

XEROX

# ***Xerox ViewPoint***

## ***VP Free-Hand Drawing Training***

**XEROX**

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# **VP Free-Hand Drawing Training**

610E10300  
Version 2.0

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This book was created on the Xerox 6085 Professional Computer System.

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# 1.

## Getting started

Xerox ViewPoint Free-Hand Drawing is an optional software application for the 6085 Professional Computer System and 8010 Information System. Using VP Free-Hand Drawing, you can create illustrations, logos, and other graphics to include in documents such as newsletters and letterhead.

When you finish this training guide, you will be able to do the following:

- Use free-hand drawing tools.
- Create simple free-form illustrations.
- Create complex illustrations using most of the VP Free-Hand Drawing tools.
- Integrate your illustrations into documents.

You will realize these objectives by completing a logo for a fictitious company.

This training guide assumes that you have completed the *ViewPoint QuickStart Training* guide. If you have not yet worked through that guide, complete it now before continuing with this guide.

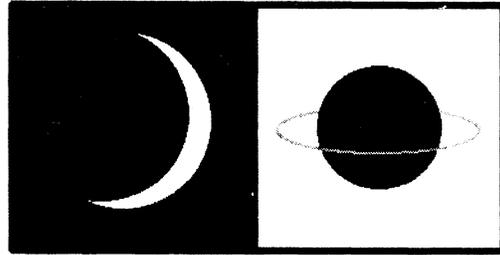
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### Training guide exercises

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This training guide provides exercises that illustrate typical ways of working with VP Free-Hand Drawing. In these exercises, you experiment with the drawing tools and then create a logo for a fictitious astronomical research company.

The logo demonstrates the special effects you can achieve using circles, ellipses, and shading.



You can apply the techniques presented here when creating free-hand drawings. For complete information on VP Free-Hand Drawing, refer to the *Graphics Reference* volume of the *VP Series Reference Library*.

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## Hardware and software you need to begin training

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Before you begin your training, make sure you have the following hardware and software:

- An operating 6085 or 8010 workstation with a desktop, a fully qualified user name, and a password. If you have a 6085 or 8010 workstation that is part of a network, you can get help from your system administrator. If your workstation is a Standalone or Documenter, you can get help from the *Workstation Administration and System Resources Reference* volume.
- Default User Profile settings. The User Profile lists the settings that control your desktop. The procedures in this training guide are designed for desktops using the default User Profile settings. Check with your system administrator to make sure your desktop has the default User Profile settings, or refer to the *General User Reference* volume.

Check the status of your applications before you begin training; consult with your system administrator or follow the next procedure.

## Checking the status of applications

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1. **Open** the Directory icon.
2. **Open** the Workstation divider.
3. **Open** the Loader.
4. **Compare** the list of applications in the Loader window with the list of applications here.
  - VP Document Editor
  - VP Free-Hand Drawing

Additional applications may be running.

If the Loader lists the applications you need and their STATUS column is set to RUNNING, select [Close All] in the Loader window header.

If the applications you need are not listed in the Loader, consult your system administrator or refer to the *General User Reference* volume for information on installing, enabling, and running the applications in the above sequence.

If the applications you need are listed, but the STATUS column is set to IDLE, change the status of the applications as described next.

## Running applications

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If the STATUS column of an application you need is set to IDLE, change it to RUNNING.

1. **Select** the application.
2. **Select** [Run] in the Loader window header.

3. **Select** [Close All] in the Loader window header when you are finished setting applications to RUNNING.

You can also set applications to run automatically; refer to the *General User Reference* volume for this procedure.

Two final notes before you begin:

- This training guide uses underlining to indicate information that you type; however, you do not need to underline the information you type.
- As you use this training guide, you will see terms in ***bold italic*** type. You can find more information on these terms in the Glossary, which is located in the *QuickFind Reference* volume.

You are now ready to start training.

---

## 2. Experimenting with the drawing tools

In this chapter, you become familiar with VP Free-Hand Drawing by using some of its tools. You experiment with drawing different shapes, reusing parts of a drawing using a “brush,” and erasing a drawing.

These exercises help prepare you to draw the practice logo that you will create in later chapters. However, if you simply want a quick introduction to VP Free-Hand Drawing, you can stop after this chapter.

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### Preparing the canvas

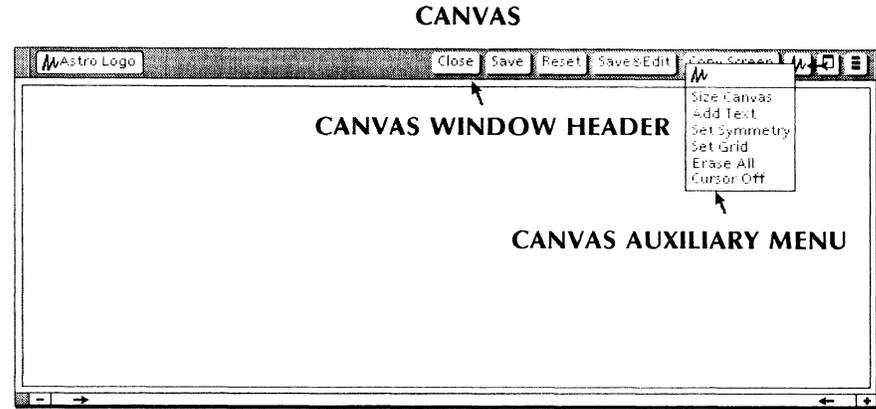
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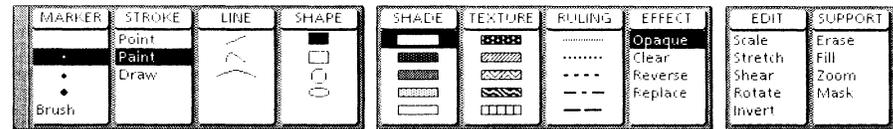
1. **Copy** a Blank Canvas icon from the Basic Icons divider to the desktop.  
The Basic Icons divider is located in the Workstation divider.
2. **Select** [Close All] to close the divider and Directory windows.
3. **Name** the Blank Canvas icon Astro Logo.

4. **Open** the Astro Logo canvas icon, and **select** [Edit].

