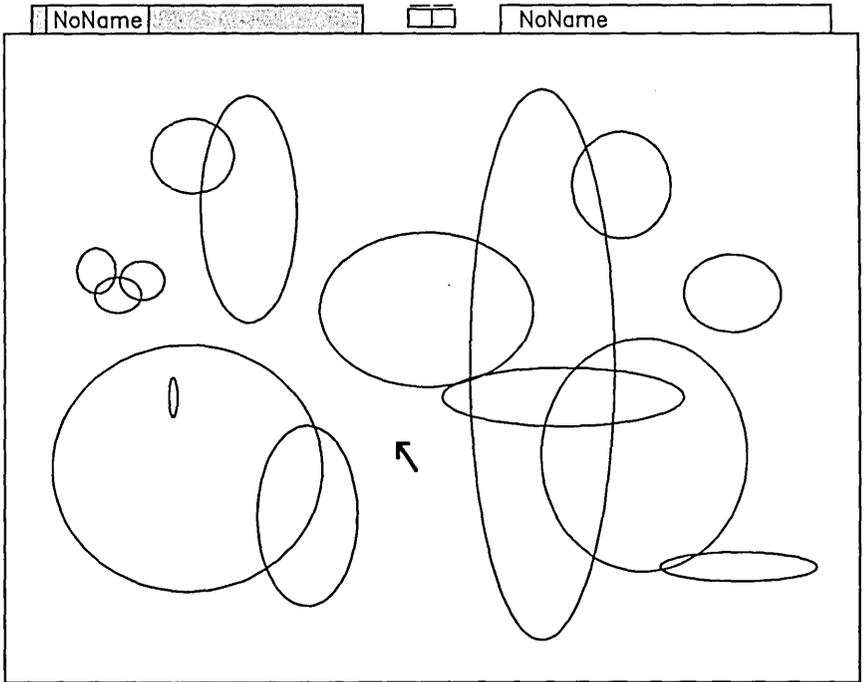
- ▶ Release **Mark**.

A circle appears.

**A Screen Full
of Circles**

Now draw a screen full of circles. Don't worry about their size and shape.

Notice that you can draw circles, ovals, and oblong shapes. The size and shape of the circles are determined by the size and shape of the boxes that appear on the screen when you draw.



Feeling Comfortable

By now you should feel comfortable with the movement of the Mouse and the touch of the Mouse buttons.

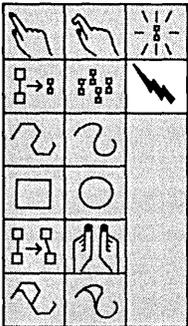
Notice that you use the same motion to draw circles and squares. You press and release the **Mark** button in the same way.

The motion of the Mouse, and the use of the **Mark** button, is a common move used to perform most tasks in the Art Designer.

Clear the screen and practice with the Mouse as long as you want. Try drawing squares and circles, and fill the screen again. When you feel comfortable, move on to the next step.

Deleting Objects

Earlier you learned how to clear the screen by using the **Clear** function. Another way to clear the screen is to use the Delete tool to delete objects on the screen.

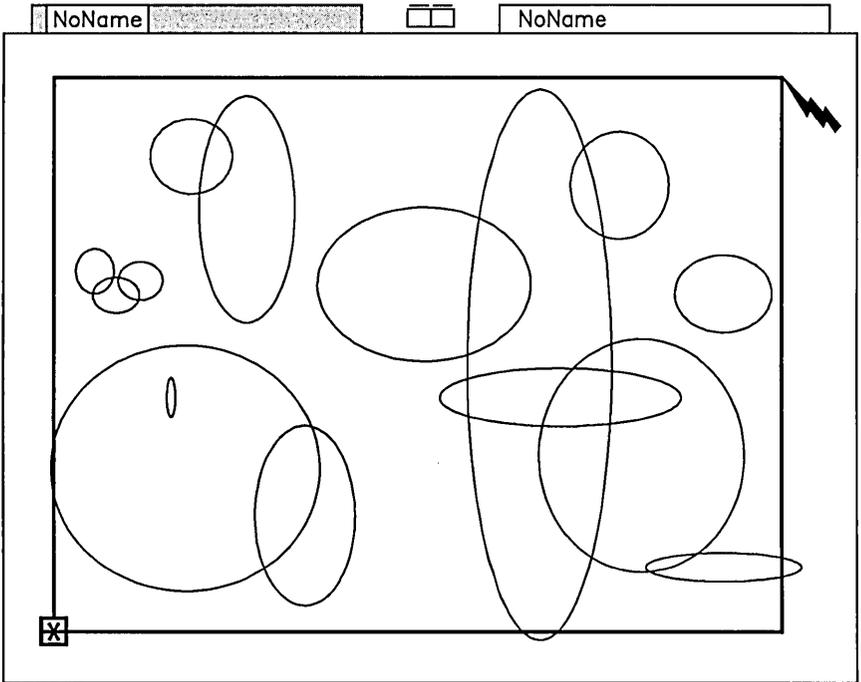


To delete the circles and squares on the screen (and clear the screen in a new way):

- ▶ Place the cursor on the Delete tool.
- ▶ Click **Mark**.

Notice that the cursor changes to a symbol shaped like a lightning bolt. This is called the delete cursor. It is used to delete objects in the Art Designer.

-
- ▶ Move the delete cursor to the lower-left corner of the work area.
 - ▶ Press and hold **Mark**.
 - ▶ Move the cursor diagonally to the top right corner of the work area, and release **Mark**.



1138-018

All the objects inside (or touched by) the box disappear.

Notice that this is the same motion you used when you drew the squares and circles.

Deletes Can Be Undone

Now all the objects in the work area are gone. But what if you want to put them back? **Undo** returns the last thing you deleted to the screen.

Redraw Undo Set Up

- ▶ Place the cursor on the **Undo** Function label.
- ▶ Click **Mark**.

The squares and circles reappear.

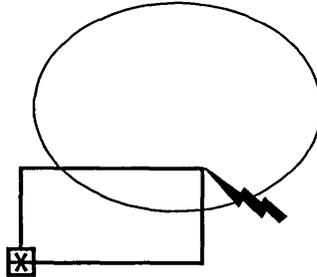
NOTE

If you want to return a deletion to the screen, you must use **Undo** immediately after deleting. If you do anything else before using **Undo**, the **Undo** function will not work.

Deleting a Single Object

You have learned how to delete and return the objects to your screen. You can also delete one object at a time. Follow these steps:

- ▶ Move the delete cursor close to the edge of an object.
- ▶ Press and hold **Mark**.
- ▶ Move the cursor across the edge of the object, and release **Mark**.



1135-020

The object disappears.

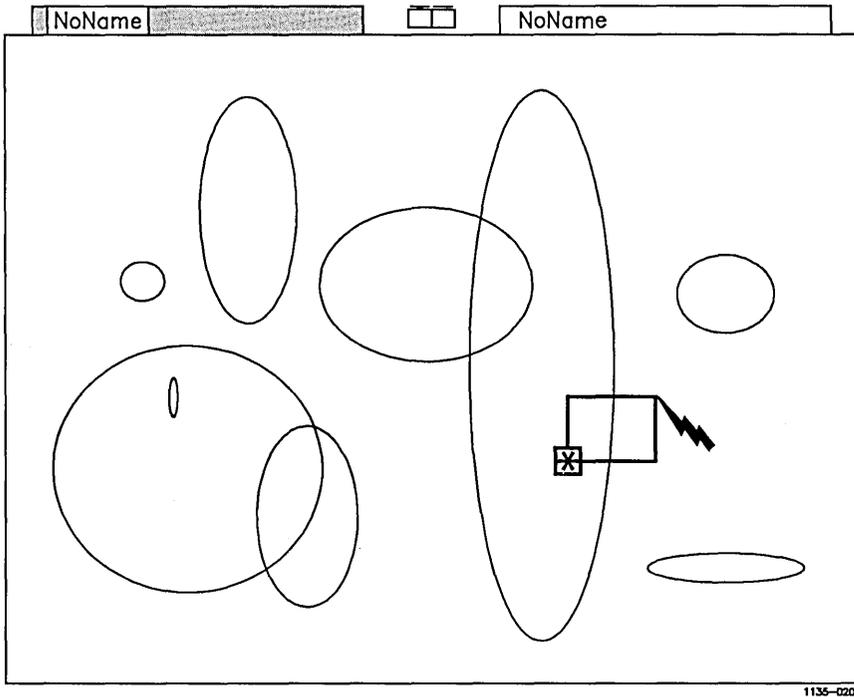
If you miss the edge of an object, the following error message appears at the top of the work area:

No edge found. (Move across edge with button down.)

Try crossing the edge of the object again.

Crossing the edge of another object with the delete cursor deletes that object, too. If you delete an object by mistake, use **Undo** to return it to the screen.

- ▶ Experiment by deleting all the squares and circles, one at a time, until the screen is empty.



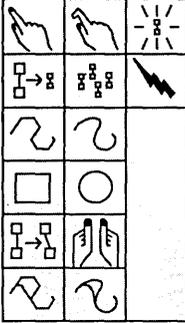
If you need more practice deleting objects from the screen, draw and delete more circles and squares until you feel comfortable using the Delete tool.

When you have deleted all the squares and circles, you are ready to create a drawing.

Creating a Drawing

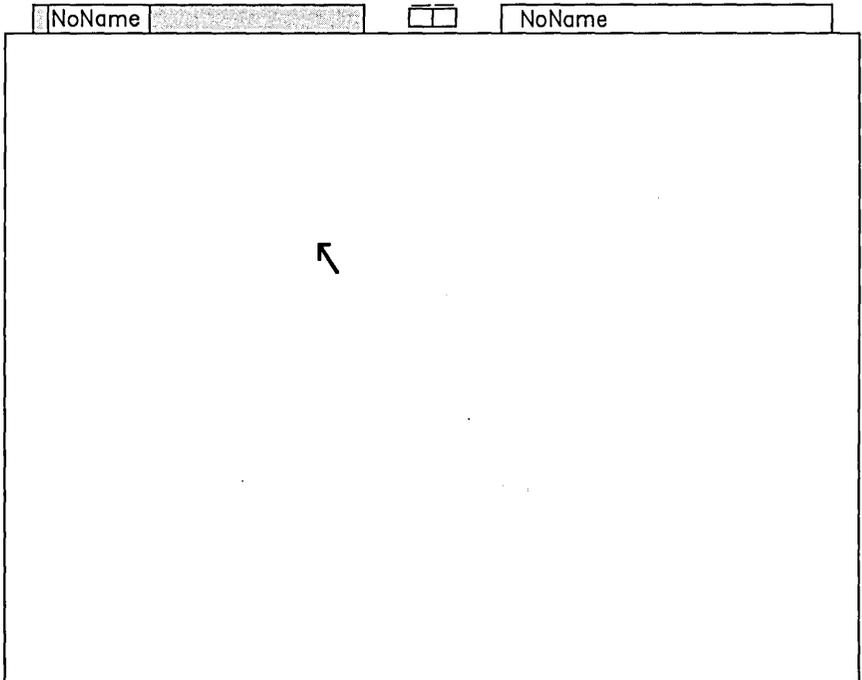
Drawing a Circle

You are now going to create an organization chart like the one shown at the front of this booklet. The first step is to draw a circle.