The canvas window and the free-hand drawing menu appear.



**FREE-HAND DRAWING MENU**



The canvas window consists of the following components:

**Canvas** The **canvas** is the area inside the window used to create drawings.

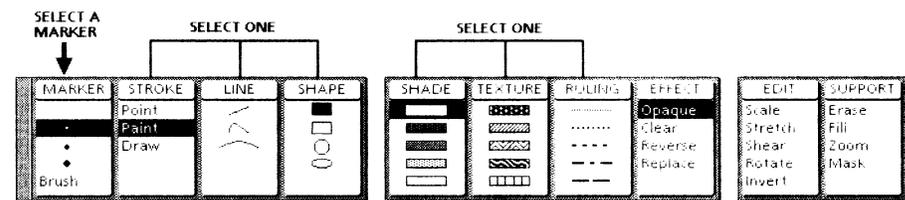
**Canvas auxiliary menu** The **canvas auxiliary menu** contains additional canvas commands. You access the canvas auxiliary menu by first placing the pointer over the small canvas icon in the window header, and then holding down the left mouse button.

**Free-hand drawing menu** The **free-hand drawing menu** contains the tools to create a drawing. It appears at the bottom of the screen above the top-row function keys on the keyboard.

## Making selections from the free-hand drawing menu

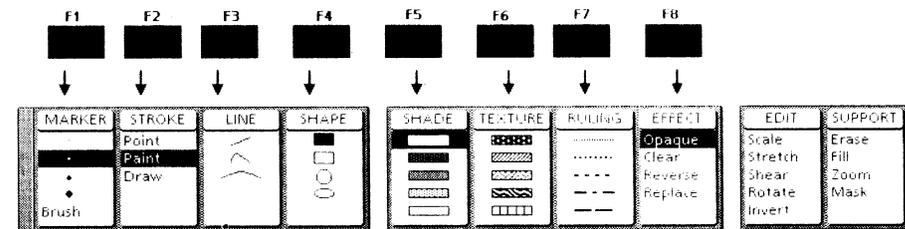
Each time you use the free-hand drawing menu, you make the following selections:

- One selection from the Marker column
- One selection from the Stroke, Line, or Shape column
- One selection from the Shade, Texture, or Ruling column



The Effect, Edit, and Support columns provide additional selections that you use as needed.

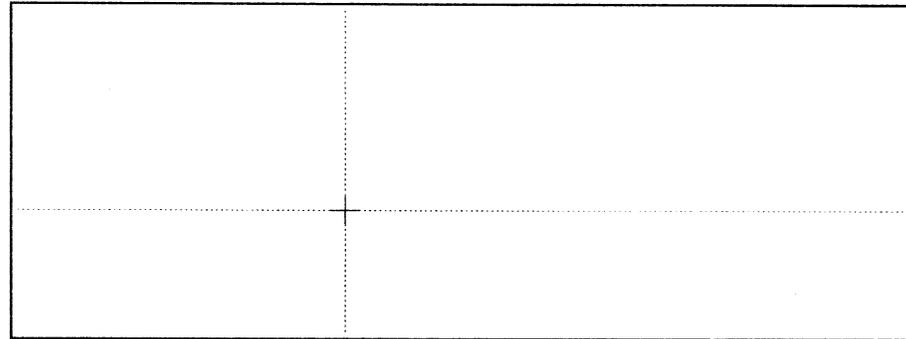
The first eight top-row function keys correspond to the first eight columns in the menu. You can press the corresponding function key to switch between menu selections in any one of these columns.



You can also make a menu selection in any column with the mouse. Practice using both methods, and then use the method you find most convenient.

1. **Practice** making selections from the Marker column; **leave** one of the point markers selected (not the [Brush] marker).

Notice the message that appears when you select [Brush]. If your pointer is in the canvas when you select [Brush], you see the extended cross hair used as a tool to help you align objects.



2. **Practice** making selections from the Stroke, Line, and Shape columns.

Notice that a selection in one of these columns cancels the previous selection in this three-column group. Also notice the messages that appear, indicating how to start drawing using the stroke, line, or shape you selected. You may also notice the extended cross hair for lines and shapes. (Don't try to draw on the canvas yet.)

3. **Practice** making selections from the Shade, Texture, and Ruling columns.

Notice that a selection in one of these columns cancels the previous selection in this three-column group.

Even if you decide to keep previous settings, you should think about all three choices each time you prepare to draw on the canvas.

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## Drawing lines and shapes

---

The selections you make from the free-hand drawing menu enable you to draw lines, curves, arcs, geometric shapes, and free-hand shapes and lines. You now use one of the four pen-point markers in the Marker column of the free-hand drawing menu.

### Using the point stroke

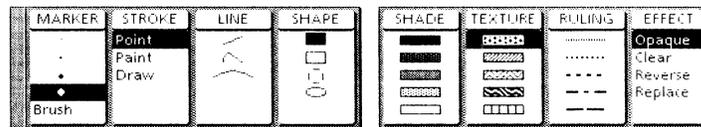
---

1. **Select** the fourth marker from the Marker column.
2. **Select** [Point] from the Stroke column.

The point stroke places a single image on the canvas each time you press and release (“click”) the left mouse button.

3. **Select** the first texture from the Texture column.

The free-hand drawing menu looks like this.



4. **Position** the pointer in the top half of the canvas, and **click** the left mouse button where you want a point to appear.
5. **Repeat** this procedure, using the point stroke with different markers, shades, textures, and ruling patterns; **leave** the bottom half of the canvas blank.

## Using the draw stroke

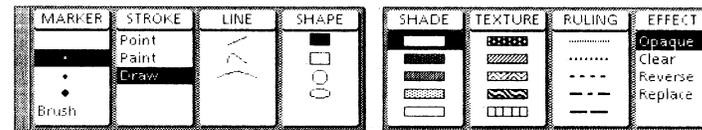
---

1. **Select** the second marker from the Marker column.
2. **Select** [Draw] from the Stroke column.

The draw stroke connects the path of dots you create when moving the pointer, producing a solid line.

3. **Select** the black shade from the Shade column.

The free-hand drawing menu looks like this.



4. **Position** the pointer near the left edge of the bottom half of the canvas, **hold down** the left mouse button, and **move** the pointer to sign your first name.
5. **Release** the mouse button.

VP Free-Hand Drawing connects the path to draw your name.

## Drawing lines

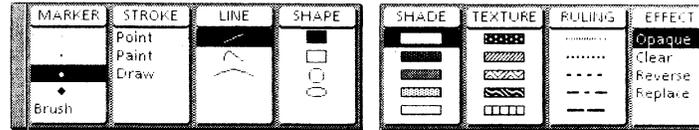
---

1. **Select** the third marker from the Marker column.
2. **Select** the straight line from the Line column.

The following message appears: "Use mouse button to indicate beginning of line." You can continue to make additional selections from the free-hand drawing menu. When you move the pointer to the canvas, the first location you select becomes the start of a line.

3. **Select** the black shade from the Shade column, if it is not already selected.

The free-hand drawing menu looks like this.



4. **Position** the pointer on the left edge of the canvas, near the middle, so that the cross hair separates your name from the points you drew earlier.
5. **Hold down** the left mouse button to indicate the start of the line.

A message appears: "Release button for end of line."

6. **Move** the pointer in a straight line across the canvas to the right edge.

As you move the pointer, a "ghost image" of the line appears. If you position the pointer so that the ghost image aligns precisely under the cross hair, then the line will be horizontal. Otherwise, it may be slightly angled.

7. **Release** the mouse button.

VP Free-Hand Drawing draws the line.



Draw a few other lines on the top half of the canvas. Include some angled and intersecting lines.

---

## Practicing creating and editing a brush

---

**Brush** You create a *brush* by outlining the contents of a rectangular portion of the canvas. The brush becomes a marker you can use to place the brush image on the canvas and to draw lines and shapes.

You can edit brushes to change attributes such as the size and orientation of the image, and to invert black to white and white to black. You can also make different selections in the Effect column to change the way in which the brush image is placed on the canvas.

### Creating a brush containing your name

---

1. **Select** [Brush] from the Marker column.

A message appears: "Use mouse button to indicate beginning of brush and move to opposite corner."

2. **Select** black from the Shade column, if it is not already selected.

**Draw-through**

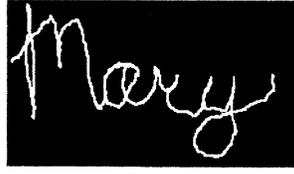
Using the *draw-through* method, you use the mouse to point to one corner of the brush rectangle, and then you point to the diagonally opposite corner. VP Free-Hand Drawing encloses the area of the canvas between the two corners.

3. **Move** the pointer to a location above and to the left of your name.
4. **Hold down** the left mouse button.

VP Free-Hand Drawing notes the upper left corner of the brush.

5. **Move** the mouse diagonally to the lower right corner of your name.

VP Free-Hand Drawing enlarges and highlights the rectangular area of the brush as you move the mouse. Your brush looks similar to this.



6. **Release** the mouse button when your entire name is inside the highlighted rectangle.

Notice the message that appears: "Use the mouse button to indicate guiding point of the brush."

#### Guiding point

The **guiding point** is the point directly below the cross-hair pattern of the pointer. The guiding point acts as the "handle" of your brush.

7. With the pointer near the lower right corner of your name, **click** the mouse button to define that position as the guiding point of your brush.

If you want to change the size of your brush, start again at step 1.

### Placing the brush image on the canvas

---

1. **Move** the mouse.

Notice that your name is now a marker that you can use as you would any marker.

2. **Select** [Point] from the Stroke column.
3. **Position** the brush in the top half of the canvas, and **click** the left mouse button to place a copy of your name there.

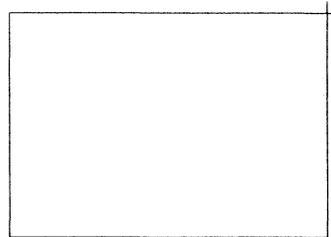


Select something from the Shade, Texture, or Ruling column, other than the black shade. Then place the modified brush image in another location in the top half of the canvas. Your name will appear in the shade, texture, or ruling pattern you selected.

## Rotating the brush 90 degrees

---

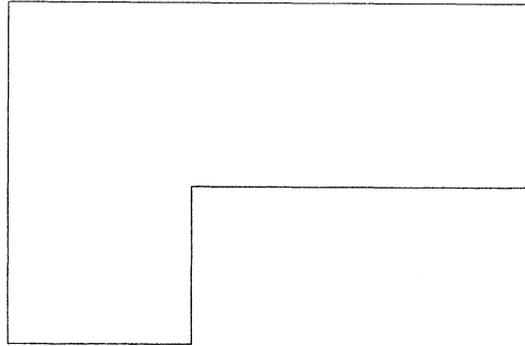
1. **Select** [Rotate] from the Edit column.
2. **Move** the pointer into the canvas, and **notice** the appearance of a brush frame attached to the cross hair.



### Brush frame

The **brush frame** outlines the shape of the brush. You move the brush frame to edit the brush. The contents of the canvas that may appear under the brush frame do not affect the editing operation.

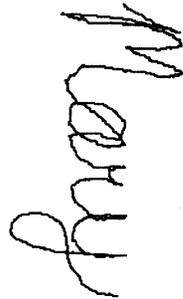
3. **Hold down** the left mouse button, and **move** the mouse in a semicircular fashion until the "ghost image" brush frame appears rotated 90 degrees from the present frame.



The line where both frames meet appears white when the frames are correctly positioned.

4. **Release** the mouse button, and **wait** for the new rotated brush image to appear.

Your rotated brush image is similar to this.



5. **Click** the left mouse button to place the edited brush image on the canvas.

---

## Erasing portions of the canvas

---

1. **Select** [Save & Edit] in the canvas header.

You should use the [Save & Edit] command periodically to save the current canvas. You should also use [Save & Edit] whenever you want to make sure that you can undo a drawing action you are about to perform.

2. **Select** [Erase] in the Support column.
3. **Position** the pointer near the top left corner of the canvas.
4. **Hold down** the left mouse button, and **move** the mouse diagonally to define a rectangle containing some of the images you have drawn.
5. **Release** the mouse button.

VP Free-Hand Drawing erases the area you defined.