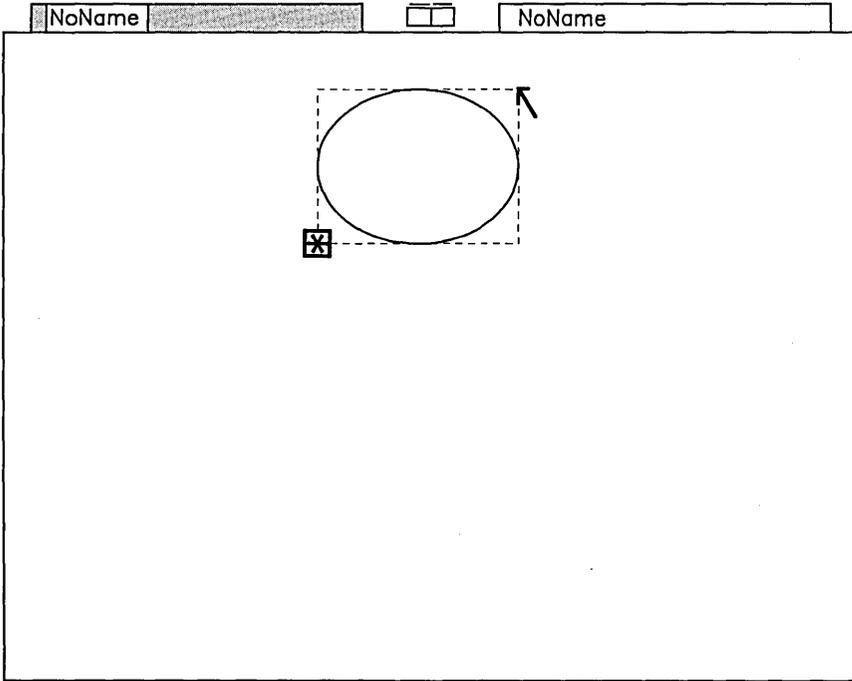
Follow these steps:

- ▶ Select the Circle tool from the Draw menu.
- ▶ Place the cursor as shown below.



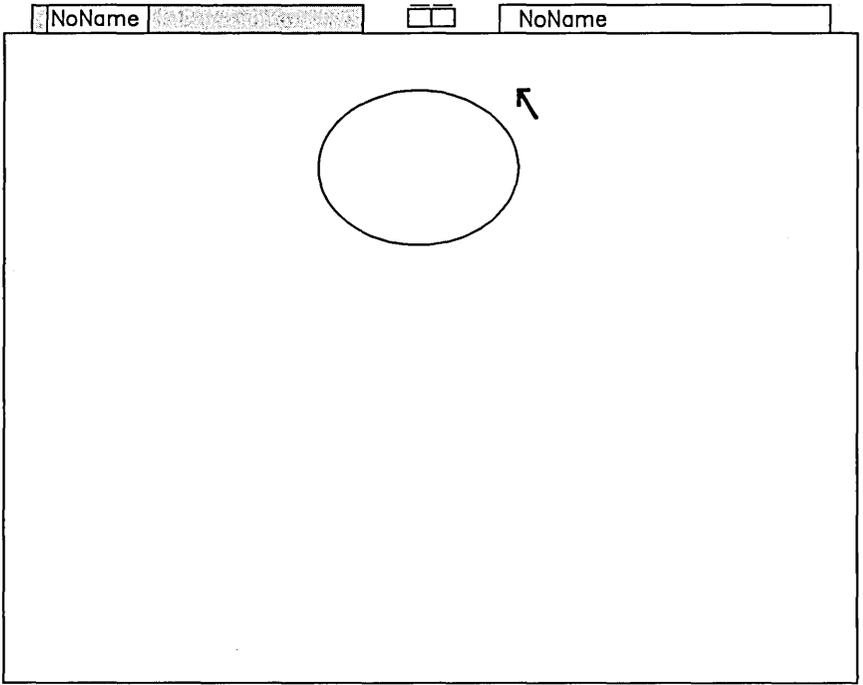
1135-021

-
- ▶ Press and hold **Mark**.
 - ▶ Move the cursor diagonally to the upper right of the work area, away from the anchor point, and release **Mark**.



If you don't like the way the circle looks, delete it and draw it again.

When the circle is drawn, the screen should look like this:

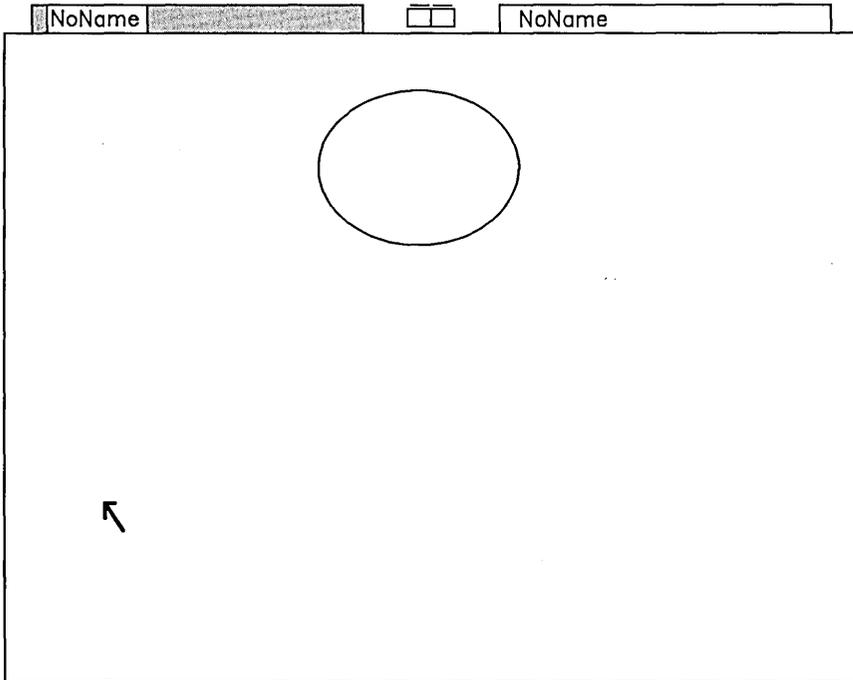


1135-023

Adding a Square

The next step in creating the organization chart is to add a square to your drawing. To add a square:

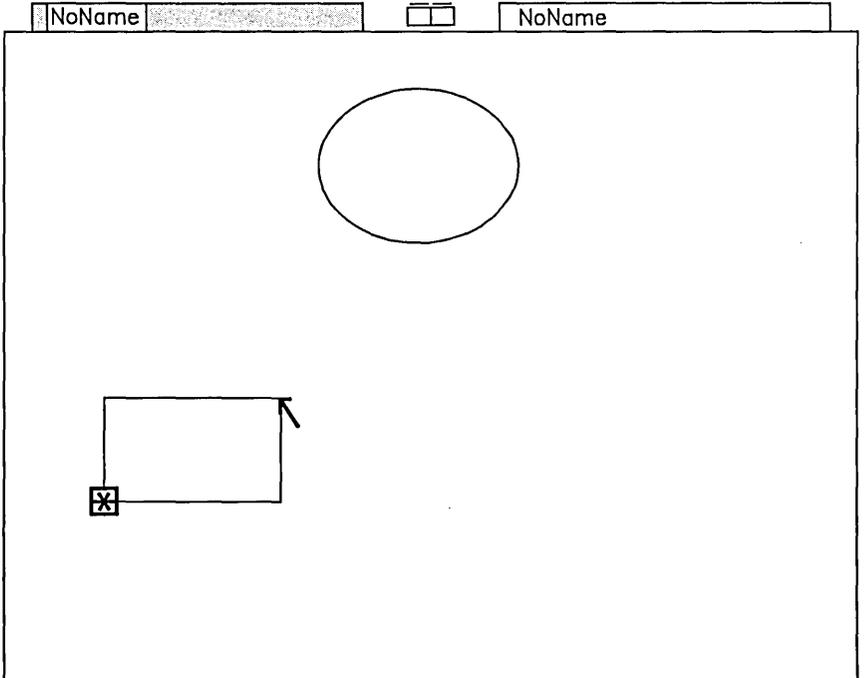
- ▶ Select the Square tool.
- ▶ Place the cursor as shown.



1135-024

- ▶ Draw the square.

The square is now on the screen, below and to the left of the circle.



1135-025

Picking an Object

Picking an object is an important part of working with the Art Designer. This is because the Art Designer considers the objects that you see on the screen as separate entities: each can be moved, modified, and copied independently of the others.

When you select a tool (for example, the Copy tool) to modify an object, you must designate which object you want to copy.

You must, therefore, pick the object you want before you can work on it.

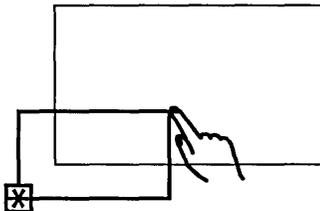
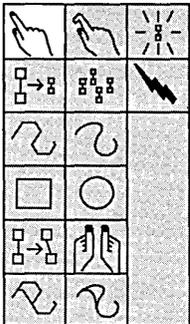
Picking the Square

To pick the square:

- ▶ Select the Pick tool.

Notice that the cursor changes to a symbol shaped like a hand. This is the hand cursor, which you use to pick objects.

- ▶ Move the cursor into the work area.
- ▶ Press and hold **Mark**, move the hand cursor across the edge of the square, and release **Mark**.



1135-028

The square is picked.

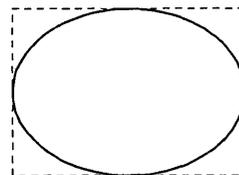
Notice that this is the same movement used to draw and delete the square and the circle.

When you pick a square, a dotted box appears on top of it. This makes it look as though the lines of the square have turned to small dots.

If the object you pick is not a square or a rectangle, the dotted box appears around the object when it is picked.



Picked Square

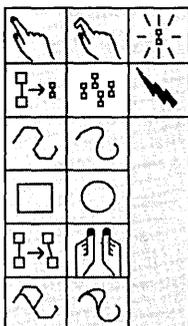


Picked Circle

1135-027

Copying the Square

Now that you have picked the square, you are going to copy it.

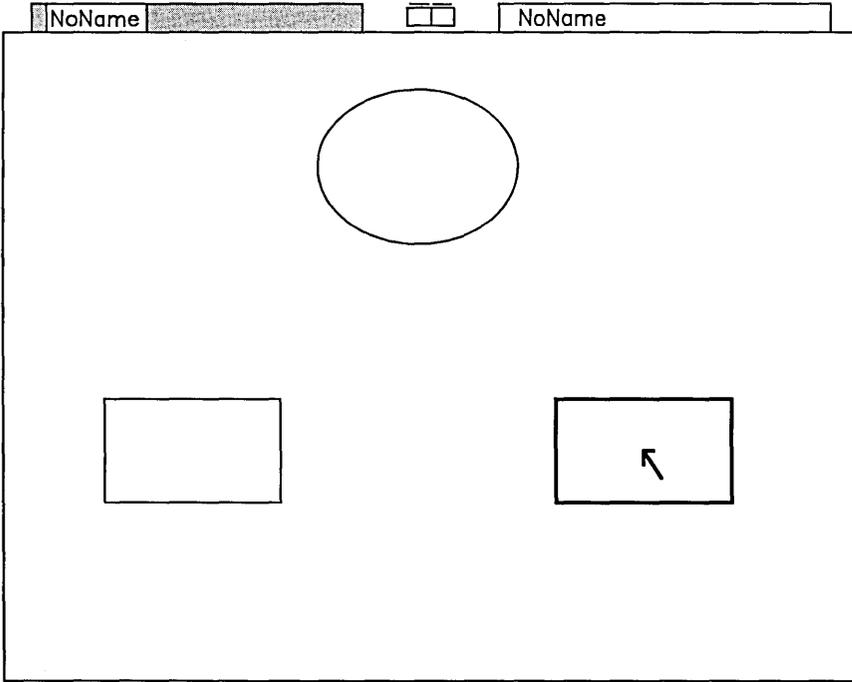


To copy the square:

- ▶ Select the Copy tool.
- ▶ A box appears on top of the square.