## Resetting the canvas

---

1. **Select** [Reset] in the canvas header.
2. **Select** [YES] to confirm your selection.

The canvas returns to the appearance it had when you last selected [Save & Edit], before you started erasing.

## Erasing the entire canvas

---

1. **Select** [Erase All] in the canvas auxiliary menu.
2. **Select** [YES] in the message area to confirm your selection.

The canvas is now blank.

**3. Select** [Save & Edit] to save the blank canvas.

You use this blank canvas in the next chapter.

You have now completed the quick introduction to VP Free-Hand Drawing. If you want to create the practice logo, continue with the next chapter. Otherwise, select [Close] to close the canvas and end your training here.

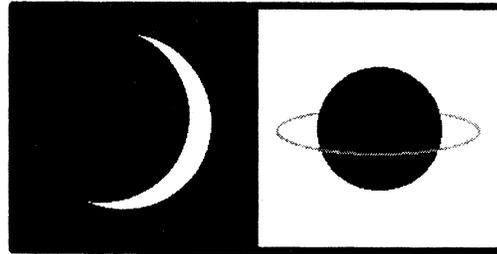
Refer to the *Graphics Reference* volume for additional information on free-hand drawing tools.

---

### 3.

## Outlining the logo

In the next three chapters, you create a logo for a fictitious astronomical research company.



As you build the logo, you periodically select [Save & Edit] in the canvas header. Select [Save & Edit] only if you are satisfied with your results. If you are not satisfied, select [Reset] and try the exercise again. When you successfully complete the exercise, select [Save & Edit] and continue.

---

### Turning on a grid

---

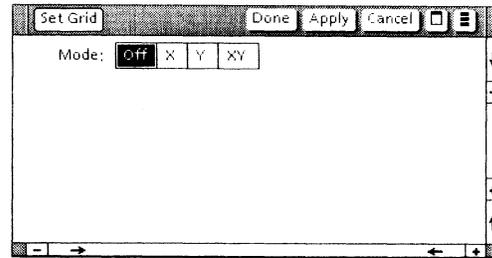
The grid feature places an invisible grid on the canvas. You control the amount of space between grid points. When the grid is on, you can move the pointer only to predefined grid points. Use the grid to help you position images more precisely.

## Setting the grid coordinates

---

1. With the blank canvas still open, **select** [Set Grid] in the canvas auxiliary menu.

The Set Grid option sheet appears.

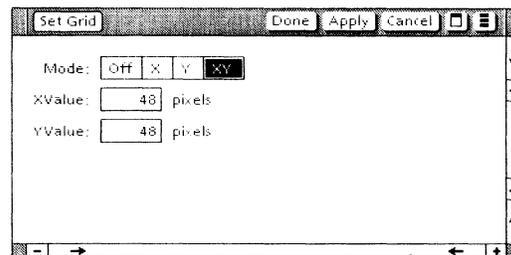


2. **Select** [XY] for the Mode property.

The XValue and YValue properties appear.

3. **Delete** the entry for XValue, and **type:** 48.
4. **Delete** the entry for YValue, and **type:** 48.

The completed Set Grid option sheet looks like this.

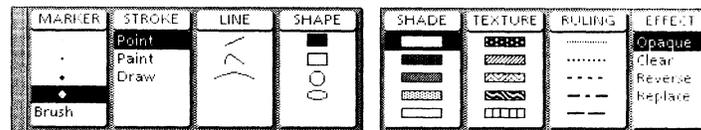


## Applying the grid properties

---

1. **Select** [Apply] from the option sheet header.  
Leave the Set Grid option sheet displayed. If the option sheet is covering part of the canvas, move it to a corner of the screen.
2. **Click** the left mouse button inside the canvas to display the free-hand drawing menu.
3. **Select** the thickest point from the Marker column.
4. **Select** [Point] from the Stroke column.
5. **Select** black from the Shade column.

The free-hand drawing menu looks like this.



6. **Move** the pointer into the canvas, and then **move** it around.  
Notice how the marker “jumps” from point to point. These points are the grid points you defined on the option sheet. While the grid is set, the pointer moves the marker only to these grid points.
7. **Select** [Save & Edit] in the canvas header.

---

## Drawing a rectangle using the grid points

---

You use the grid points to create a rectangle that is 8 grid points wide and 4 grid points high.

## Starting the rectangle

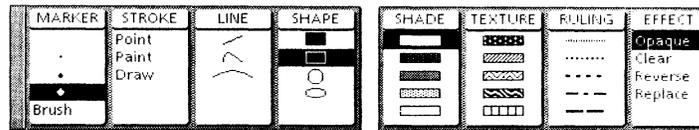
---

1. **Select** the thickest point from the Marker column.
2. **Select** the rectangle from the Shape column.

The rectangle is the second choice in the column, not the first choice, which is the block.

3. **Select** black from the Shade column.

The free-hand drawing menu looks like this.



4. **Move** the pointer to the grid point closest to the top left corner of the canvas.
5. **Hold down** the left mouse button, and **move** the pointer diagonally down until one black square appears; **keep** the mouse button held down for the first two steps of the following exercise.



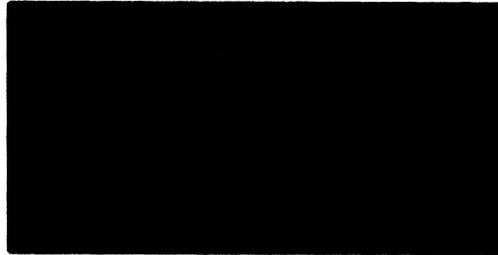
## Completing the rectangle

---

1. **Move** the pointer across the canvas to the right, counting the squares as they appear, and **stop** at eight squares.

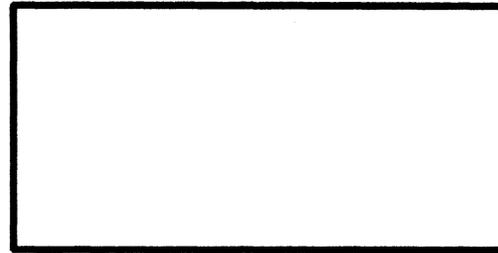


2. **Move** the pointer down, and **count** three more rows of squares as they appear.



3. **Release** the mouse button.

VP Free-Hand Drawing draws the rectangle.



4. **Select** [Save & Edit] in the canvas header.

---

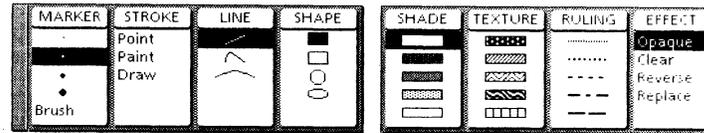
## Drawing a line to divide the rectangle into two squares

---

1. **Select** the second marker from the Marker column.
2. **Select** the straight line from the Line column.

3. **Select** black from the Shade column, if it is not already selected.

The free-hand drawing menu looks like this.



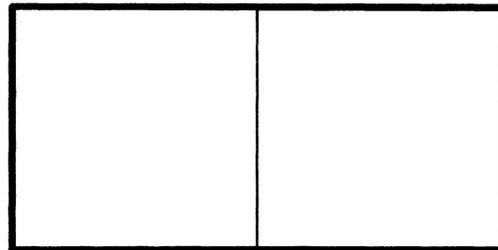
4. **Move** the cross hair to the middle grid point of the top line.

If you cannot find the middle point, start at a corner and move the cross hair four grid points to the right.

5. **Hold down** the left mouse button, and **move** the cross hair to the middle grid point of the bottom line of the rectangle.

6. **Release** the mouse button.

VP Free-Hand Drawing draws the line. Using the grid makes it easy to draw a straight vertical line as you move the pointer between grid points.



7. **Select** [Save & Edit] in the canvas header.

---

## 4. Drawing a crescent moon

In this chapter, you use brushes to create the crescent moon shape in the left square of the logo. You place a solid white circle over part of a solid black circle to create the crescent.

---

### Drawing a solid black circle in the left square

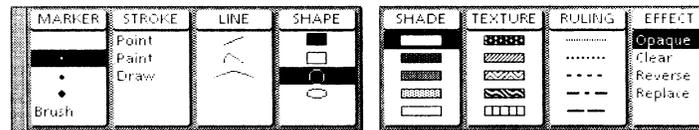
---

1. **Select** the second marker from the Marker column, if it is not already selected.
2. **Select** the circle from the Shape column.

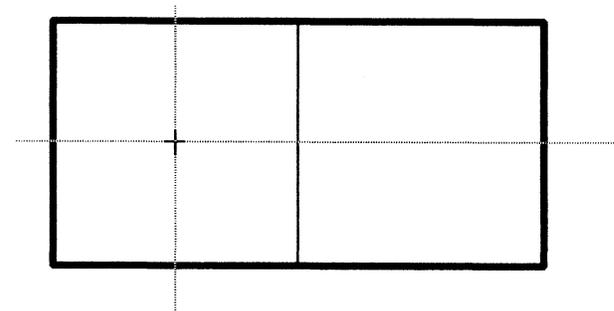
A message appears: "Use mouse button to indicate center of circle."

3. **Select** black from the Shade column, if it is not already selected.

The free-hand drawing menu looks like this.



4. **Position** the cross hair at the central grid point in the left square.

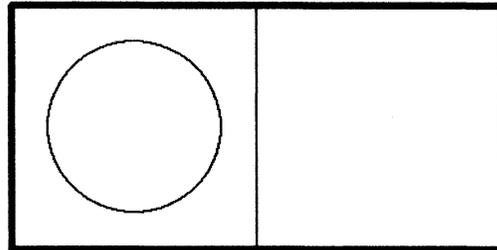


5. **Hold down** the left mouse button, and **move** the pointer to the grid point farthest from the center but still contained within the square.

As you move the pointer, you see a ghost image of the circle you define.

6. **Release** the mouse button.

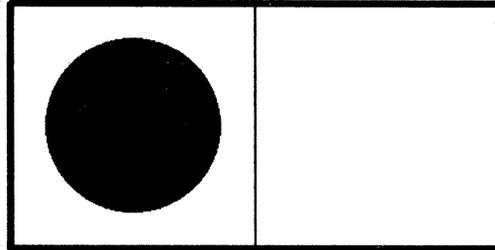
VP Free-Hand Drawing draws the circle.



7. **Select** [Fill] from the Support column.

8. **Position** the pointer inside the circle, and **click** the left mouse button.

VP Free-Hand Drawing fills in the circle with black shading.



---

## Creating the crescent shape

---

You create the crescent shape by copying the black circle to a brush, changing the shade to white, and placing the white circle partially over the black circle. Because you need to place objects between grid points, you perform these steps with the grid off.

### Turning off the grid

---

1. **Select** [Off] for the Mode option on the Set Grid option sheet to turn off the grid.
2. **Select** [Apply] in the option sheet header.

### Creating a circular brush

---

1. **Click** the left mouse button inside the canvas to display the free-hand drawing menu.
2. **Select** [Brush] from the Marker column.

3. **Outline** the circle as your brush, using the draw-through method.

Do not include portions of the logo outline, just the circle.

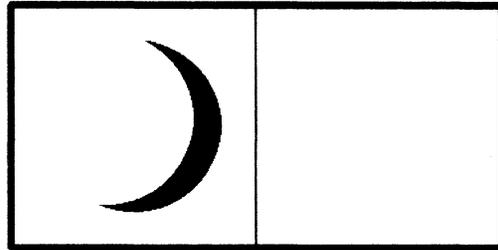
4. **Move** the cross hair to the center of the circle, and **click** the left mouse button to define the guiding point of the brush.

You now have a large circular brush.

### Positioning the brush

---

1. **Select** [Point] from the Stroke column.
2. **Select** white from the Shade column to make a white circle.
3. **Position** the white brush over the black circle, so that it does not touch the logo outline and only a crescent portion of the black circle shows.



4. **Click** the left mouse button.
5. **Select** [Save & Edit] in the canvas header.

---

## Copying the crescent shape to a brush

---

1. **Select** [Brush] from the Marker column.
2. **Select** black from the Shade column.
3. **Copy** the crescent shape to a brush, using the draw-through method.  