The box you see, called the copy box, represents the object you are going to copy.

► Place the copy box as shown below.



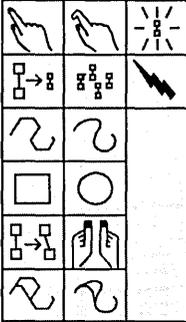
► Click **Mark**.

The square is copied. Notice that the copy box remains on the screen. You can make more copies, but one is all you need for now.

Unpicking the Square

An object stays picked until you unpick it, or until you pick another object.

So now you need to unpick the square so you can work with another object.



To unpick the square:

- ▶ Select the Unpick tool.

The dotted box on top of the square disappears, and the lines of the square no longer look like small dots.

If a picked object is not a square or rectangle, the dotted box around it disappears when you unpick it.

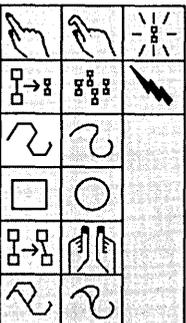
Connecting the Squares

The basic elements of the organization chart are now on the screen.

To complete the chart, you need to connect the squares and the circle together to form the crossbar for the chart.

Drawing a Connected Line

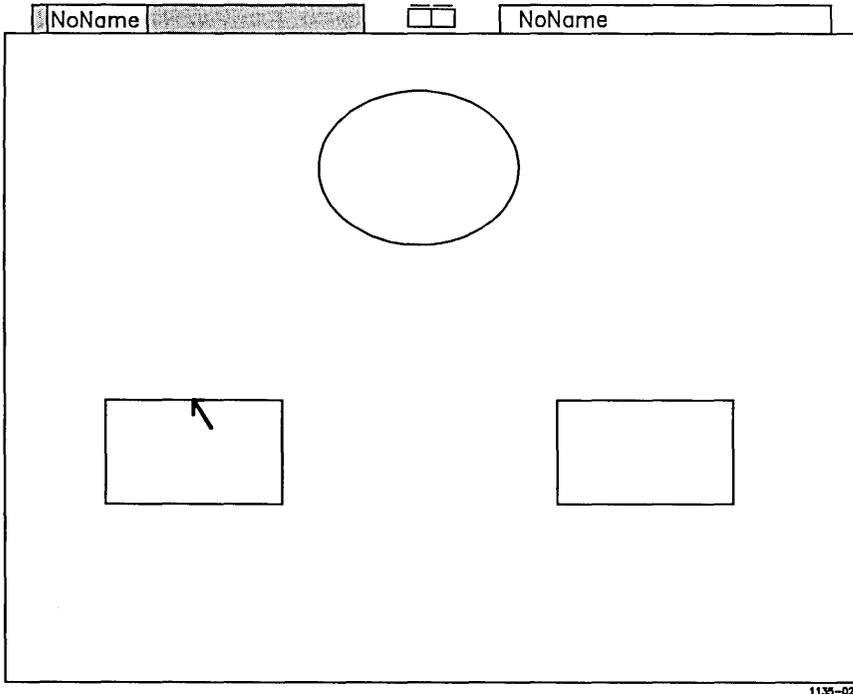
To connect the squares and the circle:



- ▶ Select the Connected Line tool.

Connected lines are sometimes called rubber band lines because you can stretch them like rubber bands.

► Place the cursor as shown below.

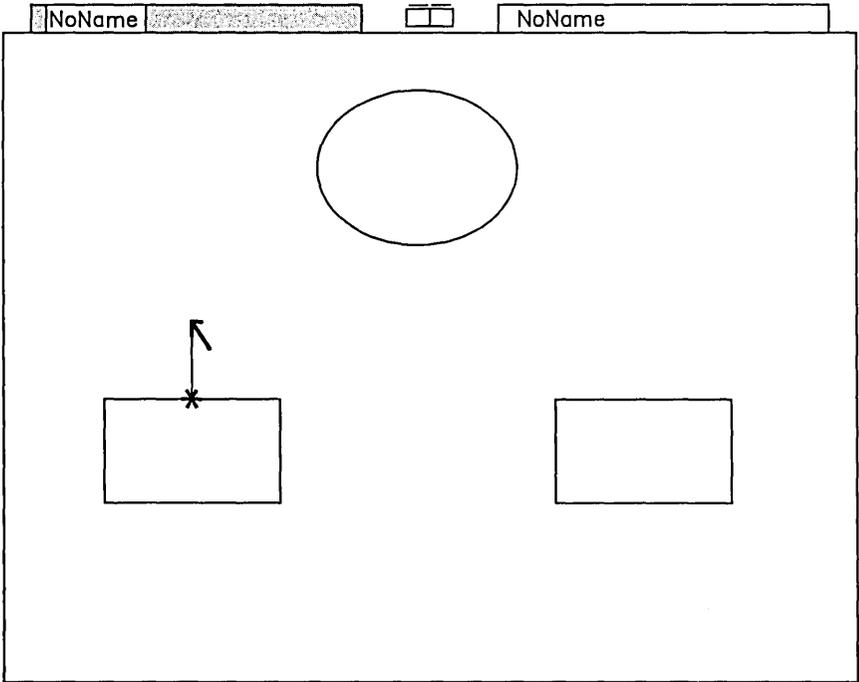


► Click **Mark** and move the cursor in any direction.

Notice that a line grows out of the spot where you clicked **Mark**. This line is called a connected line segment.

► Move the cursor straight up, as shown.

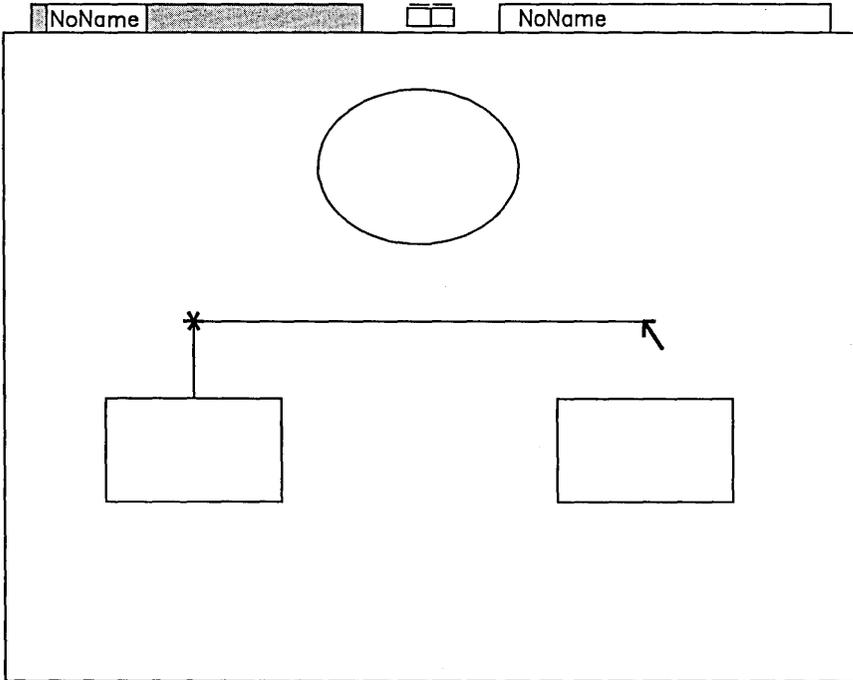
The line does not have to be perfectly straight.



1135-030

► To place the line segment, click **Mark**.

-
- ▶ Move the cursor so that the line segment stretches over the right box.

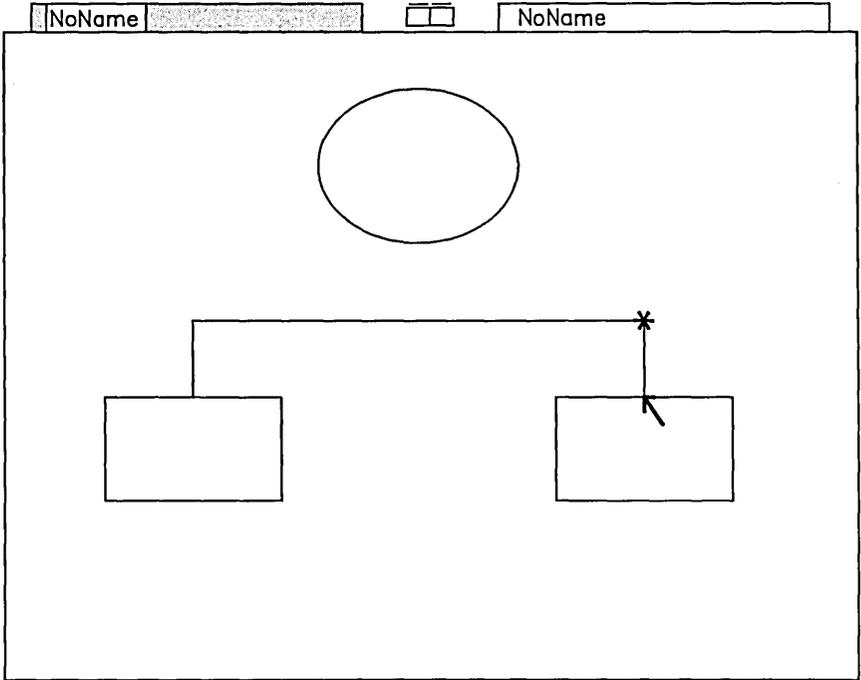


1135-031

- ▶ Click **Mark**.

The second line segment is in place.

-
- ▶ Draw a third line segment down to the top of the right square, as shown.



1135-032

- ▶ Click **Mark**.

The line segment is in place and the squares are joined by a single connected line.

**Ending a
Connected Line**

To end the connected line:

- ▶ Move the cursor in any direction.

Another connected line segment appears.

- ▶ Click **Bound**.

The line segment disappears and you are ready to select another tool.

NOTE

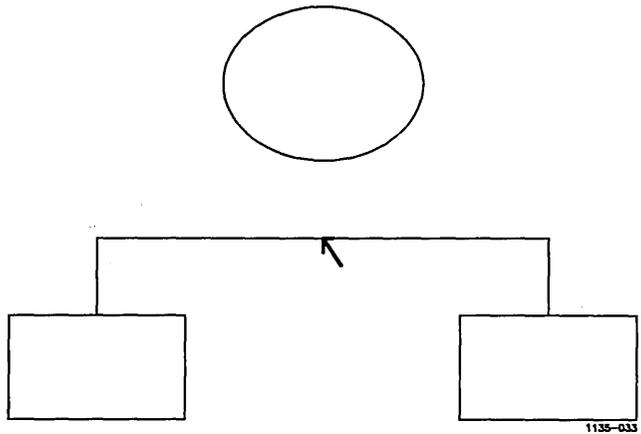
Four objects are now on the screen: two boxes, a connected line crossbar, and a circle. Remember that the Art Designer considers each object as a single unit; each object is independent of the others.