Do not include any of the logo outline in the brush image.
4. **Move** the pointer near the crescent, and **click** the left mouse button to define the guiding point.
5. **Select** [Save & Edit] in the canvas header.

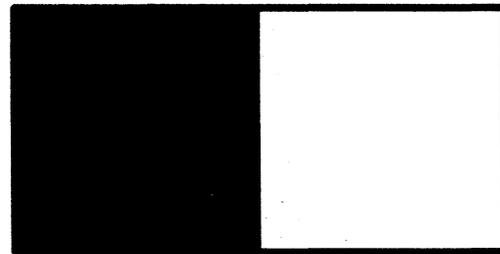
---

## Creating a white crescent on a black background

---

1. **Select** [Fill] from the Support column.
2. **Select** a location in the white area of the left square.

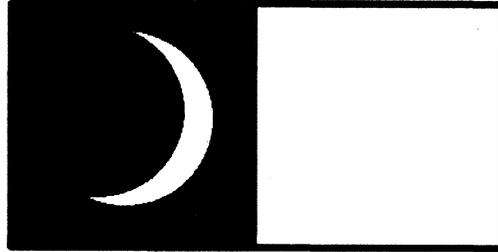
The square fills in with black shading. VP Free-Hand Drawing keeps the brush image even though you cannot see the original crescent after you select [Fill].



3. **Select** white from the Shade column of the free-hand drawing menu.

Because the brush is white and most of the canvas is white, the brush is visible only when you place it over a black background.

4. **Position** the white crescent brush inside the black square, and **click** the left mouse button.



5. **Select** [Save & Edit] in the canvas header.

---

## 5. Drawing a ringed planet

In this chapter, you create a three-dimensional image of a ringed planet in the right square of the logo. First, you use the grid feature to draw a gray ellipse around a black circle. Then you use the zoom feature to edit the ellipse so that it appears to surround the circle from front to back.

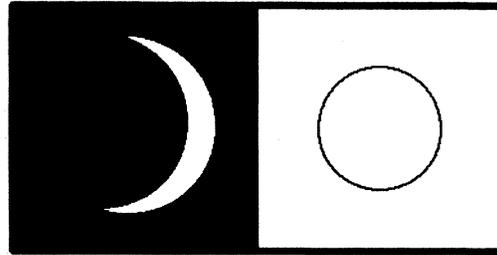
---

### Drawing a solid black circle

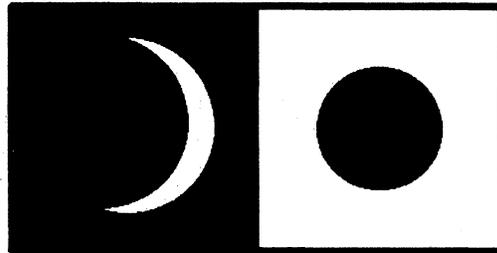
---

1. **Turn on** the grid with XValue and YValue properties set to 48, so you can place the circle in the center of the square.
2. **Select** [Apply] from the option sheet header.
3. **Click** the left mouse button inside the canvas to display the free-hand drawing menu.
4. **Select** the second marker from the Marker column.
5. **Select** the circle from the Shape column.
6. **Select** black from the Shade column.
7. **Move** the cross hair to the center of the right square, **hold down** the left mouse button, and **move** the pointer one grid point from the center.

8. **Release** the mouse button.



9. **Fill in** the circle with black shading.



10. **Select** [Save & Edit] in the canvas header.

---

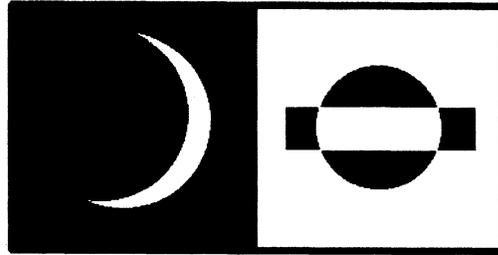
## Drawing an ellipse around the circle

---

1. **Turn off** the grid.
2. **Select** [Apply] from the option sheet header.
3. **Select** the second marker from the Marker column.
4. **Select** the ellipse from the Shape column.  
The ellipse is the oval shape under the circle.
5. **Select** the middle gray value from the Shade column.
6. **Move** the cross hair to the approximate center of the circle.

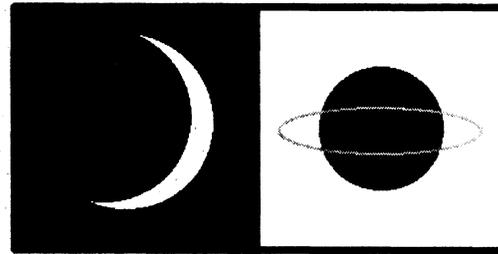
7. **Hold down** the left mouse button, and **move** the pointer so the boundary box of the ellipse is wider than the circle and approximately one-third the height of the circle.

The boundary box indicates the size of the ellipse.



8. **Release** the mouse button.

VP Free-Hand Drawing draws the ellipse over the circle.



9. **Select** [Save & Edit] in the canvas header.

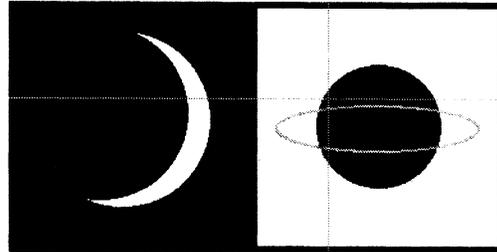
---

## Erasing part of the ellipse

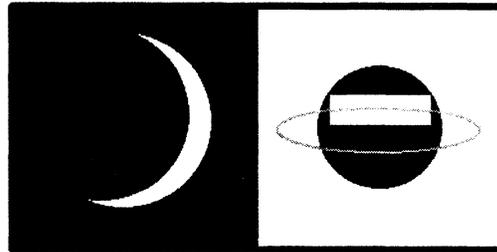
---

1. **Select** the second marker from the Marker column.
2. **Select** the block from the Shape column.
3. **Select** black from the Shade column.

4. **Position** the pointer within the upper left portion of the circle above the back (upper) arc of the ellipse.