**Completing the
Organization
Chart**

The next step in creating the organization chart is to connect the crossbar to the circle.

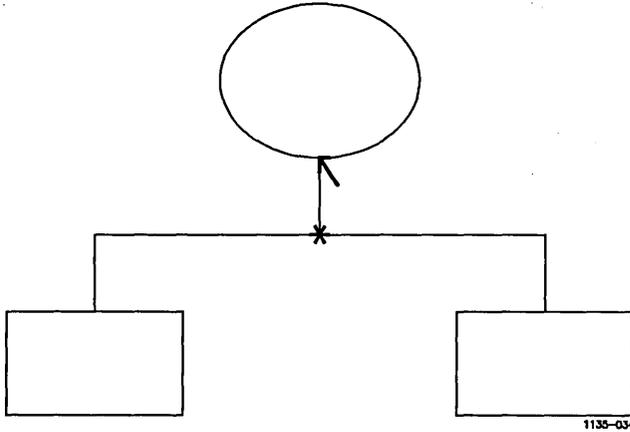
Use the Connected Line tool to draw a line from the bottom of the circle to the top of the crossbar. Notice that the Connected Line tool is still selected.

- ▶ Move the cursor to the middle of the crossbar, below the center of the circle.



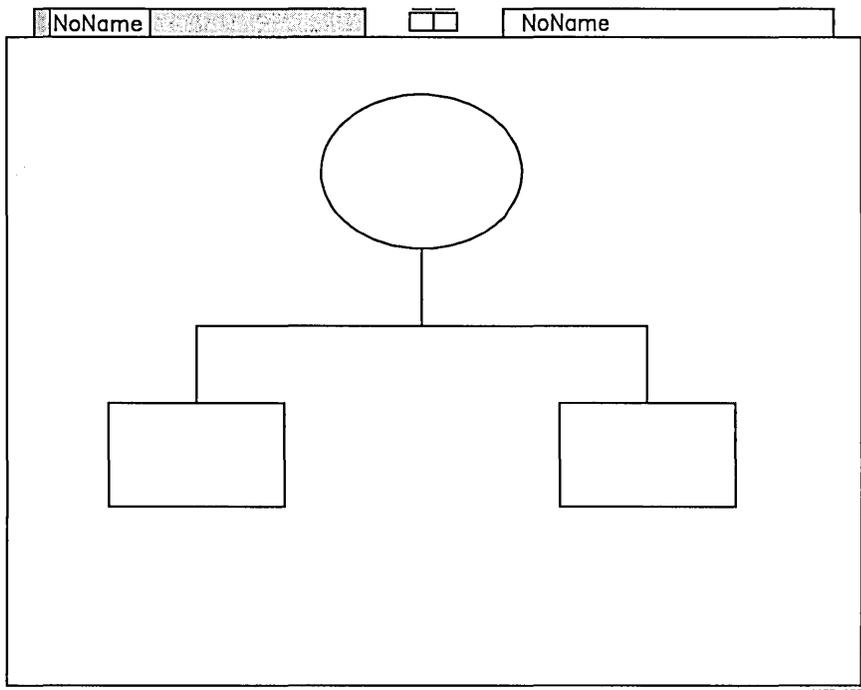
- ▶ Click **Mark**.

-
- ▶ Stretch the line segment until it touches the circle.



- ▶ Click **Mark**.
- ▶ To end the line, move the cursor in any direction and click **Bound**.

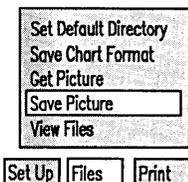
When you are finished, the screen looks like this:



Saving the Organization Chart

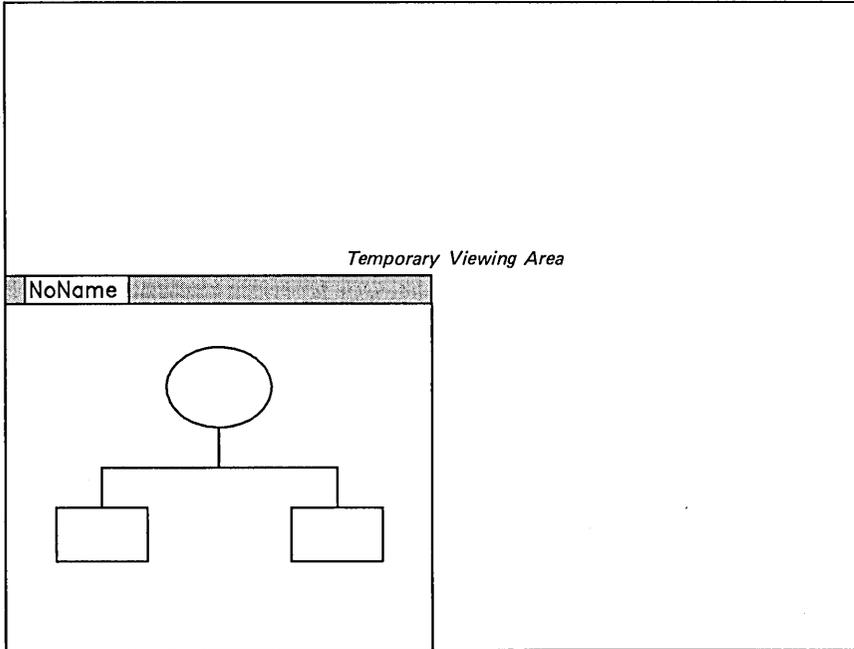
Now is a good time to save your drawing. Saving your drawing stores it safely on disk, but does not remove it from the screen.

To save your drawing:



- ▶ Select the **Files** Function label from the Function menu at the bottom of the screen.
- ▶ Select **Save Picture**.

Your drawing displays in a temporary viewing area, along with an entry line, located just above the Function label.



Type a picture filename and press GO to execute.

NoName_

Entry Line

1135-036

The entry line says "NoName" because you have not yet named your drawing. You need to name your drawing before it can be saved.

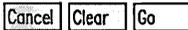
Naming Your Drawing

To name the drawing:



- ▶ Use the **Backspace** key to delete "NoName."

- ▶ Type **OrgChart** (the name of your new picture file).



- ▶ Select **Go**. (Or press **Go** on the keyboard.)

Saving ...

OrgChart

1135-037

The message "**Saving.....**" appears above the entry line as your drawing is saved to disk. The temporary viewing area disappears and your drawing returns to its previous size.

Using the Picture Library

The Picture Library

One of the simplest ways to enhance your drawing is to add objects to it from the Picture Library.

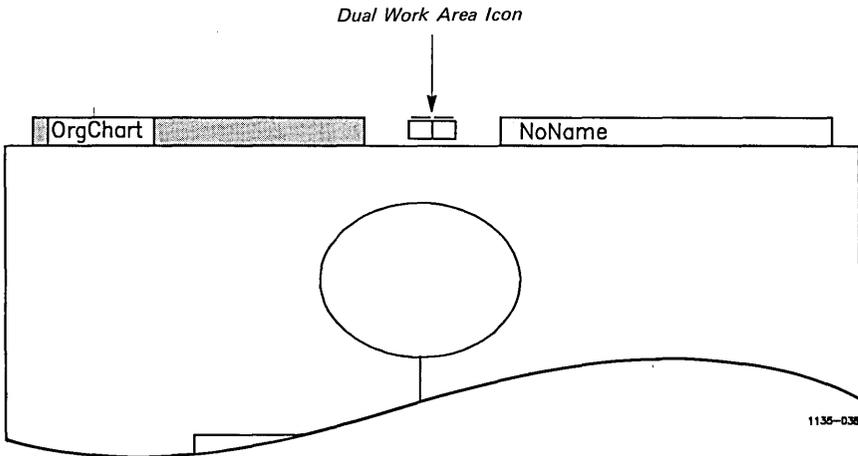
The Picture Library is a set of picture files that come with the Art Designer. Each file contains several objects that you can add to your drawings.

The Picture Library offers a variety of objects that otherwise might be difficult or time consuming to create.

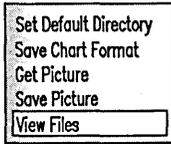
Viewing the Files in the Picture Library

To set up your screen so that it is easy to work with the Picture Library:

- ▶ Select the Dual Work Area icon.



The screen divides, and your drawing appears in the left side of the Preview Area. The picture tab says "OrgChart."

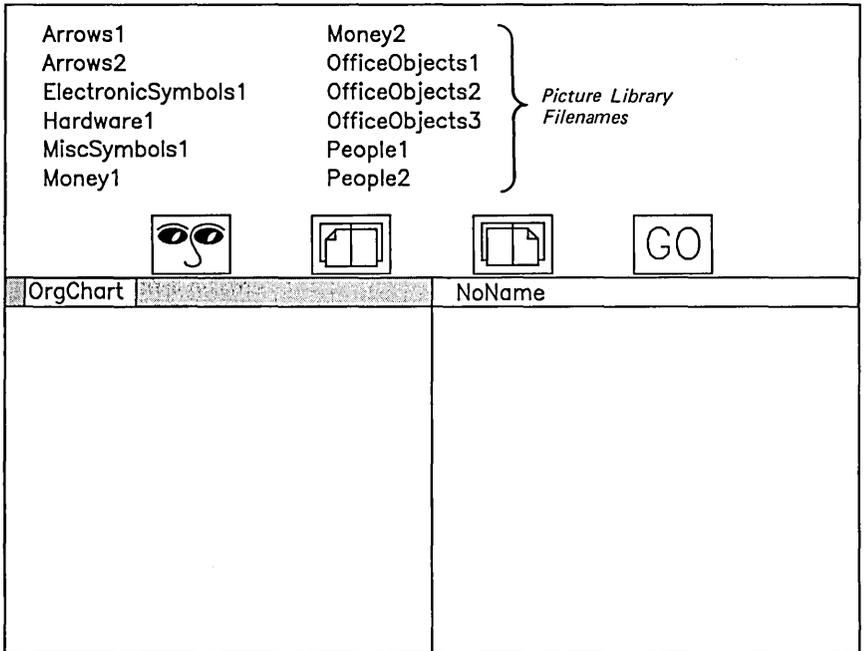


Notice that the Draw menu remains on the screen.

- ▶ Select the **Files** Function label.
- ▶ Select the **View Files** option.

Notice that "OrgChart" remains in the left picture tab, but your picture is removed from the screen.

The picture library files appear above the picture tab.



Notice that the Draw menu disappears from the screen when you select the **View Files** option. The Draw menu cannot be used when the Picture Library files are displayed.

What if my Picture Library files don't appear?

If only one picture file name appears above the Preview Area, your Picture Library files have been placed somewhere else. Ask your system administrator for assistance.

Opening a Second File in the Preview Area

The Preview Area is used to search for and select files from your Picture Library. You cannot work on pictures in the Preview Area.

Now you want to recall "OrgChart" to view in the left work area. Then you will view the second file in the right Preview Area.

To redisplay "OrgChart":



- ▶ Select the Preview icon.

"OrgChart" reappears in the left Preview Area.