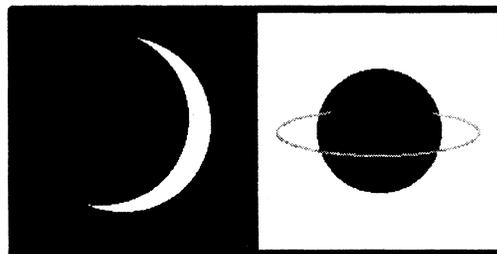


5. **Hold down** the left mouse button, and **move** the mouse diagonally to define a block that covers as much of the upper arc of the ellipse within the circle as possible.



6. **Release** the mouse button.

The logo looks like this.



7. **Select** [Save & Edit] in the canvas header.

---

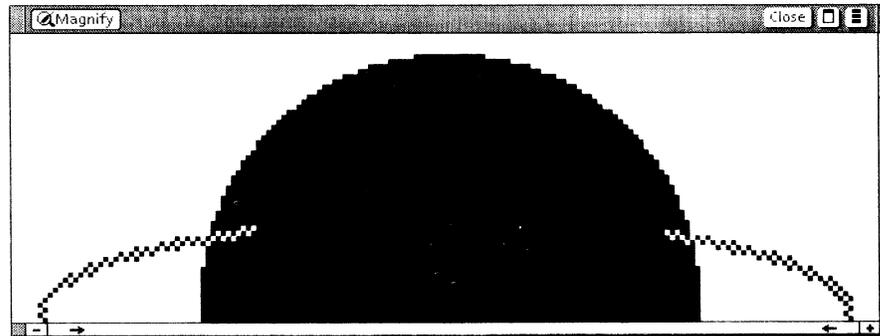
## Using the zoom feature to edit

---

You frequently use the zoom feature to “tidy up” edges in your drawings.

1. **Select** [Zoom] from the Support column.
2. **Outline** the top half of the circle, using the draw-through method.

VP Free-Hand Drawing opens a Magnify window that contains an enlarged view of the portion of the canvas you outlined.

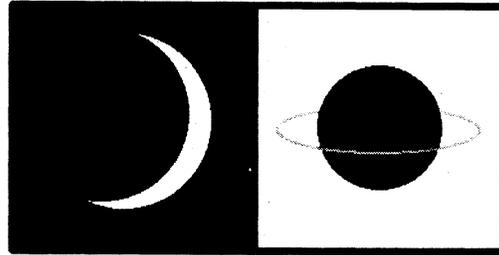


3. **Move** the cross hair into the Magnify window.
4. **Add** black dots as necessary to fill the circle with black.

In the Magnify window, you click the left mouse button to add a black dot and the right mouse button to add a white dot. If the Magnify window is not covering the image on the canvas, you can see the circle fill in as you edit the Magnify window.

**5. Select [Close] in the Magnify window header.**

The completed logo now looks like this.



**6. Select [Close] in the canvas header.**

Now that you have completed the logo, you can use the same methods to create other designs. You can also experiment with other VP Free-Hand Drawing tools such as curves, different brush effects, and symmetry options.

In addition, you can experiment with the [Copy Screen] command to move images from the desktop and other windows into a canvas. Refer to the *Graphics Reference* volume for complete procedures on using these features.

If you want to practice integrating a canvas into a document and printing the canvas in different sizes, continue with the next chapter. Otherwise, you can print your canvas and end your training here.

---

## 6. Integrating a canvas into a document

You can enhance your documents by including VP Free-Hand Drawing illustrations in them. In this chapter, you move a canvas into a document. To appear in a document, a canvas must be inserted into an embedded bitmap frame. The bitmap frame is embedded in a graphics frame. You can also change the scaling properties of the bitmap frame to print the canvas in different sizes.

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### Moving the logo into a brush

---

1. **Open** the Astro Logo canvas you completed in the previous chapter, and **select** [Edit].
2. **Select** [Brush] from the Marker column.
3. **Select** [Point] from the Stroke column.
4. **Select** black from the Shade column.
5. **Outline** a brush that contains the entire logo but no extra space, using the draw-through method.
6. **Move** the cross hair to a location near the bottom right corner of the logo to select the guiding point.  
  
Do not move the cross hair outside the canvas.
7. **Click** the left mouse button.
8. **Select** [Save & Edit] in the canvas header.

---

## Placing the logo in the top left corner of the canvas

---

1. **Select** [Erase All] in the canvas auxiliary menu.
2. **Select** [YES] in the message area to confirm the choice.  
Your brush still contains the logo image.
3. **Position** the brush image on the canvas so that it is as close as possible to the top left corner of the canvas.
4. **Click** the left mouse button to place the brush on the canvas.

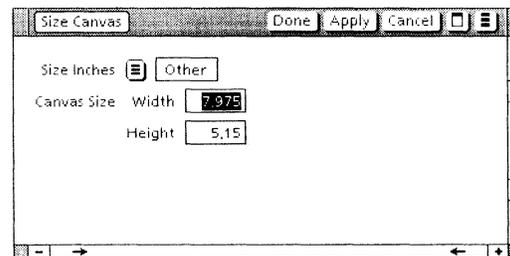
---

## Resizing the canvas

---

1. **Select** [Size Canvas] in the canvas auxiliary menu.

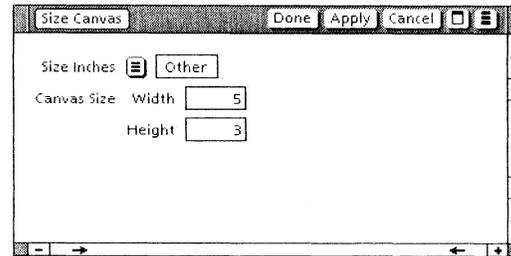
The Size Canvas option sheet appears.



2. **Delete** the value for the Width option, and **type:** 5.

3. **Delete** the value for the Height option, and **type:** 3.

The completed option sheet looks like this.



4. **Select** [Done] in the option sheet header.

The canvas size changes. Notice that the canvas window itself does not change size.

5. **Select** [Close] in the canvas header.

---

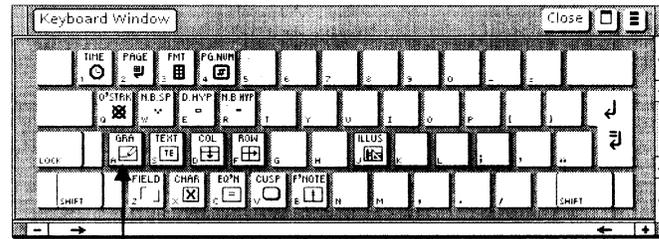
## Placing an embedded bitmap frame in a blank document

---

1. **Rename** a blank document.
2. **Open** the blank document, and **select** [Edit].
3. **Select** [Show Structure] in the document auxiliary menu.

## Inserting and adjusting an anchored graphics frame

1. Hold down <KEYBOARD>, press <Special>, and press <Show> to display the Document Special keyboard.



GRAPHICS FRAME

2. Press <A> to insert a graphics frame; then release <KEYBOARD>.

The VP Document Editor inserts a 1-inch-square graphics frame.

3. Select [Close] in both keyboard window headers.
4. Select the graphics frame, and press <PROP'S>.

The Graphics Frame Properties sheet appears.

5. Set the Units property to [Inches], if it is not already set.
6. Delete the value for the Width property, and type: 5.25.
7. Delete the value for the Height property, and type: 3.25.
8. Select the blank Border Style setting.
9. Select [Done] in the property sheet header.

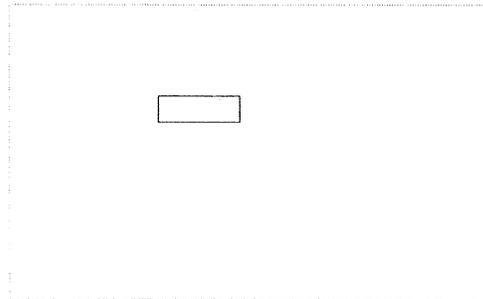
The frame changes size, and the solid border disappears.

## Inserting and adjusting an embedded bitmap frame

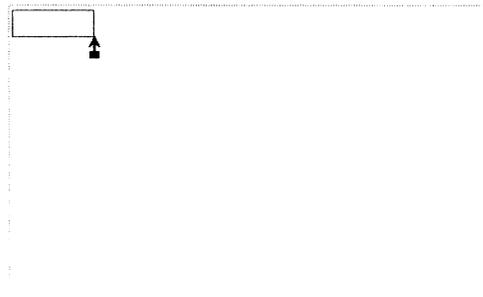
---

1. With the pointer inside the graphics frame, **click** the left mouse button.
2. **Hold down** <KEYBOARD>, **press** <Special>, and **press** <H> to insert a bitmap frame; then **release** <KEYBOARD>.

The bitmap frame appears.



3. **Select** the bottom right corner of the bitmap frame as a guiding point, and **move** the bitmap frame near the top left corner of the graphics frame.



4. With the bitmap frame still selected, **press** <PROP'S>.
5. **Select** [FRAME] for the Display property, if it is not already selected.
6. **Delete** the value in the Width property, and **type**: 5.
7. **Delete** the value in the Height property, and **type**: 3.
8. **Select** the blank Border Style setting.
9. **Select** [Done] in the property sheet header.

The frames now look like this.



---

## Inserting the canvas into the document

---

1. **Select** the Astro Logo canvas icon.
2. **Press** <COPY>.  
The pointer changes to a small canvas representation.
3. With the pointer inside the bitmap frame you created in the previous exercise, **click** the left mouse button.

An hourglass symbol appears while the VP Document Editor copies the canvas. The canvas then appears inside the bitmap frame in the document.

4. **Select** [Don't Show Structure] in the document auxiliary menu so you can see the document as it will be printed.



Enter text in your document to identify the logo you created. Select [Show Structure], and enter text before and after the frame anchor. When you finish, select [Close] in the document window header.

---

## Printing the canvas

---

You can print the canvas by itself, at its full size. If you want to print the document containing the canvas, but the canvas looks too large in the bitmap frame, you can shrink the contents of the bitmap frame by changing the Scale property.

### Printing the canvas at its current size

---

1. **Select** the Astro Logo canvas icon.
2. **Copy** the canvas icon to a printer icon, and **select** [Start] on the Printing option sheet.

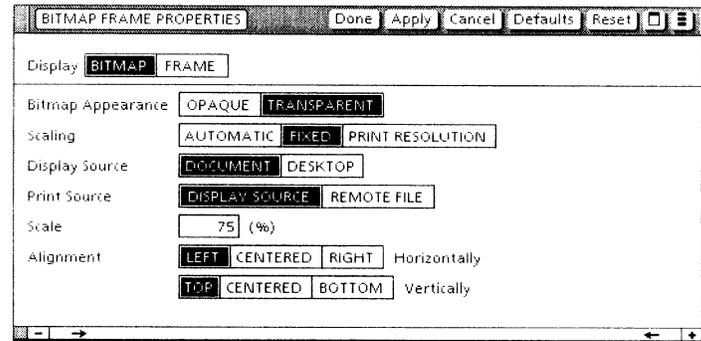
### Reducing the size of the bitmap frame contents

---

1. **Open** the document containing the canvas, and **select** [Edit].
2. **Select** [Show Structure] in the document auxiliary menu.
3. **Select** the bitmap frame, and **press** <PROP'S>.
4. **Select** [BITMAP] for the Display property, if it is not already selected.
5. **Select** [FIXED] for the Scaling property.

- To print the canvas at 75% of its actual size, **delete** the value for the Scale property, and **type**: 75.

The property sheet looks like this.



- Select** [Done] in the property sheet header.

The contents of the bitmap frame change size. (You can also select [PRINT RESOLUTION] for the Scaling property, which changes the size of the bitmap contents.)

- Select** [Close] in the document window header.
- Copy** the document icon to a printer icon, and **select** [Start] on the Printing option sheet.



Experiment with the Scaling property by using different values. Try using [PRINT RESOLUTION] for the Scaling property.

You are now ready to create illustrations using VP Free-Hand Drawing, and to incorporate them into any VP Document Editor document. With these combined skills, you can create a variety of illustrations to enhance the documents you produce.

You can find comprehensive information about frames in the *Document Editor Reference* volume 3. For specific information on graphics and bitmap frames, and for further information on VP Free-Hand Drawing, refer to the *Graphics Reference* volume.

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