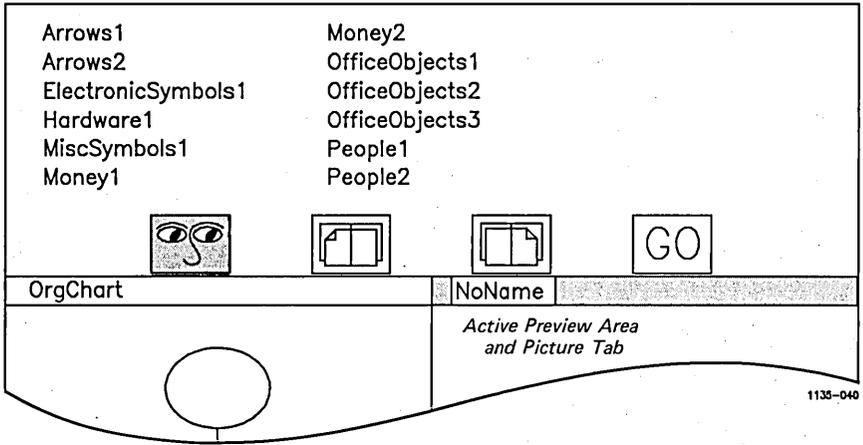
Next, preview the other file, "People1," in the right Preview Area. "People1" is in the Picture Library.

NoName

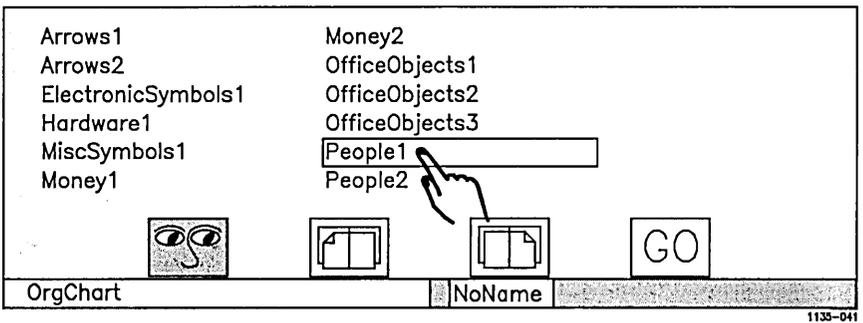
- ▶ Select the picture tab at the top of the right Preview Area. It says "NoName."

The highlight moves to the right picture tab. The right Preview Area is now the active Preview Area.

Notice that the Picture Library files are listed in alphabetical order. This makes it easy for you to find the file you want.



► Move the cursor to the file "People1."



► Click **Mark**.

"People1" appears in the right Preview Area.

What if I select the wrong picture file name?

If you select the wrong file name and a different file appears in the Preview Area, it is easy to replace it with the correct file.

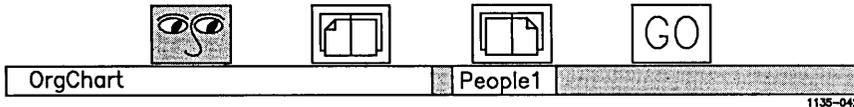
- ▶ *Move the cursor to the correct file name and select it.*

The correct file appears in the Preview Area.

**Redisplaying
the Draw Menu**

Both picture files are now visible in the Preview Area. You can look at your pictures in the Preview Area, but you cannot work with them. To work with your pictures you need to redisplay the Draw menu.

- ▶ Select the Go icon above the Preview Area.

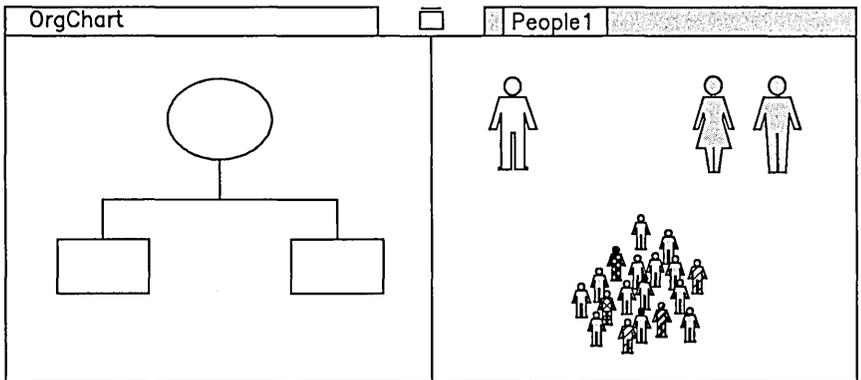


The Draw menu returns to the screen.

When the Draw menu is back on the screen, your pictures appear in the Dual Work Area.

The Dual Work Area looks the same as the Preview Area, but in the Dual Work Area you can work with the Draw menu. The Dual Work Area has two windows, each of which can be used to work on a separate picture.

*Dual Work Area
with a File in Each Window*

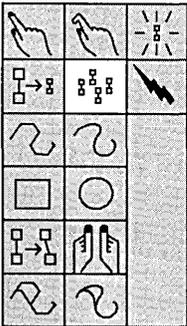
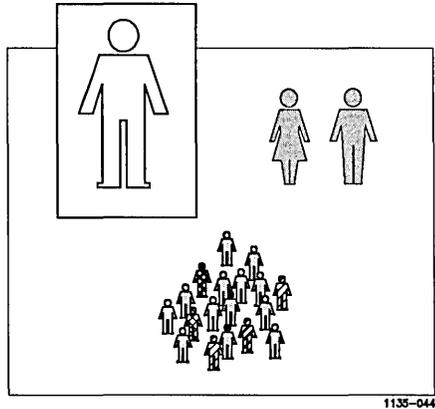


1135-043

Now you are going to use the Dual Work Area to copy an object from the Picture Library into your drawing, "OrgChart."

**Copying
Objects Into
Your Picture**

The file "People1" has several figures in it. You are going to copy the single figure in the left corner into your drawing.



The last time you copied an object, you used the Pick tool to pick the object first. Here's a shortcut:

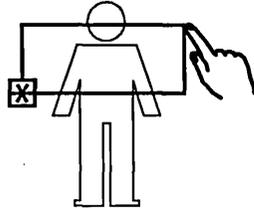
- ▶ Select the Copy tool.

The hand cursor appears.

By selecting the Copy tool directly, you can pick an object without having to select the Pick tool first.

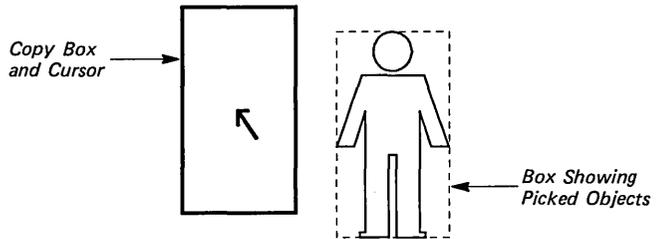
The body and the head of the figure are two separate objects, so be sure to include them both in the box when you pick the figure.

- ▶ Pick the single figure in the left corner.



1135-045

A copy box appears in the right work area after you have picked the figure. The box indicates that you have something to copy.

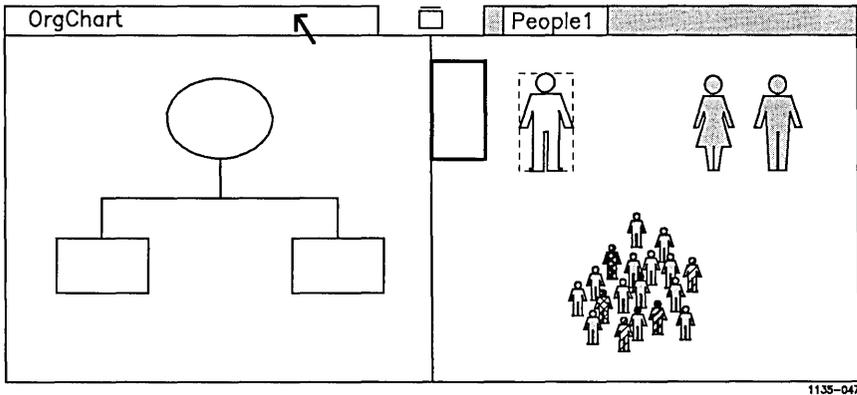


1135-048

OrgChart

- ▶ Select the picture tab for "OrgChart."

Notice that the copy box remains in the right work area when the cursor crosses over to the left side.

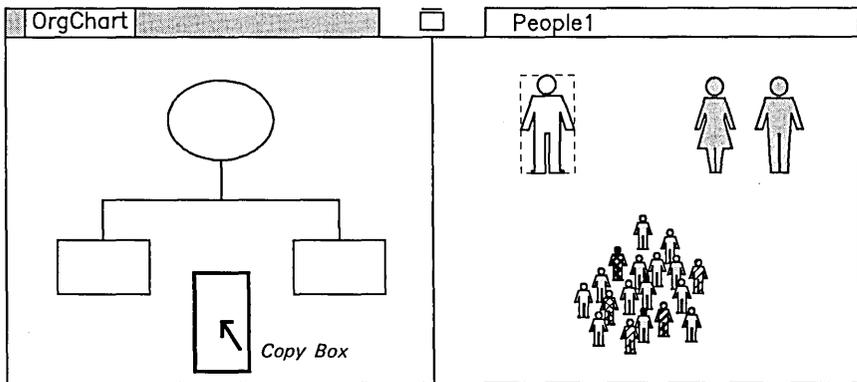


1135-047

- ▶ To make "OrgChart" the active work area, click **Mark**.

The copy box now appears in the left work area. You are ready to copy the figure into your picture.

- ▶ Place the copy box as shown, at the bottom of the work area.



1135-048

-
- ▶ Click **Mark**.

The figure appears in "OrgChart."

- ▶ Move the cursor to the Unpick tool.

Notice that the copy box remains in the left work area.

- ▶ Select the Unpick tool.

Both the copy box and the outline around the figure in "People1" disappear.

What if I make more copies than I want?

When you copy the figure from "People1" into "OrgChart" you may mistakenly make more than one copy. Or you may miss the picture tab for "OrgChart" and copy the figure into your Picture Library file.

Be sure to delete the copies by picking both the head and body of the figure with the Delete cursor.

*If you accidentally delete a part of your chart or Picture Library file, select **Undo** and restore the deleted work.*

To delete any unwanted copies:

- ▶ *Select the Delete tool.*
- ▶ *Delete the unwanted copies.*

Finishing Your Drawing

Refining Your Organization Chart

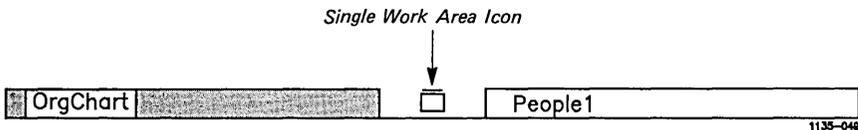
All the objects you need to produce a finished organization chart are now in your picture. All you need to do is work the picture into its final shape.

To do this you are going to move the squares and circle, reduce their size, duplicate the figure, and add text. To move these objects, you need to return to the single work area.

Return to the Single Work Area

To return to the single work area:

- ▶ Select the single work area icon.

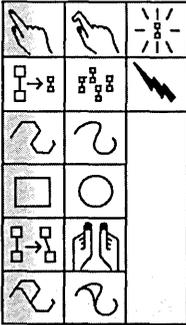


The drawing returns to the large screen.

Scale and Move the Left Square

The Scale and Move tool enables you to increase or decrease the size of an object, to change its proportions, and to move it around on the screen.

You're now going to use the Scale and Move tool to increase the size of the left square in your organization chart.



- ▶ Select the Scale and Move tool.

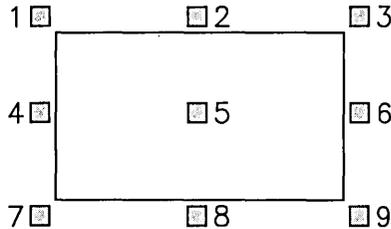
Notice that the hand cursor remains on the screen.

- ▶ Pick the square on the left, being careful not to pick the crossbar (even touching the cross bar will pick it).

If you pick the crossbar, select Unpick and pick the square again.

Scale and Move Uses Handles

When the square is picked, its outline changes. Nine small boxes, called handles, appear, as shown. Handles are used to alter the size and proportion of an object, and to move an object around on the screen.



1135-050

For the purpose of illustration, these handles are numbered, one through nine. These numbers do not appear on the Art Designer screen.

Notice that when the handles appear around the square the cursor has also changed, and now appears as the arrow cursor.

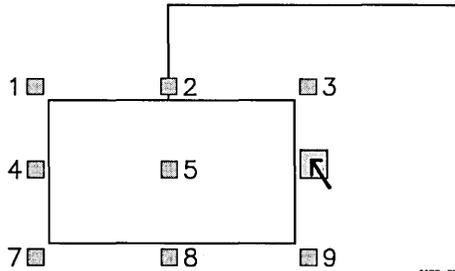
Changing the Length of the Square

Next, stretch the length of the square so that it becomes a rectangle. You do this by grabbing a handle with the cursor, and moving it in the direction you want it to go.

To grab a handle on the square:

- ▶ Move the cursor to handle 6.

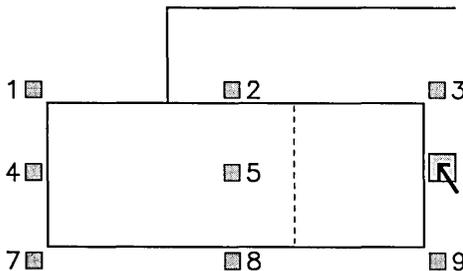
Notice that the handle increases slightly in size.



- ▶ Press and hold **Mark**.

The handles disappear, and the box is highlighted on the screen.

- ▶ Move the cursor to the right approximately one inch, and release **Mark**.

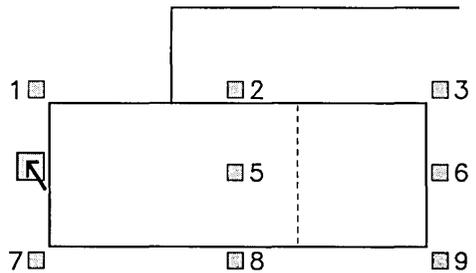


Don't be concerned about the exact distance you stretch the square. For now, focus on making the square longer. When you stretch the square, be sure not to overlap the figure.

Stretching the Other Side of the Square

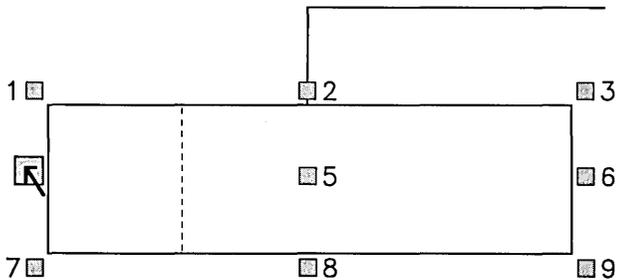
Repeat these steps on the left side of the square.

- ▶ Move the cursor to handle 4.



1135-052A

- ▶ Press and hold **Mark**.
- ▶ Move the cursor to the left, approximately the same distance you moved it to the right, and release **Mark**.



1135-053

The square is now a rectangle.

**Experiment
with the
Handles**

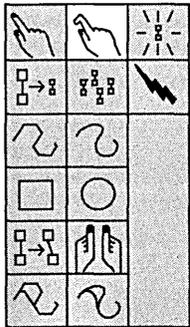
Now play with each handle. Move the handles in any direction, and watch what happens.

Grabbing the center handle, handle 5, moves the rectangle on the screen. Move the rectangle, and return it to its original position.

You cannot damage your picture by experimenting with the handles. After you feel comfortable with each handle, return the rectangle to its original position.

**Unpick the
Rectangle**

Now that you have finished experimenting with the handles, unpick the rectangle.



► Select the Unpick tool.

The box that surrounded the rectangle disappears.

Notice also that the Scale and Move tool is still highlighted on the Draw menu. (It is still the selected tool.)

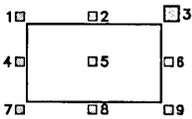
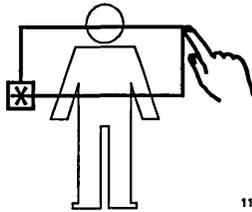
Objects can be unpicked without changing the selected tool.

**Scale and Move
the Figure**

Now you are going to reduce the size of the figure using Scale and Move.

To do this:

- ▶ Pick the figure. (Remember to include both the body and the head.)

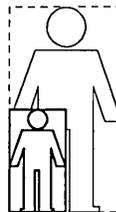


- ▶ Grab handle 3.

Notice that the handles around the figure disappear when you grab a handle.

- ▶ Move the handle diagonally downward, until the figure is approximately half its original size. Then release **Mark**.

The figure blinks as you move it.



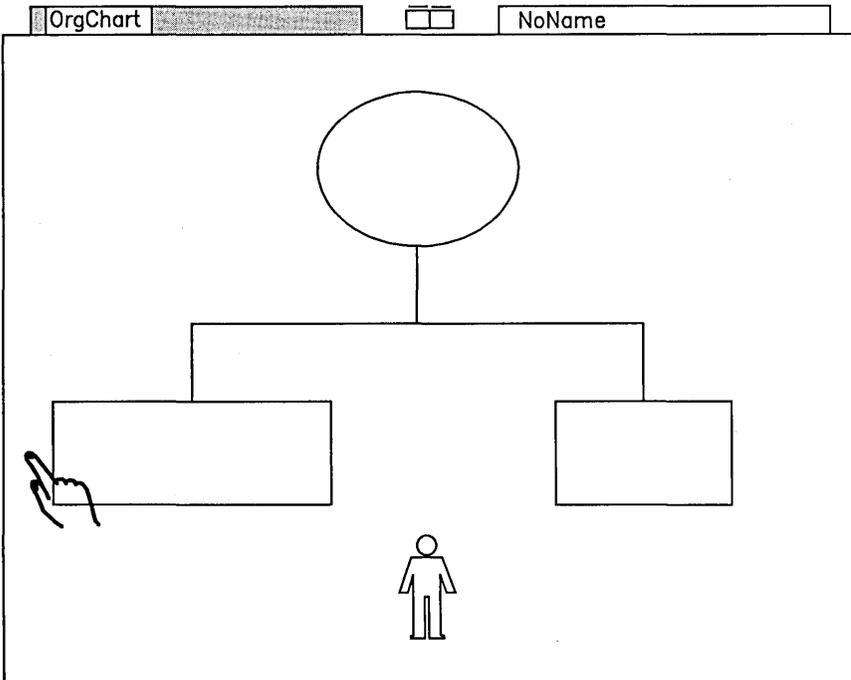
-
- ▶ Unpick the figure by selecting the Unpick tool from the Draw menu.

The handles disappear.

**Scale and Move
the Crossbar
and Squares**

Now you are going to Scale and Move the crossbar and squares. You can use Scale and Move with one object, or with several objects. When several objects are picked, or worked on together they are called a group.

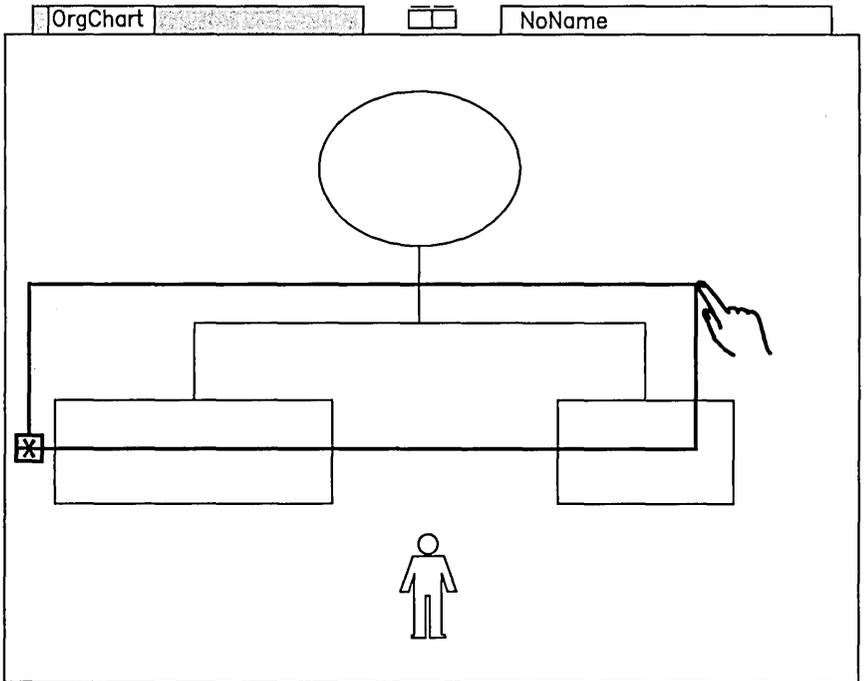
- ▶ Place the cursor as shown.



1135-056

► Press and hold **Mark**.

► Move the cursor as shown. Be careful not to cross the edge of the figure. If you cross the figure, unpick the group and pick it again.

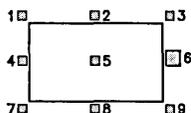


► Release **Mark**.

The Scale and Move box surrounds the group.

Scale and Move the Group

To Scale and Move the group:

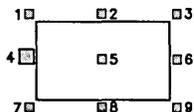


- ▶ Move the cursor to handle 6.
- ▶ Press and hold **Mark**.

The handles disappear and the group is highlighted.

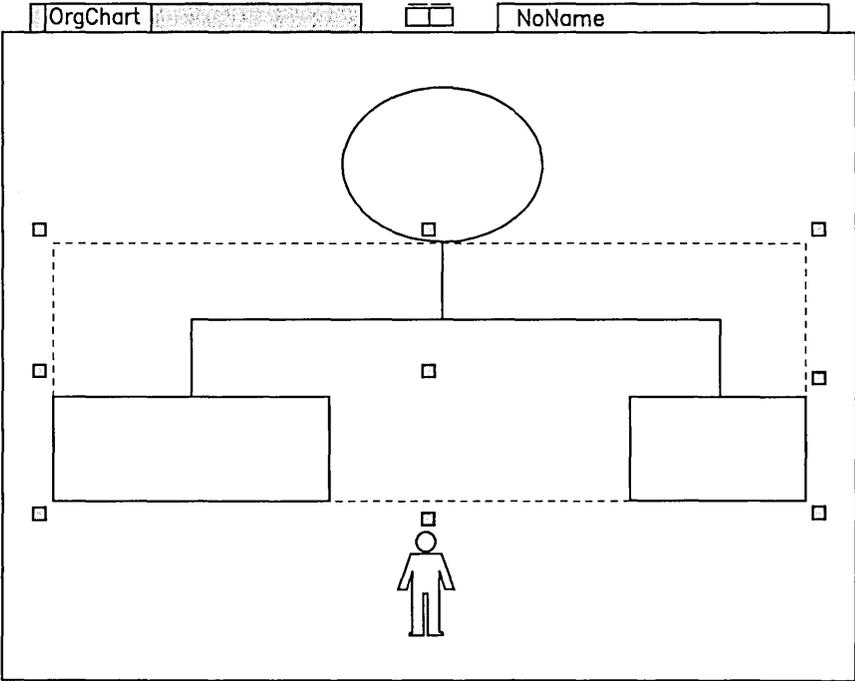
- ▶ Move the cursor to the right. Stretch the group until it is close to the right edge of the screen, and release **Mark**.

The handles reappear.



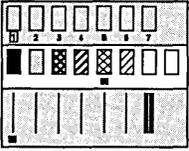
- ▶ Move the cursor to handle 4 on the left side of the group.
- ▶ Press and hold **Mark**. Stretch the group to the edge of the screen on the left, and release **Mark**.

Your picture now looks like this:



1135-058

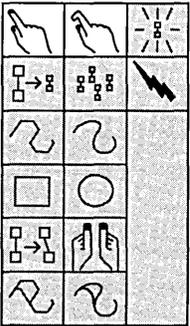
Filling the Figure



To enhance the figure in your organization chart, you are now going to fill the figure with a pattern from the Fill Palette, located on the Draw menu.

You use the Fill Palette to change an existing pattern or to fill objects that do not have patterns.

To fill the figure:



- ▶ Select the Unpick tool, and unpick the group.
- ▶ Select the Pick tool, and pick the figure.
- ▶ Move the hand cursor to the Fill Palette and select any pattern.

The figure fills with the selected pattern.



1135-059

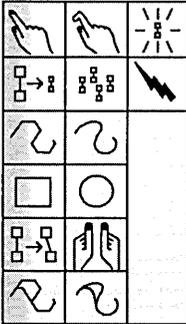
NOTE

If you have a Color Monitor, you can change the color of the objects in your drawing by using the Color Palette. See Art Designer: Charts and Drawings for more information.

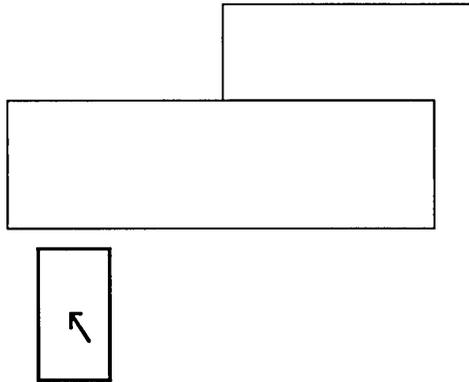
Copying the Figure

Notice that the organization chart at the beginning of this booklet has six figures. To complete your chart, copy the figure using the Copy tool.

Follow these steps:



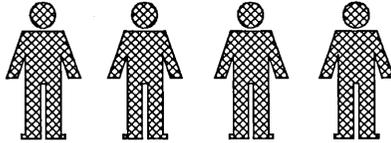
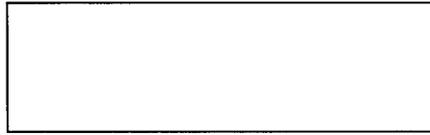
- ▶ Select the Copy tool.
- ▶ Move the copy box below the rectangle on the left, and click **Mark**.



1135-060

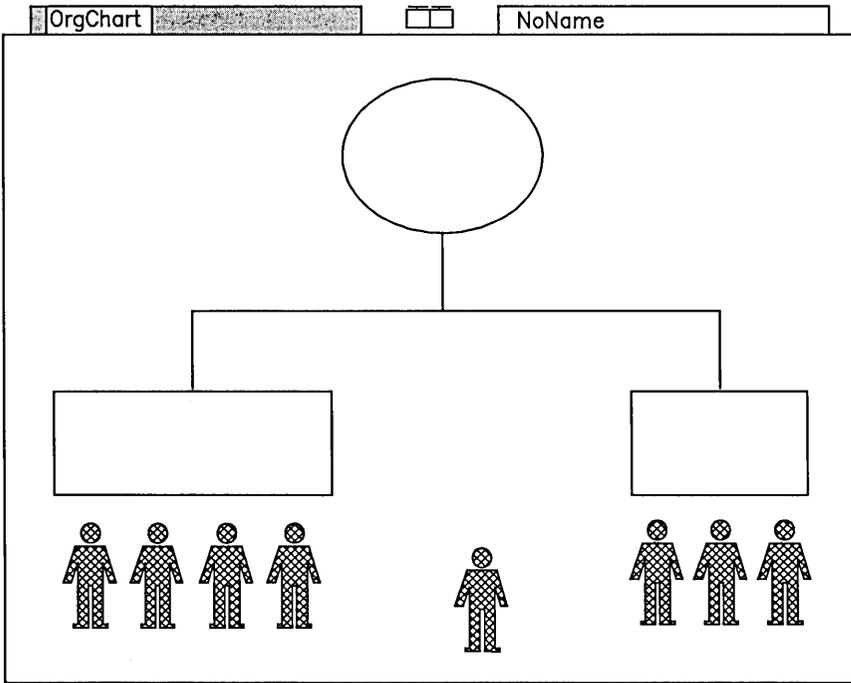
- ▶ Copy the figure three more times as shown.

You don't have to position the figures exactly. It is sufficient to line them up by sight.

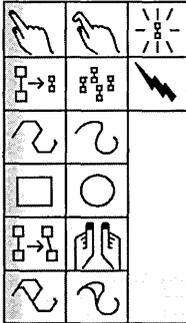


1135-061

- ▶ Place the copy box under the square on the right and copy the figure another three times.



Deleting the Figure



Notice that you have one too many figures in your organization chart. To delete the figure from the middle of your screen:

- ▶ Select the Delete tool from the Draw menu.
- ▶ Delete the figure.

The figure disappears from the middle of the screen.

You are now ready to add text to your organization chart.

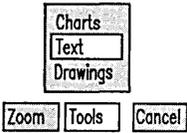
Adding Text

Text Completes Your Picture Now you are going to use text to identify the boxes in the organization chart. Text not only adds information, it also adds visual appeal to your picture.

To add text to your picture:

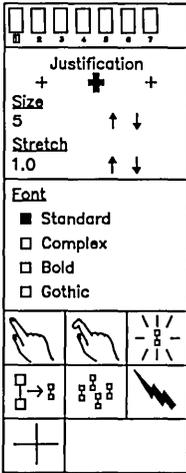
- ▶ Select the Tools Function label.

The Tools Function menu appears.



- ▶ Select the Text option.

The Text Menu



The Draw menu disappears. The Text menu is displayed, along with the text entry line.

The Text menu gives you the ability to add or delete text, move text, change the size and style of type, and set justification.

While the Text menu is displayed you can do many of the same things you do with the Draw menu. You can view the Picture Library, open more than one picture file, and copy text in the Dual Work Area.

Text is an Object, Too

Like something you draw, the text you enter is considered an object. Text can be moved, altered, and combined with other objects.

NOTE

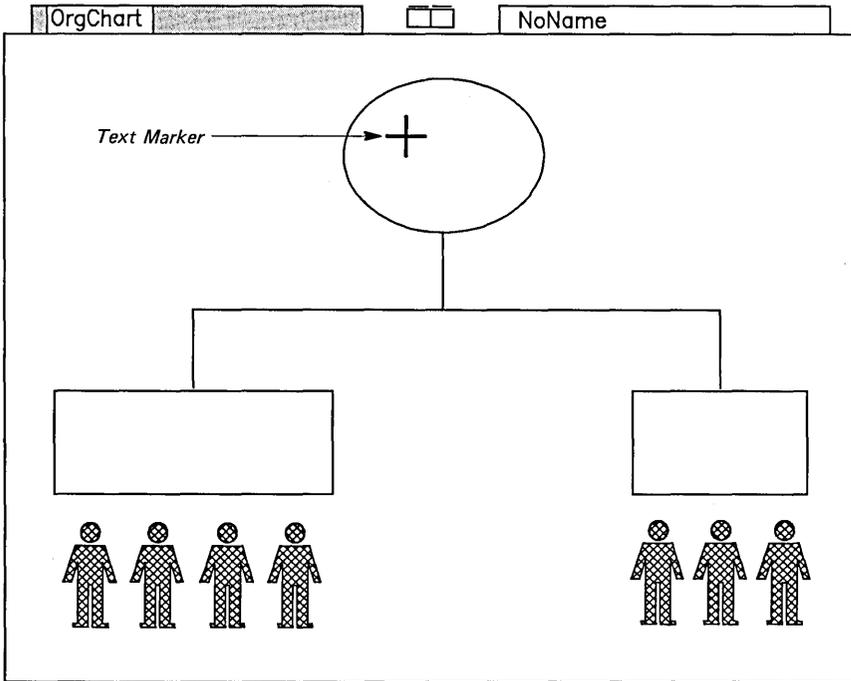
You cannot alter objects you have drawn when you are working with the Text menu.

The text you create, however, can be moved, copied, and deleted using the Draw menu.

**The Text
Marker**

The most commonly used tool in the Text menu is the Text Marker tool. It is highlighted when you invoke the Text menu.

Text is typed into the text entry line and appears on the screen at the location of the Text Marker. The Text Marker is the cross that appears in the upper portion of the screen.



Position text cursor, type in text, and press GO to execute.

Text Entry Line

1135-063

Text entered at the Text Marker can be left-justified, right-justified, or centered.

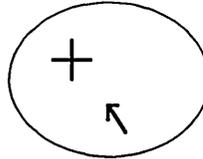
**Using the Text
Marker**

Placing the Text Marker in the proper position is the first step toward entering text into your picture.

Experiment with the Text Marker by moving the cursor and clicking **Mark** several times. (Experimenting will not affect your picture.) Notice that the Text Marker moves to the position exactly at the tip of the cursor.

When you finish experimenting with the Text Marker, follow these steps to enter text in your drawing:

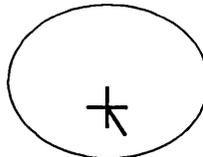
- ▶ Position the cursor inside the circle, as shown.



1135-064

- ▶ Click **Mark**.

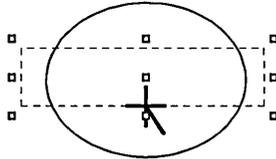
The Text Marker moves to the position of the cursor.



1135-065

Entering Text

When you type text into the text entry line, the text appears on the screen as an expanding box, called the text placement box. The text placement box appears at the Text Marker.



1136-066

To enter text into the circle:

- ▶ Type **XYZ, Inc.** on the text entry line.

Notice how the text placement box expands outward from the Text Marker as you type.

- ▶ Select (or press) **Go**.

XYZ, Inc. appears in the work area, centered from the Text Marker position.

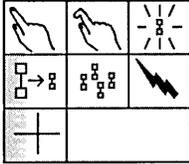
What if the circle is too small?

If the circle you created is too small for the text, you can do one of two things:

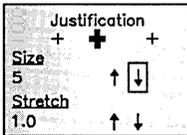
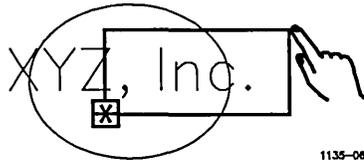
- 1. Increase the size of the circle using Scale and Move, or*
- 2. Reduce the size of the text.*

Setting the Text Size

If the text is too large or too small for the circle, change the size of the text using the Size option on the Text menu. Follow these steps:

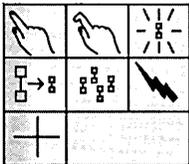


- ▶ Select the Pick tool.
- ▶ Pick the text. (Picking only one letter is sufficient to pick all of the text.)



- ▶ Move the cursor to the Size option on the Text menu.
- ▶ Select the **Down Arrow**.

The size of the text at the Text Marker is reduced slightly. The number decreases by one (for example, 5 becomes 4).

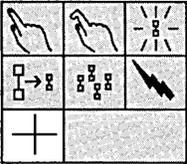


- ▶ Click **Mark** as many times as needed to reduce the text to a size that fits inside the circle.
- ▶ Unpick the text.

**Entering
Additional Text**

If your text is too small, follow the above steps and click **Mark** on the **Up Arrow**. This will increase the size of your text.

Once the text size is set, enter the remaining text:



- ▶ Select the Text Marker tool from the Text menu.

To place the text marker in the left square:

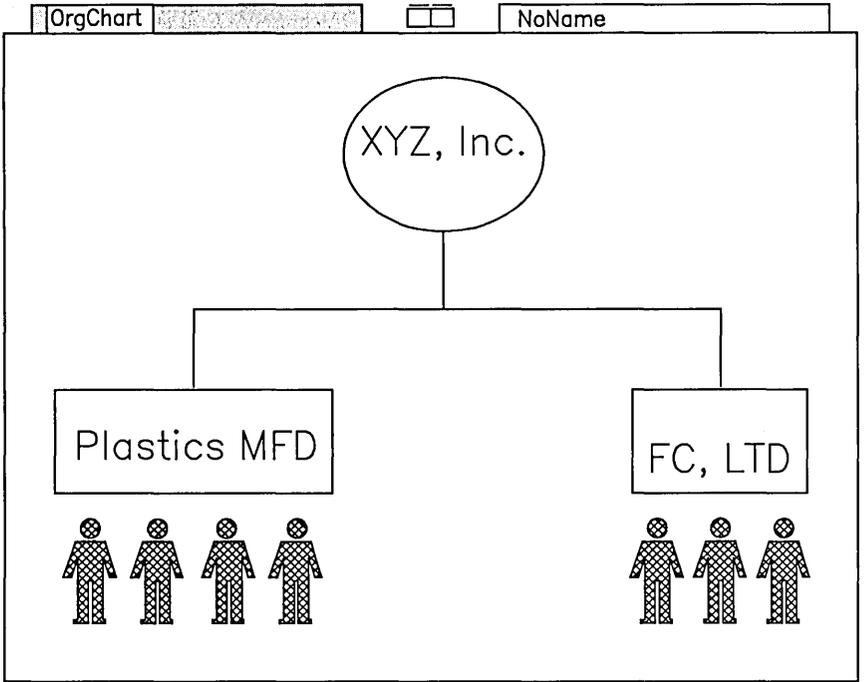
- ▶ Move the cursor to the center of the box and click **Mark**.
- ▶ Type **Plastics MFD**.
- ▶ Select (or press) **Go**.

If the text is too large, follow the directions above and modify it.

To place the text marker in the right square:

- ▶ Move the cursor to the center of the box and click **Mark**.
- ▶ Type **FC, Ltd**.
- ▶ Select (or press) **Go**.

Your screen looks like this:



1135-068

What if I want to change the text I just entered?

If you have entered text, and you want to change it, you have several options.

If you want to change the content of the text:

- ▶ *Select the Pick tool and pick the text.*

The text is highlighted and the text entry line appears above the Function labels.

The following message appears above the text entry line:

“Modify text here and press Go to execute”

- ▶ *To remove the existing text from the text entry line, and from the screen, press **Backspace**.*
- ▶ *Type in the new text.*
- ▶ *Press **Go**.*

The modified text is displayed on the screen.

- ▶ *Unpick the text.*

If you have already entered text and you want to remove it, delete the text as you would any other object.

If the text is typed over the boundaries of an object, it may appear that a part of the object is removed when you delete the text. Don't worry; this is an illusion.

To correct the appearance of an object:

- ▶ *Select the **Redraw Function** label.*

The picture is redrawn and restored to its original appearance.

**Centering Your
Text Using
Scale and Move**

Once you have entered the additional text, you may notice that although you have sized the text correctly, it may not be centered in the box or circle.

To center the text, use Scale and Move as follows:

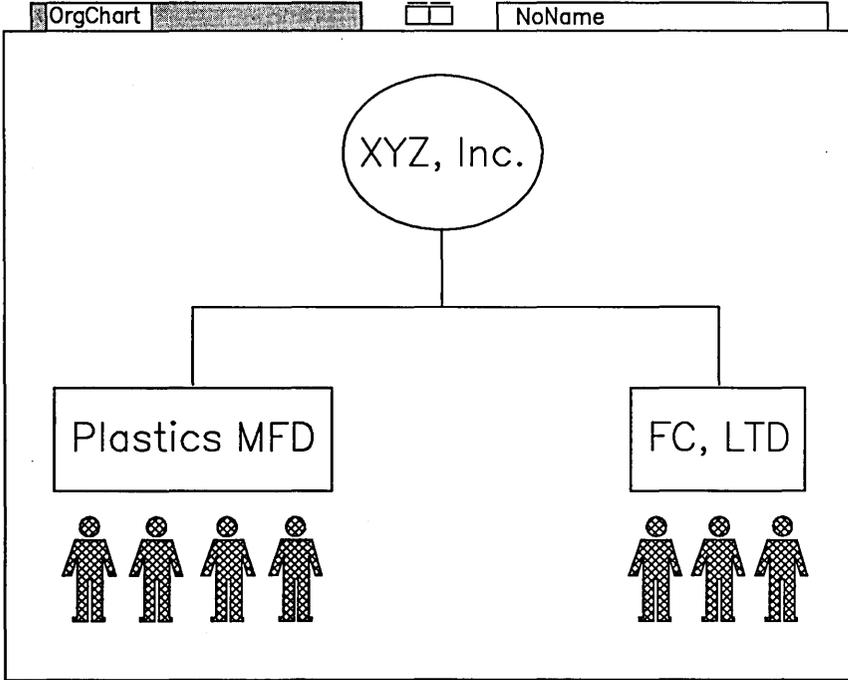
- ▶ Select the Scale and Move tool.
- ▶ When the hand cursor appears, pick the text.

Handles surround the text.

- ▶ Grab handle 5 and center the text inside the box or circle.
- ▶ When the text is where you want it, unpick the text.

**A Finished
Picture!**

Congratulations! Now that you have centered the text, your drawing is complete. You have successfully drawn and edited your first picture.



1135-009

Be sure to save your picture now that you are finished. Your picture is not stored on disk until it is saved.

**Fine Tuning
Your Picture
Using Zoom**

The Art Designer offers additional features for fine tuning your picture. One such feature is Zoom. Using Zoom is like passing a magnifying glass over your picture. The part that is magnified stands out. Zoom is useful for making adjustments that enhance your pictures.

Zoom is described in detail in the Art Designer: Charts and Drawings manual.

**Printing or
Plotting Your
Picture**

Now that you have completed your picture, you may want to print it to a dot matrix or laser printer, or plot it on a plotter. For more information on printing and plotting your drawing, see the Art Designer: Charts and Drawings manual.

**Exiting the Art
Designer**

To end this session and exit the Art Designer:

- ▶ Press **Finish**.

- ▶ Press **Go**.

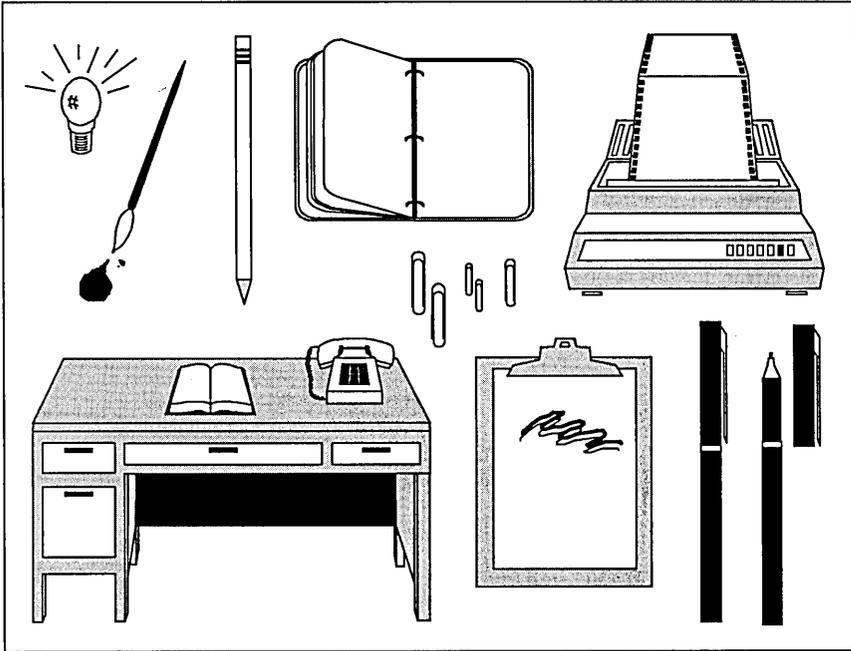
The Context Manager menu or the Executive command line returns to the screen.

What Other Drawings Can I Create with the Art Designer?

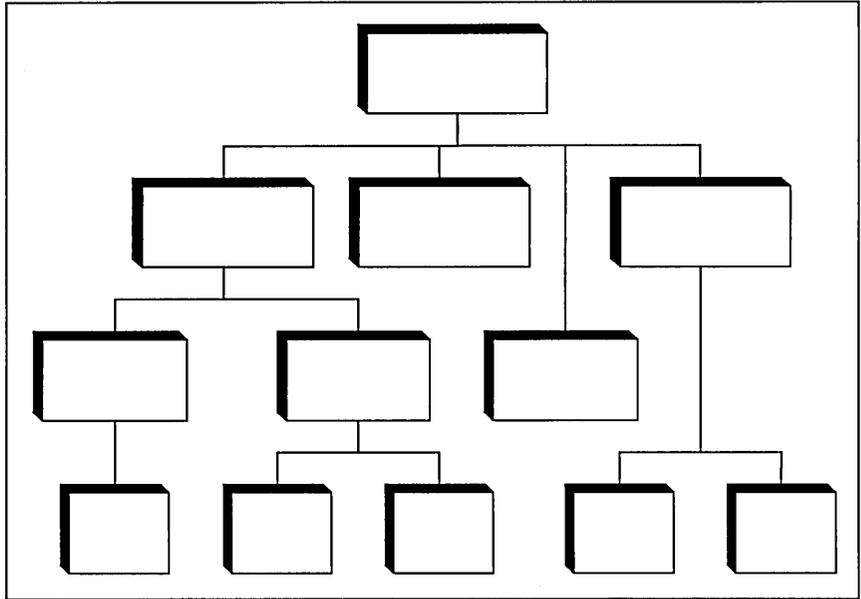
You can create several other kinds of drawings using the Art Designer. Many are much more complex than an organization chart.

Below are three examples of other kinds of drawings you may want to make.

For more specific information on different kinds of pictures, see the Art Designer: Charts and Drawings manual.



1135-070



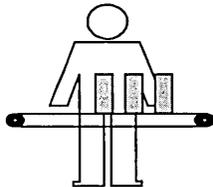
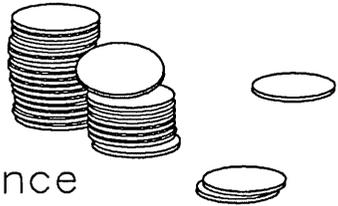
1135-071



Systems Division Products

Low Cost

Function
and Performance



Support From
the Factory

Modularity

1135-072